

Sno-Isle Libraries

Board of Trustees

May 23, 2022, 5:30 p.m.

Monroe Library

Telephone Dial In: +1 872-239-6205

Conference ID: 425 356 746#

Meeting Agenda

- 1) Call to Order**
- 2) Land Acknowledgement**
- 3) *Approval of Agenda**
- 4) *Consent Agenda Items**
 - a) Approval of the April 21, 2022 special meeting minutes
 - b) Approval of the April 25, 2022 regular meeting minutes
 - c) Approval of the April 2022 Sno-Isle Libraries payroll, benefits, and vouchers
 - d) Conferencing software issue
- 5) Public Comment**
- 6) Executive Director's Report**
 - a) Library Presentation – Monroe Library Manager Phil Spirito
 - b) Executive Director's report [Attachment 1](#)
 - c) Financial Update – Accounting Manager Nicole Wehl [Attachment 2](#)
- 7) New Business**
 - a) *Trustee Reappointment – President Kostick
- 8) 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
- 9) *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

DRAFT

Sno-Isle Libraries

Board of Trustees

April 21, 2022
Special Meeting Minutes
Hibulb Cultural Center & Natural History Preserve

Call to Order

President Susan Kostick called the meeting to order at 6:47 p.m., followed by the land acknowledgement.

Attendees

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

Foundation Board Members Present: Mary Anderson, Heather Croteau, Jackie DeFazio, Luke Distelhorst, Debamitra Dutta, and Sonia Siegel Vexler.

Staff Present: David Durante, Christina Kourteva, Meredith Kraft, Tricia Lee, Rebecca Loney, Maddy Robles, Lois Langer Thompson, and Shanda Zimmerman.

2027 Vision for Sno-Isle Libraries Board of Trustees and Foundation

Assistant Director of Equity, Inclusion, and Development Tricia Lee facilitated a visioning exercise for both Boards.

Recess

At 7:52 p.m., Trustee Smith moved that the Sno-Isle Board of Trustees move to recess for a period of 15 minutes. Trustee Munguia seconded the motion. The Board unanimously approved the motion. President Kostick called the meeting back to order at 8:07 p.m.

Report Out and Action Steps

Attendees presented their ideas to the group and plans to use the information going forward. No action was taken.

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 8:35 p.m.

Next Meeting

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

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

DRAFT

Sno-Isle Libraries

Board of Trustees

Monday, April 25, 2022

Meeting Minutes

Coupeville Library

Call to Order

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

Attendees

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

Members Present via Teleconference: Michael Adams and Kelli Smith.

Staff Present: Michelle Callihan, Leslie Franzen, Meredith Kraft, Diane Lai, Rebecca Loney, Chila Oglesby, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees approve the agenda as presented. Trustee DePrey 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 March 28, 2022 regular meeting minutes.
- b) Approval of the March 2022 Sno-Isle Libraries payroll, benefits, and vouchers.

Trustee Ryan 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

Coupeville Library Manager Leslie Franzen discussed the rich history of the Coupeville library within the community and shared customers' enthusiasm about resuming in-person programming and the reopening of meeting rooms for public use.

Executive Director's Report

Executive Director Thompson provided the following updates:

- Meetings with Friends Presidents and Volunteer & Community Engagement Coordinator Christine Stansfield are underway.
- The first SnoCODE (Creating Opportunities Diversity Equity) meeting highlighted efforts to expand grants to BIPOC organizations.
- Legislative update:
 - HB 1723: Closing the digital equity divide by increasing accessibility and affordability of telecommunications services, devices, and training.
 - HB 2068: Creating the Imagination Library of Washington program.
 - SB 5761: Concerning employer requirements for providing wage and salary information to applicants for employment.

- Technology to support hybrid Board of Trustees meetings is expected to be in place for the October meeting. Conference call access will remain in place until that time.
- Work is progressing on the Arlington, Clinton, Darrington, Lake Stevens, Langley, and Mariner Community Campus capital projects.

Library Card Administrative Policy

Director of Public Services Rebecca Loney provided an update to the Library Card Administrative Policy. The policy was revised to remove unintentional barriers to customer access and ensure that the language is inclusive and welcoming.

Financial Update

Accounting Manager Nicole Wehl provided the March 2022 financial report.

Unfinished Business

There was no unfinished business.

New Business

Resolution 22-03 Concerning the Appointment of an Auditing Officer.

Trustee Olson moved that the Sno-Isle Libraries Board of Trustees adopt Resolution 22-03 appointing Deputy Director David Durante as an auditing officer effective April 25, 2022. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

Library Card and Lending Policy

Trustee Munguia moved that the Sno-Isle Libraries Board of Trustees approve the Library Card and Lending Policy as presented. Trustee DePrey seconded the motion. The Board unanimously approved the motion.

