

# Sno-Isle Libraries

## Board of Trustees

**February 28, 2022, 5:30 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 the January 24, 2022 regular meeting minutes.
  - b) Approval of the February 5, 2022 special meeting minutes.
  - c) Approval of the January 2022 Sno-Isle Libraries payroll, benefits, and vouchers.
- 6) Public Comment**
- 7) Communications to the Board**
- 8) Executive Director's Report**
  - a) Library Presentation – Mariner Library Manager Sandra Beck
  - b) Executive Director's report – Director of Strategic Services David Durante [Attachments # 1-2](#)
  - c) Financial Update – Accounting Manager Nicole Wehl [Attachment # 3](#)
- 9) New Business**
- 10) Unfinished Business**
- 11) President, Trustee Committees, and Foundation Representative Reports**
  - a) President's Report – President Kostick
    - i) March meeting location update
  - b) Strategic Planning / Finance – Trustee DePrey
  - c) Sno-Isle Libraries Foundation – Trustee Olson
- 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](mailto:accessibility@sno-isle.org). Providing at least 72 hours' notice prior to the meeting will help to ensure availability.*

#### 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**

DRAFT

# Sno-Isle Libraries

## Board of Trustees

Monday, January 24, 2022

Meeting Minutes

Zoom virtual meeting

### Call to Order

President Kostick called the meeting to order at 5:00 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, and Paul Ryan.

**Staff Present:** Barb Adams, R.D. Burley, Michelle Callihan, David Durante, Lia Escudero Belcher, Nick Fuchs, Lindsay Hanson, Alisha Hendren, Rose Hong, Monica Jackson, Meredith Kraft, Karen Kramer, Hannah Krumheuer, Lois Langer Thompson, Rebecca Loney, Leslie Moore, Antionette Morales-Tanner, Chy Ross, Jessica Russell, Nicole Wehl, and Shanda Zimmerman.

### Introduction and Recognition of Guests

Executive Director Thompson introduced Sno-Isle Libraries Foundation Executive Director Christina Kourteva and Office of the Washington State Auditor Audit Manager Kristina Baylor and Assistant State Auditor Dalton Nield.

### Approval of Agenda

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

### Consent Agenda Items

Trustee Munguia moved to approve the Consent Agenda as presented:

- a) Approval of the 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.

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

President Kostick reported on one anonymous communication to the Board.

## New Business

### Audit Exit Conference

Kristina Baylor and Dalton Nield from the Office of the Washington State Auditor presented the following results of the financial statement audit of Sno-Isle Libraries for the year ending on December 31, 2020:

- The State Auditor’s office issued an unmodified opinion on the fair representation of the Library District’s financial statements in accordance with its regulatory basis of accounting.
- The State Auditor’s office issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Library District using accounting practices prescribed by state law and the State Auditor’s Budgeting, Accounting and Reporting System (BARS) manual, which is a basis of accounting other than GAAP.
- No deficiencies in internal control that were considered to be material weaknesses were identified during the audit.
- No instances of noncompliance or other matters that are required to be reporting under *Government Auditing Standards* were disclosed.

### Resolution 22-01

Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees adopt Resolution 22-01 rescinding an auditing officer appointment. Trustee Smith seconded the motion. The Board unanimously approved the motion.

## Executive Director’s Report

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

### Stillaguamish Tribe Cultural Resources Department Meeting

Executive Director Thompson and Assistant Director of Capital Strategy and Planning Chy Ross met with Stillaguamish Tribe Cultural Resources/THPO Supervisor Sam Barr to discuss any potential cultural resource impacts that may occur as a result of the planned construction for upcoming capital projects.

### New Equity, Diversity, and Inclusion Positions

Two of the three new FTE approved as part of the 2022 budget will focus on advancing library services in the areas of equity, diversity, and inclusion. Job descriptions for these positions are being finalized.

