

Sno-Isle Libraries

Board of Trustees

January 24, 2022, 5:00 p.m.

Zoom webinar link: <https://sno-isle-org.zoom.us/j/82614254129>

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

Webinar ID: 826 1425 4129

Meeting Agenda

- 1) Call to Order**
- 2) Land Acknowledgement**
- 3) *Approval of Agenda**
- 4) Introduction and Recognition of Guests**
- 5) *Consent Agenda Items**
 - a) Approval of November 22, 2021 regular meeting minutes;
 - b) Approval of the January 6, 2022 special meeting minutes;
 - c) Approval of the November 2021 Sno-Isle Libraries payroll, benefits, and vouchers;
 - d) Approval of the December 2021 Sno-Isle Libraries payroll, benefits, and vouchers.
- 6) Public Comment**
- 7) Communications to the Board**
- 8) New Business**
 - a) Audit Exit Conference – Office of the Washington State Auditor – Courtney Amonsens and Christina Baylor.
 - b) *Resolution 22-01 concerning rescinding the appointment of an auditing officer – Executive Director Lois Langer Thompson. [Attachment # 1](#)
- 9) Executive Director's Report**
 - a) Executive Director's report [Attachments # 2-3](#)
 - b) Financial Update – Accounting Manager Nicole Wehl [Attachment # 4](#)
- 10) Unfinished Business**
 - a) *2022 meeting schedule [Attachment # 5](#)
- 11) President, Trustee Committees, and Foundation Representative Reports**
 - a) President's Report / Executive Committee / Sno-Isle Libraries Foundation – President Kostick
- 12) Announcements and Comments**
- 13) *Adjournment**

*Denotes Board of Trustees action item

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

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Sno-Isle Libraries

Board of Trustees

Monday, November 22, 2021

Meeting Minutes

Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 5:00 p.m.

Approval of Agenda

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

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: Barb Adams, Laura Baker, Gary Becker, R.D. Burley, Marissa Burkey, Michelle Callihan, David Durante, Nick Fuchs, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Rose Hong, Monica Jackson, Meredith Kraft, Karen Kramer, Rebecca Loney, Kristin Piepho, Judy Sasges, Lois Langer Thompson, Nicole Wehl, Kendra Wight, Jill Wubbenhorst, and Shanda Zimmerman.

Introduction and Recognition of Guests

Michael Adams was recognized as a guest in anticipation of his prospective appointment to the Sno-Isle Libraries Board of Trustees.

Consent Agenda Items

Trustee Smith moved to approve the Consent Agenda as presented.

- a) Approval of October 25, 2021 regular meeting minutes;
- b) Approval of October 2021 Sno-Isle Payroll, Benefits, and Vouchers.

October 2021

Direct Deposits and Employee Deductions	\$2,220,178.40
Vendor Checks 73619, 73655, 73696, 73775, 73801, 73856 and 73869 through 73878. Plus Electronic Fund Transfers	\$740,658.45
Total Payroll and Benefits	\$2,960,836.85
Accounts Payable Checks 73595 through 73878 less checks listed above, plus Electronic Transfers	\$1,443,735.82
Total Payroll, Benefits and Accounts Payable	\$4,404,572.67

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

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

SNO-ISLE LIBRARIES

Public Comment

There were no public comments to the Board.

Communications to the Board

The Board of Trustees received a customer communication regarding the Brainfuse HelpNow online tutoring resource. Sno-Isle Libraries staff have been in contact with the customer and staff at Brainfuse to explore how the library system can provide accessible homework help for students.

Executive Director's Report

Library presentation

Marysville Library

Marysville Library Manager Eric Spencer reviewed the history of library services in the Marysville community and discussed the unique services offered out of this location, including Korean Bilingual Storytime and the Funding Information Network. Library Manager Spencer also highlighted the strong partnerships that Marysville Library staff have formed with other local community organizations.

Financial Update

Finance and Facilities Director Gary Becker provided the financial update for October:

- Although October's revenues were unfavorable to budget by \$761k, driven by lower than budgeted property tax revenues, the overall property tax revenue is \$89,000 under budget.
- October's expenditures were favorable to budget by \$379k.
- Year to date, revenues are \$56.9M and are \$472k favorable to budget.
- Year to date, expenditures are \$41.8M and are \$6.2M favorable to budget.
- In accordance with the 2021 Budget, \$5.3M will be transferred from the General Fund to the Reserve Fund in November.

Executive Director's report

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

Stories in Democracy Series

Filming has concluded for the first three *Stories in Democracy* video series, which feature interviews with Congresswoman Suzan DelBene, Congresswoman Pramila Jayapal, and Congressman Rick Larsen.

Professional Development

Executive Director Thompson, along with several Sno-Isle Libraries staff members, attended the LibraryWorks training session *Facilitating Big, Difficult, Public Meetings*.

Strategic Goals Update

Enhance Library Services

- Volunteer and Community Engagement Coordinator Christine Stansfield is leading an exploration of how Friends of the Library Groups can best be supported in their work. Library Managers, Senior Team members, Leadership Team members, Sno-Isle Libraries Foundation Board members, and the Sno-Isle Libraries Board of Trustees members will be interviewed during this exploratory process.

- In addition to the regular STARS curriculum offered to educators, Sno-Isle Libraries has offered *Stories that Sing* as an on-demand online training.
- Sno-Isle Libraries also offered an *Hours for Educators* series, which features courses designed to connect teachers with digital and print resources available through Sno-Isle Libraries. Educators who attend are eligible to receive two clock hours.
- Sno-Isle Libraries has selected Baker and Taylor's Diversity Analysis tool to conduct a collection diversity audit. The collection will be evaluated at both a local and system-wide level.

Create Inspiring Spaces

- Capital planning interviews are underway with three selected architectural firms. Trustee Smith's time and insight have been very valuable to the process.

Invest in our People and our Organization

- Two new director positions have been posted: Director of Community Libraries and Director of Technical Services. Over forty applications have been received for the two positions.

2022 Library Budget Presentation

Executive Director Thompson presented an overview of the proposed 2022 budget, highlighting how the 2022 budget was driven by Sno-Isle Libraries' mission, vision, and values.

Public Hearing

Per RCW 84.55.120, President Kostick convened the Sno-Isle Libraries' annual public hearing to consider increases in the property tax revenue for the Library District's 2022 budget. The public hearing was convened at 5:36 p.m. There being no public comment, the public hearing was closed at 5:37 p.m.

New Business

Resolution 21-05:

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve Resolution 21-05: a resolution of the Board of Trustees of the Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy. Trustee Munguia seconded the motion. The Board unanimously approved the motion.

Adoption of the 2022 Budget

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve the 2022 budget as presented. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Unfinished Business

Adoption of the 2022 Meeting Schedule

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the 2022 Board meeting schedule as presented. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

President Kostick noted the Board looks forward to meeting in-person as soon as Sno-Isle Libraries' meeting rooms reopen.

Election of 2022 Officers

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

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

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

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

There were no additional nominations.

With no additional nominations from the floor, Trustee Ryan moved the Secretary cast a unanimous ballot for the 2022 slate of officers as presented by the Nominating Committee, and that the slate be declared elected by acclamation. The slate was declared elected by acclamation.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick explained that the customer communication regarding Brainfuse was an operational issue and that she appreciated how staff not only met with Brainfuse to resolve the issue but reached out to the customer to provide additional service.

President Kostick reported that Sno-Isle Libraries has tentative dates from both Snohomish and Island Counties regarding the vote on the recommendation to appoint Michael Adams to the Board of Trustees.

Executive Committee

President Kostick reported that the Executive Committee met in November 10 to discuss the Executive Director's annual evaluation.

Board Development / Administration Committee

Trustee Ryan reported that the committee met on November 8 to discuss the 2022 Board of Trustees retreat, which is planned for February 5, 2022.

Strategic Planning / Finance Committee

Trustee Tessandore reported that the committee has finalized a draft of the Conflict of Interest policy that would apply to Sno-Isle Libraries senior staff and the Board of Trustees.

Trustee Ryan moved to approve the Conflict of Interest Policy as presented. Trustee DePrey seconded the motion. The Board unanimously approved the motion.

Foundation Board Representative

Trustee Olson reported that the Sno-Isle Libraries Foundation was pleased to contribute to the cost of the lease for the Mariner Library location. At their last meeting, the Foundation approved its 2022 budget, which included the goals of contributing to Langley and Darrington Library capital projects as well as an additional set of holds lockers.

The Sno-Isle Libraries Foundation’s Executive Director search is moving forward, with three candidates being interviewed in early December.

Announcements and Comments

As this was the final Board meeting for Trustee Tessandore, the Trustees and Executive Director Thompson expressed their appreciation for Trustee Tessandore’s many contributions to the Board, the library system, and the communities it serves.

Executive Session

President Kostick announced at 6:10 p.m. that the Board would meet in Executive Session as authorized under RCW 42.30.110(1)(g) to discuss the performance of a public employee. The executive session was planned to last 15 minutes until 6:25 p.m. with action on the Executive Director contract to take place when the regular meeting reconvened.

At 6:25, President Kostick announced that the executive session would be extended for 15 minutes to reconvene at 6:40 p.m.

At 6:40 p.m., the President Kostick reconvened the regular meeting.

Executive Director Contact

Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees authorize President Kostick to negotiate an updated employment contract with the Executive Director. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Adjournment

Trustee Tessandore moved to adjourn the November 22, 2021 meeting of the Sno-Isle Libraries Board of Trustees. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

President Kostick proclaimed the meeting of the Sno-Isle Libraries Board of Trustees be adjourned at 6:42 p.m.

Next Meeting

The next special meeting of the Board of Trustees will be held on Thursday, January 6 at 12:00 p.m. via Zoom. The next regular Board meeting will be held on Monday, January 24, 2022 at 5:00 p.m. via Zoom.

Meeting information will be posted on the Sno-Isle Libraries [website](#) one week prior to the meetings.