President, Trustee Committees, and Foundation Representative Reports

President's Report / Executive Committee

President Kostick provided the following updates:

- The Executive Committee meeting included the Executive Director progress report, a review of Sno-Isle Libraries data points, and potential policies.
- President Kostick extended thanks to members of the Board of Trustees, the Foundation Board, and Sno-Isle Libraries staff for a successful Board-to-Board event.
- President Kostick visited the Langley and Freeland Libraries prior to the April Board meeting and appreciated the opportunity to interact with library staff.

Sno-Isle Libraries Foundation

Trustee Olson provided the following updates:

- The Foundation is fully staffed with the addition of Administrative Specialist Maddy Robles.
- Library Giving Day was held on April 6. The Foundation raised over \$22,000 in support of Sno-Isle Libraries.
- The Foundation will be participating in the Washington Gives GiveBIG campaign on May 3 and 4.

Board Member Reports

Trustee Munguia discussed how transportation legislation may have an impact on library traffic and programming as free access to public transit increases for minors in Snohomish County. Trustee DePrey shared that Island Transit is free for all riders.

Trustee Ryan commended President Kostick on her leadership and thanked her for the time she devotes to overseeing the work of the Board of Trustees.

Trustee DePrey shared her appreciation for the Coupeville Friends of the Library group's market book sale.

Adjournment

Trustee DePrey moved to adjourn the April 25, 2022 meeting of the Sno-Isle Libraries Board of Trustees. Trustee Olson seconded the motion. The Board unanimously approved the motion. President Kostick adjourned the meeting of the Sno-Isle Libraries Board of Trustees at 6:30 p.m.

Next Meeting

The next regular Board of Trustees meeting will be held on Monday, May 23, 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

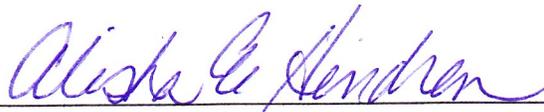
Sno-Isle Libraries
April 2022 Payroll and April 2022 Vouchers

| | |
|---|------------------------|
| Direct Deposits, Employee Deductions | \$ 2,353,955.31 |
| Vendor Checks 75329, 75338, 75402, 75493 and 75504 through 75513, Plus Electronic Fund Transfers | <u>\$ 815,426.82</u> |
| Total Payroll and Benefits | <u>\$ 3,169,382.13</u> |

| | |
|--|---------------------------------|
| Accounts Payable Checks 75284 through 75522 less checks listed above, plus Electronic Transfers | <u>\$ 1,222,356.48</u> |
| Total Payroll, Benefits and Accounts Payable | <u><u>\$ 4,391,738.61</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 May 23, 2022.



Finance Director

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

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

April 2022 Payroll

| | | | |
|--------------------------------|----|--------------|------------------------|
| Employee Pay - Direct Deposit | \$ | 1,698,653.45 | |
| Plus: Employee Deductions | \$ | 655,301.86 | |
| Sub-Total Gross Payroll | | | \$ 2,353,955.31 |

| | | | |
|---|----|--------------|------------------------|
| Vendor Checks 75329, 75338, 75402, 75493 and 75504 through 75513 | \$ | 201,024.78 * | |
| Electronic Funds Transfer- Employer Federal Taxes | \$ | 212,789.83 | |
| Electronic Funds Transfer - Empower - 457 Plan | \$ | 17,114.75 | |
| Electronic Funds Transfer - Mission Square - 457 Plan | \$ | 56,904.77 | |
| Electronic Funds Transfer - PERS - Retirement Plan | \$ | 353,858.34 | |
| Electronic Funds Transfer - Navia - FSA | \$ | 10,909.91 | |
| Electronic Funds Transfer - Navia - HRA/MRA | \$ | 11,568.09 | |
| Electronic Funds Transfer - Premera - Medical | \$ | 201,208.78 | |
| Electronic Funds Transfer - Washington State Support Registry | \$ | 756.84 | |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax | \$ | 55.17 | |
| Less: Employee Benefit Deductions | \$ | (250,764.44) | |
| Sub-Total Benefits - Employer Expense | | | \$ 815,426.82 |
| Total Payroll and Benefits | | | \$ 3,169,382.13 |

April 2022 Accounts Payable

| | | | |
|---|----|-----------------|------------------------|
| Checks 75284 through 75522 less checks listed above | \$ | 1,220,568.89 ** | |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax | \$ | 1,787.59 | |
| Sub-Total Accounts Payable | | | \$ 1,222,356.48 |
| Total Payroll, Benefits and Accounts Payable | | | \$ 4,391,738.61 |