### Updates to Recruitment Practices

Staff are working to revise job descriptions and update recruitment practices with the goal of creating a more inclusive hiring experience for those who apply to open positions at Sno-Isle Libraries.

### Weather-related Closures

In December, weather impacted library services over the course of five days. All libraries were closed for two days, and there were an additional three days of adjusted open hours at some locations. Online and phone services were available to customers throughout the duration of the closures.

## Strategic Goals Update

### *Create Inspiring Spaces*

- The Arlington Library will undergo facility improvements in the coming months, including the installation of a new roof and HVAC system.
- The contracting process for state grants is underway for the Darrington and Langley Library facility projects.
- Sno-Isle Libraries will be utilizing over \$3 million in state grants for the development of a new early learning-focused library in Lake Stevens.

### *Invest in our People and our Organization*

- Diane Lai has been selected as the new Director of Community Libraries and will start on March 31.

## Policy Update

Per the Library Administrative Policies policy, Executive Director Thompson provided the annual overview of policies to the Board of Trustees.

## **Financial Update**

Accounting Manager Nicole Wehl provided the 2021 year-end financial report.

- Total revenue received year end was \$63.6 million compared to the approved 2021 budget of \$62.9M.
- Total expenditures at year end were \$51.5M compared to the approved 2021 budget of \$57.3M.

## **Unfinished Business**

### **2022 Meeting Schedule**

The Sno-Isle Libraries Board of Trustees Executive Committee developed a revised 2022 meeting schedule.

Trustee Smith moved that the Sno-Isle Libraries Board of Trustees adopt the revised 2022 meeting schedule as presented. Trustee Munguia seconded the motion. Trustee Munguia moved for a friendly amendment to change the starting time of the regular meetings from 5:00 p.m. to 5:30 p.m. Trustee Olson seconded the amendment. The Board unanimously approved the motion as amended.

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

### **President's Report**

President Kostick reported on the following:

- Participation in Volunteer and Community Engagement Coordinator Christine's Stansfield's interviews regarding Friends of the Library groups.
- An audit entry interview with Assistant State Auditor Dalton Nield of the State Auditor's Office.
- An onboarding meeting for Trustee Michael Adams with Executive Director Thompson.

### Executive Committee

The Executive Committee met to discuss a revised 2022 Board of Trustees meeting schedule and selected a date to review and select the employee recognition Trustee Award recipient. The Committee also engaged in the quarterly progress discussion with the Executive Director.

### **Foundation Board Meeting**

President Kostick attended the Sno-Isle Libraries Foundation Board meeting on January 10. Christina Kourteva, the new Foundation Executive Director, was also in attendance. Trustee Olson will continue as liaison to the Foundation Board for future meetings.

### **Announcements and Comments**

Trustee Ryan reported on the work of the Board Development and Administration Committee and the 2022 virtual retreat planned for February 5. The equity, diversity, and inclusion agenda topic will be moved to a later date for an in-person discussion.

Trustee Ryan reported on his attendance at the January 20 Lake Stevens Library Board meeting. At the meeting, Sno-Isle Libraries Assistant Director of Capital Strategy and Planning Chy Ross presented on Sno-Isle Libraries' intent to move forward on the development of a larger, permanent library for the Lake Stevens community and a shift in project funding strategy. Trustee Ryan expressed his optimism about the possibility of Sno-Isle Libraries and the City of Lake Stevens working together to build a vibrant, inspiring library facility for the community.

### **Adjournment**

Trustee Smith moved to adjourn the January 24, 2022 meeting of the Sno-Isle Libraries Board of Trustees. Trustee DePrey seconded the motion. The Board unanimously approved the motion. President Kostick adjourned the meeting of the Sno-Isle Libraries Board of Trustees at 5:51 p.m.

### **Next Meeting**

The next regular Board meeting will be held on Monday, February 28, 2022 at 5:30 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

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President

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Secretary

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# Sno-Isle Libraries

## Board of Trustees

Saturday, February 5, 2022  
Special Meeting Minutes  
Zoom virtual meeting

### Call to Order

President Susan Kostick called the meeting to order at 8:33 a.m.