President

Secretary

DRAFT

Sno-Isle Libraries

Board of Trustees

Thursday, January 6, 2022

Meeting Minutes

Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 12:01 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: Susan Kostick, Kelli Smith, Rose Olson, Michael Adams, Jennifer DePrey, Martin Munguia.

Staff Present: Nick Fuchs, Alisha Hendren, Meredith Kraft, Rebecca Loney, Lois Langer Thompson, Nicole Wehl.

Approval of Agenda

President Kostick amended the agenda to include an update on the Board of Trustees retreat. Trustee DePrey moved to approve the agenda as amended. Trustee Olson seconded the motion. The Board unanimously approved the motion.

Announcement

2022 Board of Trustees Retreat

President Kostick confirmed the location of the February 5, 2022 Board of Trustees retreat to be held online as a virtual meeting.

2021 Joint Levy Certification for 2022 Taxes

Trustee Munguia moved that the Sno-Isle Libraries Board of Trustees certify the 2021 joint levy rate for 2022 taxes at \$0.3915008064 per thousand dollars of assessed value and direct staff to send the certification results to the Snohomish and Island County Assessors' Offices. Trustee Smith seconded the motion. The Board unanimously approved the motion.

Adjournment

Trustee DePrey motioned to adjourn the meeting. Trustee Adams seconded the motion. The Board unanimously approved the motion. President Kostick adjourned the meeting at 12:09 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, January 24 2022, 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

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

Executive Director

Lois Langer Thompson

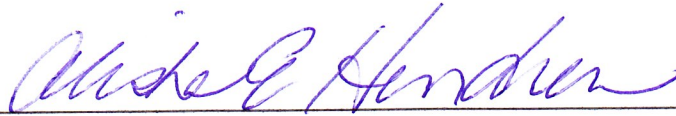
SNO-ISLE LIBRARIES

Sno-Isle Libraries
November 2021 Payroll and November 2021 Vouchers

Direct Deposits, Employee Deductions	\$ 2,303,614.28
Vendor Checks 73918, 73928, 74063, 74085, 74133 and 74148 through 74155, Plus Electronic Fund Transfers	<u>\$ 690,763.65</u>
Total Payroll and Benefits	\$ 2,994,377.93
Accounts Payable Checks 73879 through 74155 less checks listed above, plus Electronic Transfers	<u>\$ 1,478,123.81</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,472,501.74</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 January 24, 2022



Assistant Director of Finance

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

November 2021 Payroll

Employee Pay - Direct Deposit	\$	1,637,257.06	
Plus: Employee Deductions	\$	666,357.22	
Sub-Total Gross Payroll			\$ 2,303,614.28

Vendor Checks 73918, 73928, 74063, 74085, 74133 and 74148 through 74155	\$	161,770.63 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	197,658.66	
Electronic Funds Transfer - Empower - 457 Plan	\$	19,661.32	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	53,915.52	
Electronic Funds Transfer - PERS - Retirement Plan	\$	344,286.08	
Electronic Funds Transfer - Navia - FSA	\$	12,863.63	
Electronic Funds Transfer - Navia - HRA/MRA	\$	9,163.05	
Electronic Funds Transfer - Premera - Medical	\$	157,976.97	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(266,989.05)	
Sub-Total Benefits - Employer Expense			\$ 690,763.65
Total Payroll and Benefits			\$ 2,994,377.93

November 2021 Accounts Payable

Checks 73879 through 74155 less checks listed above	\$	1,477,342.93 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	780.88	
Sub-Total Accounts Payable			\$ 1,478,123.81
Total Payroll, Benefits and Accounts Payable			\$ 4,472,501.74

Adjustments

Paycom Direct Service Fee	\$	16,477.57	
Refunds and Credits	\$	3.57	
Refund Interest	\$	0.02	
Bank Service Charge	\$	192.60	
Travel & Business Expense Reimbursement paid in Payroll	\$	2,664.72	
Total Adjustments			\$ 19,338.48

November 2021 Total Expenditures **\$ 4,491,840.22** ***

* Benefit invoices paid through Accounts Payable Checks	\$	161,770.63	
** Regular invoices paid through Accounts Payable Checks	\$	1,477,342.93	
Total Accounts Payable Check Payments	\$	<u>1,639,113.56</u>	

*** Equals Expenditure Summary Total

**Vouchers
November 2021**

Date	Check	Payee	Check Amount
11/4/2021	73879	Allied Universal	15,231.09
11/4/2021	73880	Baus Systems LLC	518.84
11/4/2021	73881	BC Library Association	85.00
11/4/2021	73882	City of Edmonds	18,560.29
11/4/2021	73883	D'Amato Conversano, Inc., P.S.	1,021.56
11/4/2021	73884	Demco Inc (8048)	80.59
11/4/2021	73885	Edmonds Chamber of Commerce	416.00
11/4/2021	73886	Fastsigns	102.81
11/4/2021	73887	Flashpoint Cinema LLC	9,800.00
11/4/2021	73888	HP Inc	2,289.00
11/4/2021	73889	Lamar Transit, LLC	2,870.00
11/4/2021	73890	Language Exchange	413.00
11/4/2021	73891	Lithtex NW	671.02
11/4/2021	73892	Microix	1,673.75
11/4/2021	73893	North County Outlook	330.00
11/4/2021	73894	OrangeBoy Inc	3,352.00
11/4/2021	73895	Remit Overrun	0.00
11/4/2021	73896	Remit Overrun	0.00
11/4/2021	73897	Remit Overrun	0.00
11/4/2021	73898	Remit Overrun	0.00
11/4/2021	73899	Remit Overrun	0.00
11/4/2021	73900	Remit Overrun	0.00
11/4/2021	73901	Remit Overrun	0.00
11/4/2021	73902	Remit Overrun	0.00
11/4/2021	73903	Remit Overrun	0.00
11/4/2021	73904	Remit Overrun	0.00
11/4/2021	73905	Remit Overrun	0.00
11/4/2021	73906	Remit Overrun	0.00
11/4/2021	73907	Remit Overrun	0.00
11/4/2021	73908	Overdrive Inc	187,273.49
11/4/2021	73909	Pacific Copy & Printing	341.50
11/4/2021	73910	Paper Roll Products	569.21
11/4/2021	73911	ParentMap	550.00
11/4/2021	73912	Public Libraries of Washington	6,800.00
11/4/2021	73913	PUD No 1 of Snohomish County	568.81
11/4/2021	73914	Puget Sound Energy	1,277.05
11/4/2021	73915	Reffett and Associates, Inc	12,000.00
11/4/2021	73916	Rev.com, Inc	301.25
11/4/2021	73917	Ricoh USA Inc - 31001	394.92
11/4/2021	73918	Robert Half	4,628.80
11/4/2021	73919	Sound Maintenance Services, Inc	56,331.23
11/4/2021	73920	Sprague Pest Solutions	261.76
11/4/2021	73921	T Mobile	136.16
11/4/2021	73922	Thompson, Lois Langer	407.14
11/4/2021	73923	Timeless Design	8,577.55
11/4/2021	73924	U S Yellow Pages	229.00

**Vouchers
November 2021**

Date	Check	Payee	Check Amount
11/4/2021	73925	Walter E Nelson Co of Western WA	1,618.19
11/4/2021	73926	Waste Management	2,837.44
11/4/2021	73927	WCP Solutions	582.66
11/4/2021	73928	Wellable LLC	200.00
11/4/2021	73929	Ziply Fiber	11,650.20
11/10/2021	73930	8X8 Inc	8,159.18
11/10/2021	73931	Abila	867.86
11/10/2021	73932	Remit Overrun	0.00
11/10/2021	73933	Amazon Capital Services, Inc	3,162.34
11/10/2021	73934	Backstage Library Works, Inc	122.67
11/10/2021	73935	Remit Overrun	0.00
11/10/2021	73936	Baker & Taylor Books (277930)	60,151.50
11/10/2021	73937	Bank of America (2175)	6,205.30
11/10/2021	73938	Bank of America (2945)	6,325.62
11/10/2021	73939	Beacon Publishing Inc	637.50
11/10/2021	73940	Carahsoft Technology Corporation	1,130.60
11/10/2021	73941	City of Arlington	168.30
11/10/2021	73942	City of Granite Falls	118.13
11/10/2021	73943	City of Marysville	1,810.09
11/10/2021	73944	City of Monroe	859.21
11/10/2021	73945	City of Sultan	160.39
11/10/2021	73946	Clinton Water Dist	56.00
11/10/2021	73947	Crystal Springs	324.48
11/10/2021	73948	Dell Marketing L.P.	1,065.62
11/10/2021	73949	Delta Connects	10,935.16
11/10/2021	73950	Demco Inc (8048)	1,275.33
11/10/2021	73951	DocuLynx Operations, Inc	3,980.00
11/10/2021	73952	Ednetics, Inc.	9,812.84
11/10/2021	73953	FATBEAM, LLC	3,480.00
11/10/2021	73954	Gale/Cengage Learning	1,217.36
11/10/2021	73955	Greater Freeland Chamber	99.00
11/10/2021	73956	Hillis Clark Martin & Peterson	112.00
11/10/2021	73957	HP Inc	37,114.50
11/10/2021	73958	ID Label, Inc	950.81
11/10/2021	73959	Ingram Library Services	5,783.20
11/10/2021	73960	Island Disposal Inc	173.30
11/10/2021	73961	Jimmy's Roofing	2,296.88
11/10/2021	73962	Kanopy, Inc.	9,459.00
11/10/2021	73963	Lemay Mobile Shredding	88.00
11/10/2021	73964	Lithtex NW	1,427.68
11/10/2021	73965	Remit Overrun	0.00
11/10/2021	73966	Midwest Tape	29,909.35
11/10/2021	73967	OCLC Inc (34299)	137.00
11/10/2021	73968	Remit Overrun	0.00
11/10/2021	73969	Remit Overrun	0.00
11/10/2021	73970	Office Depot, INC	4,001.09