Adjustments

| | | | |
|---|----|-----------|---------------------|
| Paycom Direct Service Fee | \$ | 18,094.54 | |
| Refunds and Credits | \$ | 1,127.06 | |
| Refund Interest | \$ | 6.86 | |
| Bank Service Charge | \$ | 221.66 | |
| Travel & Business Expense Reimbursement paid in Payroll | \$ | 7,699.18 | |
| Total Adjustments | | | \$ 27,149.30 |

April 2022 Total Expenditures **\$ 4,418,887.91** ***

| | | | |
|--|----|---------------------|--|
| * Benefit invoices paid through Accounts Payable Checks | \$ | 201,024.78 | |
| ** Regular invoices paid through Accounts Payable Checks | \$ | 1,220,568.89 | |
| Total Accounts Payable Check Payments | \$ | <u>1,421,593.67</u> | |

*** Equals Expenditure Summary Total

**Vouchers
April 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|--|---------------------|
| 4/7/2022 | 74938 | Sound Maintenance Services, Inc - VOID | -820.69 |
| 4/14/2022 | 74419 | American Library Assoc - RDA Toolkit - VOID Reissue on 75345 | -740.00 |
| 4/14/2022 | 74992 | Eaton Corp - VOID Reissue on 75359 | -7,650.46 |
| 4/7/2022 | 75284 | Allied Universal | 19,134.48 |
| 4/7/2022 | 75285 | Amazon (530958) | 217.92 |
| 4/7/2022 | 75286 | Amazon Capital Services, Inc | 822.85 |
| 4/7/2022 | 75287 | Amber Kai Morgan | 300.00 |
| 4/7/2022 | 75288 | Baker & Taylor Books (277930) | 6,878.56 |
| 4/7/2022 | 75289 | Beacon Publishing Inc | 637.50 |
| 4/7/2022 | 75290 | Bibliotheca LLC | 8,058.38 |
| 4/7/2022 | 75291 | Brodart Company | 1,504.16 |
| 4/7/2022 | 75292 | City of Granite Falls | 118.13 |
| 4/7/2022 | 75293 | Dae Won LLC | 7,726.18 |
| 4/7/2022 | 75294 | Demco Inc (8048) | 22.89 |
| 4/7/2022 | 75295 | Diggerdoo Down Under | 600.00 |
| 4/7/2022 | 75296 | Everett Safe & Lock | 11.53 |
| 4/7/2022 | 75297 | Gale/Cengage Learning | 580.86 |
| 4/7/2022 | 75298 | HG Maybeck Co., Inc. | 257.60 |
| 4/7/2022 | 75299 | Remit Overrun | 0.00 |
| 4/7/2022 | 75300 | Ingram Library Services | 36,339.45 |
| 4/7/2022 | 75301 | Kanopy, Inc. | 10,180.00 |
| 4/7/2022 | 75302 | Lamar Transit, LLC | 2,920.00 |
| 4/7/2022 | 75303 | Lithtex NW | 3,437.74 |
| 4/7/2022 | 75304 | Midwest Library Service | 1,476.01 |
| 4/7/2022 | 75305 | Remit Overrun | 0.00 |
| 4/7/2022 | 75306 | Midwest Tape | 23,634.97 |
| 4/7/2022 | 75307 | MRSC Rosters | 135.00 |
| 4/7/2022 | 75308 | Newegg.com | 21.79 |
| 4/7/2022 | 75309 | Office Depot, INC | 786.26 |
| 4/7/2022 | 75310 | OrangeBoy Inc | 3,352.00 |
| 4/7/2022 | 75311 | Oregon Museum of Science & Industry | 500.00 |
| 4/7/2022 | 75312 | OSW Equipment & Repair, LLC | 3,643.78 |
| 4/7/2022 | 75313 | Remit Overrun | 0.00 |
| 4/7/2022 | 75314 | Remit Overrun | 0.00 |
| 4/7/2022 | 75315 | Remit Overrun | 0.00 |
| 4/7/2022 | 75316 | Remit Overrun | 0.00 |
| 4/7/2022 | 75317 | Remit Overrun | 0.00 |
| 4/7/2022 | 75318 | Remit Overrun | 0.00 |
| 4/7/2022 | 75319 | Remit Overrun | 0.00 |
| 4/7/2022 | 75320 | Remit Overrun | 0.00 |
| 4/7/2022 | 75321 | Remit Overrun | 0.00 |
| 4/7/2022 | 75322 | Overdrive Inc | 136,140.42 |
| 4/7/2022 | 75323 | Pacific Publishing Co Inc | 293.25 |
| 4/7/2022 | 75324 | Paper Roll Products | 443.05 |