### Roll Call

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

**Staff Present:** David Durante, Lois Langer Thompson, and Shanda Zimmerman.

### Approval of Agenda

Trustee Smith 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.*

### Welcome

President Kostick and Executive Director Lois Langer Thompson welcomed Trustees to the meeting.

### Introductions

Trustees Paul Ryan and Michael Adams of the Board Development / Administration Committee led a facilitated introduction exercise for the Board.

### Optimizing Funding: Public Funding Briefing

Director of Strategic Services David Durante presented information on the various funding options available to the Library, including the levy lid lift.

### Recess

At 9:49 a.m., Trustee Munguia moved that the Sno-Isle Board of Trustees move to recess for a period of 11 minutes. Trustee DePrey seconded the motion. The Board unanimously approved the motion. President Kostick called the meeting back to order at 10:00 a.m.

### Creating Inspiring Spaces: Capital Funding

Executive Director Lois Langer Thompson provided an overview of current capital projects and capital funding options for the Board to consider during annual budget development.

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Michael Adams • Jennifer DePrey • Martin Munguia • Paul Ryan

#### Executive Director

Lois Langer Thompson

**SNO-ISLE LIBRARIES**

### Adjournment

Trustee Ryan moved to adjourn the meeting. Trustee DePrey seconded the motion. The Board unanimously approved the motion. President Kostick adjourned the meeting at 11:00 a.m.

### Next Meeting

The next regular Board meeting will be held on Monday, February 28 at 5:30 p.m. via Zoom. Meeting information is posted on the Sno-Isle Libraries [website](#).

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President

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Secretary



**Board of Trustees**

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Michael Adams • Jennifer DePrey • Martin Munguia • Paul Ryan

**Executive Director**

Lois Langer Thompson

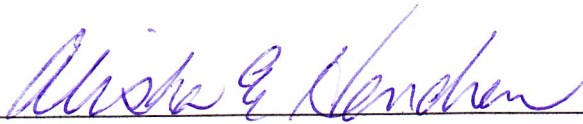
**Sno-Isle Libraries**  
**January 2022 Payroll and January 2022 Vouchers**

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<b>Direct Deposits, Employee Deductions</b>	\$ 2,351,434.03
<b>Vendor Checks 74628, 74650, 74697 and 74708 through 74717, Plus Electronic Fund Transfers</b>	<u>\$ 745,642.97</u>
<b>Total Payroll and Benefits</b>	\$ 3,097,077.00
<b>Accounts Payable Checks 74446 through 74718 less checks listed above, plus Electronic Transfers</b>	<u>\$ 662,499.51</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<u><u>\$ 3,759,576.51</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees February 28, 2022.



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Assistant Director of Finance

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



**Sno-Isle Libraries**  
**January 2022 Payroll and January 2022 Vouchers**  
**Reconciliation of Actual Expenditures to Expenditure Summary**

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**January 2022 Payroll**

Employee Pay - Direct Deposit	\$	1,697,744.37	
Plus: Employee Deductions	\$	653,689.66	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,351,434.03</b>

Vendor Checks 74628, 74650, 74697 and 74708 through 74717	\$	191,882.90 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	210,277.30	
Electronic Funds Transfer - Empower - 457 Plan	\$	15,057.75	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	53,825.91	
Electronic Funds Transfer - PERS - Retirement Plan	\$	349,321.69	
Electronic Funds Transfer - Navia - FSA	\$	10,840.74	
Electronic Funds Transfer - Navia - HRA/MRA	\$	16,483.50	
Electronic Funds Transfer - Premera - Medical	\$	139,316.57	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(241,820.23)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 745,642.97</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,097,077.00</b>

**January 2022 Accounts Payable**

Checks 74446 through 74718 less checks listed above	\$	661,366.12 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,133.39	
<b>Sub-Total Accounts Payable</b>			<b>\$ 662,499.51</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 3,759,576.51</b>

