

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

September 19, 2022, 5:30 p.m.

Snohomish Library

311 Maple Avenue

Snohomish, WA 98290

Telephone Dial-in: +1 872 239 6205

Conference ID: 926 700 24#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the July 25, 2022 regular meeting minutes
- b) Approval of the July 2022 payroll, benefits, and vouchers
- c) Approval of the August 2022 payroll, benefits, and vouchers

6) Public Comment

7) Executive Director's Report

- a) Library Presentation – Snohomish Library Manager Jude Anderson
- b) Executive Director's report [Attachment 1](#)
- c) Financial Update – Finance Manager Nicole Wehl [Attachments 2-3](#)

8) Unfinished Business

- a) *Public Comment Guidelines – President Kostick - [Attachments 4-5](#)

9) New Business

- a) 2023 Budget Overview and Discussion – Deputy Director David Durante [Attachment 6](#)

10) President, Trustee Committees, and Foundation Representative Reports

- a) President's Report – President Kostick [Attachment 7](#)
- b) Strategic Planning / Finance – Chair DePrey
- c) Sno-Isle Libraries Foundation – Trustee Olson
- d) Board member reports

11) *Adjournment

*Denotes Board of Trustees action item.

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

Sno-Isle Libraries

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July 25, 2022

Meeting Minutes

Mukilteo Library & videoconference

Call to Order

President Kostick called the meeting to order at 5:31 p.m., followed by a land acknowledgement.

Attendees

Members present via videoconference: Jennifer DePrey, Susan Kostick, Rose Olson, Paul Ryan, and Kelli Smith. Martin Munguia joined the meeting at 6:04 p.m.

Staff present: Jane Crawford, Meredith Kraft, Chila Oglesby

Staff present via videoconference: Michelle Callihan, David Durante, Nick Fuchs, Susan Hempstead, Alisha Hendren, Christina Kourteva, Diane Lai, Rebecca Loney, Chy Ross, Jessica Russell, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

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 June 20, 2022 regular meeting minutes
- b) Approval of the June 2022 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee DePrey 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.

Board Education

Dr. Tamara Meredith, Jefferson County Library Director, gave a presentation on intellectual freedom for library boards.

Recess

At 6:57 p.m., Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees recess for a period of ten minutes. The motion passed. President Kostick called the meeting back to order at 7:07 p.m.

Executive Director's Report

Library Presentation

Mukilteo Library Manager Jane Crawford described the Mukilteo Library as a gathering place for all community members and illustrated staff's efforts to create an environment that is welcoming and inclusive. Library Manager Crawford also shared how the Mukilteo Library building and grounds benefit the community, highlighting the story trail, wildlife habitat garden, and outdoor sculptures.

Executive Director's Report

Executive Director Thompson shared information from the Executive Director's report, including recent meetings with elected officials, capital facility updates, and the ability for libraries to act as cooling centers during extreme heat.

Declaration of Emergency

Executive Director Thompson reported on the declaration of emergency memo in the July Board of Trustees meeting packet. There was 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 Manager Nicole Wehl provided the June 2022 financial report.

2023 Budget Objective and Timeline

Deputy Director David Durante reviewed the 2022 timeline for the 2023 budget development process and previewed the two key focus areas of capital projects and equity, diversity, and inclusion (EDI) initiatives. Deputy Director Durante also shared that staff will be asked to analyze each budget line with an EDI lens.

Unfinished Business

Addendum Two to the Annexation Agreement between the City of Langley and Sno-Isle Intercounty Rural Library District

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve Addendum Two to the Annexation Agreement between the City of Langley and the Sno-Isle Intercounty Rural Library District and authorize the Executive Director to sign the addendum. The motion passed.

New Business

Authorization for the Executive Director to execute documents necessary to obtain property for the Mariner Community Campus

Trustee Smith moved that the Sno-Isle Libraries Board of Trustees authorize Executive Director Thompson, on behalf of Sno-Isle Libraries, to execute documents necessary to obtain property for the Mariner Community Campus and any purchase agreements up to the amount of \$2,200,000. The motion passed.

Rescission of Surplus Asset Action

Trustee Munguia moved to rescind the action taken at the June 20, 2022 Board of Trustees meeting declaring the following vehicle surplus:

2008 Chevrolet - Kodiak C4500 VIN 1GBC4C1G08F406954

The motion passed.

Declaration of Surplus Asset

Trustee Olson 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:

2013 Isuzu NPR-HD VIN JALC4W168D7004431

The motion passed.

Public Comment Guidelines

After discussion on the proposed guidelines, the Board requested that library staff incorporate feedback and reintroduce the guidelines at a future meeting.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick provided information on the following:

- President Kostick attended the *Darrington Library Remodel 3D Sneak Peek* event held on July 7. Trustees Smith and Olson were also in attendance.
- The Executive Committee met on July 14 to discuss the Executive Director quarterly evaluation, trustee conference attendance, public comment guidelines, and updates to the trustee handbook.

- President Kostick thanked Sno-Isle Libraries staff for their work in continuing to serve the Edmonds community during the emergency closure.

Sno-Isle Libraries Foundation

Trustee Olson provided information on the following:

- The Foundation is actively seeking to expand its Board of Directors. Trustees were asked help to promote this recruitment.
- At the July Foundation Board meeting, Assistant Director of Collection Services Jessica Russell gave a presentation on intellectual freedom.
- The Sno-Isle Libraries Foundation received its annual endowment from the Nysether Foundation. This year's topic will be Scandinavian culture.
- The Trudy Sundberg Lecture Series is in a period of transition. The Foundation will take a leadership role for this program until new volunteers are identified.
- The Foundation has selected a new donor management software.

Board Member Reports

Trustee Smith shared excitement about the Darrington Library remodel proposal and appreciation for the community input process.

Trustee Munguia reported on attendance at the American Library Association conference in Washington, D.C. including one session on Board recruitment. At the session, Trustee Munguia shared the successful recruitment process utilized by Sno-Isle Libraries. Trustee Munguia emphasized the importance of Sno-Isle Libraries continuing to create an equitable and inclusive process.

Trustee Ryan shared that the architecture firm has been selected for the design phase of the Lake Stevens Library project.

Trustee DePrey highlighted the upcoming *Future of Clinton Library* meeting during which the Clinton community will be invited to join an interactive conversation about needs and hopes for library spaces and services.

Adjournment

Trustee Munguia moved to adjourn the July 25, 2022 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Kostick adjourned the meeting at 8:12 p.m.

President

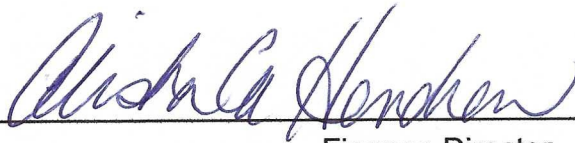
Secretary

Sno-Isle Libraries
July 2022 Payroll and July 2022 Vouchers

| | |
|--|----------------------------|
| Direct Deposits, Employee Deductions | \$ 2,437,331.50 |
| Vendor Checks 76209, 76226, 76231, 76307, 76395 and 76407 through 76416, Plus Electronic Fund Transfers | \$ 760,369.36 |
| Total Payroll and Benefits | \$ 3,197,700.86 |
| Accounts Payable Checks 76118 through 76416 less checks listed above, plus Electronic Transfers | \$ 1,759,463.17 |
| Total Payroll, Benefits and Accounts Payable | \$ 4,957,164.03 |

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 September 19, 2022.