**Vouchers
November 2021**

Date	Check	Payee	Check Amount
11/10/2021	73971	Remit Overrun	0.00
11/10/2021	73972	Remit Overrun	0.00
11/10/2021	73973	Remit Overrun	0.00
11/10/2021	73974	Remit Overrun	0.00
11/10/2021	73975	Remit Overrun	0.00
11/10/2021	73976	Remit Overrun	0.00
11/10/2021	73977	Remit Overrun	0.00
11/10/2021	73978	Remit Overrun	0.00
11/10/2021	73979	Remit Overrun	0.00
11/10/2021	73980	Remit Overrun	0.00
11/10/2021	73981	Remit Overrun	0.00
11/10/2021	73982	Remit Overrun	0.00
11/10/2021	73983	Remit Overrun	0.00
11/10/2021	73984	Overdrive Inc	62,858.07
11/10/2021	73985	ParentMap	1,050.00
11/10/2021	73986	PetroCard Systems Inc	1,774.85
11/10/2021	73987	PUD No 1 of Snohomish County	246.70
11/10/2021	73988	Puget Sound Energy	146.19
11/10/2021	73989	Republic Services 197	748.31
11/10/2021	73990	Ricoh USA Inc - 31001	493.23
11/10/2021	73991	Ricoh USA Inc - 650073	19,826.35
11/10/2021	73992	Seattle Times	4,000.00
11/10/2021	73993	Sharps Compliance Inc	243.94
11/10/2021	73994	Shred-it	271.83
11/10/2021	73995	Silver Lake Water & Sewer	119.65
11/10/2021	73996	Skagit Publishing	324.61
11/10/2021	73997	Sound Publishing	57.00
11/10/2021	73998	Sprague Pest Solutions	216.49
11/10/2021	73999	Timeless Design	11,894.92
11/10/2021	74000	Visionary Office Furniture	2,049.20
11/10/2021	74001	Washington State Ferries	492.70
11/18/2021	74002	Void	0.00
11/18/2021	74003	Alderwood Water District	94.80
11/18/2021	74004	Amazon Capital Services, Inc	1,041.57
11/18/2021	74005	Remit Overrun	0.00
11/18/2021	74006	Remit Overrun	0.00
11/18/2021	74007	Baker & Taylor Books (277930)	60,975.05
11/18/2021	74008	Bank of America (0958)	1,557.51
11/18/2021	74009	Bank of America (2175)	80.00
11/18/2021	74010	Bank of America (2945)	170.00
11/18/2021	74011	Bank of America (3488)	2,089.97
11/18/2021	74012	Bank of America (3736)	1,154.88
11/18/2021	74013	Bank of America (4867)	2,145.78
11/18/2021	74014	Bank of America (5800)	489.98
11/18/2021	74015	Bank of America (5953)	1,456.00
11/18/2021	74016	Bank of America (8208)	5,981.40

**Vouchers
November 2021**

Date	Check	Payee	Check Amount
11/18/2021	74017	Bibliotheca LLC	14,465.46
11/18/2021	74018	Void	0.00
11/18/2021	74019	Brodart Company	387.04
11/18/2021	74020	Casey, Maria	650.00
11/18/2021	74021	Cedar Grove Organics Recycling LLC	311.50
11/18/2021	74022	Center Point Large Print	720.90
11/18/2021	74023	City of Marysville	1,478.29
11/18/2021	74024	Comcast	3,658.63
11/18/2021	74025	Continuant, Inc	6,540.95
11/18/2021	74026	Crystal Mt. Pure Drinking Water	146.52
11/18/2021	74027	David Block Williams	300.00
11/18/2021	74028	Delta Connects	9,354.50
11/18/2021	74029	Demco Inc (8048)	36,377.04
11/18/2021	74030	Dept of Labor & Ind (Boiler)	85.20
11/18/2021	74031	DEX MEDIA	113.90
11/18/2021	74032	Enrique Salmon	500.00
11/18/2021	74033	Everett Safe & Lock	201.92
11/18/2021	74034	FairVega Library Services	1,720.02
11/18/2021	74035	FATBEAM, LLC	3,480.00
11/18/2021	74036	Gale/Cengage Learning	2,370.95
11/18/2021	74037	Remit Overrun	0.00
11/18/2021	74038	Ingram Library Services	10,774.14
11/18/2021	74039	Iron Mountain	432.89
11/18/2021	74040	Kendall of Marysville	1,119.44
11/18/2021	74041	Language Exchange	97.50
11/18/2021	74042	Latin American Periodicals, LLC	494.98
11/18/2021	74043	Magna5 LLC	65.56
11/18/2021	74044	Remit Overrun	0.00
11/18/2021	74045	Midwest Tape	13,631.41
11/18/2021	74046	Remit Overrun	0.00
11/18/2021	74047	Office Depot, INC	3,225.21
11/18/2021	74048	Remit Overrun	0.00
11/18/2021	74049	Remit Overrun	0.00
11/18/2021	74050	Remit Overrun	0.00
11/18/2021	74051	Remit Overrun	0.00
11/18/2021	74052	Remit Overrun	0.00
11/18/2021	74053	Remit Overrun	0.00
11/18/2021	74054	Remit Overrun	0.00
11/18/2021	74055	Remit Overrun	0.00
11/18/2021	74056	Remit Overrun	0.00
11/18/2021	74057	Overdrive Inc	48,146.44
11/18/2021	74058	Prime Self Storage	814.00
11/18/2021	74059	PUD No 1 of Snohomish County	642.74
11/18/2021	74060	Puget Sound Energy	1,609.16
11/18/2021	74061	Ricoh USA Inc - 31001	6,009.48
11/18/2021	74062	Ricoh USA Inc - 650073	1,301.75

**Vouchers
November 2021**

Date	Check	Payee	Check Amount
11/18/2021	74063	Robert Half	4,179.13
11/18/2021	74064	Safeguard Business Systems, Inc.	673.78
11/18/2021	74065	Salas O'Brien	13,841.00
11/18/2021	74066	Salish Networks	1,211.00
11/18/2021	74067	Smokey Point NW LLC	7,660.17
11/18/2021	74068	Sno-Isle Refund Account	123.85
11/18/2021	74069	Sound Publishing	2,611.40
11/18/2021	74070	State Auditor's Office	56.50
11/18/2021	74071	The Coraggio Group, Inc	2,952.40
11/18/2021	74072	The Hanover Insurance Company	8,450.21
11/18/2021	74073	Tsai Fong Books Inc	38.17
11/18/2021	74074	U S Bank Equipment Finance	299.69
11/18/2021	74075	Uline	42.91
11/18/2021	74076	Verizon Wireless (660108)	6,659.35
11/18/2021	74077	Walter E Nelson Co of Western WA	5,328.14
11/18/2021	74078	Wave Business	15,224.27
11/18/2021	74079	WCP Solutions	18.75
11/18/2021	74080	Whidbey Telecom	600.21
11/18/2021	74081	Ziply Fiber	6,327.62
11/18/2021	74082	Blackstone Publishing	763.51
11/18/2021	74083	Void	0.00
11/18/2021	74084	Barbara Adams	935.63
11/24/2021	74085	4imprint Inc	1,218.89
11/24/2021	74086	Remit Overrun	0.00
11/24/2021	74087	Allied Universal	82,670.60
11/24/2021	74088	Amazon (530958)	1,295.77
11/24/2021	74089	Amazon Capital Services, Inc	1,669.92
11/24/2021	74090	Asavie Technologies Inc	812.54
11/24/2021	74091	Remit Overrun	0.00
11/24/2021	74092	Baker & Taylor Books (277930)	26,324.62
11/24/2021	74093	Blackstone Publishing	172.05
11/24/2021	74094	Brodart (Supplies)	686.70
11/24/2021	74095	Brodart Company	327.31
11/24/2021	74096	Camano Commons	1,000.00
11/24/2021	74097	Cascade Natural Gas	472.51
11/24/2021	74098	CDW Government Inc	261.31
11/24/2021	74099	City of Langley	1,281.65
11/24/2021	74100	Demco Inc (8048)	429.92
11/24/2021	74101	Dick's Towing Inc	112.50
11/24/2021	74102	EBSCO	197,148.38
11/24/2021	74103	Everett Safe & Lock	11.52
11/24/2021	74104	Gale/Cengage Learning	799.51
11/24/2021	74105	Goldfinch Brothers	3,765.87
11/24/2021	74106	Holiday-Parks, Inc	360.26
11/24/2021	74107	Ingram Library Services	1,235.25

**Vouchers
November 2021**

Date	Check	Payee	Check Amount
11/24/2021	74108	Jimmy's Roofing	4,630.77
11/24/2021	74109	Kendall of Marysville	101.26
11/24/2021	74110	Language Exchange	287.92
11/24/2021	74111	Lithtex NW	145.84
11/24/2021	74112	Remit Overrun	0.00
11/24/2021	74113	Midwest Tape	15,576.87
11/24/2021	74114	MyBinding	3,468.87
11/24/2021	74115	Office Depot, INC	1,014.92
11/24/2021	74116	Remit Overrun	0.00
11/24/2021	74117	Remit Overrun	0.00
11/24/2021	74118	Remit Overrun	0.00
11/24/2021	74119	Remit Overrun	0.00
11/24/2021	74120	Remit Overrun	0.00
11/24/2021	74121	Remit Overrun	0.00
11/24/2021	74122	Remit Overrun	0.00
11/24/2021	74123	Remit Overrun	0.00
11/24/2021	74124	Remit Overrun	0.00
11/24/2021	74125	Remit Overrun	0.00
11/24/2021	74126	Remit Overrun	0.00
11/24/2021	74127	Overdrive Inc	69,747.07
11/24/2021	74128	Paper Roll Products	717.83
11/24/2021	74129	PUD No 1 of Snohomish County	13,071.44
11/24/2021	74130	Puget Sound Energy	1,281.21
11/24/2021	74131	Reffett and Associates, Inc	12,000.00
11/24/2021	74132	Ricoh USA Inc - 31001	425.02
11/24/2021	74133	Robert Half	3,441.26
11/24/2021	74134	Salas O'Brien	864.00
11/24/2021	74135	Scholastic Library Publishing	16,922.00
11/24/2021	74136	Silver Kite Community Arts	320.00
11/24/2021	74137	Sno-Isle Refund Account	29.98
11/24/2021	74138	Sprague Pest Solutions	419.81
11/24/2021	74139	State Auditor's Office	1,244.10
11/24/2021	74140	Timeless Design	2,046.79
11/24/2021	74141	Tsai Fong Books Inc	239.33
11/24/2021	74142	Visionary Office Furniture	1,324.80
11/24/2021	74143	Walter E Nelson Co of Western WA	1,608.49
11/24/2021	74144	WCP Solutions	80.22
11/24/2021	74145	Weston Woods Studios Inc	417.81
11/24/2021	74146	Ziply Fiber	8,376.53
11/24/2021	74147	Zoobean	7,345.00
11/30/2021	74148	Cascade Centers	587.50
11/30/2021	74149	Delta Dental of Washington	24,909.98
11/30/2021	74150	Kaiser Permanente	75,517.79
11/30/2021	74151	Lifewise Assurance Company	27,673.92
11/30/2021	74152	Lincoln National Life Ins Company	8,011.31

