

Sno-Isle Libraries

Board of Trustees

April 25, 2022, 5:30 p.m.

Coupeville Library

Telephone Dial In: +1-872-239-6205

Conference ID: 480 861 966#

Meeting Agenda

- 1) Call to Order**
- 2) Land Acknowledgement**
- 3) *Approval of Agenda**
- 4) *Consent Agenda Items**
 - a) Approval of the March 28, 2022 regular meeting minutes
 - b) Approval of the March 2022 Sno-Isle Libraries payroll, benefits, and vouchers
- 5) Public Comment**
- 6) Executive Director's Report**
 - a) Library Presentation – Coupeville Library Manager Leslie Franzen
 - b) Executive Director's report [Attachment 1](#)
 - c) Financial Update – Accounting Manager Nicole Wehl [Attachment 2](#)
- 7) Unfinished Business**
- 8) New Business**
 - a) *Resolution 22-03 Concerning the Appointment of an Auditing Officer – Executive Director Lois Langer Thompson [Attachment 3](#)
 - b) *Library Card & Lending Policy – Strategic Planning / Finance Committee Chair DePrey [Attachments 4-6](#)
- 9) President, Trustee Committees, and Foundation Representative Reports**
 - a) President's Report / Executive Committee – President Kostick
 - b) Sno-Isle Libraries Foundation – Trustee Olson
 - c) Board member reports
- 10) *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.

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

Board of Trustees

Monday, March 28, 2022
Meeting Minutes
Sno-Isle Libraries Service Center

Call to Order

President Kostick called the meeting to order at 5:30 p.m., followed by the land acknowledgement.

Roll Call

Members Present: Michael Adams, Jennifer DePrey, Susan Kostick, Martin Munguia, and Kelli Smith.

Members Present via Teleconference: Rose Olson and Paul Ryan.

Staff Present: Barb Adams, R.D. Burley, Michelle Callihan, David Durante, Baha Farkish, Nick Fuchs, Lindsay Hanson, Alisha Hendren, Meredith Kraft, Lois Langer Thompson, Tricia Lee, Rebecca Loney, Antoinette Morales-Tanner, Chila Oglesby, Anne Verba, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda Items

Trustee DePrey moved to approve the Consent Agenda as presented:

- a) Approval of the February 28, 2022 regular meeting minutes.
- b) Approval of the February 2022 Sno-Isle Libraries payroll, benefits, and vouchers.

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

Public Comment

There were no public comments to the Board.

Executive Director's Report

Library Presentation

Lake Stevens Library Manager Antoinette Morales-Tanner highlighted outreach activities and collaborations with local organizations and non-profits in the Lake Stevens community. Library Manager Morales-Tanner discussed plans for Sno-Isle Libraries to build a new library facility in Lake Stevens and shared that community engagement activities will remain central during the development process.

Executive Director's Report

Equity, Diversity, and Inclusion (EDI)

Assistant Director of Equity, Inclusion, and Development Tricia Lee reviewed the 2021 EDI initiatives as well as ongoing efforts in 2022 to center equity, diversity, and inclusion within Sno-Isle Libraries.

Public Libraries of Washington

Executive Director Thompson shared an overview of the Public Libraries of Washington Director's meeting.

Legislative Update

Executive Director Thompson shared legislative updates regarding a Washington State appropriation for the Mill Creek Library, HB 1630 establishing restrictions on the possession of weapons in certain locations, and HB 1329 concerning public meeting accessibility and participation.

Financial Update

Accounting Manager Nicole Wehl provided the February 2022 financial report.

New Business

Addendum two (2) to the Annexation Agreement between the Town of Darrington and Sno-Isle Intercounty Rural Library District

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve Addendum two (2) to the Annexation Agreement between the Town of Darrington and the Sno-Isle Intercounty Rural Library District and authorize the Executive Director to sign the addendum. Trustee DePrey seconded the motion. The Board unanimously approved the motion.

Resolution 22-02 Authorizing the Use of the Reserve Fund

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees authorize Resolution 22-02 to approve the use of timber tax receipts in the Darrington Rural Partial County Library District reserve fund as local revenue matching funds for capital improvements for the Darrington Library. Trustee Adams seconded the motion. The Board unanimously approved the motion.

Declaration of Surplus Assets

Trustee Adams moved the Sno-Isle Libraries Board of Trustees declare the following vehicles surplus and authorize the disposal of these vehicles in a cost effective and responsible manner:

1. 2013 Mitsubishi Fuso FE 160 – Vehicle Identification Number J16BNE1A9DK001180
2. 2015 Mitsubishi Fuso FE 160 – Vehicle Identification Number JL6BNE1A1FK000222
3. 2008 Ford Taurus – Vehicle Identification Number 1FMDK05W08GA00538

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

Unfinished Business

There was no unfinished business.

President, Trustee Committees, and Foundation Representative Reports

President's Report / Executive Committee

President Kostick reported on the following:

- Participation in the March 3 Executive Committee meeting, where the Sno-Isle Libraries Trustee Award recipient was selected.
- The Board-to-Board event scheduled for April 21.
- Public Library Association conference attendance. Trustees Munguia and Adams were also invited to share experiences with attending the conference.

Strategic Planning / Finance Committee

Trustee DePrey reported on the following:

- The March 14 Strategic Planning / Finance Committee meeting regarding Addendum Two to the Annexation Agreement with the Town of Darrington and Sno-Isle Libraries Resolution 22-02.
- The Board-to-Board event will take place on April 21 at the Hibulb Cultural Center and Natural History Preserve.