Finance Director

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

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

July 2022 Payroll

| | | | |
|--------------------------------|----|--------------|------------------------|
| Employee Pay - Direct Deposit | \$ | 1,765,421.07 | |
| Plus: Employee Deductions | \$ | 671,910.43 | |
| Sub-Total Gross Payroll | | | \$ 2,437,331.50 |

| | | | |
|---|----|--------------|------------------------|
| Vendor Checks 76209, 76226, 76231, 76307, 76395 and 76407 through 76416 | \$ | 197,405.33 * | |
| Electronic Funds Transfer- Employer Federal Taxes | \$ | 218,761.84 | |
| Electronic Funds Transfer - Empower - 457 Plan | \$ | 20,143.17 | |
| Electronic Funds Transfer - Mission Square - 457 Plan | \$ | 52,703.14 | |
| Electronic Funds Transfer - PERS - Retirement Plan | \$ | 359,034.27 | |
| Electronic Funds Transfer - Navia - FSA | \$ | 11,183.01 | |
| Electronic Funds Transfer - Navia - HRA/MRA | \$ | 3,943.17 | |
| Electronic Funds Transfer - Premera - Medical | \$ | 147,914.96 | |
| Electronic Funds Transfer - Washington State Support Registry | \$ | 756.84 | |
| Less: Employee Benefit Deductions | \$ | (251,476.37) | |
| Sub-Total Benefits - Employer Expense | | | \$ 760,369.36 |
| Total Payroll and Benefits | | | \$ 3,197,700.86 |

July 2022 Accounts Payable

| | | | |
|---|----|-----------------|------------------------|
| Checks 76118 through 76416 less checks listed above | \$ | 1,753,278.56 ** | |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax | \$ | 6,184.61 | |
| Sub-Total Accounts Payable | | | \$ 1,759,463.17 |
| Total Payroll, Benefits and Accounts Payable | | | \$ 4,957,164.03 |

Adjustments

| | | | |
|---|----|-----------|----------------------------|
| Paycom Direct Service Fee | \$ | 18,474.85 | |
| Refunds and Credits | \$ | 1,305.21 | |
| Refund Interest | \$ | 0.41 | |
| Bank Service Charge | \$ | 254.12 | |
| Travel & Business Expense Reimbursement paid in Payroll | \$ | 12,967.05 | |
| Total Adjustments | | | \$ 33,001.64 |
| July 2022 Total Expenditures | | | \$ 4,990,165.67 *** |

* Benefit invoices paid through Accounts Payable Checks

\$ 197,405.33

** Regular invoices paid through Accounts Payable Checks

\$ 1,753,278.56

Total Accounts Payable Check Payments

\$ 1,950,683.89

*** Equals Expenditure Summary Total

**Vouchers
July 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---|---------------------|
| 7/12/2022 | 76118 | 8X8 Inc | 16,714.41 |
| 7/12/2022 | 76119 | AAA Fire Protection, Inc | 9,184.11 |
| 7/12/2022 | 76120 | Association of Bookmobile & Outreach Services | 49.00 |
| 7/12/2022 | 76121 | Air Care System | 239.14 |
| 7/12/2022 | 76122 | Alderwood Water District | 70.62 |
| 7/12/2022 | 76123 | Ali, Peter | 400.00 |
| 7/12/2022 | 76124 | Allied 100, LLC | 189.83 |
| 7/12/2022 | 76125 | Allied Universal | 15,881.40 |
| 7/12/2022 | 76126 | Amazon Capital Services, Inc | 631.88 |
| 7/12/2022 | 76127 | The Art of Rosemary | 250.00 |
| 7/12/2022 | 76128 | Awards of Praise | 134.08 |
| 7/12/2022 | 76129 | Baker & Taylor Books (277930) | 1,966.52 |
| 7/12/2022 | 76130 | Beacon Publishing Inc | 637.50 |
| 7/12/2022 | 76131 | Bibliocommons Inc. | 237,743.37 |
| 7/12/2022 | 76132 | VOID | 0.00 |
| 7/12/2022 | 76133 | Blackstone Publishing | 244.67 |
| 7/12/2022 | 76134 | Brodart Company | 272.20 |
| 7/12/2022 | 76135 | Center Point Large Print | 720.90 |
| 7/12/2022 | 76136 | City of Arlington | 176.27 |
| 7/12/2022 | 76137 | City of Granite Falls | 118.13 |
| 7/12/2022 | 76138 | City of Sultan | 170.88 |
| 7/12/2022 | 76139 | Clinton Community Hall | 25.00 |
| 7/12/2022 | 76140 | Clinton Water Dist | 53.72 |
| 7/12/2022 | 76141 | Daily Journal of Commerce | 142.60 |
| 7/12/2022 | 76142 | Demco Inc (8048) | 748.65 |
| 7/12/2022 | 76143 | Eaton Corp | 7,650.46 |
| 7/12/2022 | 76144 | FATBEAM, LLC | 3,480.00 |
| 7/12/2022 | 76145 | Gale/Cengage Learning | 2,130.19 |
| 7/12/2022 | 76146 | Gartner, Inc | 50,636.58 |
| 7/12/2022 | 76147 | Gavigan, Kate | 325.00 |
| 7/12/2022 | 76148 | Joan Helen Green | 150.00 |
| 7/12/2022 | 76149 | HSI Workplace Compliance Solutions, Inc. | 6,703.50 |
| 7/12/2022 | 76150 | Remit Overrun | 0.00 |
| 7/12/2022 | 76151 | Ingram Library Services | 45,811.31 |
| 7/12/2022 | 76152 | Island Disposal Inc | 159.77 |
| 7/12/2022 | 76153 | Island Shakespeare Festival | 75.00 |
| 7/12/2022 | 76154 | Jimmy's Roofing | 1,718.13 |
| 7/12/2022 | 76155 | Kanopy, Inc. | 8,038.00 |
| 7/12/2022 | 76156 | Kendall of Marysville | 1,677.04 |
| 7/12/2022 | 76157 | Janet Lee Kraft | 100.00 |
| 7/12/2022 | 76158 | KSER Foundation | 2,000.00 |
| 7/12/2022 | 76159 | L2 | 5,352.94 |
| 7/12/2022 | 76160 | Les Schwab - Marysville | 746.61 |
| 7/12/2022 | 76161 | Lithtex NW | 366.22 |

**Vouchers
July 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|------------------------------|---------------------|
| 7/12/2022 | 76162 | Longdon, Christine Michelle | 150.00 |
| 7/12/2022 | 76163 | Kathy Lynott | 92.84 |
| 7/12/2022 | 76164 | VOID | 0.00 |
| 7/12/2022 | 76165 | Midwest Library Service | 772.59 |
| 7/12/2022 | 76166 | Remit Overrun | 0.00 |
| 7/12/2022 | 76167 | Remit Overrun | 0.00 |
| 7/12/2022 | 76168 | Midwest Tape | 36,729.19 |
| 7/12/2022 | 76169 | MRSC Rosters | 100.00 |
| 7/12/2022 | 76170 | Ann Carolyn Muenchow | 40.00 |
| 7/12/2022 | 76171 | OCLC Inc (34299) | 171.75 |
| 7/12/2022 | 76172 | VOID | 0.00 |
| 7/12/2022 | 76173 | VOID | 0.00 |
| 7/12/2022 | 76174 | Oregon Shadow Theatre | 1,600.00 |
| 7/12/2022 | 76175 | Remit Overrun | 0.00 |
| 7/12/2022 | 76176 | Remit Overrun | 0.00 |
| 7/12/2022 | 76177 | Remit Overrun | 0.00 |
| 7/12/2022 | 76178 | Remit Overrun | 0.00 |
| 7/12/2022 | 76179 | Remit Overrun | 0.00 |
| 7/12/2022 | 76180 | Remit Overrun | 0.00 |
| 7/12/2022 | 76181 | Remit Overrun | 0.00 |
| 7/12/2022 | 76182 | Remit Overrun | 0.00 |
| 7/12/2022 | 76183 | Remit Overrun | 0.00 |
| 7/12/2022 | 76184 | Remit Overrun | 0.00 |
| 7/12/2022 | 76185 | Remit Overrun | 0.00 |
| 7/12/2022 | 76186 | Remit Overrun | 0.00 |
| 7/12/2022 | 76187 | Remit Overrun | 0.00 |
| 7/12/2022 | 76188 | Remit Overrun | 0.00 |
| 7/12/2022 | 76189 | Remit Overrun | 0.00 |
| 7/12/2022 | 76190 | Remit Overrun | 0.00 |
| 7/12/2022 | 76191 | Remit Overrun | 0.00 |
| 7/12/2022 | 76192 | Remit Overrun | 0.00 |
| 7/12/2022 | 76193 | Remit Overrun | 0.00 |
| 7/12/2022 | 76194 | Remit Overrun | 0.00 |
| 7/12/2022 | 76195 | Remit Overrun | 0.00 |
| 7/12/2022 | 76196 | Overdrive Inc | 221,116.23 |
| 7/12/2022 | 76197 | Pacific Publishing Co Inc | 293.25 |
| 7/12/2022 | 76198 | Paper Roll Products | 1,762.97 |
| 7/12/2022 | 76199 | ParentMap | 2,505.00 |
| 7/12/2022 | 76200 | PetroCard Systems Inc | 3,407.86 |
| 7/12/2022 | 76201 | Prime Self Storage | 814.00 |
| 7/12/2022 | 76202 | Proquest LLC (6216) | 8,670.79 |
| 7/12/2022 | 76203 | Puget Sound Energy | 1,282.82 |
| 7/12/2022 | 76204 | PUD No 1 of Snohomish County | 2,422.93 |
| 7/12/2022 | 76205 | Puget Sound Mobile Detail | 806.60 |