**Adjustments**

Paycom Direct Service Fee	\$	23,054.27	
Refunds and Credits	\$	2,253.34	
Refund Interest			
Bank Service Charge	\$	255.64	
Travel & Business Expense Reimbursement paid in Payroll	\$	2,263.29	
<b>Total Adjustments</b>			<b>\$ 27,826.54</b>

**January 2022 Total Expenditures** **\$ 3,787,403.05** \*\*\*

* Benefit invoices paid through Accounts Payable Checks	\$	191,882.90	
** Regular invoices paid through Accounts Payable Checks	\$	661,366.12	
<b>Total Accounts Payable Check Payments</b>	\$	<u>853,249.02</u>	

\*\*\* Equals Expenditure Summary Total

**Vouchers  
January 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
1/28/2022	74446	Thomas & Associates Void from 2021	-94.08
1/19/2022	74548	8X8 Inc	8,347.97
1/19/2022	74549	Alderwood Water District	75.65
1/19/2022	74550	Allied Universal	9,796.62
1/19/2022	74551	Amazon Capital Services, Inc	385.07
1/19/2022	74552	American Library Association	402.00
1/19/2022	74553	Asavie Technologies Inc	799.01
1/19/2022	74554	Remit Overrun	0.00
1/19/2022	74555	Baker & Taylor Books (277930)	25,302.70
1/19/2022	74556	Bank of America (2175)	1,276.91
1/19/2022	74557	Bank of America (2945)	2,019.00
1/19/2022	74558	Bank of America (3488)	1,222.85
1/19/2022	74559	Bank of America (4867)	59.95
1/19/2022	74560	Bank of America (5800)	94.99
1/19/2022	74561	Bank of America (8208)	674.54
1/19/2022	74562	Blackstone Publishing	416.88
1/19/2022	74563	Brodart (Supplies)	1,006.51
1/19/2022	74564	Brodart Company	68.91
1/19/2022	74565	Camela Zarcone	220.00
1/19/2022	74566	CDW Government Inc	1,033.34
1/19/2022	74567	Cedar Grove Organics Recycling LLC	329.65
1/19/2022	74568	Center Point Large Print	720.90
1/19/2022	74569	City of Arlington	169.83
1/19/2022	74570	City of Marysville	645.93
1/19/2022	74571	City of Monroe	729.60
1/19/2022	74572	City of Sultan	1,639.10
1/19/2022	74573	Clinton Water Dist	53.30
1/19/2022	74574	Comcast	3,660.27
1/19/2022	74575	Corey Oil & Propane Co	288.48
1/19/2022	74576	Crystal Mt. Pure Drinking Water	28.35
1/19/2022	74577	Delta Connects	2,234.50
1/19/2022	74578	Demco Inc (8048)	236.80
1/19/2022	74579	DEX MEDIA	229.37
1/19/2022	74580	E - Rate Expertise Inc	712.50
1/19/2022	74581	FATBEAM, LLC	3,480.00
1/19/2022	74582	Gale/Cengage Learning	37,748.91
1/19/2022	74583	Gansango Dance	450.00
1/19/2022	74584	Guardian Security	2,451.19
1/19/2022	74585	Harbour Pointe Maint Assoc	1,088.54
1/19/2022	74586	Henry E Buehner	70.00
1/19/2022	74587	Hillis Clark Martin & Peterson	812.00
1/19/2022	74588	Ingram Library Services	15,848.33
1/19/2022	74589	InterConnection	10.00
1/19/2022	74590	Kendall of Marysville	91.46
1/19/2022	74591	Language Exchange	40.00

