

Sno-Isle Libraries

BOARD OF TRUSTEES

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

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

Mukilteo Library

4675 Harbour Pointe Blvd.

Mukilteo, WA 98275

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

Telephone Dial-in: +1 253 215 8782

Webinar ID: 826 1425 4129

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of June 20, 2022 regular meeting minutes
- b) Approval of June 2022 payroll, benefits, and vouchers

6) Public Comment

7) Board Education

- a) Intellectual Freedom for Library Boards – Jefferson County (WA) Executive Director Dr. Tamara Meredith

8) Executive Director's Report

- a) Library Presentation – Mukilteo Library Manager Jane Crawford
- b) Executive Director's report [Attachment 1](#)
- c) Declaration of Emergency [Attachment 2](#)
- d) Financial Update – Finance Manager Nicole Wehl [Attachment 3](#)
- e) 2023 Budget Objective and Timeline – Deputy Director David Durante [Attachment 4](#)

9) Unfinished Business

- a) *Addendum two (2) to the Annexation Agreement between the City of Langley and Sno-Isle Intercounty Rural Library District – Director of Strategic Services David Durante [Attachment 5](#)

10) New Business

- a) *Authorization for the Executive Director to execute documents necessary to obtain property for the Mariner Community Campus – Executive Director Thompson
- b) *Rescission of Surplus Asset Action – Executive Director Thompson – [Attachment 6](#)

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- c) *Declaration of Surplus Asset – Executive Director Thompson – [Attachment 6](#)
- d) *Public Comment Guidelines – President Kostick - [Attachment 7](#)

11) President, Trustee Committees, and Foundation Representative Reports

- a) President's Report – President Kostick
- b) Sno-Isle Libraries Foundation – Trustee Olson
- c) Board member reports

12) *Adjournment

*Denotes Board of Trustees action item.

To request accommodations for an event, email accessibility@sno-isle.org or visit sno-isle.org.

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June 20, 2022

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members Present: Martin Munguia, Rose Olson, Paul Ryan, and Kelli Smith.

Staff Present: Michelle Callihan, David Durante, Baha Farkish, Nick Fuchs, Sonia Gustafson, Meredith Kraft, Diane Lai, Kristin Piepho, Judy Sasges, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. The motion passed.

Consent Agenda

- a) Approval of the May 23, 2022 special meeting minutes
- b) Approval of the May 2022 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee Munguia moved that the Sno-Isle Libraries Board of Trustees approve the Consent Agenda as presented. The motion passed.

Public Comment

There were no public comments to the Board.

Executive Director's Report

Library Presentation

Library Manager Kristin Piepho shared the work done by Mountlake Terrace staff to support business development in the local community. Russian language children's programming from the Mountlake Terrace Library has been popular on local and international levels. Library Manager Piepho highlighted how the development of the light rail will impact community demographics and how the library is poised to provide additional services to the diverse community.

Executive Director's Report

Executive Director Thompson highlighted information from the Executive Director's report and invited Director of Community Libraries Diane Lai and Deputy Director David Durante to provide updates around the strategic goals.

Financial Update

Finance Manager Nicole Wehl provided the May 2022 financial report.

New Business

Board of Trustees Bylaws Update

Trustee Munguia moved that the Sno-Isle Libraries Board of Trustees adopt the bylaws as amended. The motion passed.

Langley Library Capital Project

Deputy Director David Durante shared the history of library services in Langley and previewed a request for Board action at the July meeting which would authorize Executive Director Thompson to sign an addendum to the annexation agreement with the City of Langley.

Declaration of Surplus Asset

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees declare the following vehicle surplus and authorize the disposal of the vehicle in a cost effective and efficient manner:

2008 Chevrolet Kodiak C4500 – VIN 1GBC4C1G08F406954

The motion passed.

President, Trustee Committees, and Foundation Representative Reports

President's Report

Vice President Smith provided information on the following:

- Vice President Smith attended the Employee Recognition Event to present the Trustees' award to the Stronger Together Team.
- Vice President Smith and Trustee Martin Munguia will attend the American Library Association conference in late June.
- Sno-Isle Libraries recognized the Juneteenth holiday on June 19 and all facilities were closed.

Sno-Isle Libraries Foundation

Trustee Olson provided information on the following:

- Assistant Director of Capital Strategy and Planning Chy Ross presented to the Foundation Board at the June meeting.
- The Foundation is exploring new options for donor database software.
- Foundation staff are preparing the 2021 annual report.

- Foundation Executive Director Christina Kourteva and Administrative Specialist Maddy Robles attended the International Public Library Fundraising Conference in June.

Adjournment

Trustee Ryan moved to adjourn the June 20, 2022 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. Vice President Smith adjourned the meeting at 6:39 p.m.

President

Secretary

Sno-Isle Libraries
June 2022 Payroll and June 2022 Vouchers

Direct Deposits, Employee Deductions	\$ 2,444,454.71
Vendor Checks 75926, 75974, 76043, 76055 and 76108 through 76117, Plus Electronic Fund Transfers	<u>\$ 792,339.80</u>
Total Payroll and Benefits	\$ 3,236,794.51
Accounts Payable Checks 75819 through 76117 less checks listed above, plus Electronic Transfers	<u>\$ 1,215,761.45</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,452,555.96</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 July 25, 2022.