**Vouchers
July 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|----------------------------------|---------------------|
| 7/12/2022 | 76206 | Rev.com, Inc | 93.00 |
| 7/12/2022 | 76207 | Ricoh USA Inc - 31001 | 3,751.45 |
| 7/12/2022 | 76208 | Ricoh USA Inc - 650073 | 23,440.67 |
| 7/12/2022 | 76209 | Robert Half | 5,372.80 |
| 7/12/2022 | 76210 | S-R Broadcasting Co Inc | 840.00 |
| 7/12/2022 | 76211 | Salas O'Brien | 6,127.51 |
| 7/12/2022 | 76212 | Seattle Times | 4,000.00 |
| 7/12/2022 | 76213 | Shred-it | 387.36 |
| 7/12/2022 | 76214 | Silver Lake Water & Sewer | 168.13 |
| 7/12/2022 | 76215 | Kelli Smith | 264.73 |
| 7/12/2022 | 76216 | Sound Maintenance Services, Inc | 119,469.84 |
| 7/12/2022 | 76217 | Sound Publishing | 70.56 |
| 7/12/2022 | 76218 | Sprague Pest Solutions | 157.68 |
| 7/12/2022 | 76219 | TechMentor | 7,275.00 |
| 7/12/2022 | 76220 | Teresa Wippel Communications LLC | 425.00 |
| 7/12/2022 | 76221 | Thomas & Associates | 56,228.51 |
| 7/12/2022 | 76222 | Timeless Design | 17,103.02 |
| 7/12/2022 | 76223 | Tsai Fong Books Inc | 127.42 |
| 7/12/2022 | 76224 | Uline | 956.28 |
| 7/12/2022 | 76225 | Unisys Corporation | 6,579.34 |
| 7/12/2022 | 76226 | United States Treasury | 804.00 |
| 7/12/2022 | 76227 | Visionary Office Furniture | 423.94 |
| 7/12/2022 | 76228 | Walter E Nelson Co of Western WA | 897.72 |
| 7/12/2022 | 76229 | Waste Management | 3,466.83 |
| 7/12/2022 | 76230 | WCP Solutions | 553.01 |
| 7/12/2022 | 76231 | Wellable LLC | 231.00 |
| 7/12/2022 | 76232 | Whidbey Telecom | 600.59 |
| 7/12/2022 | 76233 | Dae Won LLC | 7,726.18 |
| 7/12/2022 | 76234 | Courtney Liana Wooten | 620.00 |
| 7/12/2022 | 76235 | Washington State Ferries | 670.80 |
| 7/12/2022 | 76236 | Ziply Fiber | 15,907.46 |
| 7/12/2022 | 76237 | AT&T Mobility (6463) | 43.23 |
| 7/12/2022 | 76238 | Remit Overrun | 0.00 |
| 7/12/2022 | 76239 | Office Depot, INC | 1,871.64 |
| 7/21/2022 | 76240 | AAA Fire Protection, Inc | 2,547.79 |
| 7/21/2022 | 76241 | Air Care System | 22,206.12 |
| 7/21/2022 | 76242 | American Library Association | 276.50 |
| 7/21/2022 | 76243 | Allied Universal | 17,365.50 |
| 7/21/2022 | 76244 | Amazon (530958) | 381.14 |
| 7/21/2022 | 76245 | Amazon Capital Services, Inc | 994.53 |
| 7/21/2022 | 76246 | Janelle Tarasewicz | 1,875.00 |
| 7/21/2022 | 76247 | Asavie Technologies Inc | 1,185.41 |
| 7/21/2022 | 76248 | Baker & Taylor Books (277930) | 1,622.36 |
| 7/21/2022 | 76249 | Bibliotheca LLC | 9,875.06 |

**Vouchers
July 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|------------------------------------|---------------------|
| 7/21/2022 | 76250 | Cedar Grove Organics Recycling LLC | 367.28 |
| 7/21/2022 | 76251 | City of Marysville | 975.32 |
| 7/21/2022 | 76252 | City of Monroe | 820.05 |
| 7/21/2022 | 76253 | City of Sultan | 1,421.10 |
| 7/21/2022 | 76254 | Crystal Mt. Pure Drinking Water | 60.82 |
| 7/21/2022 | 76255 | Dell Marketing L.P. | 120.91 |
| 7/21/2022 | 76256 | Delta Connects | 1,916.04 |
| 7/21/2022 | 76257 | Dick's Towing Inc | 272.00 |
| 7/21/2022 | 76258 | E - Rate Expertise Inc | 262.50 |
| 7/21/2022 | 76259 | Gale/Cengage Learning | 15,963.72 |
| 7/21/2022 | 76260 | Guardian Security | 3,944.42 |
| 7/21/2022 | 76261 | The Hanover Insurance Company | 20,693.40 |
| 7/21/2022 | 76262 | HF Group | 1,411.16 |
| 7/21/2022 | 76263 | Hillis Clark Martin & Peterson | 336.00 |
| 7/21/2022 | 76264 | Holaday-Parks, Inc | 1,192.22 |
| 7/21/2022 | 76265 | Ingram Library Services | 25,345.38 |
| 7/21/2022 | 76266 | L2 | 218.00 |
| 7/21/2022 | 76267 | Lamar Transit, LLC | 300.00 |
| 7/21/2022 | 76268 | Lewellen Associates, LLC | 625.00 |
| 7/21/2022 | 76269 | Library Ideas | 2,909.88 |
| 7/21/2022 | 76270 | Kathy Lynott | 400.00 |
| 7/21/2022 | 76271 | McGuinn Entertainment | 704.00 |
| 7/21/2022 | 76272 | Tamara Meredith | 150.00 |
| 7/21/2022 | 76273 | Midwest Library Service | 1,472.92 |
| 7/21/2022 | 76274 | Remit Overrun | 0.00 |
| 7/21/2022 | 76275 | Midwest Tape | 8,286.18 |
| 7/21/2022 | 76276 | MSR Design | 40,138.14 |
| 7/21/2022 | 76277 | Nelson Electric | 7,546.68 |
| 7/21/2022 | 76278 | Northsound Auto Group, LLC | 104.82 |
| 7/21/2022 | 76279 | Northwest Sign & Design | 969.94 |
| 7/21/2022 | 76280 | NW Safety Consultants, LLC | 369.00 |
| 7/21/2022 | 76281 | Remit Overrun | 0.00 |
| 7/21/2022 | 76282 | Office Depot, INC | 2,285.98 |
| 7/21/2022 | 76283 | OrangeBoy Inc | 3,352.00 |
| 7/21/2022 | 76284 | Remit Overrun | 0.00 |
| 7/21/2022 | 76285 | Remit Overrun | 0.00 |
| 7/21/2022 | 76286 | Remit Overrun | 0.00 |
| 7/21/2022 | 76287 | Remit Overrun | 0.00 |
| 7/21/2022 | 76288 | Remit Overrun | 0.00 |
| 7/21/2022 | 76289 | Remit Overrun | 0.00 |
| 7/21/2022 | 76290 | Remit Overrun | 0.00 |
| 7/21/2022 | 76291 | Remit Overrun | 0.00 |
| 7/21/2022 | 76292 | Remit Overrun | 0.00 |
| 7/21/2022 | 76293 | Remit Overrun | 0.00 |