Sno-Isle Libraries Foundation

Trustee Olson shared that Sno-Isle Libraries Foundation Board members will be participating in a workshop on April 9 focusing on organizational beliefs, purpose, and values.

Board Member Reports

Trustee Ryan requested Sno-Isle Libraries staff provide an update at the April Board meeting about hybrid meeting structure.

Adjournment

Trustee Smith moved to adjourn the March 28, 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 6:44 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, April 25, 2022 at 5:30 p.m. Meeting information will be posted on the Sno-Isle Libraries [website](#) one week prior to the meeting.

President

Secretary

Sno-Isle Libraries
March 2022 Payroll and March 2022 Vouchers

Direct Deposits, Employee Deductions	\$ 2,253,723.96
Vendor Checks 75066, 75100, 75119, 75179 and 75273 through 75282, Plus Electronic Fund Transfers	<u>\$ 1,014,754.31</u>
Total Payroll and Benefits	\$ 3,268,478.27
 Accounts Payable Checks 74957 through 75283 less checks listed above, plus Electronic Transfers	 <u>\$ 1,466,029.86</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,734,508.13</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 April 25, 2022.



Finance Director

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

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

March 2022 Payroll

Employee Pay - Direct Deposit	\$	1,617,964.39	
Plus: Employee Deductions	\$	635,759.57	
Sub-Total Gross Payroll			\$ 2,253,723.96

Vendor Checks 75066, 75100, 75119, 75179 and 75273 through 75282	\$	192,751.55 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	204,095.08	
Electronic Funds Transfer - Empower - 457 Plan	\$	17,660.72	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	56,483.82	
Electronic Funds Transfer - PERS - Retirement Plan	\$	341,310.09	
Electronic Funds Transfer - Navia - FSA	\$	10,778.24	
Electronic Funds Transfer - Navia - HRA/MRA	\$	20,048.44	
Electronic Funds Transfer - Premera - Medical	\$	415,268.43	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(244,098.90)	
Sub-Total Benefits - Employer Expense			\$ 1,014,754.31
Total Payroll and Benefits			\$ 3,268,478.27

March 2022 Accounts Payable

Checks 74957 through 75283 less checks listed above	\$	1,464,146.94 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,882.92	
Sub-Total Accounts Payable			\$ 1,466,029.86
Total Payroll, Benefits and Accounts Payable			\$ 4,734,508.13

Adjustments

Paycom Direct Service Fee	\$	17,653.79	
Refunds and Credits	\$	1,382.10	
Refund Interest	\$	0.98	
Bank Service Charge	\$	234.40	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,889.78	
Total Adjustments			\$ 21,161.05

March 2022 Total Expenditures **\$ 4,755,669.18 *****

* Benefit invoices paid through Accounts Payable Checks	\$	192,751.55	
** Regular invoices paid through Accounts Payable Checks	\$	1,464,146.94	
Total Accounts Payable Check Payments	\$	<u>1,656,898.49</u>	

*** Equals Expenditure Summary Total

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/10/2022	73757	Office Depot, INC Void Reissue included on check 75025	(1,628.44)
3/24/2022	74441	Reffett and Associates, Inc VOID reissue on check 75176	(12,000.00)
3/24/2022	74775	North County Outlook VOID reissue included on check 75142	(330.00)
3/11/2022	74957	Rebecca Loney	950.00
3/11/2022	74958	Dovi Mae Patino-Liu	796.92
3/11/2022	74959	8X8 Inc	8,321.17
3/11/2022	74960	AAA Fire Protection, Inc	5,802.14
3/11/2022	74961	Air Care System	15,155.45
3/11/2022	74962	Alderwood Water District	63.89
3/11/2022	74963	Allied 100, LLC	189.14
3/11/2022	74964	Allied Universal	17,147.85
3/11/2022	74965	Amazon (530958)	217.92
3/11/2022	74966	Amazon Capital Services, Inc	2,532.97
3/11/2022	74967	Asavie Technologies Inc	863.89
3/11/2022	74968	AT&T Mobility (6463)	43.23
3/11/2022	74969	Remit Overrun	0.00
3/11/2022	74970	Baker & Taylor Books (277930)	25,684.81
3/11/2022	74971	Baus Systems LLC	518.84
3/11/2022	74972	Beacon Publishing Inc	1,275.00
3/11/2022	74973	Bensussen Deutsch & Associates, LLC	902.60
3/11/2022	74974	Bibliotheca LLC	7,713.22
3/11/2022	74975	Brodart (Supplies)	1,030.30
3/11/2022	74976	Brodart Company	372.89
3/11/2022	74977	Cascade Natural Gas	395.31
3/11/2022	74978	Cedar Grove Organics Recycling LLC	359.40
3/11/2022	74979	City of Arlington	175.15
3/11/2022	74980	City of Edmonds	22,609.89
3/11/2022	74981	City of Granite Falls	118.13
3/11/2022	74982	City of Marysville	2,121.50
3/11/2022	74983	City of Monroe	801.33
3/11/2022	74984	City of Mountlake Terrace	9,257.22
3/11/2022	74985	City of Sultan	170.88
3/11/2022	74986	Clinton Water Dist	53.09
3/11/2022	74987	Daily Journal of Commerce	289.80
3/11/2022	74988	Daniel Epstein	375.00
3/11/2022	74989	Deborah Florence	700.00
3/11/2022	74990	Demco Inc (8048)	4,435.84
3/11/2022	74991	Dick's Towing Inc	247.05
3/11/2022	74992	Eaton Corp	7,650.46
3/11/2022	74993	EBSCO	2,462.07
3/11/2022	74994	Espinoza, Mirella	875.00
3/11/2022	74995	FATBEAM, LLC	3,480.00
3/11/2022	74996	Gale/Cengage Learning	4,240.77
3/11/2022	74997	Remit Overrun	0.00