Finance Director

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

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

June 2022 Payroll

Employee Pay - Direct Deposit	\$	1,761,935.42	
Plus: Employee Deductions	\$	682,519.29	
Sub-Total Gross Payroll			\$ 2,444,454.71

Vendor Checks 75926, 75974, 76043, 76055 and 76108 through 76117	\$	190,743.74 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	219,496.93	
Electronic Funds Transfer - Empower - 457 Plan	\$	16,544.75	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	55,727.06	
Electronic Funds Transfer - PERS - Retirement Plan	\$	366,901.78	
Electronic Funds Transfer - Navia - FSA	\$	11,148.01	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,840.31	
Electronic Funds Transfer - Premera - Medical	\$	177,336.29	
Electronic Funds Transfer - Washington State Support Registry	\$	756.84	
Less: Employee Benefit Deductions	\$	(254,155.91)	
Sub-Total Benefits - Employer Expense			\$ 792,339.80
Total Payroll and Benefits			\$ 3,236,794.51

June 2022 Accounts Payable

Checks 75819 through 76117 less checks listed above	\$	1,214,745.86 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,015.59	
Sub-Total Accounts Payable			\$ 1,215,761.45
Total Payroll, Benefits and Accounts Payable			\$ 4,452,555.96

Adjustments

Paycom Direct Service Fee	\$	17,623.78	
Employee Recognition Awards paid through Payroll	\$	162.42	
Refunds and Credits	\$	1,093.07	
Void Check Adjustments	\$	8,390.46	
Petty Cash Expense - 2nd Qtr	\$	94.51	
Refund Interest	\$	0.01	
Bank Service Charge	\$	196.35	
Travel & Business Expense Reimbursement paid in Payroll	\$	3,133.73	
Total Adjustments			\$ 30,694.33

June 2022 Total Expenditures **\$ 4,483,250.29** ***

* Benefit invoices paid through Accounts Payable Checks	\$	190,743.74	
** Regular invoices paid through Accounts Payable Checks	\$	1,214,745.86	
Total Accounts Payable Check Payments	\$	<u>1,405,489.60</u>	

*** Equals Expenditure Summary Total

**Vouchers
June 2022**

Date	Check	Payee	Check Amount
6/6/2022	75819	Bank of America (2175)	4,001.78
6/6/2022	75820	Bank of America (2945)	3,337.92
6/6/2022	75821	Bank of America (8208)	4,991.97
6/6/2022	75822	Jennifer Sullivan	1,046.20
6/9/2022	75823	Air Care System	2,203.82
6/9/2022	75824	Allied Universal	21,730.72
6/9/2022	75825	Remit Overrun	0.00
6/9/2022	75826	Amazon Capital Services, Inc	2,926.17
6/9/2022	75827	Apple Inc	6,681.28
6/9/2022	75828	Automatic Door & Gate Co.	328.20
6/9/2022	75829	Baker & Taylor Books (277930)	4,970.51
6/9/2022	75830	Beacon Publishing Inc	637.50
6/9/2022	75831	Blackstone Publishing	68.85
6/9/2022	75832	Brodart Company	934.78
6/9/2022	75833	Camano Commons	1,000.00
6/9/2022	75834	Cascade Natural Gas	239.81
6/9/2022	75835	CDW Government Inc	1,350.57
6/9/2022	75836	City of Arlington	170.41
6/9/2022	75837	City of Granite Falls	118.13
6/9/2022	75838	City of Langley	353.68
6/9/2022	75839	City of Lynnwood	22,147.51
6/9/2022	75840	City of Monroe	816.19
6/9/2022	75841	City of Snohomish	3,091.46
6/9/2022	75842	Courtney Liana Wooten	700.00
6/9/2022	75843	Crystal Mt. Pure Drinking Water	37.71
6/9/2022	75844	Dae Won LLC	7,726.18
6/9/2022	75845	Delta Connects	467.49
6/9/2022	75846	Demco Inc (8048)	600.85
6/9/2022	75847	Gale/Cengage Learning	2,259.51
6/9/2022	75848	Gallaudet University	165.00
6/9/2022	75849	Gavigan, Kate	325.00
6/9/2022	75850	Hillis Clark Martin & Peterson	448.00
6/9/2022	75851	Remit Overrun	0.00
6/9/2022	75852	Ingram Library Services	61,817.79
6/9/2022	75853	Iron Mountain	1,031.78
6/9/2022	75854	Island Disposal Inc	159.77
6/9/2022	75855	Island Shakespeare Festival	75.00
6/9/2022	75856	Johnson County Library	13.35
6/9/2022	75857	Kanopy, Inc.	9,263.00
6/9/2022	75858	Kelli Smith	276.00
6/9/2022	75859	Lamar Transit, LLC	3,220.00
6/9/2022	75860	Lithtex NW	214.08
6/9/2022	75861	Magna5 LLC	172.27
6/9/2022	75862	Mercedes-Benz of Lynnwood	357.88