**Vouchers  
January 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
1/19/2022	74592	Lemay Mobile Shredding	3.52
1/19/2022	74593	Library Furniture Internations, Inc	289.00
1/19/2022	74594	Midwest Library Service	130.80
1/19/2022	74595	Midwest Tape	7,363.52
1/19/2022	74596	Mill Creek Chamber of Commerce	250.00
1/19/2022	74597	North County Outlook	330.00
1/20/2022	74598	Remit Overrun	0.00
1/19/2022	74599	Office Depot, INC	3,027.31
1/19/2022	74600	OrangeBoy Inc	3,352.00
1/19/2022	74601	Remit Overrun	0.00
1/19/2022	74602	Remit Overrun	0.00
1/19/2022	74603	Remit Overrun	0.00
1/19/2022	74604	Remit Overrun	0.00
1/19/2022	74605	Remit Overrun	0.00
1/19/2022	74606	Remit Overrun	0.00
1/19/2022	74607	Remit Overrun	0.00
1/19/2022	74608	Remit Overrun	0.00
1/19/2022	74609	Remit Overrun	0.00
1/19/2022	74610	Remit Overrun	0.00
1/19/2022	74611	Remit Overrun	0.00
1/19/2022	74612	Remit Overrun	0.00
1/19/2022	74613	Remit Overrun	0.00
1/19/2022	74614	Remit Overrun	0.00
1/19/2022	74615	Remit Overrun	0.00
1/19/2022	74616	Remit Overrun	0.00
1/19/2022	74617	Remit Overrun	0.00
1/19/2022	74618	Overdrive Inc	115,391.39
1/19/2022	74619	Pacific MRO	87.20
1/19/2022	74620	Paper Roll Products	713.02
1/19/2022	74621	PetroCard Systems Inc	1,787.20
1/19/2022	74622	Prime Self Storage	814.00
1/19/2022	74623	PUD No 1 of Snohomish County	1,464.73
1/19/2022	74624	Puget Sound Energy	419.10
1/19/2022	74625	Puget Sound Mobile Detail	534.10
1/19/2022	74626	Republic Services 197	748.14
1/19/2022	74627	Ricoh USA Inc - 31001	640.58
1/19/2022	74628	Robert Half	9,331.45
1/19/2022	74629	Salish Networks	1,210.96
1/19/2022	74630	SCCFOA	50.00
1/19/2022	74631	Sharps Compliance Inc	580.90
1/19/2022	74632	Snohomish Co Finance	76.00
1/19/2022	74633	Sound Maintenance Services, Inc	8,245.44
1/19/2022	74634	Sound Publishing	2,503.40
1/19/2022	74635	Sprague Pest Solutions	157.73
1/19/2022	74636	State Auditor's Office	5,240.38

**Vouchers  
January 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
1/19/2022	74637	T Mobile	119.16
1/19/2022	74638	Televend Services Inc	71.25
1/19/2022	74639	The Hanover Insurance Company	8,697.19
1/19/2022	74640	Remit Overrun	0.00
1/19/2022	74641	Timeless Design	17,262.63
1/19/2022	74642	Tsai Fong Books Inc	687.28
1/19/2022	74643	U S Bank Equipment Finance	299.69
1/19/2022	74644	Uline	237.64
1/19/2022	74645	Verizon Wireless (660108)	6,791.19
1/19/2022	74646	Walter E Nelson Co of Western WA	4,693.64
1/19/2022	74647	Waste Management	2,865.36
1/19/2022	74648	Wave Business	10,369.99
1/19/2022	74649	WCP Solutions	452.57
1/19/2022	74650	Wellable LLC	200.00
1/19/2022	74651	Whidbey Telecom	600.21
1/19/2022	74652	Ziply Fiber	10,630.41
1/19/2022	74653	Sandra Beck	655.00
1/27/2022	74654	Julia McConnell	330.00
1/27/2022	74655	Amazon (530958)	307.17
1/27/2022	74656	Amazon Capital Services, Inc	422.65
1/27/2022	74657	Remit Overrun	0.00
1/27/2022	74658	Remit Overrun	0.00
1/27/2022	74659	Remit Overrun	0.00
1/27/2022	74660	Baker & Taylor Books (277930)	71,510.46
1/27/2022	74661	Blackstone Publishing	90.42
1/27/2022	74662	Camano Commons	1,000.00
1/27/2022	74663	Cascade Natural Gas	579.52
1/27/2022	74664	City of Langley	368.30
1/27/2022	74665	City of Lynnwood	1,213.71
1/27/2022	74666	City of Sultan	170.88
1/27/2022	74667	Daily Journal of Commerce	129.00
1/27/2022	74668	Demco Inc (8048)	90.25
1/27/2022	74669	Engineered Products	736.25
1/27/2022	74670	Everett Safe & Lock	11.36
1/27/2022	74671	Freeland Water Dist	124.39
1/27/2022	74672	Gale/Cengage Learning	311.18
1/27/2022	74673	InfoGroup (957742)	16,750.00
1/27/2022	74674	Remit Overrun	0.00
1/27/2022	74675	Ingram Library Services	29,483.95
1/27/2022	74676	Island Disposal Inc	156.02
1/27/2022	74677	Janelle Tarasewicz	250.00
1/27/2022	74678	Midwest Library Service	165.21
1/27/2022	74679	Remit Overrun	0.00
1/27/2022	74680	Midwest Tape	20,738.14
1/27/2022	74681	Multi-Cultural Books & Videos	2,093.19