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/11/2022	74998	Remit Overrun	0.00
3/11/2022	74999	Remit Overrun	0.00
3/11/2022	75000	Remit Overrun	0.00
3/11/2022	75001	Ingram Library Services	63,397.21
3/11/2022	75002	Insight Direct USA, Inc	10,878.11
3/11/2022	75003	Island County Treasurer	204.60
3/11/2022	75004	Island Disposal Inc	147.88
3/11/2022	75005	Kanopy, Inc.	9,426.00
3/11/2022	75006	Kendall of Marysville	4,716.29
3/11/2022	75007	KSER Foundation	3,000.00
3/11/2022	75008	Lamar Transit, LLC	7,693.82
3/11/2022	75009	Leadership Snohomish County	5,000.00
3/11/2022	75010	Library Works Inc	76.00
3/11/2022	75011	Lithtex NW	826.32
3/11/2022	75012	Midwest Library Service	2,065.40
3/11/2022	75013	Remit Overrun	0.00
3/11/2022	75014	Remit Overrun	0.00
3/11/2022	75015	Midwest Tape	27,045.20
3/11/2022	75016	Milne Electric Inc	7,009.79
3/11/2022	75017	MSR Design	48,821.56
3/11/2022	75018	Mukilteo Chamber	300.00
3/11/2022	75019	Museum of History and Industry (MOHAI)	150.00
3/11/2022	75020	Nunez, Alonso	90.00
3/11/2022	75021	OCLC Inc (34299)	670.13
3/11/2022	75022	Remit Overrun	0.00
3/11/2022	75023	Remit Overrun	0.00
3/11/2022	75024	Remit Overrun	0.00
3/11/2022	75025	Office Depot, INC	5,425.10
3/11/2022	75026	OrangeBoy Inc	3,352.00
3/11/2022	75027	Remit Overrun	0.00
3/11/2022	75028	Remit Overrun	0.00
3/11/2022	75029	Remit Overrun	0.00
3/11/2022	75030	Remit Overrun	0.00
3/11/2022	75031	Remit Overrun	0.00
3/11/2022	75032	Remit Overrun	0.00
3/11/2022	75033	Remit Overrun	0.00
3/11/2022	75034	Remit Overrun	0.00
3/11/2022	75035	Remit Overrun	0.00
3/11/2022	75036	Remit Overrun	0.00
3/11/2022	75037	Remit Overrun	0.00
3/11/2022	75038	Remit Overrun	0.00
3/11/2022	75039	Remit Overrun	0.00
3/11/2022	75040	Remit Overrun	0.00
3/11/2022	75041	Remit Overrun	0.00

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/11/2022	75042	Remit Overrun	0.00
3/11/2022	75043	Remit Overrun	0.00
3/11/2022	75044	Remit Overrun	0.00
3/11/2022	75045	Remit Overrun	0.00
3/11/2022	75046	Remit Overrun	0.00
3/11/2022	75047	Remit Overrun	0.00
3/11/2022	75048	Remit Overrun	0.00
3/11/2022	75049	Remit Overrun	0.00
3/11/2022	75050	Remit Overrun	0.00
3/11/2022	75051	Remit Overrun	0.00
3/11/2022	75052	Overdrive Inc	231,182.74
3/11/2022	75053	Pacific Publishing Co Inc	879.75
3/11/2022	75054	Paper Roll Products	1,026.82
3/11/2022	75055	Penworthy	2,598.44
3/11/2022	75056	PetroCard Systems Inc	3,890.95
3/11/2022	75057	Pitney Bowes	966.68
3/11/2022	75058	PUD No 1 of Snohomish County	17,997.52
3/11/2022	75059	Puget Sound Energy	3,002.49
3/11/2022	75060	Puget Sound Mobile Detail	452.35
3/11/2022	75061	Purple Communications, Inc	855.00
3/11/2022	75062	Republic Services 197	759.46
3/11/2022	75063	Rev.com, Inc	333.75
3/11/2022	75064	Ricoh USA Inc - 31001	7,529.62
3/11/2022	75065	Ricoh USA Inc - 650073	20,057.79
3/11/2022	75066	Robert Half	4,174.56
3/11/2022	75067	Ryan Sparrow	375.00
3/11/2022	75068	S-R Broadcasting Co Inc	840.00
3/11/2022	75069	Safe Citizens Project LLC	1,050.00
3/11/2022	75070	Salish Networks	1,210.96
3/11/2022	75071	Sara K Turner Art	1,200.00
3/11/2022	75072	Seattle Times	4,000.00
3/11/2022	75073	Showcases	6,272.64
3/11/2022	75074	Shred-it	183.04
3/11/2022	75075	Silver Kite Community Arts	320.00
3/11/2022	75076	Silver Kite Community Arts	320.00
3/11/2022	75077	Silver Lake Water & Sewer	119.65
3/11/2022	75078	Smith Fire Systems, Inc.	1,191.35
3/11/2022	75079	Sound Maintenance Services, Inc	56,331.23
3/11/2022	75080	Sound Publishing	416.80
3/11/2022	75081	Sprague Pest Solutions	997.03
3/11/2022	75082	Summit Law Group, PLLC	1,405.00
3/11/2022	75083	Susan Kostick	258.00
3/11/2022	75084	T Mobile	149.98
3/11/2022	75085	Teresa Wippel Communications LLC	425.00