**Vouchers
November 2021**

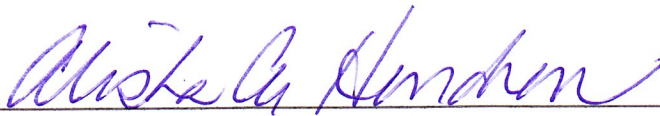
Date	Check	Payee	Check Amount
11/30/2021	74153	Navia Benefit Solutions Client Pay	1,892.65
11/30/2021	74154	Premera Blue Cross	9,104.40
11/30/2021	74155	Sno-Isle Library Foundation	405.00
			<hr/>
			1,639,113.56
			<hr/> <hr/>

Sno-Isle Libraries
December 2021 Payroll and December 2021 Vouchers

Direct Deposits, Employee Deductions	\$ 2,225,377.96
Vendor Checks 74158, 74201, 74212, 74345, 74406, 74444, 74506 and 74536 through 74547, Plus Electronic Fund Transfers	<u>\$ 763,318.35</u>
Total Payroll and Benefits	\$ 2,988,696.31
Accounts Payable Checks 74156 through 74547 less checks listed above, plus Electronic Transfers	<u>\$ 2,207,919.81</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,196,616.12</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 January 24, 2022.



Assistant Director of Finance

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

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

December 2021 Payroll

Employee Pay - Direct Deposit	\$	1,609,228.38	
Plus: Employee Deductions	\$	616,149.58	
Sub-Total Gross Payroll			\$ 2,225,377.96

Vendor Checks 74158, 74201, 74212, 74345, 74406, 74444, 74506 and 74536 through 74547	\$	204,083.87 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	189,204.91	
Electronic Funds Transfer - Empower - 457 Plan	\$	14,646.14	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	50,321.36	
Electronic Funds Transfer - PERS - Retirement Plan	\$	333,270.43	
Electronic Funds Transfer - Navia - FSA	\$	12,844.14	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,154.66	
Electronic Funds Transfer - Premera - Medical	\$	185,263.52	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(233,927.52)	
Sub-Total Benefits - Employer Expense			\$ 763,318.35
Total Payroll and Benefits			\$ 2,988,696.31

December 2021 Accounts Payable

Checks 74156 through 74547 less checks listed above	\$	2,205,355.06 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,564.75	
Sub-Total Accounts Payable			\$ 2,207,919.81
Total Payroll, Benefits and Accounts Payable			\$ 5,196,616.12

Adjustments

Paycom Direct Service Fee	\$	16,658.32	
Refunds and Credits	\$	1,084.22	
Bank Service Charge	\$	182.94	
Travel & Business Expense Reimbursement paid in Payroll	\$	3,757.36	
Total Adjustments			\$ 21,682.84

December 2021 Total Expenditures **\$ 5,218,298.96** ***

* Benefit invoices paid through Accounts Payable Checks \$ 204,083.87

** Regular invoices paid through Accounts Payable Checks \$ 2,205,355.06

Total Accounts Payable Check Payments \$ 2,409,438.93

*** Equals Expenditure Summary Total

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/3/2021	74156	Tricia Lee	515.00
12/3/2021	74157	Allied Universal	16,994.30
12/3/2021	74158	Amazon Capital Services, Inc	1,774.76
12/3/2021	74159	Remit Overrun	0.00
12/3/2021	74160	Baker & Taylor Books (277930)	28,117.14
12/3/2021	74161	BerryDunn	7,703.58
12/3/2021	74162	Blackstone Publishing	463.44
12/3/2021	74163	Center for Internet Security, Inc	24,480.00
12/3/2021	74164	City of Granite Falls	118.13
12/3/2021	74165	Dae Won LLC	7,726.18
12/3/2021	74166	Daily Journal of Commerce	124.70
12/3/2021	74167	Dell Marketing L.P.	4,990.24
12/3/2021	74168	E - Rate Expertise Inc	1,350.00
12/3/2021	74169	Ednetics, Inc.	1,139.39
12/3/2021	74170	FATBEAM, LLC	3,480.00
12/3/2021	74171	FEDEX	4,771.54
12/3/2021	74172	Gale/Cengage Learning	2,324.29
12/3/2021	74173	Ingram Library Services	5,268.12
12/3/2021	74174	Iron Mountain	440.59
12/3/2021	74175	Kanopy, Inc.	8,512.00
12/3/2021	74176	Lamar Transit, LLC	2,870.00
12/3/2021	74177	Remit Overrun	0.00
12/3/2021	74178	Remit Overrun	0.00
12/3/2021	74179	Midwest Tape	30,809.62
12/3/2021	74180	Multi-Cultural Books & Videos	6,065.19
12/3/2021	74181	North County Outlook	330.00
12/3/2021	74182	Office Depot, INC	1,660.85
12/3/2021	74183	Remit Overrun	0.00
12/3/2021	74184	Remit Overrun	0.00
12/3/2021	74185	Remit Overrun	0.00
12/3/2021	74186	Remit Overrun	0.00
12/3/2021	74187	Remit Overrun	0.00
12/3/2021	74188	Remit Overrun	0.00
12/3/2021	74189	Remit Overrun	0.00
12/3/2021	74190	Remit Overrun	0.00
12/3/2021	74191	Remit Overrun	0.00
12/3/2021	74192	Remit Overrun	0.00
12/3/2021	74193	Remit Overrun	0.00
12/3/2021	74194	Overdrive Inc	54,493.74
12/3/2021	74195	Paper Roll Products	703.76
12/3/2021	74196	PetroCard Systems Inc	1,791.24
12/3/2021	74197	PUD No 1 of Snohomish County	469.79
12/3/2021	74198	Puget Sound Energy	1,260.57
12/3/2021	74199	Rev.com, Inc	761.01
12/3/2021	74200	Ricoh USA Inc - 31001	1,231.86

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/3/2021	74201	Robert Half	8,362.74
12/3/2021	74202	RWC International, LTD.	78,495.58
12/3/2021	74203	Sound Publishing	67.20
12/3/2021	74204	Sprague Pest Solutions	157.78
12/3/2021	74205	Teresa Wippel Communications LLC	425.00
12/3/2021	74206	Timeless Design	16,238.70
12/3/2021	74207	Town of Coupeville	172.94
12/3/2021	74208	Tsai Fong Books Inc	56.09
12/3/2021	74209	Walter E Nelson Co of Western WA	570.93
12/3/2021	74210	Waste Management	2,947.61
12/3/2021	74211	WCP Solutions	296.48
12/3/2021	74212	Wellable LLC	200.00
12/9/2021	74213	8X8 Inc	8,162.65
12/9/2021	74214	Allied 100, LLC	343.21
12/9/2021	74215	Allied Universal	8,962.34
12/9/2021	74216	Amazon Capital Services, Inc	793.98
12/9/2021	74217	Remit Overrun	0.00
12/9/2021	74218	Baker & Taylor Books (277930)	23,377.56
12/9/2021	74219	Baus Systems LLC	518.84
12/9/2021	74220	Beacon Publishing Inc	637.50
12/9/2021	74221	Bibliocommons Inc.	10,948.59
12/9/2021	74222	Bibliotheca LLC	8,758.03
12/9/2021	74223	Blackstone Publishing	249.95
12/9/2021	74224	Brodart (Supplies)	200.25
12/9/2021	74225	Brodart Company	367.55
12/9/2021	74226	BUC Information Services	408.74
12/9/2021	74227	Burke Museum	270.00
12/9/2021	74228	CDW Government Inc	728.56
12/9/2021	74229	Center Point Large Print	720.90
12/9/2021	74230	City of Arlington	189.09
12/9/2021	74231	City of Monroe	722.74
12/9/2021	74232	City of Snohomish	3,091.46
12/9/2021	74233	Crystal Mt. Pure Drinking Water	16.29
12/9/2021	74234	Daily Journal of Commerce	120.40
12/9/2021	74235	Delta Connects	593.91
12/9/2021	74236	Demco Inc (8048)	63.27
12/9/2021	74237	Dorky Dance Fitness	300.00
12/9/2021	74238	Eagle Pipe & Mechanical, LLC	8,798.15
12/9/2021	74239	FEDEX	2.64
12/9/2021	74240	Gale/Cengage Learning	6,495.89
12/9/2021	74241	Generator Services NW	1,051.86
12/9/2021	74242	Greater Marysville Tulalip Chamber	2,500.00
12/9/2021	74243	Guardian Security	4,455.60
12/9/2021	74244	Holiday-Parks, Inc	1,149.20
12/9/2021	74245	Ingram Library Services	6,817.91