**Vouchers
June 2022**

Date	Check	Payee	Check Amount
6/9/2022	75863	Midwest Library Service	1,815.85
6/9/2022	75864	Remit Overrun	0.00
6/9/2022	75865	Remit Overrun	0.00
6/9/2022	75866	Midwest Tape	30,317.47
6/9/2022	75867	Mukilteo Water & Waste District	2,617.52
6/9/2022	75868	Multi-Cultural Books & Videos	16,913.49
6/9/2022	75869	O'Donnell, Kristi	210.00
6/9/2022	75870	OCLC Inc (34299)	324.50
6/9/2022	75871	Remit Overrun	0.00
6/9/2022	75872	Office Depot, INC	2,367.61
6/9/2022	75873	Remit Overrun	0.00
6/9/2022	75874	Remit Overrun	0.00
6/9/2022	75875	Remit Overrun	0.00
6/9/2022	75876	Remit Overrun	0.00
6/9/2022	75877	Remit Overrun	0.00
6/9/2022	75878	Remit Overrun	0.00
6/9/2022	75879	Remit Overrun	0.00
6/9/2022	75880	Remit Overrun	0.00
6/9/2022	75881	Remit Overrun	0.00
6/9/2022	75882	Remit Overrun	0.00
6/9/2022	75883	Remit Overrun	0.00
6/9/2022	75884	Remit Overrun	0.00
6/9/2022	75885	Remit Overrun	0.00
6/9/2022	75886	Remit Overrun	0.00
6/9/2022	75887	Remit Overrun	0.00
6/9/2022	75888	Remit Overrun	0.00
6/9/2022	75889	Remit Overrun	0.00
6/9/2022	75890	Remit Overrun	0.00
6/9/2022	75891	Remit Overrun	0.00
6/9/2022	75892	Remit Overrun	0.00
6/9/2022	75893	Remit Overrun	0.00
6/9/2022	75894	Remit Overrun	0.00
6/9/2022	75895	Remit Overrun	0.00
6/9/2022	75896	Overdrive Inc	216,863.32
6/9/2022	75897	Pacific Publishing Co Inc	416.75
6/9/2022	75898	Paper Roll Products	869.41
6/9/2022	75899	ParentMap	1,005.00
6/9/2022	75900	PetroCard Systems Inc	5,255.16
6/9/2022	75901	PUD No 1 of Snohomish County	11,140.05
6/9/2022	75902	Puget Sound Energy	6,754.36
6/9/2022	75903	Puget Sound Mobile Detail	1,010.10
6/9/2022	75904	Rev.com, Inc	544.50
6/9/2022	75905	Ricoh USA Inc - 31001	7,831.55
6/9/2022	75906	Ricoh USA Inc - 650073	23,050.69

**Vouchers
June 2022**

Date	Check	Payee	Check Amount
6/9/2022	75907	S-R Broadcasting Co Inc	3,423.70
6/9/2022	75908	Salas O'Brien	1,723.15
6/9/2022	75909	Salish Networks	1,214.14
6/9/2022	75910	Seattle Times	4,450.00
6/9/2022	75911	Shred-it	599.98
6/9/2022	75912	Silver Kite Community Arts	320.00
6/9/2022	75913	Silver Lake Water & Sewer	155.17
6/9/2022	75914	Sno-Isle Refund Account	127.96
6/9/2022	75915	Solarwinds ITSM US, Inc.	6,246.95
6/9/2022	75916	Sprague Pest Solutions	735.21
6/9/2022	75917	Teresa Wippel Communications LLC	425.00
6/9/2022	75918	Remit Overrun	0.00
6/9/2022	75919	Timeless Design	37,646.66
6/9/2022	75920	Tsai Fong Books Inc	1,220.79
6/9/2022	75921	U S Bank Equipment Finance	654.94
6/9/2022	75922	Uline	394.53
6/9/2022	75923	Verizon Communications Inc	307.45
6/9/2022	75924	Waste Management	3,447.70
6/9/2022	75925	WCP Solutions	942.03
6/9/2022	75926	Wellable LLC	209.00
6/16/2022	75927	Alex Zerbe	300.00
6/16/2022	75928	Amazon Capital Services, Inc	1,377.79
6/16/2022	75929	Asavie Technologies Inc	1,188.26
6/16/2022	75930	AT&T Mobility (6463)	43.23
6/16/2022	75931	Baker & Taylor Books (277930)	442.97
6/16/2022	75932	Bibliotheca LLC	11,377.19
6/16/2022	75933	Brodart Company	753.65
6/16/2022	75934	Cedar Grove Organics Recycling LLC	368.35
6/16/2022	75935	Center Point Large Print	720.90
6/16/2022	75936	City of Brier	148.66
6/16/2022	75937	City of Sultan	170.88
6/16/2022	75938	Espinoza, Mirella	700.00
6/16/2022	75939	Everett Safe & Lock	27.42
6/16/2022	75940	Gale/Cengage Learning	3,716.36
6/16/2022	75941	Hillis Clark Martin & Peterson	1,638.00
6/16/2022	75942	Holiday-Parks, Inc	13,032.04
6/16/2022	75943	Ingram Library Services	10,409.29
6/16/2022	75944	Library Furniture Internations, Inc	964.00
6/16/2022	75945	Library Ideas	31,070.52
6/16/2022	75946	Lithtex NW	552.42
6/16/2022	75947	McGuinn Entertainment	500.00
6/16/2022	75948	Midwest Library Service	1,672.13
6/16/2022	75949	Remit Overrun	0.00
6/16/2022	75950	Midwest Tape	8,985.48