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/11/2022	75086	Remit Overrun	0.00
3/11/2022	75087	Remit Overrun	0.00
3/11/2022	75088	Timeless Design	18,985.16
3/11/2022	75089	Town of Darrington	6,275.38
3/11/2022	75090	Tsai Fong Books Inc	1,545.67
3/11/2022	75091	U S Bank Equipment Finance	299.69
3/11/2022	75092	Uline	64.91
3/11/2022	75093	United States Liability Insurance Company	930.00
3/11/2022	75094	Verizon Communications Inc	19.13
3/11/2022	75095	Visionary Office Furniture	8,437.42
3/11/2022	75096	Walter E Nelson Co of Western WA	4,799.03
3/11/2022	75097	Washington State Ferries	463.90
3/11/2022	75098	Waste Management	3,342.62
3/11/2022	75099	WCP Solutions	368.86
3/11/2022	75100	Wellable LLC	201.00
3/11/2022	75101	Wendy Mass	1,000.00
3/11/2022	75102	Weston Woods Studios Inc	417.81
3/11/2022	75103	WEX	44.59
3/11/2022	75104	Whidbey Telecom	600.21
3/11/2022	75105	Ziply Fiber	232.66
3/11/2022	75106	Patron Point, Inc.	20,000.00
3/25/2022	75107	AIA Corp	366.69
3/25/2022	75108	Air Care System	2,614.82
3/25/2022	75109	Allied 100, LLC	94.60
3/25/2022	75110	Allied Universal	18,899.23
3/25/2022	75111	Amazon Capital Services, Inc	822.79
3/25/2022	75112	American Distributing Co.	493.22
3/25/2022	75113	American Library Association	2,573.00
3/25/2022	75114	Apple Inc	544.98
3/25/2022	75115	Association of Washington Cities	500.00
3/25/2022	75116	Backstage Library Works, Inc	121.59
3/25/2022	75117	Bainbridge Island Japanese American Community	100.00
3/25/2022	75118	Bank of America (0958)	1,103.37
3/25/2022	75119	Bank of America (2175)	3,717.77
3/25/2022	75120	Bank of America (2945)	2,129.25
3/25/2022	75121	Bank of America (3488)	1,312.55
3/25/2022	75122	Bank of America (3736)	1,121.60
3/25/2022	75123	Bank of America (4867)	2,129.36
3/25/2022	75124	Bank of America (5800)	39.99
3/25/2022	75125	Bank of America (5953)	188.05
3/25/2022	75126	Bank of America (8208)	5,898.64
3/25/2022	75127	Baus Systems LLC	184.19
3/25/2022	75128	Cabbage Patch Restaurant	355.13
3/25/2022	75129	Carahsoft Technology Corporation	6,647.15

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/25/2022	75130	Comcast	3,671.71
3/25/2022	75131	Dae Won LLC	7,726.18
3/25/2022	75132	E - Rate Expertise Inc	150.00
3/25/2022	75133	Government Finance Officers Association	170.00
3/25/2022	75134	Hibulb Cultural Center	1,000.00
3/25/2022	75135	Hillis Clark Martin & Peterson	518.00
3/25/2022	75136	Kelli Smith	668.00
3/25/2022	75137	Language Exchange	710.52
3/25/2022	75138	Lithtex NW	2,441.32
3/25/2022	75139	Magna5 LLC	88.59
3/25/2022	75140	Marysville Fire District	5,338.80
3/25/2022	75141	Mill Creek View	184.00
3/25/2022	75142	North County Outlook	660.00
3/25/2022	75143	Oak Harbor Chamber of Commerce	225.00
3/25/2022	75144	OCLC Inc (34299)	170.50
3/25/2022	75145	Remit Overrun	0.00
3/25/2022	75146	Office Depot, INC	2,231.59
3/25/2022	75147	Remit Overrun	0.00
3/25/2022	75148	Remit Overrun	0.00
3/25/2022	75149	Remit Overrun	0.00
3/25/2022	75150	Remit Overrun	0.00
3/25/2022	75151	Remit Overrun	0.00
3/25/2022	75152	Remit Overrun	0.00
3/25/2022	75153	Remit Overrun	0.00
3/25/2022	75154	Remit Overrun	0.00
3/25/2022	75155	Remit Overrun	0.00
3/25/2022	75156	Remit Overrun	0.00
3/25/2022	75157	Remit Overrun	0.00
3/25/2022	75158	Remit Overrun	0.00
3/25/2022	75159	Remit Overrun	0.00
3/25/2022	75160	Remit Overrun	0.00
3/25/2022	75161	Remit Overrun	0.00
3/25/2022	75162	Remit Overrun	0.00
3/25/2022	75163	Remit Overrun	0.00
3/25/2022	75164	Remit Overrun	0.00
3/25/2022	75165	Remit Overrun	0.00
3/25/2022	75166	Remit Overrun	0.00
3/25/2022	75167	Remit Overrun	0.00
3/25/2022	75168	Remit Overrun	0.00
3/25/2022	75169	Remit Overrun	0.00
3/25/2022	75170	Remit Overrun	0.00
3/25/2022	75171	Overdrive Inc	266,298.10
3/25/2022	75172	Paper Roll Products	1,453.84
3/25/2022	75173	PUD No 1 of Snohomish County	238.09