**Vouchers
April 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|--------------------------------------|---------------------|
| 4/7/2022 | 75325 | PUD No 1 of Snohomish County | 5,262.57 |
| 4/7/2022 | 75326 | Puget Sound Energy | 1,541.56 |
| 4/7/2022 | 75327 | Rev.com, Inc | 581.25 |
| 4/7/2022 | 75328 | Ricoh USA Inc - 31001 | 368.74 |
| 4/7/2022 | 75329 | Robert Half | 4,460.84 |
| 4/7/2022 | 75330 | S-R Broadcasting Co Inc | 3,198.70 |
| 4/7/2022 | 75331 | Seattle Times | 4,900.00 |
| 4/7/2022 | 75332 | Sprague Pest Solutions | 505.94 |
| 4/7/2022 | 75333 | Teresa Wippel Communications LLC | 425.00 |
| 4/7/2022 | 75334 | Timeless Design | 313.95 |
| 4/7/2022 | 75335 | Town of Coupeville | 205.43 |
| 4/7/2022 | 75336 | Waste Management | 3,435.01 |
| 4/7/2022 | 75337 | Wave Business | 1,325.35 |
| 4/7/2022 | 75338 | Wellable LLC | 209.00 |
| 4/7/2022 | 75339 | Zinnia Hansen | 50.00 |
| 4/14/2022 | 75340 | 8X8 Inc | 8,307.06 |
| 4/14/2022 | 75341 | AAA Fire Protection, Inc | 1,747.48 |
| 4/14/2022 | 75342 | Action Potential Inc | 400.00 |
| 4/14/2022 | 75343 | Advance Testing & Service Inc | 3,144.11 |
| 4/14/2022 | 75344 | Amazon Capital Services, Inc | 1,280.65 |
| 4/14/2022 | 75345 | American Library Assoc - RDA Toolkit | 740.00 |
| 4/14/2022 | 75346 | Asavie Technologies Inc | 1,150.56 |
| 4/14/2022 | 75347 | Baker & Taylor Books (277930) | 2,365.93 |
| 4/14/2022 | 75348 | Blackstone Publishing | 97.83 |
| 4/14/2022 | 75349 | Bud Clary Auto Group | 76,903.30 |
| 4/14/2022 | 75350 | Candid | 2,495.00 |
| 4/14/2022 | 75351 | Center Point Large Print | 720.90 |
| 4/14/2022 | 75352 | City of Arlington | 176.38 |
| 4/14/2022 | 75353 | City of Brier | 270.32 |
| 4/14/2022 | 75354 | City of Monroe | 802.27 |
| 4/14/2022 | 75355 | City of Snohomish | 3,091.46 |
| 4/14/2022 | 75356 | City of Sultan | 2,449.64 |
| 4/14/2022 | 75357 | Comcast | 3,673.73 |
| 4/14/2022 | 75358 | Courtney Liana Wooten | 1,180.00 |
| 4/14/2022 | 75359 | Eaton Corp | 7,650.46 |
| 4/14/2022 | 75360 | EBSCO | 10,688.58 |
| 4/14/2022 | 75361 | Ednetics, Inc. | 5,396.58 |
| 4/14/2022 | 75362 | Everett Safe & Lock | 141.64 |
| 4/14/2022 | 75363 | FATBEAM, LLC | 3,480.00 |
| 4/14/2022 | 75364 | Freeland Water Dist | 123.88 |
| 4/14/2022 | 75365 | Gale/Cengage Learning | 372.69 |
| 4/14/2022 | 75366 | Ingram Library Services | 12,605.25 |
| 4/14/2022 | 75367 | Island Disposal Inc | 149.13 |
| 4/14/2022 | 75368 | Kantola Productions LLC | 5,450.00 |