**Vouchers
July 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---|---------------------|
| 7/21/2022 | 76294 | Remit Overrun | 0.00 |
| 7/21/2022 | 76295 | Overdrive Inc | 57,736.08 |
| 7/21/2022 | 76296 | Paper Roll Products | 449.44 |
| 7/21/2022 | 76297 | Permacard | 7,495.15 |
| 7/21/2022 | 76298 | Philadelphia Insurance Companies | 35,024.00 |
| 7/21/2022 | 76299 | Pitney Bowes | 259.64 |
| 7/21/2022 | 76300 | Puget Sound Energy | 209.38 |
| 7/21/2022 | 76301 | PUD No 1 of Snohomish County | 667.48 |
| 7/21/2022 | 76302 | Race Forward | 1,000.00 |
| 7/21/2022 | 76303 | Reptile Man | 275.00 |
| 7/21/2022 | 76304 | Republic Services 197 | 784.02 |
| 7/21/2022 | 76305 | Ricoh USA Inc - 31001 | 451.40 |
| 7/21/2022 | 76306 | Ricoh USA Inc - 650073 | 1,860.40 |
| 7/21/2022 | 76307 | Robert Half | 2,149.12 |
| 7/21/2022 | 76308 | VOID | 0.00 |
| 7/21/2022 | 76309 | Smokey Point NW LLC | 7,660.17 |
| 7/21/2022 | 76310 | Snohomish Co Finance | 77.00 |
| 7/21/2022 | 76311 | Sno-Isle Refund Account | 391.00 |
| 7/21/2022 | 76312 | Sound Maintenance Services, Inc | 14,186.95 |
| 7/21/2022 | 76313 | Sound Publishing | 2,901.50 |
| 7/21/2022 | 76314 | Sprague Pest Solutions | 104.64 |
| 7/21/2022 | 76315 | Stage 2 Studios | 350.00 |
| 7/21/2022 | 76316 | Talewise LLC | 250.00 |
| 7/21/2022 | 76317 | Thirsty Radish LLC | 200.00 |
| 7/21/2022 | 76318 | Town of Coupeville | 150.00 |
| 7/21/2022 | 76319 | Tsai Fong Books Inc | 228.97 |
| 7/21/2022 | 76320 | Uline | 124.81 |
| 7/21/2022 | 76321 | Verizon Communications Inc | 310.12 |
| 7/21/2022 | 76322 | Verizon Wireless (660108) | 9,485.66 |
| 7/21/2022 | 76323 | Visionary Office Furniture | 5,922.14 |
| 7/21/2022 | 76324 | Walter E Nelson Co of Western WA | 5,510.92 |
| 7/21/2022 | 76325 | Washington Fire Safety Supply Company | 54.00 |
| 7/21/2022 | 76326 | Thompson, Lois Langer | 3,462.60 |
| 7/28/2022 | 76327 | Dovi Mae Patino-Liu | 12.02 |
| 7/28/2022 | 76328 | AAA Fire Protection, Inc | 1,107.31 |
| 7/28/2022 | 76329 | Alex Zerbe | 500.00 |
| 7/28/2022 | 76330 | Amazon Capital Services, Inc | 2,390.79 |
| 7/28/2022 | 76331 | Amber Kai Morgan | 350.00 |
| 7/28/2022 | 76332 | Ana C. Siqueira | 150.00 |
| 7/28/2022 | 76333 | Association of Bookmobile & Outreach Services | 350.00 |
| 7/28/2022 | 76334 | Baker & Taylor Books (277930) | 3,169.67 |
| 7/28/2022 | 76335 | Bank of America (0958) | 1,363.73 |
| 7/28/2022 | 76336 | Bank of America (2175) | 2,949.07 |
| 7/28/2022 | 76337 | Bank of America (2945) | 3,355.24 |

**Vouchers
July 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|-----------------------------------|---------------------|
| 7/28/2022 | 76338 | Bank of America (3414) | 122.29 |
| 7/28/2022 | 76339 | Bank of America (3736) | 1,428.89 |
| 7/28/2022 | 76340 | Bank of America (4867) | 2,938.42 |
| 7/28/2022 | 76341 | Bank of America (5800) | 190.83 |
| 7/28/2022 | 76342 | Bank of America (5953) | 425.84 |
| 7/28/2022 | 76343 | Bank of America (8208) | 4,691.97 |
| 7/28/2022 | 76344 | Bank of America (842425) | 3,028.37 |
| 7/28/2022 | 76345 | Brodart Company | 205.02 |
| 7/28/2022 | 76346 | Camano Commons | 1,000.00 |
| 7/28/2022 | 76347 | Camano Hill Water Co. | 126.83 |
| 7/28/2022 | 76348 | Cascade Natural Gas | 115.99 |
| 7/28/2022 | 76349 | City of Edmonds | 18,904.99 |
| 7/28/2022 | 76350 | VOID | 0.00 |
| 7/28/2022 | 76351 | City of Lynnwood | 1,391.73 |
| 7/28/2022 | 76352 | City of Mountlake Terrace | 8,847.24 |
| 7/28/2022 | 76353 | Cloudstone Foundation | 300.00 |
| 7/28/2022 | 76354 | CNA Surety | 2,697.50 |
| 7/28/2022 | 76355 | Colleen Norman | 1,700.00 |
| 7/28/2022 | 76356 | Comcast | 3,706.81 |
| 7/28/2022 | 76357 | Dae Won LLC | 8,112.49 |
| 7/28/2022 | 76358 | Delta Connects | 7,269.10 |
| 7/28/2022 | 76359 | Findaway World, LLC | 34,080.48 |
| 7/28/2022 | 76360 | Freeland Water Dist | 126.09 |
| 7/28/2022 | 76361 | Genuine Auto Glass of Everett LLC | 357.18 |
| 7/28/2022 | 76362 | Guardian Security | 190.93 |
| 7/28/2022 | 76363 | Ingram Library Services | 60,006.45 |
| 7/28/2022 | 76364 | Jimmy's Roofing | 3,608.95 |
| 7/28/2022 | 76365 | Kendall of Marysville | 290.11 |
| 7/28/2022 | 76366 | Language Exchange | 648.36 |
| 7/28/2022 | 76367 | Lithtex NW | 386.96 |
| 7/28/2022 | 76368 | Meerkerk Rhododendron Gardens | 100.00 |
| 7/28/2022 | 76369 | Midwest Library Service | 2,489.16 |
| 7/28/2022 | 76370 | Remit Overrun | 0.00 |
| 7/28/2022 | 76371 | Midwest Tape | 11,724.02 |
| 7/28/2022 | 76372 | Office Depot, INC | 1,323.73 |
| 7/28/2022 | 76373 | Remit Overrun | 0.00 |
| 7/28/2022 | 76374 | Remit Overrun | 0.00 |
| 7/28/2022 | 76375 | Remit Overrun | 0.00 |
| 7/28/2022 | 76376 | Remit Overrun | 0.00 |
| 7/28/2022 | 76377 | Remit Overrun | 0.00 |
| 7/28/2022 | 76378 | Remit Overrun | 0.00 |
| 7/28/2022 | 76379 | Remit Overrun | 0.00 |
| 7/28/2022 | 76380 | Remit Overrun | 0.00 |
| 7/28/2022 | 76381 | Remit Overrun | 0.00 |