**Vouchers
June 2022**

Date	Check	Payee	Check Amount
6/16/2022	75951	Museum of Flight	75.00
6/16/2022	75952	North County Outlook	330.00
6/16/2022	75953	OCLC Inc (34299)	119.00
6/16/2022	75954	Void	0.00
6/16/2022	75955	Office Depot, INC	2,400.40
6/16/2022	75956	Remit Overrun	0.00
6/16/2022	75957	Remit Overrun	0.00
6/16/2022	75958	Remit Overrun	0.00
6/16/2022	75959	Remit Overrun	0.00
6/16/2022	75960	Remit Overrun	0.00
6/16/2022	75961	Remit Overrun	0.00
6/16/2022	75962	Remit Overrun	0.00
6/16/2022	75963	Remit Overrun	0.00
6/16/2022	75964	Remit Overrun	0.00
6/16/2022	75965	Remit Overrun	0.00
6/16/2022	75966	Remit Overrun	0.00
6/16/2022	75967	Remit Overrun	0.00
6/16/2022	75968	Overdrive Inc	63,788.43
6/16/2022	75969	Postmaster - Langley	312.00
6/16/2022	75970	PUD No 1 of Snohomish County	885.86
6/16/2022	75971	Puget Sound Energy	901.23
6/16/2022	75972	Republic Services 197	767.60
6/16/2022	75973	Ricoh USA Inc - 31001	6,929.83
6/16/2022	75974	Robert Half	4,835.52
6/16/2022	75975	Ronald Chew	500.00
6/16/2022	75976	Sound Publishing	2,901.50
6/16/2022	75977	Sterling Volunteers	17.00
6/16/2022	75978	T Mobile	167.70
6/16/2022	75979	Teresa Wippel Communications LLC	425.00
6/16/2022	75980	The Harmonica Pocket	400.00
6/16/2022	75981	Thomas Trimbath/Timbath Creative Enterprises	100.00
6/16/2022	75982	Town of Coupeville	148.28
6/16/2022	75983	Tsai Fong Books Inc	4,503.54
6/16/2022	75984	Visionary Office Furniture	2,089.27
6/16/2022	75985	Walter E Nelson Co of Western WA	6,569.82
6/16/2022	75986	Washington State Ferries	504.05
6/16/2022	75987	Wave Business	10,344.60
6/16/2022	75988	WCP Solutions	870.51
6/16/2022	75989	Whidbey Telecom	600.21
6/16/2022	75990	Windermere Real Estate/M2, LLC	10,000.00
6/22/2022	75991	Association of Bookmobile & Outreach Services	700.00
6/22/2022	75992	Allied Universal	16,554.60
6/22/2022	75993	Amazon Capital Services, Inc	2,166.47
6/22/2022	75994	AT&T Mobility (6463)	84.46

**Vouchers
June 2022**

Date	Check	Payee	Check Amount
6/22/2022	75995	Baker & Taylor Books (277930)	1,678.99
6/22/2022	75996	Blackstone Publishing	648.77
6/22/2022	75997	Bank of America (0958)	1,507.06
6/22/2022	75998	Bank of America (2175)	39.99
6/22/2022	75999	Bank of America (2945)	2,362.56
6/22/2022	76000	Bank of America (3414)	288.51
6/22/2022	76001	Bank of America (3736)	1,235.11
6/22/2022	76002	Bank of America (4867)	6,960.55
6/22/2022	76003	Bank of America (5800)	39.99
6/22/2022	76004	Bank of America (5953)	88.59
6/22/2022	76005	Bank of America (6403)	39.33
6/22/2022	76006	Camano Commons	1,000.00
6/22/2022	76007	Comcast	3,704.56
6/22/2022	76008	Bogdan Darev	1,100.00
6/22/2022	76009	Deep Rooted Music, LLC - Eric Ode	420.00
6/22/2022	76010	E - Rate Expertise Inc	1,200.00
6/22/2022	76011	Flowers By George Inc	683.13
6/22/2022	76012	Gale/Cengage Learning	200.42
6/22/2022	76013	Goldfinch Brothers	664.88
6/22/2022	76014	Hopin US Inc	18,210.40
6/22/2022	76015	Ingram Library Services	17,619.42
6/22/2022	76016	Kendall of Marysville	169.05
6/22/2022	76017	Lamar Transit, LLC	3,220.00
6/22/2022	76018	Leadership Snohomish County	3,500.00
6/22/2022	76019	Lithtex NW	228.80
6/22/2022	76020	Midwest Library Service	1,099.97
6/22/2022	76021	Remit Overrun	0.00
6/22/2022	76022	Midwest Tape	9,807.27
6/22/2022	76023	MSR Design	34,473.90
6/22/2022	76024	Multi-Cultural Books & Videos	2,016.28
6/22/2022	76025	Museum of Flight	75.00
6/22/2022	76026	Office Depot, INC	1,389.84
6/22/2022	76027	Remit Overrun	0.00
6/22/2022	76028	Remit Overrun	0.00
6/22/2022	76029	Remit Overrun	0.00
6/22/2022	76030	Remit Overrun	0.00
6/22/2022	76031	Remit Overrun	0.00
6/22/2022	76032	Remit Overrun	0.00
6/22/2022	76033	Remit Overrun	0.00
6/22/2022	76034	Remit Overrun	0.00
6/22/2022	76035	Remit Overrun	0.00
6/22/2022	76036	Remit Overrun	0.00
6/22/2022	76037	Remit Overrun	0.00
6/22/2022	76038	Overdrive Inc	64,759.40