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/9/2021	74246	Island Disposal Inc	164.66
12/9/2021	74247	Jimmy's Roofing	2,327.71
12/9/2021	74248	KSER Foundation	1,000.00
12/9/2021	74249	Lemay Mobile Shredding	96.98
12/9/2021	74250	Lithtex NW	1,996.63
12/9/2021	74251	Remit Overrun	0.00
12/9/2021	74252	Midwest Tape	13,648.07
12/9/2021	74253	Mukilteo Water & Waste District	2,500.21
12/9/2021	74254	North County Outlook	330.00
12/9/2021	74255	OCLC Inc (34299)	93.50
12/9/2021	74256	Office Depot, INC	821.40
12/9/2021	74257	OrangeBoy Inc	3,352.00
12/9/2021	74258	Remit Overrun	0.00
12/9/2021	74259	Remit Overrun	0.00
12/9/2021	74260	Remit Overrun	0.00
12/9/2021	74261	Remit Overrun	0.00
12/9/2021	74262	Remit Overrun	0.00
12/9/2021	74263	Remit Overrun	0.00
12/9/2021	74264	Remit Overrun	0.00
12/9/2021	74265	Remit Overrun	0.00
12/9/2021	74266	Remit Overrun	0.00
12/9/2021	74267	Remit Overrun	0.00
12/9/2021	74268	Remit Overrun	0.00
12/9/2021	74269	Remit Overrun	0.00
12/9/2021	74270	Overdrive Inc	170,511.39
12/9/2021	74271	Paper Roll Products	142.15
12/9/2021	74272	ParentMap	1,275.00
12/9/2021	74273	PetroCard Systems Inc	1,766.18
12/9/2021	74274	Polyline Corporation	4,073.90
12/9/2021	74275	Postmaster - Sultan	284.00
12/9/2021	74276	PUD No 1 of Snohomish County	948.57
12/9/2021	74277	Puget Sound Energy	320.29
12/9/2021	74278	Puget Sound Mobile Detail	239.80
12/9/2021	74279	Ricoh USA Inc - 650073	29,088.06
12/9/2021	74280	Right Systems Inc	19,559.74
12/9/2021	74281	Sara K Turner Art	200.00
12/9/2021	74282	Seahurst Electric	19,570.86
12/9/2021	74283	Seattle Times	4,000.00
12/9/2021	74284	Shred-it	453.20
12/9/2021	74285	Silver Lake Water & Sewer	160.67
12/9/2021	74286	Sound Maintenance Services, Inc	56,331.23
12/9/2021	74287	Sprague Pest Solutions	366.35
12/9/2021	74288	Stowe Development & Strategies	1,500.00
12/9/2021	74289	T Mobile	157.18
12/9/2021	74290	Teresa Wippel Communications LLC	425.00

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/9/2021	74291	Timeless Design	3,437.53
12/9/2021	74292	Uline	397.36
12/9/2021	74293	Walter E Nelson Co of Western WA	3,145.56
12/9/2021	74294	WCP Solutions	382.59
12/16/2021	74295	Great Falls Public Library	5.00
12/16/2021	74296	Air Care System	19,327.21
12/16/2021	74297	Allied Universal	18,057.22
12/16/2021	74298	Amazon Capital Services, Inc	1,569.01
12/16/2021	74299	Asavie Technologies Inc	812.41
12/16/2021	74300	Baker & Taylor Books (277930)	3,154.06
12/16/2021	74301	Blackstone Publishing	191.58
12/16/2021	74302	Brodart (Supplies)	81.20
12/16/2021	74303	Cedar Grove Organics Recycling LLC	320.58
12/16/2021	74304	City of Sultan	160.39
12/16/2021	74305	Cobra Construction Company	10,296.68
12/16/2021	74306	Cultures Connecting, LLC	1,557.09
12/16/2021	74307	Demco Inc (8048)	2,639.23
12/16/2021	74308	E - Rate Expertise Inc	1,087.50
12/16/2021	74309	Eagle Pipe & Mechanical, LLC	737.42
12/16/2021	74310	EBSCO	218.75
12/16/2021	74311	FairVega Library Services	468.70
12/16/2021	74312	Gale/Cengage Learning	3,044.58
12/16/2021	74313	Hillis Clark Martin & Peterson	1,204.00
12/16/2021	74314	Ingram Library Services	3,399.62
12/16/2021	74315	InterConnection	10.00
12/16/2021	74316	Jimmy's Roofing	29,603.42
12/16/2021	74317	Les Schwab - Marysville	2,153.48
12/16/2021	74318	Lithtex NW	17.60
12/16/2021	74319	Lyngsoe Systems, Inc.	145,556.65
12/16/2021	74320	Magna5 LLC	59.64
12/16/2021	74321	Michelle Steen	300.00
12/16/2021	74322	Midwest Tape	5,606.69
12/16/2021	74323	Multi-Cultural Books & Videos	1,080.24
12/16/2021	74324	Remit Overrun	0.00
12/16/2021	74325	Office Depot, INC	1,815.26
12/16/2021	74326	Remit Overrun	0.00
12/16/2021	74327	Remit Overrun	0.00
12/16/2021	74328	Remit Overrun	0.00
12/16/2021	74329	Remit Overrun	0.00
12/16/2021	74330	Remit Overrun	0.00
12/16/2021	74331	Remit Overrun	0.00
12/16/2021	74332	Remit Overrun	0.00
12/16/2021	74333	Remit Overrun	0.00
12/16/2021	74334	Remit Overrun	0.00
12/16/2021	74335	Overdrive Inc	148,110.97

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/16/2021	74336	Pacific Publishing Co Inc	293.25
12/16/2021	74337	Paper Roll Products	142.15
12/16/2021	74338	Pitney Bowes	966.68
12/16/2021	74339	Prime Self Storage	814.00
12/16/2021	74340	Puget Sound Energy	229.03
12/16/2021	74341	Puget Sound Mobile Detail	288.85
12/16/2021	74342	Republic Services 197	751.31
12/16/2021	74343	Ricoh USA Inc - 31001	142.05
12/16/2021	74344	Ricoh USA Inc - 650073	1,071.64
12/16/2021	74345	Robert Half	4,628.80
12/16/2021	74346	S-R Broadcasting Co Inc	1,890.00
12/16/2021	74347	Salas O'Brien	24,843.35
12/16/2021	74348	Salish Networks	1,229.17
12/16/2021	74349	SHI International	15,506.34
12/16/2021	74350	Sno-Isle Refund Account	78.98
12/16/2021	74351	Sound Publishing	1,874.40
12/16/2021	74352	Sprague Pest Solutions	157.77
12/16/2021	74353	State Auditor's Office	2,995.50
12/16/2021	74354	The Hanover Insurance Company	8,697.22
12/16/2021	74355	U S Bank Equipment Finance	299.69
12/16/2021	74356	Uline	132.94
12/16/2021	74357	Verizon Wireless (660108)	6,829.31
12/16/2021	74358	Visionary Office Furniture	18,244.71
12/16/2021	74359	Walter E Nelson Co of Western WA	1,919.23
12/16/2021	74360	Washington State Ferries	369.20
12/16/2021	74361	Wave Business	16,732.76
12/16/2021	74362	Whidbey Telecom	600.21
12/16/2021	74363	WyCom Systems Inc	434.25
12/16/2021	74364	Ziply Fiber	18,233.44
12/22/2021	74365	Rickey Barnett	60.00
12/22/2021	74366	4imprint Inc	4,890.82
12/22/2021	74367	A. RIFKIN CO	286.42
12/22/2021	74368	Allied 100, LLC	92.38
12/22/2021	74369	Allied Universal	14,155.66
12/22/2021	74370	Amazon Capital Services, Inc	1,919.05
12/22/2021	74371	Baker & Taylor Books (277930)	538.66
12/22/2021	74372	Bank of America (0958)	1,183.57
12/22/2021	74373	Bank of America (2175)	4,739.02
12/22/2021	74374	Bank of America (2945)	4,238.28
12/22/2021	74375	Bank of America (3488)	2,821.01
12/22/2021	74376	Bank of America (3736)	2,142.47
12/22/2021	74377	Bank of America (4867)	269.31
12/22/2021	74378	Bank of America (5800)	1,728.16
12/22/2021	74379	Bank of America (5953)	608.81

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/22/2021	74380	Bank of America (8208)	4,818.15
12/22/2021	74381	BC Library Association	170.00
12/22/2021	74382	Brodart (Supplies)	1,661.81
12/22/2021	74383	City of Brier	143.86
12/22/2021	74384	City of Lynnwood	1,010.82
12/22/2021	74385	Comcast	3,658.63
12/22/2021	74386	Daily Journal of Commerce	122.50
12/22/2021	74387	Gale/Cengage Learning	873.59
12/22/2021	74388	Goverlan, LLC	2,910.00
12/22/2021	74389	Ingram Library Services	1,111.38
12/22/2021	74390	Jimmy's Roofing	3,080.26
12/22/2021	74391	Kanopy, Inc.	8,860.00
12/22/2021	74392	Kendall of Marysville	191.85
12/22/2021	74393	Midwest Tape	3,686.67
12/22/2021	74394	Office Depot, INC	1,193.81
12/22/2021	74395	Remit Overrun	0.00
12/22/2021	74396	Remit Overrun	0.00
12/22/2021	74397	Remit Overrun	0.00
12/22/2021	74398	Remit Overrun	0.00
12/22/2021	74399	Remit Overrun	0.00
12/22/2021	74400	Remit Overrun	0.00
12/22/2021	74401	Overdrive Inc	81,654.28
12/22/2021	74402	Pacific Copy & Printing	469.54
12/22/2021	74403	Public Libraries of Washington	6,800.00
12/22/2021	74404	PUD No 1 of Snohomish County	1,206.05
12/22/2021	74405	Puget Sound Energy	3,298.19
12/22/2021	74406	Robert Half	4,628.80
12/22/2021	74407	Silver Kite Community Arts	320.00
12/22/2021	74408	Smokey Point NW LLC	7,660.17
12/22/2021	74409	Sprague Pest Solutions	157.92
12/22/2021	74410	Summit Law Group, PLLC	667.00
12/22/2021	74411	Thomson Reuters - West	555.90
12/22/2021	74412	Remit Overrun	0.00
12/22/2021	74413	Timeless Design	17,429.32
12/22/2021	74414	Visionary Office Furniture	27,524.37
12/22/2021	74415	Walter E Nelson Co of Western WA	1,557.69
12/29/2021	74416	AAA Fire Protection, Inc	2,993.27
12/29/2021	74417	Air Care System	3,998.94
12/29/2021	74418	Amazon Capital Services, Inc	159.24
12/29/2021	74419	American Library Assoc - RDA Toolkit	740.00
12/29/2021	74420	American Library Association	603.00
12/29/2021	74421	Beacon Publishing Inc	1,275.00
12/29/2021	74422	Camano Commons	1,000.00
12/29/2021	74423	Cascade Natural Gas	580.99