**Vouchers
April 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---------------------------------|---------------------|
| 4/14/2022 | 75369 | Magna5 LLC | 75.53 |
| 4/14/2022 | 75370 | Martin Munguia | 474.00 |
| 4/14/2022 | 75371 | Midwest Library Service | 212.06 |
| 4/14/2022 | 75372 | Remit Overrun | 0.00 |
| 4/14/2022 | 75373 | Midwest Tape | 6,332.20 |
| 4/14/2022 | 75374 | MSR Design | 49,775.60 |
| 4/14/2022 | 75375 | Mukilteo Water & Waste District | 2,574.62 |
| 4/14/2022 | 75376 | Multi-Cultural Books & Videos | 696.35 |
| 4/14/2022 | 75377 | North County Outlook | 330.00 |
| 4/14/2022 | 75378 | Remit Overrun | 0.00 |
| 4/14/2022 | 75379 | Remit Overrun | 0.00 |
| 4/14/2022 | 75380 | Remit Overrun | 0.00 |
| 4/14/2022 | 75381 | Remit Overrun | 0.00 |
| 4/14/2022 | 75382 | Remit Overrun | 0.00 |
| 4/14/2022 | 75383 | Remit Overrun | 0.00 |
| 4/14/2022 | 75384 | Remit Overrun | 0.00 |
| 4/14/2022 | 75385 | Remit Overrun | 0.00 |
| 4/14/2022 | 75386 | Remit Overrun | 0.00 |
| 4/14/2022 | 75387 | Remit Overrun | 0.00 |
| 4/14/2022 | 75388 | Remit Overrun | 0.00 |
| 4/14/2022 | 75389 | Remit Overrun | 0.00 |
| 4/14/2022 | 75390 | Remit Overrun | 0.00 |
| 4/14/2022 | 75391 | Remit Overrun | 0.00 |
| 4/14/2022 | 75392 | Remit Overrun | 0.00 |
| 4/14/2022 | 75393 | Overdrive Inc | 70,286.18 |
| 4/14/2022 | 75394 | Pacific Office Automation | 1,565.72 |
| 4/14/2022 | 75395 | ParentMap | 2,950.00 |
| 4/14/2022 | 75396 | PetroCard Systems Inc | 2,706.59 |
| 4/14/2022 | 75397 | PUD No 1 of Snohomish County | 396.03 |
| 4/14/2022 | 75398 | Puget Sound Energy | 614.53 |
| 4/14/2022 | 75399 | Republic Services 197 | 761.90 |
| 4/14/2022 | 75400 | Ricoh USA Inc - 31001 | 1,566.73 |
| 4/14/2022 | 75401 | Ricoh USA Inc - 650073 | 23,638.90 |
| 4/14/2022 | 75402 | Robert Half | 6,801.28 |
| 4/14/2022 | 75403 | Safe Citizens Project LLC | 1,400.00 |
| 4/14/2022 | 75404 | Shred-it | 455.96 |
| 4/14/2022 | 75405 | Silver Lake Water & Sewer | 138.07 |
| 4/14/2022 | 75406 | Sno-Isle Refund Account | 231.85 |
| 4/14/2022 | 75407 | Snohomish Co Finance | 445.00 |
| 4/14/2022 | 75408 | Sound Publishing | 2,362.25 |
| 4/14/2022 | 75409 | Thomas & Associates | 88.76 |
| 4/14/2022 | 75410 | Unisys Corporation | 26,838.25 |
| 4/14/2022 | 75411 | Verizon Wireless (660108) | 10,068.25 |
| 4/14/2022 | 75412 | Visionary Office Furniture | 6,572.85 |

**Vouchers
April 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|--|---------------------|
| 4/14/2022 | 75413 | Washington State Ferries | 539.50 |
| 4/14/2022 | 75414 | Wave Business | 10,202.93 |
| 4/14/2022 | 75415 | WCP Solutions | 307.38 |
| 4/14/2022 | 75416 | Whidbey Telecom | 600.21 |
| 4/14/2022 | 75417 | WLA | 2,665.00 |
| 4/14/2022 | 75418 | Ziply Fiber | 12,284.50 |
| 4/28/2022 | 75419 | Alisha Hendren | 412.00 |
| 4/28/2022 | 75420 | Julia McConnell | 1,492.32 |
| 4/28/2022 | 75421 | Lia Escudero | 89.73 |
| 4/28/2022 | 75422 | Air Care System | 4,660.93 |
| 4/28/2022 | 75423 | Allied Universal | 15,684.00 |
| 4/28/2022 | 75424 | Amazon (530958) | 113.39 |
| 4/28/2022 | 75425 | Amazon Capital Services, Inc | 4,132.35 |
| 4/28/2022 | 75426 | Apple Inc | 3,838.14 |
| 4/28/2022 | 75427 | Baker & Taylor Books (277930) | 7,143.37 |
| 4/28/2022 | 75428 | Bank of America (842425) | 3,005.93 |
| 4/28/2022 | 75429 | Brodart Company | 1,600.60 |
| 4/28/2022 | 75430 | Cabbage Patch Restaurant | 1,420.52 |
| 4/28/2022 | 75431 | Camano Commons | 1,000.00 |
| 4/28/2022 | 75432 | Carahsoft Technology Corporation Void Reissue on check 75522 | 0.00 |
| 4/28/2022 | 75433 | Cedar Grove Organics Recycling LLC | 386.25 |
| 4/28/2022 | 75434 | City of Oak Harbor | 94,726.26 |
| 4/28/2022 | 75435 | Crystal Mt. Pure Drinking Water | 67.88 |
| 4/28/2022 | 75436 | Cummins-Allison Corp. | 802.26 |
| 4/28/2022 | 75437 | Dae Won LLC | 7,726.18 |
| 4/28/2022 | 75438 | Demco Inc (8048) | 11.97 |
| 4/28/2022 | 75439 | EBSCO | 16,994.70 |
| 4/28/2022 | 75440 | Espinoza, Mirella | 700.00 |
| 4/28/2022 | 75441 | Everett Safe & Lock | 141.64 |
| 4/28/2022 | 75442 | Gale/Cengage Learning | 199.40 |
| 4/28/2022 | 75443 | Gensco, Inc. | 11,561.99 |
| 4/28/2022 | 75444 | Hillis Clark Martin & Peterson | 616.00 |
| 4/28/2022 | 75445 | Remit Overrun | 0.00 |
| 4/28/2022 | 75446 | Remit Overrun | 0.00 |
| 4/28/2022 | 75447 | Ingram Library Services | 46,058.30 |
| 4/28/2022 | 75448 | Joint Base Lewis McChord Library System | 23.00 |
| 4/28/2022 | 75449 | KeyBank National Association | 781.22 |
| 4/28/2022 | 75450 | Lamar Transit, LLC | 2,920.00 |
| 4/28/2022 | 75451 | Lemay Mobile Shredding | 225.28 |
| 4/28/2022 | 75452 | Lithtex NW | 221.44 |
| 4/28/2022 | 75453 | Mango Languages | 23,026.50 |
| 4/28/2022 | 75454 | Midwest Library Service | 3,127.12 |
| 4/28/2022 | 75455 | Remit Overrun | 0.00 |
| 4/28/2022 | 75456 | Remit Overrun | 0.00 |