**Vouchers
June 2022**

Date	Check	Payee	Check Amount
6/22/2022	76039	Paper Roll Products	146.68
6/22/2022	76040	Platt Electric Supply	186.10
6/22/2022	76041	Puget Sound Energy	462.88
6/22/2022	76042	Ricoh USA Inc - 650073	1,105.78
6/22/2022	76043	Robert Half	5,372.80
6/22/2022	76044	SCCFOA	40.00
6/22/2022	76045	Smokey Point NW LLC	7,660.17
6/22/2022	76046	Sprague Pest Solutions	217.14
6/22/2022	76047	Springshare LLC	700.00
6/22/2022	76048	Teresa Wippel Communications LLC	425.00
6/22/2022	76049	Timeless Design	4,467.58
6/22/2022	76050	Tsai Fong Books Inc	60.23
6/22/2022	76051	Verizon Wireless (660108)	8,930.04
6/22/2022	76052	Walter E Nelson Co of Western WA	4,597.03
6/22/2022	76053	Ziply Fiber	11,204.96
6/23/2022	76054	SkillSurvey, Inc.	4,109.00
6/29/2022	76055	4imprint Inc	410.52
6/29/2022	76056	Amazon (530958)	302.10
6/29/2022	76057	Amazon Capital Services, Inc	572.03
6/29/2022	76058	Baker & Taylor Books (277930)	7,964.04
6/29/2022	76059	Brodart Company	319.61
6/29/2022	76060	BUC Information Services	408.74
6/29/2022	76061	Cascade Natural Gas	13.94
6/29/2022	76062	CDW Government Inc	160.28
6/29/2022	76063	City of Marysville	1,524.57
6/29/2022	76064	Clinton Chamber of Commerce	50.00
6/29/2022	76065	EBSCO	10,697.98
6/29/2022	76066	FATBEAM, LLC	5,478.67
6/29/2022	76067	Gale/Cengage Learning	4,289.84
6/29/2022	76068	Grainger	644.72
6/29/2022	76069	Index Wall	18.00
6/29/2022	76070	Ingram Library Services	23,936.15
6/29/2022	76071	Iron Mountain	948.78
6/29/2022	76072	Kendall of Marysville	97.38
6/29/2022	76073	Lithtex NW	260.70
6/29/2022	76074	Lytho, Inc	40,192.45
6/29/2022	76075	Midwest Library Service	2,836.22
6/29/2022	76076	Remit Overrun	0.00
6/29/2022	76077	Midwest Tape	8,047.25
6/29/2022	76078	North County Outlook	330.00
6/29/2022	76079	Office Depot, INC	472.51
6/29/2022	76080	Remit Overrun	0.00
6/29/2022	76081	Remit Overrun	0.00
6/29/2022	76082	Remit Overrun	0.00