**Vouchers
July 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---------------------------------------|---------------------|
| 7/28/2022 | 76382 | Remit Overrun | 0.00 |
| 7/28/2022 | 76383 | Remit Overrun | 0.00 |
| 7/28/2022 | 76384 | Remit Overrun | 0.00 |
| 7/28/2022 | 76385 | Remit Overrun | 0.00 |
| 7/28/2022 | 76386 | Overdrive Inc | 131,823.00 |
| 7/28/2022 | 76387 | Pacific Bonsai Museum | 500.00 |
| 7/28/2022 | 76388 | Pacific Northwest Ballet | 125.00 |
| 7/28/2022 | 76389 | Paper Roll Products | 441.78 |
| 7/28/2022 | 76390 | PetroCard Systems Inc | 2,929.71 |
| 7/28/2022 | 76391 | PUD No 1 of Snohomish County | 17,776.12 |
| 7/28/2022 | 76392 | Puget Sound Energy | 1,104.13 |
| 7/28/2022 | 76393 | Ricoh USA Inc - 31001 | 5,527.24 |
| 7/28/2022 | 76394 | Ringsquared | 93.46 |
| 7/28/2022 | 76395 | Robert Half | 2,686.40 |
| 7/28/2022 | 76396 | Sound Water Stewards of Island County | 100.00 |
| 7/28/2022 | 76397 | Sprague Pest Solutions | 158.45 |
| 7/28/2022 | 76398 | Summit Law Group, PLLC | 224.00 |
| 7/28/2022 | 76399 | Sunnyside Nursery, Inc. | 568.88 |
| 7/28/2022 | 76400 | Talewise LLC | 250.00 |
| 7/28/2022 | 76401 | Thryv, Inc | 710.74 |
| 7/28/2022 | 76402 | Tiffany C Mautino | 1,700.00 |
| 7/28/2022 | 76403 | Timeless Design | 21,364.61 |
| 7/28/2022 | 76404 | Wave Business | 10,346.43 |
| 7/28/2022 | 76405 | Ziply Fiber | 11,204.96 |
| 7/28/2022 | 76406 | City of Langley | 377.40 |
| 7/30/2022 | 76407 | Assured Partners of WA, LLC | 7,442.21 |
| 7/30/2022 | 76408 | Canopy Wellbeing | 1,112.50 |
| 7/30/2022 | 76409 | Delta Dental of Washington | 33,288.55 |
| 7/30/2022 | 76410 | Employment Security Dept (UI) | 7,694.29 |
| 7/30/2022 | 76411 | Kaiser Permanente | 85,368.65 |
| 7/30/2022 | 76412 | Lifewise Assurance Company | 30,627.15 |
| 7/30/2022 | 76413 | Lincoln National Life Ins Company | 8,696.19 |
| 7/30/2022 | 76414 | Navia Benefit Solutions Client Pay | 2,061.05 |
| 7/30/2022 | 76415 | Premera Blue Cross | 9,456.42 |
| 7/30/2022 | 76416 | Sno-Isle Library Foundation | 415.00 |
| | | | <u>1,950,683.89</u> |

Sno-Isle Libraries
August 2022 Payroll and August 2022 Vouchers

Direct Deposits, Employee Deductions \$ 2,450,548.38

**Vendor Checks 76454, 76465, 76485, 76521, 76583, 76648, 76662 and
76712 through 76721, Plus Electronic Fund Transfers** \$ 841,375.02

Total Payroll and Benefits \$ 3,291,923.40

**Accounts Payable Checks 76417 through 76721 less
checks listed above, plus Electronic Transfers** \$ 1,656,424.38

Total Payroll, Benefits and Accounts Payable \$ 4,948,347.78 *

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 September 19, 2022.



Finance Director

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

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

August 2022 Payroll

| | | | |
|--------------------------------|----|--------------|------------------------|
| Employee Pay - Direct Deposit | \$ | 1,769,940.23 | |
| Plus: Employee Deductions | \$ | 680,608.15 | |
| Sub-Total Gross Payroll | | | \$ 2,450,548.38 |

| | | | |
|---|----|--------------|------------------------|
| Vendor Checks 76454, 76465, 76485, 76521, 76583, 76648, 76662 and 76712 through 76721 | \$ | 199,460.86 | * |
| Electronic Funds Transfer- Employer Federal Taxes | \$ | 221,060.49 | |
| Electronic Funds Transfer - Empower - 457 Plan | \$ | 13,358.46 | |
| Electronic Funds Transfer - Mission Square - 457 Plan | \$ | 54,113.76 | |
| Electronic Funds Transfer - PERS - Retirement Plan | \$ | 371,611.59 | |
| Electronic Funds Transfer - Navia - FSA | \$ | 11,183.01 | |
| Electronic Funds Transfer - Navia - HRA/MRA | \$ | 6,729.53 | |
| Electronic Funds Transfer - Premera - Medical | \$ | 214,574.44 | |
| Electronic Funds Transfer - Washington State Support Registry | \$ | 736.84 | |
| Less: Employee Benefit Deductions | \$ | (251,453.96) | |
| Sub-Total Benefits - Employer Expense | | | \$ 841,375.02 |
| Total Payroll and Benefits | | | \$ 3,291,923.40 |

August 2022 Accounts Payable

| | | | |
|---|----|--------------|------------------------|
| Checks 76417 through 76721 less checks listed above | \$ | 1,652,740.47 | ** |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax | \$ | 3,683.91 | |
| Sub-Total Accounts Payable | | | \$ 1,656,424.38 |
| Total Payroll, Benefits and Accounts Payable | | | \$ 4,948,347.78 |

Adjustments

| | | | |
|---|----|-----------|---------------------|
| Paycom Direct Service Fee | \$ | 17,825.30 | |
| Refunds and Credits | \$ | 715.64 | |
| Refund Interest | \$ | 0.21 | |
| Bank Service Charge | \$ | 268.98 | |
| Travel & Business Expense Reimbursement paid in Payroll | \$ | 4,355.11 | |
| Total Adjustments | | | \$ 23,165.24 |

August 2022 Total Expenditures **\$ 4,971,513.02** ***

| | | |
|--|----|---------------------|
| * Benefit invoices paid through Accounts Payable Checks | \$ | 199,460.86 |
| ** Regular invoices paid through Accounts Payable Checks | \$ | 1,652,740.47 |
| Total Accounts Payable Check Payments | \$ | 1,852,201.33 |

*** Equals Expenditure Summary Total

Vouchers August 2022

| Date | Check | Payee | Check Amount |
|-------------|--------------|--|---------------------|
| 8/11/2022 | 75227 | Susan Kostick - Void - Reissue on ck 76532 | -110.00 |
| 8/3/2022 | 76120 | Void | -49.00 |
| 8/30/2022 | 76162 | Void | -150.00 |
| 8/16/2022 | 76169 | MRSC Rosters - Void Reissue to WA Finace Officers Assoc ck 76594 | -100.00 |
| 8/16/2022 | 76471 | Void | -40.00 |
| 8/30/2022 | 76585 | Void | -640.00 |
| 8/30/2022 | 76595 | Void | -624.85 |
| 8/3/2022 | 76417 | AAA Fire Protection, Inc | 687.33 |
| 8/3/2022 | 76418 | Allied Universal | 19,262.70 |
| 8/3/2022 | 76419 | Amazon Capital Services, Inc | 813.88 |
| 8/3/2022 | 76420 | Backstage Library Works, Inc | 928.90 |
| 8/3/2022 | 76421 | Baker & Taylor Books (277930) | 2,138.52 |
| 8/3/2022 | 76422 | City of Granite Falls | 40.00 |
| 8/3/2022 | 76423 | Daily Journal of Commerce | 133.40 |
| 8/3/2022 | 76424 | Del Sol Inc | 58,565.75 |
| 8/3/2022 | 76425 | EBSCO | 35,076.00 |
| 8/3/2022 | 76426 | FATBEAM, LLC | 4,979.00 |
| 8/3/2022 | 76427 | Gale/Cengage Learning | 4,579.35 |
| 8/3/2022 | 76428 | Hanna Loulse Johnson | 200.00 |
| 8/3/2022 | 76429 | Ingram Library Services | 16,363.43 |
| 8/3/2022 | 76430 | Island County EDC | 315.00 |
| 8/3/2022 | 76431 | Kanopy, Inc. | 7,459.00 |
| 8/3/2022 | 76432 | Kendall of Marysville | 189.49 |
| 8/3/2022 | 76433 | Liberty Scanning LLC | 1,227.66 |
| 8/3/2022 | 76434 | Library Ideas | 2,909.88 |
| 8/3/2022 | 76435 | Lithtex NW | 540.26 |
| 8/3/2022 | 76436 | Midwest Tape | 5,856.17 |
| 8/3/2022 | 76437 | OCLC Inc (34299) | 951.00 |
| 8/3/2022 | 76438 | Office Depot, INC | 972.75 |
| 8/3/2022 | 76439 | Remit Overrun | 0.00 |
| 8/3/2022 | 76440 | Remit Overrun | 0.00 |
| 8/3/2022 | 76441 | Remit Overrun | 0.00 |
| 8/3/2022 | 76442 | Remit Overrun | 0.00 |
| 8/3/2022 | 76443 | Remit Overrun | 0.00 |
| 8/3/2022 | 76444 | Remit Overrun | 0.00 |
| 8/3/2022 | 76445 | Remit Overrun | 0.00 |
| 8/3/2022 | 76446 | Remit Overrun | 0.00 |
| 8/3/2022 | 76447 | Remit Overrun | 0.00 |
| 8/3/2022 | 76448 | Overdrive Inc | 51,165.22 |
| 8/3/2022 | 76449 | Paper Roll Products | 483.05 |
| 8/3/2022 | 76450 | PBC Guru LLC | 8,500.00 |
| 8/3/2022 | 76451 | PUD No 1 of Snohomish County | 381.84 |