**Vouchers
April 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|------------------------------|---------------------|
| 4/28/2022 | 75457 | Midwest Tape | 18,275.27 |
| 4/28/2022 | 75458 | Morningstar | 10,299.00 |
| 4/28/2022 | 75459 | MRSC Rosters | 667.00 |
| 4/28/2022 | 75460 | Remit Overrun | 0.00 |
| 4/28/2022 | 75461 | Remit Overrun | 0.00 |
| 4/28/2022 | 75462 | Office Depot, INC | 4,098.00 |
| 4/28/2022 | 75463 | Remit Overrun | 0.00 |
| 4/28/2022 | 75464 | Remit Overrun | 0.00 |
| 4/28/2022 | 75465 | Remit Overrun | 0.00 |
| 4/28/2022 | 75466 | Remit Overrun | 0.00 |
| 4/28/2022 | 75467 | Remit Overrun | 0.00 |
| 4/28/2022 | 75468 | Remit Overrun | 0.00 |
| 4/28/2022 | 75469 | Remit Overrun | 0.00 |
| 4/28/2022 | 75470 | Remit Overrun | 0.00 |
| 4/28/2022 | 75471 | Remit Overrun | 0.00 |
| 4/28/2022 | 75472 | Remit Overrun | 0.00 |
| 4/28/2022 | 75473 | Remit Overrun | 0.00 |
| 4/28/2022 | 75474 | Remit Overrun | 0.00 |
| 4/28/2022 | 75475 | Remit Overrun | 0.00 |
| 4/28/2022 | 75476 | Remit Overrun | 0.00 |
| 4/28/2022 | 75477 | Remit Overrun | 0.00 |
| 4/28/2022 | 75478 | Remit Overrun | 0.00 |
| 4/28/2022 | 75479 | Remit Overrun | 0.00 |
| 4/28/2022 | 75480 | Remit Overrun | 0.00 |
| 4/28/2022 | 75481 | Remit Overrun | 0.00 |
| 4/28/2022 | 75482 | Remit Overrun | 0.00 |
| 4/28/2022 | 75483 | Remit Overrun | 0.00 |
| 4/28/2022 | 75484 | Remit Overrun | 0.00 |
| 4/28/2022 | 75485 | Remit Overrun | 0.00 |
| 4/28/2022 | 75486 | Overdrive Inc | 122,885.96 |
| 4/28/2022 | 75487 | Oxford University Press Inc | 7,344.00 |
| 4/28/2022 | 75488 | Paper Roll Products | 881.25 |
| 4/28/2022 | 75489 | Prime Self Storage | 814.00 |
| 4/28/2022 | 75490 | PUD No 1 of Snohomish County | 965.08 |
| 4/28/2022 | 75491 | Puget Sound Energy | 2,551.07 |
| 4/28/2022 | 75492 | Ricoh USA Inc - 650073 | 483.43 |
| 4/28/2022 | 75493 | Robert Half | 5,372.80 |
| 4/28/2022 | 75494 | Seconde Nimenya | 275.00 |
| 4/28/2022 | 75495 | Skagit Publishing | 649.22 |
| 4/28/2022 | 75496 | Smokey Point NW LLC | 7,660.17 |
| 4/28/2022 | 75497 | Solarwinds ITSM US, Inc. | 72,267.84 |
| 4/28/2022 | 75498 | U S Bank Equipment Finance | 327.47 |
| 4/28/2022 | 75499 | Uline | 116.65 |
| 4/28/2022 | 75500 | Unisys Corporation | 7,055.68 |