**Vouchers
June 2022**

Date	Check	Payee	Check Amount
6/29/2022	76083	Remit Overrun	0.00
6/29/2022	76084	Remit Overrun	0.00
6/29/2022	76085	Remit Overrun	0.00
6/29/2022	76086	Remit Overrun	0.00
6/29/2022	76087	Overdrive Inc	44,989.24
6/29/2022	76088	Paper Roll Products	156.63
6/29/2022	76089	PetroCard Systems Inc	3,045.93
6/29/2022	76090	PUD No 1 of Snohomish County	7,239.48
6/29/2022	76091	Sprague Pest Solutions	52.37
6/29/2022	76092	Tsai Fong Books Inc	351.90
6/29/2022	76093	Uline	118.95
6/29/2022	76094	Unisys Corporation	8,988.02
6/29/2022	76095	Espinoza, Mirella	700.00
6/29/2022	76096	Walter E Nelson Co of Western WA	11,121.93
6/29/2022	76097	WEX	57.93
6/29/2022	76098	Ziply Fiber	4,911.60
6/29/2022	76099	AAA Fire Protection, Inc	1,065.61
6/29/2022	76100	Air Care System	365.72
6/29/2022	76101	Pitney Bowes	967.45
6/29/2022	76102	Ricoh USA Inc - 31001	5.01
6/29/2022	76103	Timeless Design	2,418.58
6/30/2022	76104	Chila Oglesby	134.63
6/30/2022	76105	Barbara Adams	1,392.85
6/30/2022	76106	Museum of Flight	75.00
6/30/2022	76107	Amanda Swinimer	140.00
6/30/2022	76108	Assured Partners of WA, LLC	7,428.82
6/30/2022	76109	Canopy Wellbeing	1,112.50
6/30/2022	76110	Delta Dental of Washington	34,109.15
6/30/2022	76111	Dept of Labor & Industries	9.03
6/30/2022	76112	Kaiser Permanente	84,552.55
6/30/2022	76113	Lifewise Assurance Company	31,046.70
6/30/2022	76114	Lincoln National Life Ins Company	9,618.94
6/30/2022	76115	Navia Benefit Solutions Client Pay	2,037.25
6/30/2022	76116	Premera Blue Cross	9,585.96
6/30/2022	76117	Sno-Isle Library Foundation	415.00
			1,405,489.60

Executive Director

BOARD REPORT

July 2022

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Congresswoman DelBene, Congressman Larsen, Congresswoman Schrier, and Senator Murray.
- City of Edmonds Mayor Nelson.

Continuing Education

- Annual Conference – American Library Association, Washington, D.C.
- Libraries as Climate Resilience Hubs: Working with Your Community to Take Action – Public Library Association, Webinar.

Library Board of Trustees Meetings

- Board President.
- Board Executive Committee.

Library Updates

- Friends of the Library engagement.
- Edmonds Library.

Memo

July 25, 2022

Emergency Notification to the Board of Trustees

Policy Requirement

State regulations require notification be given to the Board of Trustees whenever the competitive bidding process is waived due to a declared emergency. The notification needs to be made at the first meeting following the declaration of emergency and the notification must be included in the meeting minutes.

Notification

There is one emergency declaration to report:

1. Edmonds Library Broken Water Pipe

On June 24, 2022, the Edmonds Library experienced a broken water pipe, resulting in flooding and water damage throughout the library space. Due to public safety concerns and further potential damage, the Deputy Director declared the situation to be an emergency. The Library is closed to both staff and customers as continued damage assessments and necessary repairs are made. The following purchase orders were approved during this declaration period:

- EN-21235 Timeless Designs \$22,100 for removal of damaged furniture and equipment.
- EN-21155 Rentacrate Enterprises \$21,612.14 for removal and storage of materials and supplies.

Additional purchase orders are expected before the building is re-opened to staff and customers. This declaration will remain in effect until the Edmonds Library is repaired to a state where it is healthy and safe for staff and customers to return to the building.

Financial Update

FINANCE DEPARTMENT

July 2022

June 2022 Revenue Summary:

- **Total revenues in June were \$838k compared to the monthly budget of \$1.6M. Year to date (YTD) total revenues were \$35.0M compared to the YTD budget of \$35.4M.**
- General property tax receipts for June were \$725k. YTD tax receipts were above budget by \$298k. Over half (53.8%) of the annual property tax budget has been received to date.
- Timber tax and associated excise tax revenues for June were \$33k. YTD tax receipts were above budget by \$49k.
- Investment Interest for June were \$64k. YTD interest were \$118k above budget.
- Print/copy services, lost materials revenue, city contract fees, and donations for June were collectively \$9k. YTD other revenue were below budget by \$124k.
- Other Revenues (surplus sales, E-Rate reimbursements, and grants) for June were \$7k. YTD other revenues were below budget by \$775k.

June 2022 Expenditures Summary:

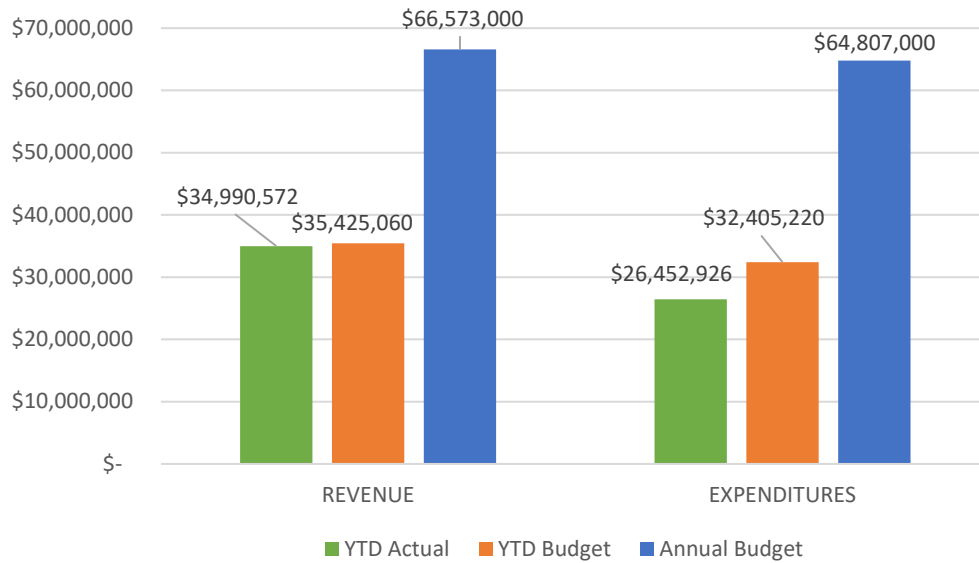
- **Total expenditures in June were \$4.5M compared to the monthly budget of \$5.4M. Total expenditures YTD were \$26.5M compared to the YTD budget of \$32.4M.**
- Salaries & Benefits for June were \$3.2M. YTD salaries & benefits were \$1.1M below budget.
- Collection materials expenditures for June were \$676k. YTD materials were \$23K above budget. 50.3% of the YTD collection materials budget has been spent at mid-year.
- Capital expenditures for June were \$0. YTD expenditures were \$2.9M below budget.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for June were \$570k. YTD were under budget by \$2.0M.

Financial Update

FINANCE DEPARTMENT

July 2022

June 2022 Year-to-Date Summary:



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 6/1/2022 Through 6/30/2022
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,236,795	19,258,537	20,385,300	40,770,000	47.23%
20.0	Materials	676,128	3,733,199	3,709,980	7,420,000	50.31%
26.0	Professional & Contract Services	183,361	1,111,070	1,620,420	3,240,000	34.29%
35.0	Equipment & Furnishings	8,008	58,998	409,440	819,000	7.20%
38.0	Maintenance & Repair	61,193	242,266	307,740	615,000	39.39%
41.0	Software License & Maint Fees	77,873	649,309	796,920	1,594,000	40.73%
42.0	Communications	48,501	274,589	308,280	616,000	44.57%
43.0	Office & Operating Supplies	47,158	191,097	422,100	844,000	22.64%
44.0	Utilities	42,070	256,701	270,660	541,000	47.44%
45.0	Rentals & Leases	41,855	231,566	244,560	489,000	47.35%
46.0	Insurance	0	33,899	99,000	198,000	17.12%
48.0	Employee Training / Travel	11,597	87,895	125,520	251,000	35.01%
49.0	Miscellaneous	48,711	246,897	369,360	738,000	33.45%
50.0	Strategic Initiatives / Innovation	0	0	375,000	750,000	0.00%
62.0	Capital - Bldgs & Improvements	0	0	2,866,440	5,733,000	0.00%
64.4	Capital - Vehicles	0	76,903	94,500	189,000	40.68%
	Total Expenditures	4,483,250	26,452,926	32,405,220	64,807,000	40.82%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 6/1/2022 Through 6/30/2022
(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	Property Taxes	724,532	33,677,871	33,380,080	62,606,150	53.79%
02.0	Timber Tax / Sales	33,297	448,029	399,000	675,000	66.37%
03.0	Print/Copy Services	1,932	9,383	6,000	12,000	78.19%
04.0	Services/City Contract Fees	0	1,925	1,920	3,850	50.00%
05.0	Lost Materials Paid	5,400	32,163	17,520	35,000	91.89%
06.0	Investment Interest	63,966	293,232	175,020	350,000	83.78%
07.0	Donations Private Sources	1,387	7,940	150,000	300,000	2.64%
08.0	Other Revenue	7,144	520,029	1,295,520	2,591,000	20.07%
	Total Revenues	<u>837,657</u>	<u>34,990,572</u>	<u>35,425,060</u>	<u>66,573,000</u>	<u>52.56%</u>

Budget Timeline

2022 TIMELINE FOR 2023 BUDGET

Timeline is subject to change.

Date	Budget Agenda Item/s	Who	Meeting Type
July 25, 2022	2032 budget objective and timeline	Board of Trustees	Regular Board meeting
September TBD	2023 budget overview presentation and discussion	Strategic Planning / Finance Committee	Committee meeting
September 19, 2022	2023 budget overview presentation and discussion	Board of Trustees	Regular Board meeting
October TBD	Committee review of preliminary 2023 budget proposal	Strategic Planning / Finance Committee	Committee meeting
October 24, 2022	First review of proposed 2023 budget	Board of Trustees	Regular Board meeting
November 21, 2022	Final review of proposed 2023 budget <ul style="list-style-type: none">• Public hearing on levy• Approval of 2023 levy• Public meeting on proposed 2023 budget• Approval of 2023 budget	Board of Trustees	Regular Board meeting
November 30, 2022	2023 budget submitted to Snohomish and Island counties	Staff	N/A
January 2023	Joint levy certification	Board of Trustees	Special meeting

**ADDENDUM NO. 2 TO ANNEXATION AGREEMENT
BETWEEN
THE CITY OF LANGLEY
AND
SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT**

This Addendum No. 2 is made as of _____, 2022, by and between the City of Langley, a Washington municipal corporation (the “City”), and Sno-Isle Intercounty Rural Library District (the “District”) as follows.