**Vouchers
August 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|----------------------------------|---------------------|
| 8/3/2022 | 76452 | Rev.com, Inc | 303.00 |
| 8/3/2022 | 76453 | Ricoh USA Inc - 31001 | 207.15 |
| 8/3/2022 | 76454 | Robert Half | 2,686.40 |
| 8/3/2022 | 76455 | Ryan, Paul | 133.74 |
| 8/3/2022 | 76456 | S-R Broadcasting Co Inc | 1,050.00 |
| 8/3/2022 | 76457 | Seattle Times | 6,650.00 |
| 8/3/2022 | 76458 | Skagit Publishing | 640.00 |
| 8/3/2022 | 76459 | Sound Publishing | 76.44 |
| 8/3/2022 | 76460 | Sprague Pest Solutions | 1,203.25 |
| 8/3/2022 | 76461 | Susan Kostick | 162.63 |
| 8/3/2022 | 76462 | T Mobile | 270.91 |
| 8/3/2022 | 76463 | Teresa Wippel Communications LLC | 425.00 |
| 8/3/2022 | 76464 | WCP Solutions | 564.59 |
| 8/3/2022 | 76465 | Wellable LLC | 234.00 |
| 8/3/2022 | 76466 | Ziply Fiber | 4,824.47 |
| 8/11/2022 | 76467 | 8X8 Inc | 8,411.47 |
| 8/11/2022 | 76468 | A Touch of Magic, Inc | 500.00 |
| 8/11/2022 | 76469 | Allied Universal | 19,094.40 |
| 8/11/2022 | 76470 | Amazon Capital Services, Inc | 396.47 |
| 8/11/2022 | 76471 | Ann Carolyn Muenchow | 40.00 |
| 8/11/2022 | 76472 | AT&T Mobility (6463) | 45.23 |
| 8/11/2022 | 76473 | Baker & Taylor Books (277930) | 2,829.05 |
| 8/11/2022 | 76474 | Beacon Publishing Inc | 637.50 |
| 8/11/2022 | 76475 | Bibliotheca LLC | 4,669.87 |
| 8/11/2022 | 76476 | Blackstone Publishing | 103.23 |
| 8/11/2022 | 76477 | Brodart Company | 87.01 |
| 8/11/2022 | 76478 | Cascade Natural Gas | 89.21 |
| 8/11/2022 | 76479 | City of Arlington | 168.45 |
| 8/11/2022 | 76480 | City of Brier | 148.66 |
| 8/11/2022 | 76481 | City of Granite Falls | 118.13 |
| 8/11/2022 | 76482 | City of Monroe | 1,015.72 |
| 8/11/2022 | 76483 | City of Snohomish | 3,106.13 |
| 8/11/2022 | 76484 | Cornell Lab of Ornithology | 525.00 |
| 8/11/2022 | 76485 | Dept of Enterprise Services | 133.72 |
| 8/11/2022 | 76486 | E.J. Harris Photography | 3,663.00 |
| 8/11/2022 | 76487 | Findaway World, LLC | 3,800.88 |
| 8/11/2022 | 76488 | Gale/Cengage Learning | 831.22 |
| 8/11/2022 | 76489 | Hillis Clark Martin & Peterson | 126.00 |
| 8/11/2022 | 76490 | Remit Overrun | 0.00 |
| 8/11/2022 | 76491 | Ingram Library Services | 33,901.92 |
| 8/11/2022 | 76492 | Island Disposal Inc | 159.77 |
| 8/11/2022 | 76493 | Island Shakespeare Festival | 75.00 |

**Vouchers
August 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---------------------------------|---------------------|
| 8/11/2022 | 76494 | Kathy Lynott | 400.00 |
| 8/11/2022 | 76495 | Kendall of Marysville | 112.66 |
| 8/11/2022 | 76496 | KeyBank National Association | 750.96 |
| 8/11/2022 | 76497 | Lamar Transit, LLC | 2,399.00 |
| 8/11/2022 | 76498 | Lemay Mobile Shredding | 169.52 |
| 8/11/2022 | 76499 | Martin Munguia | 1,236.63 |
| 8/11/2022 | 76500 | Midwest Library Service | 4,542.74 |
| 8/11/2022 | 76501 | Remit Overrun | 0.00 |
| 8/11/2022 | 76502 | Midwest Tape | 20,306.90 |
| 8/11/2022 | 76503 | Mukilteo Water & Waste District | 2,975.01 |
| 8/11/2022 | 76504 | North County Outlook | 330.00 |
| 8/11/2022 | 76505 | Office Depot, INC | 2,720.11 |
| 8/11/2022 | 76506 | Remit Overrun | 0.00 |
| 8/11/2022 | 76507 | Remit Overrun | 0.00 |
| 8/11/2022 | 76508 | Remit Overrun | 0.00 |
| 8/11/2022 | 76509 | Remit Overrun | 0.00 |
| 8/11/2022 | 76510 | Remit Overrun | 0.00 |
| 8/11/2022 | 76511 | Remit Overrun | 0.00 |
| 8/11/2022 | 76512 | Remit Overrun | 0.00 |
| 8/11/2022 | 76513 | Overdrive Inc | 141,677.66 |
| 8/11/2022 | 76514 | Paper Roll Products | 305.34 |
| 8/11/2022 | 76515 | ParentMap | 3,930.00 |
| 8/11/2022 | 76516 | Patron Point, Inc. | 378.08 |
| 8/11/2022 | 76517 | PetroCard Systems Inc | 2,532.22 |
| 8/11/2022 | 76518 | PUD No 1 of Snohomish County | 631.61 |
| 8/11/2022 | 76519 | Puget Sound Energy | 1,638.46 |
| 8/11/2022 | 76520 | Republic Services 197 | 814.09 |
| 8/11/2022 | 76521 | Robert Half | 2,149.12 |
| 8/11/2022 | 76522 | Salish Networks | 2,446.71 |
| 8/11/2022 | 76523 | Silver Lake Water & Sewer | 181.07 |
| 8/11/2022 | 76524 | Sno-Isle Refund Account | 86.95 |
| 8/11/2022 | 76525 | Sprague Pest Solutions | 52.22 |
| 8/11/2022 | 76526 | Thryv, Inc | 123.69 |
| 8/11/2022 | 76527 | Town of Coupeville | 223.12 |
| 8/11/2022 | 76528 | Tsai Fong Books Inc | 95.53 |
| 8/11/2022 | 76529 | U S Yellow Pages | 111.90 |
| 8/11/2022 | 76530 | Verizon Communications Inc | 310.12 |
| 8/11/2022 | 76531 | Waste Management | 3,432.08 |
| 8/11/2022 | 76532 | Susan Kostick | 110.00 |
| 8/11/2022 | 76533 | Jennifer Sullivan | 135.00 |
| 8/18/2022 | 76534 | Air Care System | 3,081.55 |
| 8/18/2022 | 76535 | Amazon Capital Services, Inc | 424.46 |