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/29/2021	74424	City of Lynnwood	1,124.41
12/29/2021	74425	City of Marysville	1,725.36
12/29/2021	74426	Dakota Data Works LLC	400.00
12/29/2021	74427	Demco Inc (8048)	204.46
12/29/2021	74428	Everett Safe & Lock	76.75
12/29/2021	74429	Lithtex NW	140.91
12/29/2021	74430	Midwest Library Service	1,557.85
12/29/2021	74431	Office Depot, INC	898.70
12/29/2021	74432	Remit Overrun	0.00
12/29/2021	74433	Remit Overrun	0.00
12/29/2021	74434	Remit Overrun	0.00
12/29/2021	74435	Remit Overrun	0.00
12/29/2021	74436	Overdrive Inc	55,036.92
12/29/2021	74437	Paper Roll Products	428.98
12/29/2021	74438	PetroCard Systems Inc	1,923.29
12/29/2021	74439	PUD No 1 of Snohomish County	14,148.24
12/29/2021	74440	Puget Sound Energy	692.37
12/29/2021	74441	Reffett and Associates, Inc	12,000.00
12/29/2021	74442	Ricoh USA Inc - 31001	6,027.75
12/29/2021	74443	Right Systems Inc	1,665.39
12/29/2021	74444	Robert Half	4,628.80
12/29/2021	74445	Sprague Pest Solutions	52.32
12/29/2021	74446	Thomas & Associates	94.08
12/29/2021	74447	Remit Overrun	0.00
12/29/2021	74448	Timeless Design	15,780.28
12/29/2021	74449	Weston Woods Studios Inc	417.81
12/29/2021	74450	WEX	27.88
12/31/2021	74451	Allied Universal	15,831.33
12/31/2021	74452	Amazon (530958)	1,300.69
12/31/2021	74453	Amazon Capital Services, Inc	582.80
12/31/2021	74454	AT&T Mobility (6463)	27.23
12/31/2021	74455	Avidex Industries, LLC	28,685.85
12/31/2021	74456	Backstage Library Works, Inc	415.26
12/31/2021	74457	Baus Systems LLC	518.84
12/31/2021	74458	Bibliotheca LLC	15,497.65
12/31/2021	74459	Bank of America (0958)	337.18
12/31/2021	74460	Bank of America (2175)	894.31
12/31/2021	74461	Bank of America (2945)	2,137.98
12/31/2021	74462	Bank of America (3488)	4,614.18
12/31/2021	74463	Bank of America (3736)	845.26
12/31/2021	74464	Bank of America (4867)	1,257.10
12/31/2021	74465	Bank of America (5800)	39.99
12/31/2021	74466	Bank of America (8208)	4,184.68
12/31/2021	74467	Brainfuse Inc	120,000.00

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/31/2021	74468	CDW Government Inc	2,787.41
12/31/2021	74469	City of Granite Falls	118.13
12/31/2021	74470	Daily Journal of Commerce	146.20
12/31/2021	74471	Demco Inc (8048)	1,042.68
12/31/2021	74472	EBSCO	73.45
12/31/2021	74473	Ekahau, Inc	1,595.00
12/31/2021	74474	Gale/Cengage Learning	861.03
12/31/2021	74475	Ingram Library Services	177.02
12/31/2021	74476	Iron Mountain	508.95
12/31/2021	74477	Kanopy, Inc.	10,086.00
12/31/2021	74478	KUOW Puget Sound Public Radio	3,396.00
12/31/2021	74479	Lamar Transit, LLC	2,870.00
12/31/2021	74480	Library Furniture Internations, Inc	13,100.00
12/31/2021	74481	Lithtex NW	541.24
12/31/2021	74482	Midwest Library Service	158.54
12/31/2021	74483	Midwest Tape	15,826.42
12/31/2021	74484	News Bank Inc	9,233.75
12/31/2021	74485	OCLC Inc (34299)	237.75
12/31/2021	74486	Office Depot, INC	195.24
12/31/2021	74487	OneLogin, Inc	19,051.80
12/31/2021	74488	Remit Overrun	0.00
12/31/2021	74489	Remit Overrun	0.00
12/31/2021	74490	Remit Overrun	0.00
12/31/2021	74491	Remit Overrun	0.00
12/31/2021	74492	Remit Overrun	0.00
12/31/2021	74493	Remit Overrun	0.00
12/31/2021	74494	Remit Overrun	0.00
12/31/2021	74495	Remit Overrun	0.00
12/31/2021	74496	Remit Overrun	0.00
12/31/2021	74497	Remit Overrun	0.00
12/31/2021	74498	Remit Overrun	0.00
12/31/2021	74499	Overdrive Inc	75,974.33
12/31/2021	74500	PageFreezer Software, Inc.	5,700.00
12/31/2021	74501	ParentMap	1,275.00
12/31/2021	74502	Puget Sound Energy	1,877.21
12/31/2021	74503	PUD No 1 of Snohomish County	2,969.26
12/31/2021	74504	Rev.com, Inc	368.75
12/31/2021	74505	Ricoh USA Inc - 650073	918.04
12/31/2021	74506	Robert Half	4,486.22
12/31/2021	74507	S-R Broadcasting Co Inc	1,968.00
12/31/2021	74508	Seattle Times	4,000.00
12/31/2021	74509	SHI International	34,874.06
12/31/2021	74510	Shred-it	274.56
12/31/2021	74511	Silver Lake Water & Sewer	126.78

**Vouchers
December 2021**

Date	Check	Payee	Check Amount
12/31/2021	74512	Sound Maintenance Services, Inc	56,741.57
12/31/2021	74513	Sprague Pest Solutions	419.59
12/31/2021	74514	Remit Overrun	0.00
12/31/2021	74515	Remit Overrun	0.00
12/31/2021	74516	Remit Overrun	0.00
12/31/2021	74517	Timeless Design	23,187.51
12/31/2021	74518	Uline	148.14
12/31/2021	74519	Visionary Office Furniture	33,611.01
12/31/2021	74520	Walter E Nelson Co of Western WA	2,940.38
12/31/2021	74521	The Washington STEM Center	231.16
12/31/2021	74522	WLA	150.00
12/31/2021	74523	Washington State Ferries	567.25
12/31/2021	74524	Ziply Fiber	715.20
12/31/2021	74525	Air Care System	7,374.99
12/31/2021	74526	Patch My PC LLC	4,539.85
12/31/2021	74527	Ricoh USA Inc - 31001	192.57
12/31/2021	74528	Ricoh USA Inc - 650073	10,225.58
12/31/2021	74529	SHI International	4,769.57
12/31/2021	74530	Snohomish County Planning & Development Services	236.90
12/31/2021	74531	Sound Publishing	177.80
12/31/2021	74532	Uline	369.15
12/31/2021	74533	Magna5 LLC	11.25
12/31/2021	74534	S-R Broadcasting Co Inc	840.00
12/31/2021	74535	Ziply Fiber	2,934.59
12/31/2021	74536	Assured Partners of WA, LLC	9,375.66
12/31/2021	74537	Canopy Wellbeing	1,112.50
12/31/2021	74538	Delta Dental of Washington	33,770.95
12/31/2021	74539	Employment Security Dept (UI)	259.69
12/31/2021	74540	Void	0.00
12/31/2021	74541	Lifewise Assurance Company	30,487.30
12/31/2021	74542	Lincoln National Life Ins Company	8,108.41
12/31/2021	74543	Navia Benefit Solutions Client Pay	1,883.60
12/31/2021	74544	Premera Blue Cross	9,413.24
12/31/2021	74545	Sno-Isle Library Foundation	405.00
12/31/2021	74546	Void	0.00
12/31/2021	74547	Kaiser Permanente	82,090.88
			2,409,438.93

RESOLUTION 22-01
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT ON
RESCINDING AN AUDITING OFFICER APPOINTMENT**

WHEREAS, RCW 42.24.080 requires that all claims presented against the Sno-Isle Intercounty Rural Library District (“Library District”) as a municipal corporation shall be audited, before payment, by an auditing officer appointed pursuant to resolution of the Library District’s Board of Trustees; and

WHEREAS, Lois Langer Thompson was appointed as an auditing officer of the Library District on December 3, 2018 (Resolution 18-06); and

WHEREAS, Alisha Hendren was appointed as an auditing officer on June 17, 2019 (Resolution 19-01); and

WHEREAS, Gary Becker was appointed as an auditing officer on June 28, 2021 (Resolution 21-04); and

WHEREAS, Gary Becker is no longer serving as the Director of Finances and Facilities on December 31, 2021;

NOW, THEREFORE IT IS RESOLVED that Sno-Isle Libraries Board of Trustees rescind the appointment of Gary Becker as an auditing officer pursuant to RCW 42.24.080 effective December 31, 2021.

Passed in a regular session this ____ day of _____, 2022.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on _____, 2022 pursuant to notice given as required by law at which ____ members of the Board were present and at which a majority voted in favor of said resolution there being ____ votes in favor, ____ votes against and ____ votes abstaining.

Sno-Isle Libraries
Board of Trustees

President

Secretary

Executive Director

Board Report

December 2021 and January 2022

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Congresswoman DelBene media event regarding Broadband at Monroe Library.
[Editorial: Too few have internet access; that's set to change | HeraldNet.com](#)
- Sam Barr, Stillaguamish Tribe Cultural Resources/THPO Supervisor and Sno-Isle Assistant Director Chy Ross.
- Economic Alliance of Snohomish County (EASC) events.
 - Transit Planning.
 - Session is Coming.
 - Imagine Museum.
 - SnoCo Creative Haven listening session.
 - Legislative Kick-off.
- EASC President & CEO Garry Clark, Snohomish STEM Coordinator Angie Sievers, Sno-Isle Assistant Director Susan Hempstead.