**Vouchers  
January 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
1/27/2022	74682	Office Depot, INC	665.33
1/27/2022	74683	Remit Overrun	0.00
1/27/2022	74684	Remit Overrun	0.00
1/27/2022	74685	Remit Overrun	0.00
1/27/2022	74686	Remit Overrun	0.00
1/27/2022	74687	Remit Overrun	0.00
1/27/2022	74688	Remit Overrun	0.00
1/27/2022	74689	Remit Overrun	0.00
1/27/2022	74690	Remit Overrun	0.00
1/27/2022	74691	Overdrive Inc	70,386.43
1/27/2022	74692	Paper Roll Products	298.01
1/27/2022	74693	PUD No 1 of Snohomish County	15,949.17
1/27/2022	74694	Puget Sound Energy	5,042.79
1/27/2022	74695	Void	0.00
1/27/2022	74696	Ricoh USA Inc - 650073	10,038.17
1/27/2022	74697	Robert Half	5,182.72
1/27/2022	74698	Smarsh, Inc	13,230.10
1/27/2022	74699	Smokey Point NW LLC	7,660.17
1/27/2022	74700	Sprague Pest Solutions	105.46
1/27/2022	74701	Springshare LLC	2,715.00
1/27/2022	74702	State Auditor's Office	5,994.30
1/27/2022	74703	Remit Overrun	0.00
1/27/2022	74704	Timeless Design	11,258.40
1/27/2022	74705	Tsai Fong Books Inc	160.01
1/27/2022	74706	Walter E Nelson Co of Western WA	9,230.63
1/27/2022	74707	Ricoh USA Inc - 31001	4,878.64
1/31/2022	74708	Assured Partners of WA, LLC	4,714.76
1/31/2022	74709	Canopy Wellbeing	1,112.50
1/31/2022	74710	Delta Dental of Washington	31,541.11
1/31/2022	74711	Employment Security Dept (UI)	5,133.49
1/31/2022	74712	Kaiser Permanente	82,507.16
1/31/2022	74713	Lifewise Assurance Company	30,067.75
1/31/2022	74714	Lincoln National Life Ins Company	8,767.46
1/31/2022	74715	Navia Benefit Solutions Client Pay	3,605.80
1/31/2022	74716	Premera Blue Cross	9,283.70
1/31/2022	74717	Sno-Isle Library Foundation	435.00
1/31/2022	74718	WLA	10,000.00
			853,249.02

# Executive Director

## Board Report

February 2022

Lois Langer Thompson

Executive Director

### Meetings with Elected Officials and Stakeholders

- State Representative April Berg.
- Snohomish County Councilmember Sam Low.
- Darrington Mayor Dan Rankin.
- Lake Stevens Mayor Brett Gailey.