**Vouchers
August 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|--|---------------------|
| 8/18/2022 | 76536 | Asavie Technologies Inc | 1,154.68 |
| 8/18/2022 | 76537 | Baker & Taylor Books (277930) | 2,615.49 |
| 8/18/2022 | 76538 | CDW Government Inc | 128.23 |
| 8/18/2022 | 76539 | Cedar Grove Organics Recycling LLC | 370.97 |
| 8/18/2022 | 76540 | Cerium Networks Inc | 10,194.56 |
| 8/18/2022 | 76541 | City of Sultan | 170.88 |
| 8/18/2022 | 76542 | Comcast | 3,706.89 |
| 8/18/2022 | 76543 | Crystal Mt. Pure Drinking Water | 44.53 |
| 8/18/2022 | 76544 | Del Sol Inc | 66,017.75 |
| 8/18/2022 | 76545 | Delta Connects | 2,240.76 |
| 8/18/2022 | 76546 | Demco Inc (8048) | 711.00 |
| 8/18/2022 | 76547 | Dick's Towing Inc | 247.28 |
| 8/18/2022 | 76548 | E - Rate Expertise Inc | 1,612.50 |
| 8/18/2022 | 76549 | Gale/Cengage Learning | 1,027.46 |
| 8/18/2022 | 76550 | Holaday-Parks, Inc | 602.03 |
| 8/18/2022 | 76551 | HP Inc | 74,365.29 |
| 8/18/2022 | 76552 | Ingram Library Services | 28,237.19 |
| 8/18/2022 | 76553 | Island County EDC | 40.00 |
| 8/18/2022 | 76554 | Jimmy's Roofing | 179,456.90 |
| 8/18/2022 | 76555 | Joint Council of Librarians of Color, Inc. | 960.00 |
| 8/18/2022 | 76556 | Lamar Transit, LLC | 300.00 |
| 8/18/2022 | 76557 | Language Testing International | 1,118.00 |
| 8/18/2022 | 76558 | Liberty Scanning LLC | 497.70 |
| 8/18/2022 | 76559 | Lithtex NW | 522.26 |
| 8/18/2022 | 76560 | Midwest Library Service | 1,033.93 |
| 8/18/2022 | 76561 | Midwest Tape | 3,849.43 |
| 8/18/2022 | 76562 | MSR Design | 37,112.69 |
| 8/18/2022 | 76563 | OrangeBoy Inc | 3,352.00 |
| 8/18/2022 | 76564 | Remit Overrun | 0.00 |
| 8/18/2022 | 76565 | Remit Overrun | 0.00 |
| 8/18/2022 | 76566 | Remit Overrun | 0.00 |
| 8/18/2022 | 76567 | Remit Overrun | 0.00 |
| 8/18/2022 | 76568 | Remit Overrun | 0.00 |
| 8/18/2022 | 76569 | Remit Overrun | 0.00 |
| 8/18/2022 | 76570 | Remit Overrun | 0.00 |
| 8/18/2022 | 76571 | Remit Overrun | 0.00 |
| 8/18/2022 | 76572 | Remit Overrun | 0.00 |
| 8/18/2022 | 76573 | Remit Overrun | 0.00 |
| 8/18/2022 | 76574 | Overdrive Inc | 71,636.68 |
| 8/18/2022 | 76575 | Pacific Publishing Co Inc | 293.25 |
| 8/18/2022 | 76576 | Pacific Tree Management LLC | 3,093.19 |
| 8/18/2022 | 76577 | Prime Self Storage | 814.00 |

**Vouchers
August 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|------------------------------------|---------------------|
| 8/18/2022 | 76578 | PUD No 1 of Snohomish County | 1,024.50 |
| 8/18/2022 | 76579 | Puget Sound Energy | 148.86 |
| 8/18/2022 | 76580 | Ricoh USA Inc - 31001 | 8,204.53 |
| 8/18/2022 | 76581 | Ricoh USA Inc - 650073 | 23,640.20 |
| 8/18/2022 | 76582 | Ringsquared | 85.79 |
| 8/18/2022 | 76583 | Robert Half | 3,262.99 |
| 8/18/2022 | 76584 | SHI International | 16,463.33 |
| 8/18/2022 | 76585 | Skagit Publishing | 640.00 |
| 8/18/2022 | 76586 | Sno-Isle Refund Account | 230.87 |
| 8/18/2022 | 76587 | Snohomish Regional Fire and Rescue | 75.00 |
| 8/18/2022 | 76588 | Sound Publishing | 2,894.50 |
| 8/18/2022 | 76589 | Sprague Pest Solutions | 549.20 |
| 8/18/2022 | 76590 | The Hanover Insurance Company | 10,352.70 |
| 8/18/2022 | 76591 | Timeless Design | 41,145.42 |
| 8/18/2022 | 76592 | U S Bank Equipment Finance | 299.97 |
| 8/18/2022 | 76593 | Visionary Office Furniture | 1,612.20 |
| 8/18/2022 | 76594 | WA Finance Officers Assoc | 100.00 |
| 8/18/2022 | 76595 | Washington State Ferries | 624.85 |
| 8/18/2022 | 76596 | Wave Business | 10,346.43 |
| 8/18/2022 | 76597 | WCP Solutions | 778.54 |
| 8/18/2022 | 76598 | Whidbey Camano Land Trust | 100.00 |
| 8/18/2022 | 76599 | Whidbey Telecom | 600.92 |
| 8/18/2022 | 76600 | Ziply Fiber | 11,204.96 |
| 8/25/2022 | 76601 | Allied Universal | 20,547.90 |
| 8/25/2022 | 76602 | Amazon (530958) | 935.44 |
| 8/25/2022 | 76603 | Remit Overrun | 0.00 |
| 8/25/2022 | 76604 | Amazon Capital Services, Inc | 2,324.72 |
| 8/25/2022 | 76605 | Baker & Taylor Books (277930) | 895.94 |
| 8/25/2022 | 76606 | Bank of America (0958) | 1,445.07 |
| 8/25/2022 | 76607 | Bank of America (2175) | 4,053.90 |
| 8/25/2022 | 76608 | Bank of America (2945) | 1,226.25 |
| 8/25/2022 | 76609 | Bank of America (3414) | 1,930.90 |
| 8/25/2022 | 76610 | Bank of America (3736) | 3,651.74 |
| 8/25/2022 | 76611 | Bank of America (4867) | 1,059.57 |
| 8/25/2022 | 76612 | Bank of America (5800) | 2,339.20 |
| 8/25/2022 | 76613 | Bank of America (5953) | 632.89 |
| 8/25/2022 | 76614 | Bank of America (8208) | 4,991.96 |
| 8/25/2022 | 76615 | Blackstone Publishing | 399.24 |
| 8/25/2022 | 76616 | Brodart Company | 1,035.49 |
| 8/25/2022 | 76617 | Demco Inc (8048) | 1,324.09 |
| 8/25/2022 | 76618 | Void | 0.00 |
| 8/25/2022 | 76619 | Emanuel Rodriguez | 100.00 |

Vouchers August 2022

| Date | Check | Payee | Check Amount |
|-------------|--------------|--|---------------------|
| 8/25/2022 | 76620 | Everett Safe & Lock | 89.99 |
| 8/25/2022 | 76621 | Gale/Cengage Learning | 2,652.89 |
| 8/25/2022 | 76622 | Holaday-Parks, Inc | 620.63 |
| 8/25/2022 | 76623 | Ingram Library Services | 8,596.62 |
| 8/25/2022 | 76624 | Jimmy's Roofing | 18,072.20 |
| 8/25/2022 | 76625 | Lithtex NW | 312.24 |
| 8/25/2022 | 76626 | Midwest Library Service | 503.88 |
| 8/25/2022 | 76627 | Midwest Tape | 7,756.49 |
| 8/25/2022 | 76628 | MSR Design | 1,732.88 |
| 8/25/2022 | 76629 | Nancy Stewart | 350.00 |
| 8/25/2022 | 76630 | OCLC Inc (34299) | 65,327.21 |
| 8/25/2022 | 76631 | Remit Overrun | 0.00 |
| 8/25/2022 | 76632 | Office Depot, INC | 2,944.15 |
| 8/25/2022 | 76633 | Remit Overrun | 0.00 |
| 8/25/2022 | 76634 | Remit Overrun | 0.00 |
| 8/25/2022 | 76635 | Remit Overrun | 0.00 |
| 8/25/2022 | 76636 | Remit Overrun | 0.00 |
| 8/25/2022 | 76637 | Remit Overrun | 0.00 |
| 8/25/2022 | 76638 | Remit Overrun | 0.00 |
| 8/25/2022 | 76639 | Remit Overrun | 0.00 |
| 8/25/2022 | 76640 | Remit Overrun | 0.00 |
| 8/25/2022 | 76641 | Overdrive Inc | 68,224.45 |
| 8/25/2022 | 76642 | Paper Roll Products | 742.79 |
| 8/25/2022 | 76643 | PetroCard Systems Inc | 2,726.09 |
| 8/25/2022 | 76644 | PUD No 1 of Snohomish County | 70.22 |
| 8/25/2022 | 76645 | Puget Sound Energy | 544.22 |
| 8/25/2022 | 76646 | Ricoh USA Inc - 31001 | 425.15 |
| 8/25/2022 | 76647 | Ricoh USA Inc - 650073 | 464.13 |
| 8/25/2022 | 76648 | Robert Half | 3,902.29 |
| 8/25/2022 | 76649 | Smokey Point NW LLC | 7,660.17 |
| 8/25/2022 | 76650 | Snohomish County Planning & Development Services | 97.85 |
| 8/25/2022 | 76651 | Sound Maintenance Services, Inc | 56,331.23 |
| 8/25/2022 | 76652 | Springshare LLC | 500.00 |
| 8/25/2022 | 76653 | Sunbelt Rentals, Inc | 213.17 |
| 8/25/2022 | 76654 | Timeless Design | 411.97 |
| 8/25/2022 | 76655 | Town of Coupeville | 50.00 |
| 8/25/2022 | 76656 | U S Bank Equipment Finance | 327.47 |
| 8/25/2022 | 76657 | Verizon Wireless (660108) | 9,596.88 |
| 8/25/2022 | 76658 | Remit Overrun | 0.00 |
| 8/25/2022 | 76659 | Walter E Nelson Co of Western WA | 14,982.50 |
| 8/25/2022 | 76660 | EBSCO | 22,092.25 |
| 8/31/2022 | 76661 | Remit Overrun | 0.00 |