Board Meetings

- Snohomish County Broadband Action Team.
- Economic Alliance of Snohomish County (EASC) Board of Directors Meeting.
- Public Libraries of Washington annual meeting.

Professional Development / Meetings

- Public Libraries of Washington weekly legislative call.
- Regional Library Directors weekly update call.

Board of Trustees Meetings

- Board President.
- Executive Committee.
- Michael Adams introduction and onboarding meetings.

Library Updates and Strategic Goals

- *Enhance library services.*
 - Equity, Diversity, and Inclusion job postings.
 - Weather related closings.
- *Create inspiring spaces.*
 - Arlington and Darrington libraries.
- *Invest in our infrastructure.*
 - New positions update.

Board and Administrative Policy Update

Report to the Executive Committee

January 2022

Board policy	Date approved	Next review
Business Expense Reimbursement	Jun 2019	Jun 2023
Capitalized Asset/Small and Attractive Asset Management	Jul 2021	Jul 2025
Collection Development	Jul 2020	Jul 2024
Confidentiality of Library Records & Customer Files	Jul 2020	Jul 2024
Conflict of Interest	Nov 2021	Nov 2025
Customer Use of Library Spaces	Apr 2020	Apr 2024
Donation	Jul 2020	Jul 2024
Equity	Jul 2020	Jul 2024
Friends of the Library	Apr 2020	Apr 2024
Internet Use and Safety	Feb 2019	Feb 2023
Library Administrative Policies	Jul 2020	Jul 2024
Library Card & Lending	Jul 2020	Jul 2024
Library Facility Ownership	Jan 2020	Jan 2024
Meeting Room Use	Apr 2020	Apr 2024
Policy Management	Sep 2019	Sep 2023
Public Records	Sep 2019	Sep 2023
Purchasing and Public Works	Nov 2018	Nov 2022
Site Selection and Acquisition	Feb 2020	Feb 2024
Strategic Alliances	Jun 2020	Jun 2024
Unreserved and Reserved Fund	Oct 2019	Oct 2023
Volunteer	Jun 2020	Jun 2024
Board documents	Date approved	Next review
Code of Conduct for Trustees	Apr 2021	April 2025
Bylaws	May 2020	May 2024

Administrative Policies	Date Approved	Next Review	Status / Notes
Employment Practices 1-1: Employee Recruitment, Selection, and Appointment/Affirmative Action	2020	2024	
Employment Practices 1-2: Employment Of Relatives	2020	2024	
Employment Practices 1-3: Status Of Employees	2019	2023	
Employment Practices 1-4: Hours Of Work And Overtime/Compensatory Time	2020	2024	
Employment Practices 1-5: Emergency Closures	2021	2025	Updated for non-weather emergency closures, remote work, and impact on pay during closures.
Employment Practices 1-6: Americans With Disabilities Act	2011		Under review.
Employment Practices 1-7: Lay-Off And Recall	2020	2024	
Employment Practices 1-8: Employee Electronic Access	2019	2023	
Employment Practices 1-9: Employee Use of Collection	2022	2026	
Employment Practices 1-10: Electronic Fleet Tracking	2020	2024	
Employment Practices 1-11: Remote Work	2021	2025	New policy in 2020, updated to align with practice.
Personnel Practices 2-1: OPEN	NA	NA	
Personnel Practices 2-2: Employee Performance Planning And Review	2021	2025	Updated to reflect new process.
Personnel Practices 2-3: Code of Ethics and Business Conduct	2021	2025	Added section regarding additional employment.
Personnel Practices 2-4: Progressive Corrective Action	2019	2023	
Personnel Practices 2-5: Distributions And Solicitations	2019	2023	
Personnel Practices 2-6: Smoke-and Vapor-Free Workplace	2020	2024	
Personnel Practices 2-7: Discrimination, Harassment, and Bullying	2021	2025	Added bullying as a prohibited behavior.
Personnel Practices 2-8: Authorized Expenditures For Light Refreshments	2021	2025	Updated procedures section to align with current practice.
Personnel Practices 2-9: Substance Abuse	2017	2021	Under review.
Personnel Practices 2-10: Peer Review Dispute Resolution	2021	2025	General updates.
Personnel Practices 2-11: Whistleblower	2019	2023	
Personnel Practices 2-12: Workplace Violence Prevention	2019	2023	
Personnel Practices 2-13: Cell Phones	2019	2023	
Personnel Practices 2-14: Social Media	2019	2023	

Employee Benefits 3-1: Holidays	2021	2025	Added Juneteenth as an observed holiday and discontinued Monday closures for Sunday holidays.
Employee Benefits 3-2: Vacation	2019	2023	
Employee Benefits 3-3: Sick Leave	2017	2021	Under review.
Employee Benefits 3-4: Bereavement Leave	2021	2025	General updates including definition of immediate family.
Employee Benefits 3-5: Discretionary Leave Of Absence	2021	2025	Updated to align with practice and clarify requirements on use of accruals and other leave.
Employee Benefits 3-6: OPEN	NA	NA	
Employee Benefits 3-7: Business Expense Reimbursement	2021	2025	Added provisions for Trustee expenses, professional certifications, and licenses. Updated mileage reimbursement when working remotely.
Employee Benefits 3-8: Continuing Education Funding and Reimbursement	2020	2024	
Employee Benefits 3-9: OPEN	NA	NA	
Employee Benefits 3-10: HIPAA Privacy Policy	2020	2024	
Employee Benefits 3-11: Career Mobility and Development	2019	2023	
Employee Benefits 3-12: Leaves Of Absence	2021	2025	Updates to reflect Washington Paid Family and Medical Leave program.
Employee Benefits 3-13: Recognition Policy And Program	2020	2024	

Policies eliminated			
Employee Benefits 3-5: Retirement			General information about retirement, policy unnecessary
Employee Benefits 3-9: Job Sharing			No longer used.

Policies to be added			
Multilingual pay	2022		To be implemented in 2022.
Affinity groups	2022		Formalizing guidance for affinity groups.

Financial Update

Finance Department

2021 Fiscal Year Summary

January 2022

2021 Fiscal Year Revenue Summary

- Total revenue received year end was \$63.6 million compared to the approved 2021 budget of \$62.9M. This resulted in revenue exceeding budget by 1% or \$692,000.
- Property tax revenue was \$61.4M and was \$15K less than the approved 2021 budget.
- Timber tax and associated excise tax revenues were \$852K and exceeded the approved 2021 budget by \$302K. The favorability is driven by higher than anticipated Timber Sales and Leasehold Excise Tax revenue.
- Print/Copy Services, Lost Materials revenue, and Donations were collectively \$61K below the approved 2021 budget due to library building closures at the beginning of the year, and a measured return to pre-pandemic activities.
- Investment income was \$295K below the approved 2021 budget of \$450K due to lower than planned reinvestment interest rates for maturing securities in the investment portfolio.
- E-Rate revenue of \$417K exceeded the approved 2021 budget by \$241K due to unbudgeted reimbursements for 2020 spending received in early 2021.
- Other revenue of \$432K was \$382K ahead of budget due to several factors including \$265K in service provider refunds, \$50K in Economic Resiliency Cares funding, \$23K of Department of Resources Natural Area Preservation revenue, and \$12K in surplus sales.

2021 Year End & Surplus Summary

Total expenditures at year end were \$51.5M compared to the approved 2021 budget of \$57.3M. This resulted in a surplus of \$6.1M.

- Salaries and Benefits were \$36.0M compared to the approved 2021 budget of \$38.7M. The surplus of \$2.7M was driven by attrition and vacancies that were held. There were 36 vacant Full Time Equivalent Employees (FTEs) on December 31, 2021. The approved FTE for 2021 was 389.
- Materials spending of \$7.0M was \$17K over the approved 2021 budget of \$7.0M.
- Other expense categories were collectively \$3.6M under the approved 2021 budget driven by limited in-building services in the first part of the year, a measured return to full service, and supply-chain issues. Two key categories include Professional & Contract Services at \$784K below budget and Maintenance & Repair at \$805K below budget.
- Capital Buildings & Improvements, Furnishings, Equipment expenditures were \$598K at year end compared to the total 2021 approved (\$380K) and amended (\$320K for Temporary Lake Stevens) budget of \$700K resulting in a surplus of \$102K. The surplus is due in large part to supply chain issues.

2021 Year-End Reserves

**Unrestricted Reserve Fund Balances
As of December 31, 2021**

Type Reserve Fund	2020 Year End Balance	2021 Changes	2021 Year End Balance
Emergency	\$ 10,000,000		\$ 10,000,000
Self-insurance*	\$ 850,000	\$ 150,000	\$ 1,000,000
Levy Rate Stabilization	\$ 10,073,116	\$ 4,779,800	\$ 14,853,116
Unemployment Compensation	\$ 40,000		\$ 40,000
Vacation & Sick Pay Liability*	\$ 1,400,000	\$ 800,000	\$ 2,200,000
Building*	\$ 3,500,000	\$ 5,750,000	\$ 9,250,000
Equipment	\$ 1,400,000	\$ 300,000	\$ 1,700,000
Land Acquisition	\$ 2,198,018		\$ 2,198,018
Budget Reserve Fund Balance	\$ 24,461,134		\$ 41,241,134
Undesignated (<i>unbudgeted</i>)	\$ 6,500,000	\$ (6,500,000)	\$ -
Total Reserve Fund Balance	\$ 35,961,134	\$ 5,279,800	\$ 41,240,934

*Board action March 2021 to move undesignated to designated reserve funds.

1. \$600,000 to Vacation & Sick Leave Liability Reserve in addition to budgeted \$200,000.
2. \$150,000 to the Self-insurance Reserve.
3. \$5,750,000 to the Building Reserve.