WHEREAS, the City and the District entered into an Annexation Agreement dated June 27, 2011, but effective as of January 1, 2012 (the “Agreement”); and

WHEREAS, the Agreement sets forth the obligations of the City and the obligations of the District with regard to the City-owned facility known as the Langley Library (the “Library Building”) and the District’s provision of library services at the Library Building; and

WHEREAS, the District has offered to make renovations and other improvements to the Library Building to increase the accessibility and functionality of the Library Building for the community (the “Library Upgrade Project”), and has obtained a library improvement grant from the State of Washington (the “State Library Grant”) as a significant source of funding for the Library Upgrade Project; and

WHEREAS, the City and the District mutually desire to amend the Agreement to set forth the obligations of the City and the obligations of the District with regard to the Library Upgrade Project;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants hereinafter set forth, the sufficiency of which is hereby acknowledged, the City and the District agree as follows:

1. **Amendments to Agreement.** The Agreement is hereby amended as follows:
 - a. Section 3.1 of the Agreement shall be amended to read in its entirety as follows:
 - 3.1 **Library Building.** The City shall provide the District with building space at no rental cost, together with current furnishings, at the City-owned facility known as the Langley Library (the “Library Building”). The City finds that the renovations and improvements to the Library Building comprising the Library Upgrade Project will increase the accessibility and functionality of the Library Building, and will be in the best interests of the City. The City hereby consents to the Library Upgrade Project.
 - b. A new Section 4.4 shall be added to the Agreement to read as follows:
 - 4.4. **Library Upgrade Project.** The Library Upgrade Project shall consist of accessibility upgrades inside and out, including all restrooms and entries, and

full interior remodel and update of the Library Building, all undertaken in a way that preserves and enhances the historic nature of the Library Building.

The District finds that the Library Upgrade Project will improve access and functionality of the Library Building, thereby increasing its ability to meet current and emerging community needs, with both traditional and innovative library services. The Library Upgrade Project is in the best interests of the District.

The District will undertake the Library Upgrade Project and will be responsible for obtaining all of the financing therefor from the State Library Grant and other available funds.

- 2. **Effective Date, Duration and Termination.** This Addendum No. 2 shall become effective on the first of the month following the date this Addendum is adopted by the City and the District.
- 3. **Other Terms and Conditions Remain Unchanged.** Except as amended herein, the Agreement shall remain in full force and effect as stated.

**SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT:**

CITY OF LANGLEY:

Lois Langer Thompson, Executive Director

Mayor

Date

Date

ATTEST:

Clerk-Treasurer

Date

APPROVED AS TO FORM:

City Attorney

Date

Memo

June 25, 2022

The Sno-Isle Libraries *Capitalized Asset / Small and Attractive Asset Management Board of Trustees Policy* states:

When Sno-Isle Libraries determines it no longer needs a Capital Asset, a majority of the Board of Trustees members present at a duly called meeting must declare the asset surplus before it can be removed from inventory. Sno-Isle Libraries may then sell, donate or dispose of surplus assets in a cost effective and responsible manner.

Sno-Isle Libraries has set a fleet vehicle rotation schedule which occasionally requires adjustment to meet organizational needs.

Rescission of previous surplus asset action

The following vehicle was declared surplus by the Sno-Isle Libraries Board of Trustees at the June 20, 2022 regular meeting. If approved by the Board of Trustees, this vehicle will remain in the Sno-Isle Libraries fleet until a sufficient replacement can be obtained.

- 2008 Chevrolet Kodiak C4500 – VIN 1GBC4C1G08F406954

Declaration of surplus asset

The following vehicle is at the end of its useful life and if declared surplus by the Board of Trustees will be removed from our inventory based on the options approved in the policy.

- 2013 Isuzu NPR-HD VIN JALC4W168D7004431

DRAFT

Public Comment Guidelines

BOARD OF TRUSTEES

The Sno-Isle Libraries Board of Trustees conducts all business in compliance with RCW 42.30, Open Public Meetings Act. The Board welcomes public participation in meetings and has adopted the following guidelines:

1. Any member of the public wishing to address the Board may do so during the public comment period of the meeting.
2. Public comment is limited to items on the agenda or other library-related topics.
3. After being recognized by the Board President, a person wishing to make public comment should begin by stating their name and whether they are a resident of the Sno-Isle Libraries district service area.
4. The time period for public comments will be limited to three (3) minutes unless otherwise ruled by the President. The overall public comment period will be limited to twenty (20) minutes unless otherwise ruled by the President.
5. The Board does not engage in discussion with speakers during public comment period. All comments are taken under advisement.
6. The President may call a speaker to order or request that they leave the meeting if behavior proves to be disruptive.
7. Written correspondence to the Board shall be transmitted via email and must be received two business days prior to the meeting to allow distribution to the Board.
8. Requests for accommodations may be submitted via email to accessibility@sno-isle.org.

Adopted: DATE