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/25/2022	75174	Puget Sound Energy	3,496.06
3/25/2022	75175	Purple Communications, Inc	5,152.50
3/25/2022	75176	Reffett and Associates, Inc	12,000.00
3/25/2022	75177	Ricoh USA Inc - 31001	425.02
3/25/2022	75178	Ricoh USA Inc - 650073	4,088.35
3/25/2022	75179	Robert Half	10,914.56
3/25/2022	75180	SHI International	32,582.97
3/25/2022	75181	Sno-Isle Refund Account	262.67
3/25/2022	75182	Sound Publishing	3,970.00
3/25/2022	75183	Sprague Pest Solutions	409.08
3/25/2022	75184	Teresa Wippel Communications LLC	850.00
3/25/2022	75185	The Hanover Insurance Company	8,697.16
3/25/2022	75186	Timeless Design	5,064.97
3/25/2022	75187	U S Bank Equipment Finance	299.69
3/25/2022	75188	U S Yellow Pages	115.51
3/25/2022	75189	Uline	108.00
3/25/2022	75190	Vernon Library Supplies Inc	891.53
3/25/2022	75191	Visionary Office Furniture	2,016.00
3/25/2022	75192	Walter E Nelson Co of Western WA	1,098.67
3/25/2022	75193	Wave Business	10,369.99
3/25/2022	75194	WEX	240.04
3/25/2022	75195	Ziply Fiber	10,686.38
3/25/2022	75196	Sandra Beck	1,788.35
3/30/2022	75197	Void	0.00
3/30/2022	75198	Justine Easley	531.12
3/30/2022	75199	Dovi Mae Patino-Liu	825.78
3/30/2022	75200	AAA Fire Protection, Inc	1,452.33
3/30/2022	75201	Air Care System	6,576.96
3/30/2022	75202	Allied 100, LLC	189.14
3/30/2022	75203	Amazon Capital Services, Inc	2,392.73
3/30/2022	75204	Remit Overrun	0.00
3/30/2022	75205	Baker & Taylor Books (277930)	14,786.23
3/30/2022	75206	Blackstone Publishing	197.90
3/30/2022	75207	Brodart Company	849.31
3/30/2022	75208	Camano Commons	1,000.00
3/30/2022	75209	Cascade Natural Gas	397.92
3/30/2022	75210	CDW Government Inc	1,971.81
3/30/2022	75211	Center Point Large Print	720.90
3/30/2022	75212	City of Langley	346.26
3/30/2022	75213	City of Lynnwood	1,193.93
3/30/2022	75214	Crystal Mt. Pure Drinking Water	30.41
3/30/2022	75215	Daily Journal of Commerce	142.60
3/30/2022	75216	EBSCO	198.81
3/30/2022	75217	FairVega Library Services	224.54

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/30/2022	75218	Gale/Cengage Learning	4,222.49
3/30/2022	75219	Government Finance Officers Association	85.00
3/30/2022	75220	Sarri Gilman	550.00
3/30/2022	75221	Remit Overrun	0.00
3/30/2022	75222	Remit Overrun	0.00
3/30/2022	75223	Remit Overrun	0.00
3/30/2022	75224	Ingram Library Services	50,594.30
3/30/2022	75225	Iron Mountain	1,259.21
3/30/2022	75226	Kendall of Marysville	103.30
3/30/2022	75227	Susan Kostick	110.00
3/30/2022	75228	Leadership Snohomish County	3,500.00
3/30/2022	75229	Library Furniture Internations, Inc	580.00
3/30/2022	75230	Lithtex NW	398.12
3/30/2022	75231	Lynnwood Chamber of Commerce	427.00
3/30/2022	75232	Midwest Library Service	1,622.14
3/30/2022	75233	Remit Overrun	0.00
3/30/2022	75234	Remit Overrun	0.00
3/30/2022	75235	Remit Overrun	0.00
3/30/2022	75236	Remit Overrun	0.00
3/30/2022	75237	Remit Overrun	0.00
3/30/2022	75238	Midwest Tape	43,670.33
3/30/2022	75239	Mukilteo Historical Society	100.00
3/30/2022	75240	Office Depot, INC	1,173.97
3/30/2022	75241	Paper Roll Products	290.14
3/30/2022	75242	PetroCard Systems Inc	2,850.33
3/30/2022	75243	Prime Self Storage	814.00
3/30/2022	75244	Puget Sound Energy	749.07
3/30/2022	75245	PUD No 1 of Snohomish County	10,521.39
3/30/2022	75246	Ricoh USA Inc - 31001	496.61
3/30/2022	75247	Ricoh USA Inc - 650073	41.44
3/30/2022	75248	Silver Kite Community Arts	320.00
3/30/2022	75249	Smokey Point NW LLC	7,660.17
3/30/2022	75250	Sprague Pest Solutions	208.96
3/30/2022	75251	Stillaguamish Valley Pioneer Museum	200.00
3/30/2022	75252	Summit Law Group, PLLC	2,346.00
3/30/2022	75253	T Mobile	62.06
3/30/2022	75254	Tsai Fong Books Inc	2,268.91
3/30/2022	75255	Verizon Wireless (660108)	10,319.40
3/30/2022	75256	Walter E Nelson Co of Western WA	2,148.19
3/30/2022	75257	WCP Solutions	651.82
3/30/2022	75258	Whidbey Life Magazine	10.00
3/30/2022	75259	Remit Overrun	0.00
3/30/2022	75260	Remit Overrun	0.00
3/30/2022	75261	Remit Overrun	0.00