**Vouchers
April 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|------------------------------------|---------------------------------|
| 4/28/2022 | 75501 | Visionary Office Furniture | 486.39 |
| 4/28/2022 | 75502 | Walter E Nelson Co of Western WA | 5,407.15 |
| 4/28/2022 | 75503 | WEX | 101.21 |
| 4/29/2022 | 75504 | Assured Partners of WA, LLC | 7,153.60 |
| 4/29/2022 | 75505 | Canopy Wellbeing | 1,112.50 |
| 4/29/2022 | 75506 | Delta Dental of Washington | 33,761.96 |
| 4/29/2022 | 75507 | Employment Security Dept (UI) | 6,671.65 |
| 4/29/2022 | 75508 | Kaiser Permanente | 84,552.55 |
| 4/29/2022 | 75509 | Lifewise Assurance Company | 30,487.30 |
| 4/29/2022 | 75510 | Lincoln National Life Ins Company | 8,631.66 |
| 4/29/2022 | 75511 | Navia Benefit Solutions Client Pay | 1,981.40 |
| 4/29/2022 | 75512 | Premera Blue Cross | 9,413.24 |
| 4/29/2022 | 75513 | Sno-Isle Library Foundation | 415.00 |
| 4/30/2020 | 75514 | Bank of America (0958) | 1,343.27 |
| 4/30/2020 | 75515 | Bank of America (2175) | 6,057.56 |
| 4/30/2020 | 75516 | Bank of America (2945) | 6,053.00 |
| 4/30/2020 | 75517 | Bank of America (3488) | 177.94 |
| 4/30/2020 | 75518 | Bank of America (3736) | 486.30 |
| 4/30/2020 | 75519 | Bank of America (4867) | 785.55 |
| 4/30/2020 | 75520 | Bank of America (5800) | 39.99 |
| 4/30/2020 | 75521 | Bank of America (8208) | 5,227.07 |
| 4/30/2020 | 75522 | Carahsoft Technology Corporation | 1,587.06 |
| | | | <hr/> <hr/> 1,421,593.67 |

Executive Director

Memo to Board of Trustees

May 4, 2022

Lois Langer Thompson
Executive Director

Conference Software Issue Recommendation

After the April board meeting was underway, we experienced technical difficulties with new teleconference software. Attendees were unable to hear the meeting and Trustees attending remotely were not able to participate. During a declared emergency, the Board of Trustees is required to provide real-time remote audio access to the public.

We have put measures in place to ensure we are immediately aware of this type of issue and can address it in real-time.

As a result of the conferencing software issue, I am recommending the following resolution and motion from the April meeting be approved at the May meeting as part of the consent agenda to ensure compliance with the Open Public Meeting Act.

Resolution 22-03 Concerning the Appointment of an Auditing Officer

Move the Sno-Isle Libraries Board of Trustees adopt Resolution 22-03 appointing Deputy Director David Durante as an auditing officer effective April 25, 2022.

Library Card & Lending Policy

Move the Sno-Isle Libraries Board of Trustees approve the Library Card & Lending Policy as presented.

Executive Director

Board Report

May 2022

Lois Langer Thompson

Executive Director

Meetings with Elected Officials and Stakeholders

- Economic Alliance of Snohomish County Coffee Chats.
 - Economic Recover and Resilience: Arlington Mayor Tolbert and Darrington Mayor Rankin.
- Local Friends of the Library Presidents.
 - Camano.
 - Darrington.
 - Langley.

Professional Development / Meetings

- Intercounty Rural Library District Executive Director meeting.

Board of Trustees Meetings

- Board President.

Updates

- Library services.
- Capital projects.
- Strategic goals.