### Board Meetings

- Economic Alliance of Snohomish County (EASC) Board of Directors Meeting.

### Presentations / Panels

- Senator Patty Murray – ARPA funds and the expansion of broadband.
- Camano Island Friends of the Library meeting.

### Professional Development / Meetings

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

### Board of Trustees Meetings

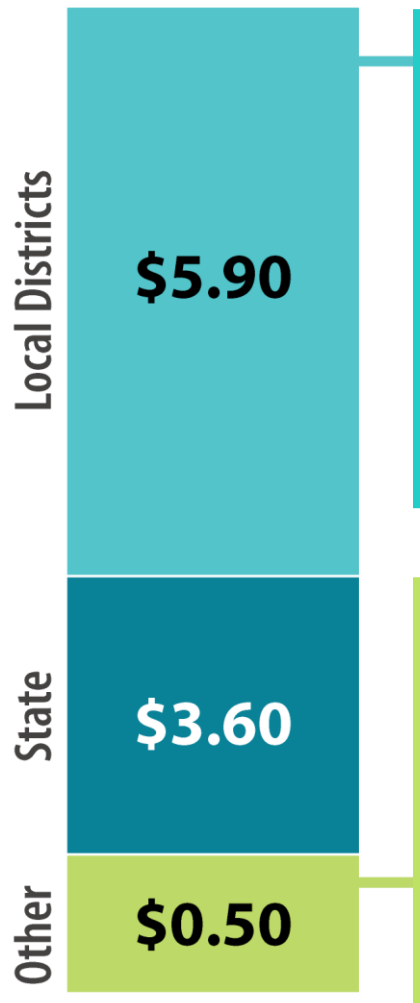
- Board of Trustees and Foundation Board event planning meeting.
- Board President.

### Library Updates and Strategic Goals

- Library updates.
- Local District Property Tax information.
- Equity / Diversity / Inclusion.
- Strategic outcomes.

# Local District Property Tax Limit

**\$10 PER \$1,000 OF PROPERTY TAX LIMIT**



## Local Districts

Counties, cities, and road districts are known as “senior districts” and get first priority in levying the \$5.90:

- Counties receive \$1.80 for general fund
- County road levy of \$2.25 is authorized in unincorporated areas
- Cities receive \$3.375
- The remainder is allocated to “junior districts” which include libraries, fire, water, park and recreation, cemetery, hospital, stadium, flood control, airport, and numerous other districts

Note: PUDs and port districts are senior districts that are not subject to the \$5.90 aggregate limit for local regular levies. Each as a limit of \$0.45.

## Other

Available for six additional purposes:

- Preservation of open space
- Emergency medical services
- Affordable housing
- Metropolitan parks
- Criminal Justice
- Ferry Services

## Regular Levy Rate Limits

The Washington State Constitution limits the annual rate of property taxes that may be imposed on an individual parcel of property to 1% of its true and fair value. Since tax rates are stated in terms of dollars per \$1,000 of value, the 1% limit is the same as \$10 per \$1,000 and is often referred to as the \$10 limit. Taxes imposed under this limit are termed “regular” levies, while those outside the limit are “excess” or “special” levies.

This chart shows how the \$10 limit is allocated. The aggregate limit for libraries, cities, counties and most special districts is \$5.90 per \$1,000 assessed value.

# Financial Update

## Finance Department

February 2022

### 2022 Budget Allocation:

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

### Beginning Cash:

A target beginning cash balance of \$10,000,000 was included in the 2022 budget. This balance provides funds required to support library operations during the first quarter when tax receipts tend to be lower. The actual beginning cash balance as of January 1, 2022 net of 2021 accounts payable in-process totaled \$19,386,952 resulting in a net carryover of \$9,386,952. This surplus is being utilized for expenditures through April until tax receipts are received.