**Vouchers
March 2022**

Date	Check	Payee	Check Amount
3/30/2022	75262	Remit Overrun	0.00
3/30/2022	75263	Remit Overrun	0.00
3/30/2022	75264	Remit Overrun	0.00
3/30/2022	75265	Remit Overrun	0.00
3/30/2022	75266	Remit Overrun	0.00
3/30/2022	75267	Remit Overrun	0.00
3/30/2022	75268	Remit Overrun	0.00
3/30/2022	75269	Remit Overrun	0.00
3/30/2022	75270	Remit Overrun	0.00
3/30/2022	75271	Overdrive Inc	55,521.64
3/30/2022	75272	Sarri Gilman	825.00
3/31/2022	75273	Assured Partners of WA, LLC	7,367.42
3/31/2022	75274	Canopy Wellbeing	1,112.50
3/31/2022	75275	Delta Dental of Washington	32,870.14
3/31/2022	75276	Dept of Labor & Industries	7.19
3/31/2022	75277	Kaiser Permanente	85,368.65
3/31/2022	75278	Lifewise Assurance Company	30,067.75
3/31/2022	75279	Lincoln National Life Ins Company	8,465.48
3/31/2022	75280	Navia Benefit Solutions Client Pay	1,890.55
3/31/2022	75281	Premera Blue Cross	9,283.70
3/31/2022	75282	Sno-Isle Library Foundation	415.00
3/31/2022	75283	Rickey Barnett	352.00
			<hr/>
			1,656,898.49
			<hr/>

Executive Director

Board Report

April 2022

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Senator Liias and Mariner Community Campus Project Lead Terry Lott – Mariner Library.
- Langley Mayor Scott Chaplin and Langley Library Manager Vicky Welfare.
- Economic Alliance of Snohomish County Coffee Chats.
 - Homelessness and Recovery Solutions.
 - A Look at Infrastructure and JOBS Act Review.
- Local Friends of the Library Presidents.
 - Arlington.
 - Clinton.
 - Freeland.
 - Marysville.

Board / Committee Meetings

- Economic Recovery Advisory Group – Snohomish County.
- SnoCODE (Creating Opportunities Diversity Equity) meeting.

Board of Trustees Meetings

- Board-to-Board event.
- Board President.
- Executive Committee.
- Strategic Planning / Finance Committee.

Library Updates and Strategic Goals

- Legislative update.
- Capital framework and projects update.
- Library Card Administrative Policy – Director of Public Services Rebecca Loney.

Financial Update

Finance Department

April 25, 2022

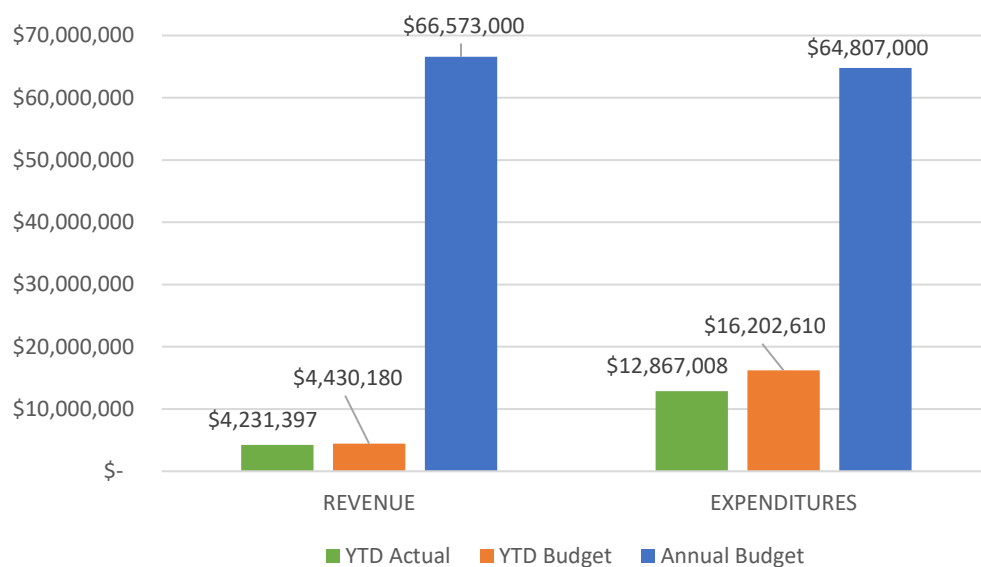
March 2022 Revenue Summary

- General property tax receipts for March were \$2,524,522 and were greater than the monthly budget of \$2,485,330.
- Timber tax and associated excise tax revenues were \$24,692. This included \$3,601 of leasehold excise tax and \$20,175 of state timber sales. This revenue was slightly less than the monthly budget of \$28,900; year to date is \$15,077 above budget.
- Investment Interest of \$43,374 was above the monthly \$29,170 budget.
- Print/copy services, lost materials revenue, city contract fees, and donations were collectively \$11,813 and lower than the monthly budget of \$29,240 mainly due to donations expected in future months.