Financial Update

Finance Department

May 23, 2022

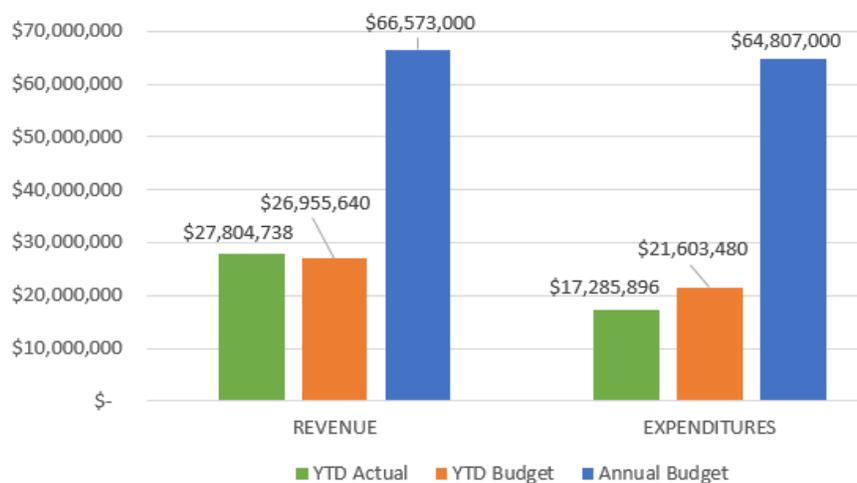
April 2022 Revenue Summary

- General property tax receipts for April were \$23,468,971 and were greater than the monthly budget of \$22,220,030. 43.3% of the annual property tax budget has been received to date.
- Timber tax and associated excise tax revenues were \$22,310. This included \$20,763 of state timber sales. This revenue was slightly less than the monthly budget of \$31,100; year to date is \$6,287 above budget.
- Investment Interest of \$61,720 was above the monthly \$29,170 budget; year to date is \$58,722 above budget.
- Print/copy services, lost materials revenue, city contract fees, and donations were collectively \$8,498 and lower than the monthly budget of \$29,240 mainly due to donations expected in future months.

April 2022 Expenditures Summary

- Total expenditures year to date were \$17,285,896 compared to the year to date budget of \$21,603,480.
- Salaries & Benefits for April were \$3,169,382 and were below the monthly budget by \$228,168 due to vacant positions currently in the process of being filled.
- Collection materials spend was \$581,417 compared to the monthly budget of \$618,330.
- Capital expenditure budget for the month was \$493,490. \$76,903 was spent on capital vehicles this month. Spend for building & improvements capital 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 \$591,187 and were 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 4/1/2022 Through 4/30/2022
(In Whole Numbers)

| | Period Actual | YTD Actual | YTD Budget | Annual Budget | % Annual Budget Used |
|--------------|------------------|-------------------|-------------------|-------------------|-------------------------|
| Expenditures | | | | | |
| 10.0 | 3,169,382 | 12,831,366 | 13,590,200 | 40,770,000 | 31.47% |
| 20.0 | 581,417 | 2,379,821 | 2,473,320 | 7,420,000 | 32.07% |
| 26.0 | 173,199 | 719,063 | 1,080,280 | 3,240,000 | 22.19% |
| 35.0 | 15,650 | 41,015 | 272,960 | 819,000 | 5.00% |
| 38.0 | 43,385 | 132,765 | 205,160 | 615,000 | 21.58% |
| 41.0 | 123,891 | 272,197 | 531,280 | 1,594,000 | 17.07% |
| 42.0 | 42,943 | 165,442 | 205,520 | 616,000 | 26.85% |
| 43.0 | 30,351 | 108,141 | 281,400 | 844,000 | 12.81% |
| 44.0 | 47,953 | 177,736 | 180,440 | 541,000 | 32.85% |
| 45.0 | 50,615 | 156,805 | 163,040 | 489,000 | 32.06% |
| 46.0 | 89 | 27,016 | 66,000 | 198,000 | 13.64% |
| 48.0 | 17,042 | 44,529 | 83,680 | 251,000 | 17.74% |
| 49.0 | 46,069 | 153,096 | 246,240 | 738,000 | 20.74% |
| 50.0 | 0 | 0 | 250,000 | 750,000 | 0.00% |
| 62.0 | 0 | 0 | 1,910,960 | 5,733,000 | 0.00% |
| 64.4 | 76,903 | 76,903 | 63,000 | 189,000 | 40.68% |
| | <u>4,418,888</u> | <u>17,285,896</u> | <u>21,603,480</u> | <u>64,807,000</u> | <u>26.67%</u> |

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 4/1/2022 Through 4/30/2022
(In Whole Numbers)

| | <u>Period Actual</u> | <u>YTD Actual</u> | <u>YTD Budget</u> | <u>Annual Budget</u> | <u>% Annual Budget Recv'd</u> |
|----------|----------------------|-------------------|-------------------|----------------------|-----------------------------------|
| Revenues | | | | | |
| 01.0 | 23,468,971 | 27,131,624 | 25,631,920 | 62,606,150 | 43.33% |
| 02.0 | 22,310 | 232,687 | 226,400 | 675,000 | 34.47% |
| 03.0 | 1,837 | 5,570 | 4,000 | 12,000 | 46.41% |
| 04.0 | 0 | 1,925 | 1,280 | 3,850 | 50.00% |
| 05.0 | 6,563 | 22,754 | 11,680 | 35,000 | 65.01% |
| 06.0 | 61,720 | 175,402 | 116,680 | 350,000 | 50.11% |
| 07.0 | 98 | 5,930 | 100,000 | 300,000 | 1.97% |
| 08.0 | 11,842 | 228,847 | 863,680 | 2,591,000 | 8.83% |
| | <u>23,573,341</u> | <u>27,804,738</u> | <u>26,955,640</u> | <u>66,573,000</u> | <u>41.77%</u> |