### January 2022 Revenue Summary:

- Total revenue received in January was \$245,065 compared to the monthly budget of \$521,860. The difference was largely due to grant and E-Rate revenue anticipated in subsequent months.
- General property tax receipts were \$154,890 and are in line with the period budget of \$193,730. The majority of property tax revenue is expected in April and October.
- Timber tax and associated excise tax revenues were \$37,337 and are in line with the period budget of \$53,800.
- Investment Interest of \$42,375 was ahead of the monthly \$29,170 budget due to surplus of cash in investments held at the beginning of the year.
- Print/copy services, lost materials revenue, and donations were collectively \$7,614 and were in line with the monthly budget of \$28,920. Substantial donations are expected in future months.

### January 2022 Expenditures Summary:

- Total expenditures for January were \$3,787,403 compared to the monthly budget of \$5,400,850.
- Salaries & Benefits were \$3,097,077 and was below the monthly budget by \$300,453 due to vacant positions currently in the process of being filled.
- Materials spend was \$407,700 compared to the monthly budget of \$618,330. This spending is anticipated to align with budget as the year progresses.
- Capital expenditure budget for the month was \$493,490. Spend for these projects are in the planning stages and will align with budget as construction and procurement as it occurs.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) were \$608,874 under budget with spend anticipated in future months.



Sno-Isle Regional Library System  
Statement of Expenditures by Period  
**Expenditures Summary**  
From 1/1/2022 Through 1/31/2022  
(In Whole Numbers)

	<u>Period Actual</u>	<u>Period Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	
Expenditures						
10.0	Salaries & Benefits	3,097,077	3,397,530	3,097,077	3,397,530	40,770,000
20.0	Materials	407,700	618,330	407,700	618,330	7,420,000
26.0	Professional & Contract Services	99,176	270,070	99,176	270,070	3,240,000
35.0	Equipment & Furnishings	2,369	68,240	2,369	68,240	819,000
38.0	Maintenance & Repair	3,469	51,290	3,469	51,290	615,000
41.0	Software License & Maint Fees	28,713	132,820	28,713	132,820	1,594,000
42.0	Communications	37,661	51,380	37,661	51,380	616,000
43.0	Office & Operating Supplies	23,352	70,350	23,352	70,350	844,000
44.0	Utilities	34,227	45,110	34,227	45,110	541,000
45.0	Rentals & Leases	19,812	40,760	19,812	40,760	489,000
46.0	Insurance	8,603	16,500	8,603	16,500	198,000
48.0	Employee Training / Travel	2,615	20,920	2,615	20,920	251,000
49.0	Miscellaneous	22,629	61,560	22,629	61,560	738,000
50.0	Strategic Initiatives / Innovation	0	62,500	0	62,500	750,000
62.0	Capital - Bldgs & Improvements	0	477,740	0	477,740	5,733,000
64.4	Capital - Vehicles	0	15,750	0	15,750	189,000
	<b>Total Expenditures</b>	<u>3,787,403</u>	<u>5,400,850</u>	<u>3,787,403</u>	<u>5,400,850</u>	<u>64,807,000</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 1/1/2022 Through 12/31/2022  
(In Whole Numbers)

	<u>Period Actual</u>	<u>Period Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Revenues					
01.0	Property Taxes	154,890	62,606,150	154,890	62,606,150
02.0	Timber Tax / Sales	37,337	675,000	37,337	675,000
03.0	Print/Copy Services	778	12,000	778	12,000
04.0	Services/City Contract Fees	0	3,850	0	3,850
05.0	Lost Materials Paid	6,836	35,000	6,836	35,000
06.0	Investment Interest	42,375	350,000	42,375	350,000
07.0	Donations Private Sources	0	300,000	0	300,000
08.0	Other Revenue	2,848	2,591,000	2,848	2,591,000
	<b>Total Revenues</b>	<u>245,065</u>	<u>66,573,000</u>	<u>245,065</u>	<u>66,573,000</u>