March 2022 Expenditures Summary

- Total expenditures year to date were \$12,867,008 compared to the year to date budget of \$16,202,610.
- Salaries & Benefits for March were \$3,268,478 and were below the monthly budget by \$129,072 due to vacant positions currently in the process of being filled.
- Collection materials spend was \$807,126 compared to the monthly budget of \$618,330.
- 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 occurs.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) were \$680,063 and was slightly lower than the monthly budget of \$829,000. Accelerated spend is anticipated in future months.

2022 Year-to-date summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 3/1/2022 Through 3/31/2022
(In Whole Numbers)

		Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures					
10.0	Salaries & Benefits	3,268,478	9,661,984	10,192,650	40,770,000	23.69%
20.0	Materials	807,126	1,798,405	1,854,990	7,420,000	24.23%
26.0	Professional & Contract Services	241,958	545,865	810,210	3,240,000	16.84%
35.0	Equipment & Furnishings	19,456	25,366	204,720	819,000	3.09%
38.0	Maintenance & Repair	56,900	89,380	153,870	615,000	14.53%
41.0	Software License & Maint Fees	88,696	148,306	398,460	1,594,000	9.30%
42.0	Communications	44,445	122,499	154,140	616,000	19.88%
43.0	Office & Operating Supplies	39,405	77,790	211,050	844,000	9.21%
44.0	Utilities	70,058	129,783	135,330	541,000	23.98%
45.0	Rentals & Leases	41,388	106,191	122,280	489,000	21.71%
46.0	Insurance	9,627	26,927	49,500	198,000	13.59%
48.0	Employee Training / Travel	11,647	27,486	62,760	251,000	10.95%
49.0	Miscellaneous	56,483	107,027	184,680	738,000	14.50%
50.0	Strategic Initiatives / Innovation	0	0	187,500	750,000	0.00%
62.0	Capital - Bldgs & Improvements	0	0	1,433,220	5,733,000	0.00%
64.4	Capital - Vehicles	0	0	47,250	189,000	0.00%
	Total Expenditures	4,755,669	12,867,008	16,202,610	64,807,000	19.85%

Sno-Isle Regional Library System

Statement of Revenues

Revenue Summary

From 3/1/2022 Through 3/31/2022

(In Whole Numbers)

		Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues					
01.0	Property Taxes	2,524,522	3,662,653	3,411,890	62,606,150	5.85%
02.0	Timber Tax / Sales	24,692	210,377	195,300	675,000	31.16%
03.0	Print/Copy Services	1,687	3,733	3,000	12,000	31.10%
04.0	Services/City Contract Fees	0	1,925	960	3,850	50.00%
05.0	Lost Materials Paid	4,454	16,191	8,760	35,000	46.25%
06.0	Investment Interest	43,374	113,681	87,510	350,000	32.48%
07.0	Donations Private Sources	5,672	5,833	75,000	300,000	1.94%
08.0	Other Revenue	6,876	217,005	647,760	2,591,000	8.37%
	Total Revenues	2,611,276	4,231,397	4,430,180	66,573,000	6.36%

Resolution 22-03
of the
Sno-Isle Libraries Board of Trustees

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

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's appointment as an auditing officer was revoked as of July 26, 2022; and

WHEREAS, it is prudent to have three employees appointed as auditing officers for the timely and efficient processing payment of warrants and other claims;

NOW, THEREFORE IT IS RESOLVED that Sno-Isle Libraries Board of Trustees appoints David Durante as an auditing officer pursuant to RCW 42.24.080 to audit, before payment, all claims hereafter presented against the Library District, a municipal corporation of the State of Washington.

Passed in a regular session this 25th day of April, 2022.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on April 25, 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

Library Card and Lending Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

To ensure that Sno-Isle Libraries provides the highest level of access to library resources possible while responsibly managing public assets, to articulate the principles for lending library materials to customers, and define the roles and responsibilities for establishing library card eligibility and lending rules.

Scope

Principles

As part of the Sno-Isle Libraries vision, the Library makes its collection available to customers to borrow and use outside of the library. Providing online access and lending physical library material to customers is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We serve individuals and the community as a whole.
- We seek to provide ease of access to desired library materials.

Eligibility and Lending

Library card eligibility

- Residents or property owners within Sno-Isle Libraries District boundaries including:
 - All unincorporated areas within Snohomish and Island Counties.
 - All municipalities and Rural Partial-County Library Districts that have annexed to the Sno-Isle Library District.
 - Tribal lands.
- Residents and property owners within Woodway are excluded as the town has not annexed to Sno-Isle Libraries District or any other Library District in Washington.
- Residents or property owners of jurisdictions within Washington State that provide equitable tax support for public library services.
- Organizations located within Sno-Isle Libraries District boundaries.
- Sno-Isle Libraries staff.