**Restricted Building Fund Balances
As of December 31, 2021**

Building Funds	2020 Year End Balance	2021 Changes	2021 Year End Balance
Darrington Partial County Library District	\$ 205,183	\$ 27,501	\$ 232,684
Edmonds	\$ 846,552	\$ 841	\$ 847,393
Mill Creek	\$ 318,903	\$ 317	\$ 319,220
Monroe (<i>LCFA dissolved</i>)*	\$ 35,365	\$ (35,365)	\$ -
Lynnwood	\$ 1,147,469	\$ 1,139	\$ 1,148,608
Lake Stevens*	\$ 71,450	\$ (69,967)	\$ 1,483
Snohomish (<i>LCFA dissolved</i>)*	\$ 70,328	\$ 4,981	\$ 75,309
Total Restricted Building Funds	\$ 2,695,250	\$ (70,556)	\$ 2,624,697

*Notes on changes to funds

1. Funds transferred to operating budget and used for roof capital project at Monroe.
2. Funds transferred to operating budget and used for Temporary Lake Stevens.
3. Property taxes received from assessments in prior years in Snohomish.

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 11/1/2021 Through 11/30/2021
(In Whole Numbers)

	Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures							
10.0	Salaries & Benefits	2,994,378	3,223,750	32,970,671	35,461,250	38,684,500	85.22%
20.0	Materials	829,423	583,330	6,085,228	6,416,630	7,000,000	86.93%
26.0	Professional & Contract Services	282,198	267,860	2,054,460	2,946,460	3,213,400	63.93%
35.0	Equipment & Furnishings	66,242	70,400	541,067	774,400	844,700	64.05%
38.0	Maintenance & Repair	18,605	125,050	584,565	1,375,550	1,500,700	38.95%
41.0	Software License & Maint Fees	49,156	122,640	1,166,507	1,349,040	1,471,900	79.25%
42.0	Communications	62,811	69,310	586,203	762,410	831,300	70.51%
43.0	Office & Operating Supplies	31,770	69,560	400,785	765,160	834,500	48.02%
44.0	Utilities	37,789	45,040	398,267	495,440	540,300	73.71%
45.0	Rentals & Leases	30,902	39,880	414,271	438,680	478,400	86.59%
46.0	Insurance	8,450	15,560	139,968	171,160	186,600	75.00%
48.0	Employee Training / Travel	6,289	20,830	54,970	229,130	250,000	21.98%
49.0	Miscellaneous	37,449	51,500	354,797	566,500	617,400	57.46%
50.0	Strategic Initiatives / Innovation	0	14,580	5,895	160,380	175,000	3.36%
55.0	Development Initiatives	0	52,130	0	573,430	625,500	0.00%
62.0	Capital - Bldgs & Improvements	36,377	31,660	504,827	348,260	380,000	132.84%
64.0	Capital - Furnishings & Equipment	0	0	18,013	0	0	0.00%
64.5	Capital - Other Assets	0	0	8,901	0	0	0.00%
	Total Expenditures	4,491,840	4,803,080	46,289,394	52,833,880	57,634,200	80.32%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 11/1/2021 Through 11/30/2021
(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	5,639,047	5,454,680	60,734,914	60,639,680	61,460,500	98.81%
02.0	90,613	27,600	820,350	488,000	550,000	149.15%
03.0	779	4,170	4,552	45,870	50,000	9.10%
04.0	0	290	0	3,190	3,500	0.00%
05.0	3,598	6,250	25,506	68,750	75,000	34.00%
06.0	30,810	37,500	272,444	412,500	450,000	60.54%
07.0	72,181	8,340	74,465	91,740	100,000	74.46%
08.0	47,031	18,750	821,809	206,250	225,000	365.24%
	<u>5,884,058</u>	<u>5,557,580</u>	<u>62,754,040</u>	<u>61,955,980</u>	<u>62,914,000</u>	<u>99.75%</u>

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 12/1/2021 Through 12/31/2021
(In Whole Numbers)

	Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures							
10.0	Salaries & Benefits	2,988,696	3,223,250	35,959,368	38,684,500	38,684,500	92.95%
20.0	Materials	931,357	583,370	7,016,585	7,000,000	7,000,000	100.23%
26.0	Professional & Contract Services	374,966	266,940	2,429,426	3,213,400	3,213,400	75.60%
35.0	Equipment & Furnishings	153,704	70,300	694,771	844,700	844,700	82.25%
38.0	Maintenance & Repair	111,530	125,150	696,095	1,500,700	1,500,700	46.38%
41.0	Software License & Maint Fees	155,289	122,860	1,321,795	1,471,900	1,471,900	89.80%
42.0	Communications	61,512	68,890	647,715	831,300	831,300	77.91%
43.0	Office & Operating Supplies	47,262	69,340	448,047	834,500	834,500	53.69%
44.0	Utilities	46,300	44,860	444,567	540,300	540,300	82.28%
45.0	Rentals & Leases	67,989	39,720	482,260	478,400	478,400	100.80%
46.0	Insurance	8,791	15,440	148,759	186,600	186,600	79.72%
48.0	Employee Training / Travel	3,340	20,870	58,309	250,000	250,000	23.32%
49.0	Miscellaneous	108,570	50,900	463,367	617,400	617,400	75.05%
50.0	Strategic Initiatives / Innovation	92,998	14,620	98,893	175,000	175,000	56.51%
55.0	Development Initiatives	0	52,070	0	625,500	625,500	0.00%
62.0	Capital - Bldgs & Improvements	14,350	31,740	519,177	380,000	380,000	136.62%
64.0	Capital - Furnishings & Equipment	(18,013)	0	0	0	0	0.00%
64.4	Capital - Vehicles	78,560	0	78,560	0	0	0.00%
64.5	Capital - Other Assets	(8,901)	0	0	0	0	0.00%
	Total Expenditures	<u>5,218,299</u>	<u>4,800,320</u>	<u>51,507,693</u>	<u>57,634,200</u>	<u>57,634,200</u>	<u>89.37%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 12/1/2021 Through 12/31/2021
(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	710,306	820,820	61,445,220	61,460,500	99.97%
02.0	Timber Tax / Sales	31,197	62,000	851,547	550,000	154.82%
03.0	Print/Copy Services	1,147	4,130	5,700	50,000	11.39%
04.0	Services/City Contract Fees	1,925	310	1,925	3,500	55.00%
05.0	Lost Materials Paid	6,164	6,250	31,670	75,000	42.22%
06.0	Investment Interest	22,315	37,500	294,759	450,000	65.50%
07.0	Donations Private Sources	52,597	8,260	127,061	100,000	127.06%
08.0	Other Revenue	26,414	18,750	848,224	225,000	376.98%
	Total Revenues	<u>852,066</u>	<u>958,020</u>	<u>63,606,105</u>	<u>62,914,000</u>	<u>101.10%</u>

SNO-ISLE LIBRARIES

Board of Trustees

2022 Regular & Special Meetings

Date	Time	Type	Location*	Library host
January 6	12:00 P.M.	Special	Online	NA
January 25	5:00 P.M.	Regular	Online	NA
February 5	8:30 A.M.	Special	Online	NA
February 28	5:00 P.M.	Regular	Online	Mariner
March 28	5:00 P.M.	Regular	Lake Stevens	Lake Stevens
April 25	5:00 P.M.	Regular	Coupeville	Coupeville
May 23	5:00 P.M.	Regular	Monroe	Monroe
June 20*	5:00 P.M.	Regular	Mountlake Terrace	Mountlake Terrace
July 25	5:00 P.M.	Regular	Mukilteo	Mukilteo
August	5:00 P.M.	Special	SRV	NA
September 19**	5:00 P.M.	Regular	Snohomish	Snohomish
October 24	5:00 P.M.	Regular	Stanwood	Stanwood
November 21	5:00 P.M.	Regular	SRV	Lakewood / Smokey Point

*Moved from fourth Monday due to American Library Association Conference.

**Moved from fourth Monday due to holiday.

Other meetings – dates to be determined

Spring	TBD	Special	Board to Board
Fall	TBD	Special	Board and Friends event

Optional conferences and library events

March 23-25	Public Library Association Conference	Portland, OR and Online
March 31	Employee Recognition Event	To be determined
May 5-7	WA Library Association Conference	Bellevue
June 23-28	American Library Association Conference	Washington, D.C.
October 24	SILCON – Staff Day	Online

SNO-ISLE LIBRARIES

Board of Trustees

2022 Other Meetings - Informational

Date	Agenda	Committee / Attendees
January 13	<ul style="list-style-type: none">• Quarterly progress meeting• 2022 meeting schedule	Executive Committee
January	<ul style="list-style-type: none">• Onboarding meeting	Susan, Michael, and Lois
January	<ul style="list-style-type: none">• Retreat planning	Board Development / Administration
February 10	<ul style="list-style-type: none">• President and ED	Susan and Lois
February / March	<ul style="list-style-type: none">• Employee Recognition Award selection	Executive Committee
March 10	<ul style="list-style-type: none">• President and ED	Susan and Lois
April	<ul style="list-style-type: none">• Trustee selection process	Board Development / Administration
April 14	<ul style="list-style-type: none">• Quarterly progress meeting	Executive Committee
May 12	<ul style="list-style-type: none">• President and ED	Susan and Lois
June	<ul style="list-style-type: none">• Vice President and ED	Kelli and Lois
July 14	<ul style="list-style-type: none">• President and ED	Susan and Lois
July 14	<ul style="list-style-type: none">• Quarterly progress meeting	Executive Committee
July	<ul style="list-style-type: none">• Budget meeting	Strategic Planning / Finance
September 8	<ul style="list-style-type: none">• President and ED	Susan and Lois
September	<ul style="list-style-type: none">• Office nominations	Nominating Committee
October	<ul style="list-style-type: none">• Budget meeting	Board Development / Administration
October	<ul style="list-style-type: none">• Budget meeting	Strategic Planning / Finance
October 13	<ul style="list-style-type: none">• Budget meeting• Quarterly progress meeting	Executive Committee
November 10	<ul style="list-style-type: none">• President and ED	Susan and Lois
November	<ul style="list-style-type: none">• Contract recommendation	Executive Committee and HR