Lending

The Sno-Isle Libraries collection, with the exception of reference materials, is available for loan at no charge, to all registered library card holders regardless of race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

Library Card and Lending Policy

Sno-Isle Libraries Board of Trustees Policy

Lending rules and limits are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible customer access. The Executive Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws

- Washington State RCW [27.12.010](#). Definitions.
- Washington State RCW [27.12.270](#). Rules and Regulations – Free use of libraries.
- Washington State RCW [27.12.285](#). Library services for Indian tribes.
- Washington State RCW [27.12.360](#), [27.12.370](#), and [27.12.380](#). Annexation of city or town into library district.
- American Library Association. [Freedom to Read Statement](#).
- American Library Association. [Freedom to View Statement](#).
- American Library Association. [Library Bill of Rights](#).
- Sno-Isle Libraries Board policy. [Collection development](#)
- Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Files](#)

Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board Committee. The Committee reviews and revises as necessary, endorses, and advances to the full Board for approval.

Policy History

Date Approved: July 27, 2020

Next Review Date: 2024

Date Adopted: 2016 (Formerly *Library Card Eligibility Policy*)

Library Card and Lending Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

To ensure that Sno-Isle Libraries provides the highest level of access to library resources possible while responsibly managing public assets, to articulate the principles for lending library materials to customers, and define the roles and responsibilities for establishing library card eligibility and lending rules.

Scope

Principles

As part of the Sno-Isle Libraries vision, the Library makes its collection available to customers to borrow and use outside of the library. Providing online access and lending physical library material to customers is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We serve individuals and the community as a whole.
- We seek to provide ease of access to desired library materials.

Eligibility and Lending

Library card eligibility

- Residents or property owners within the Sno-Isle Libraries District ~~boundaries~~service area including:
 - All unincorporated areas within Snohomish and Island Counties.
 - All ~~municipalities~~cities, towns, and ~~Rural P~~partial-County ~~L~~library Districts that have annexed to the Sno-Isle Library District.
 - Tribal lands.
- ~~Residents and property owners within Woodway are excluded as the town has not annexed to Sno-Isle Libraries District or any other Library District in Washington.~~
- Residents or property owners of jurisdictions within Washington State that provide equitable tax support for public library services.
- Organizations located within the Sno-Isle Libraries District ~~boundaries~~service area.
- Sno-Isle Libraries staff.

Lending

The Sno-Isle Libraries collection, with the exception of reference materials, is available for loan at no charge, to all registered library card holders regardless of race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

Library Card and Lending Policy

Sno-Isle Libraries Board of Trustees Policy

Lending rules and limits are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible customer access. The Executive Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws

- Washington State RCW [27.12.010](#). Definitions.
- Washington State RCW [27.12.270](#). Rules and Regulations – Free use of libraries.
- Washington State RCW [27.12.285](#). Library services for Indian tribes.
- Washington State RCW [27.12.360](#), [27.12.370](#), and [27.12.380](#). Annexation of city or town into library district.
- American Library Association. [Freedom to Read Statement](#).
- American Library Association. [Freedom to View Statement](#).
- American Library Association. [Library Bill of Rights](#).
- Sno-Isle Libraries Board policy. [Collection development](#)
- Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Files](#)

Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board Committee. The Committee reviews and revises as necessary, endorses, and advances to the full Board for approval.

Policy History

Date Approved: ~~July 27, 2020~~ TBD

Next Review Date: 2024~~x~~

Date Adopted: 2016 (Formerly *Library Card Eligibility Policy*)

Library Card and Lending Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

To ensure that Sno-Isle Libraries provides the highest level of access to library resources possible while responsibly managing public assets, to articulate the principles for lending library materials to customers, and define the roles and responsibilities for establishing library card eligibility and lending rules.

Scope

Principles

As part of the Sno-Isle Libraries vision, the Library makes its collection available to customers to borrow and use outside of the library. Providing online access and lending physical library material to customers is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We serve individuals and the community as a whole.
- We seek to provide ease of access to desired library materials.

Eligibility and Lending

Library card eligibility

- Residents or property owners within the Sno-Isle Libraries District service area including:
 - All unincorporated areas within Snohomish and Island Counties.
 - All cities, towns, and rural partial-county library districts that have annexed to the Sno-Isle Library District.
 - Tribal lands.
- Residents or property owners of jurisdictions within Washington State that provide equitable tax support for public library services.
- Organizations located within the Sno-Isle Libraries District service area.
- Sno-Isle Libraries staff.

Lending

The Sno-Isle Libraries collection, with the exception of reference materials, is available for loan at no charge, to all registered library card holders regardless of race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

Library Card and Lending Policy

Sno-Isle Libraries Board of Trustees Policy

Lending rules and limits are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible customer access. The Executive Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws

- Washington State RCW [27.12.010](#). Definitions.
- Washington State RCW [27.12.270](#). Rules and Regulations – Free use of libraries.
- Washington State RCW [27.12.285](#). Library services for Indian tribes.
- Washington State RCW [27.12.360](#), [27.12.370](#), and [27.12.380](#). Annexation of city or town into library district.
- American Library Association. [Freedom to Read Statement](#).
- American Library Association. [Freedom to View Statement](#).
- American Library Association. [Library Bill of Rights](#).
- Sno-Isle Libraries Board policy. [Collection development](#)
- Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Files](#)

Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board Committee. The Committee reviews and revises as necessary, endorses, and advances to the full Board for approval.

Policy History

Date Approved: TBD

Next Review Date: 202X

Date Adopted: 2016 (Formerly *Library Card Eligibility Policy*)