**Vouchers
August 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|--|---------------------|
| 8/31/2022 | 76662 | Amazon Capital Services, Inc | 1,296.83 |
| 8/31/2022 | 76663 | Baker & Taylor Books (277930) | 4,151.88 |
| 8/31/2022 | 76664 | Beacon Publishing Inc | 637.50 |
| 8/31/2022 | 76665 | Better Impact USA, Inc | 745.00 |
| 8/31/2022 | 76666 | Camano Commons | 1,000.00 |
| 8/31/2022 | 76667 | Cascade Natural Gas | 13.00 |
| 8/31/2022 | 76668 | CDW Government Inc | 7,177.69 |
| 8/31/2022 | 76669 | Center Point Large Print | 720.90 |
| 8/31/2022 | 76670 | City of Marysville | 1,767.57 |
| 8/31/2022 | 76671 | FATBEAM, LLC | 4,979.00 |
| 8/31/2022 | 76672 | Findaway World, LLC | 6,113.16 |
| 8/31/2022 | 76673 | Gale/Cengage Learning | 2,185.91 |
| 8/31/2022 | 76674 | ID Label, Inc | 2,210.97 |
| 8/31/2022 | 76675 | Remit Overrun | 0.00 |
| 8/31/2022 | 76676 | Ingram Library Services | 40,565.74 |
| 8/31/2022 | 76677 | Iron Mountain | 1,892.99 |
| 8/31/2022 | 76678 | Language Exchange | 639.12 |
| 8/31/2022 | 76679 | Language Testing International | 340.00 |
| 8/31/2022 | 76680 | Lithtex NW | 461.04 |
| 8/31/2022 | 76681 | Remit Overrun | 0.00 |
| 8/31/2022 | 76682 | Midwest Tape | 5,995.14 |
| 8/31/2022 | 76683 | National Public Employer Labor Relations Assoc | 95.00 |
| 8/31/2022 | 76684 | Office Depot, INC | 1,548.47 |
| 8/31/2022 | 76685 | Remit Overrun | 0.00 |
| 8/31/2022 | 76686 | Remit Overrun | 0.00 |
| 8/31/2022 | 76687 | Remit Overrun | 0.00 |
| 8/31/2022 | 76688 | Remit Overrun | 0.00 |
| 8/31/2022 | 76689 | Remit Overrun | 0.00 |
| 8/31/2022 | 76690 | Remit Overrun | 0.00 |
| 8/31/2022 | 76691 | Remit Overrun | 0.00 |
| 8/31/2022 | 76692 | Remit Overrun | 0.00 |
| 8/31/2022 | 76693 | Remit Overrun | 0.00 |
| 8/31/2022 | 76694 | Remit Overrun | 0.00 |
| 8/31/2022 | 76695 | Remit Overrun | 0.00 |
| 8/31/2022 | 76696 | Remit Overrun | 0.00 |
| 8/31/2022 | 76697 | Remit Overrun | 0.00 |
| 8/31/2022 | 76698 | Overdrive Inc | 56,591.81 |
| 8/31/2022 | 76699 | Paper Roll Products | 304.45 |
| 8/31/2022 | 76700 | Platt Electric Supply | 82.95 |
| 8/31/2022 | 76701 | PODS Enterprises, LLC | 556.03 |
| 8/31/2022 | 76702 | Puget Sound Energy | 415.16 |
| 8/31/2022 | 76703 | PUD No 1 of Snohomish County | 13,787.99 |

**Vouchers
August 2022**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---------------------------------------|---------------------|
| 8/31/2022 | 76704 | Robert Half | 6,716.76 |
| 8/31/2022 | 76705 | Silver Kite Community Arts | 320.00 |
| 8/31/2022 | 76706 | Silver Kite Community Arts | 320.00 |
| 8/31/2022 | 76707 | Silver Kite Community Arts | 320.00 |
| 8/31/2022 | 76708 | Sprague Pest Solutions | 531.76 |
| 8/31/2022 | 76709 | Sterling Volunteers | 51.00 |
| 8/31/2022 | 76710 | Washington State Ferries | 624.85 |
| 8/31/2022 | 76711 | Washington State Ferries | 25.00 |
| 8/31/2022 | 76712 | Assured Partners of WA, LLC | 7,319.23 |
| 8/31/2022 | 76713 | Canopy Wellbeing | 1,112.50 |
| 8/31/2022 | 76714 | Delta Dental of Washington | 33,128.71 |
| 8/31/2022 | 76715 | Kaiser Permanente | 87,004.60 |
| 8/31/2022 | 76716 | Lifewise Assurance Company | 30,487.30 |
| 8/31/2022 | 76717 | Lincoln National Life Ins Company | 8,778.58 |
| 8/31/2022 | 76718 | Navia Benefit Solutions Client Pay | 2,049.05 |
| 8/31/2022 | 76719 | Premera Blue Cross | 9,413.24 |
| 8/31/2022 | 76720 | Snohomish County Superior Court Clerk | 250.00 |
| 8/31/2022 | 76721 | Sno-Isle Library Foundation | 415.00 |
| | | | <hr/> |
| | | | 1,852,201.33 |
| | | | <hr/> |

Executive Director

BOARD REPORT

September 2022

Lois Langer Thompson
Executive Director

Community / Stakeholder meetings

- Future of Clinton Library Community meeting
- Future Arlington Library Preview meeting
- Diane Kamionka, Executive Director at NW Innovation Resource Center
- Liza Patchen-Short, Children's Mental Health Liaison – Snohomish County Human Services Department
- Economic Alliance of Snohomish County Coffee Chats: Private Long-Term Care Insurance and WA Cares Act

Library Board of Trustees Meetings

- Board President
- Strategic Planning / Finance Committee

Library Updates

- District Manager interviews
- Friends of the Library
- Strategic Goals

Financial Update

FINANCE DEPARTMENT

August 2022

July 2022 Revenue Summary:

- Total revenues in July were \$345k compared to the monthly budget of \$627k.
- Year to date (YTD) total revenues were \$35.3M compared to the YTD budget of \$36.1M.
- General property tax receipts for July were \$212k. YTD tax receipts were above budget by \$177k. 54.1% of the annual property tax budget has been received to date.
- Timber tax and associated excise tax revenues for July were \$13k. YTD tax receipts were above budget by \$42k.
- Investment Interest for July was \$68k. YTD interest was \$157k above budget.
- Print/copy services, lost materials revenue, city contract fees, and donations for July were collectively \$10k. YTD revenue was below budget by \$143k.
- Other Revenues (surplus sales, E-Rate reimbursements, and grants) for July were \$42k. YTD other revenues were below budget by \$950k.

July 2022 Expenditures Summary:

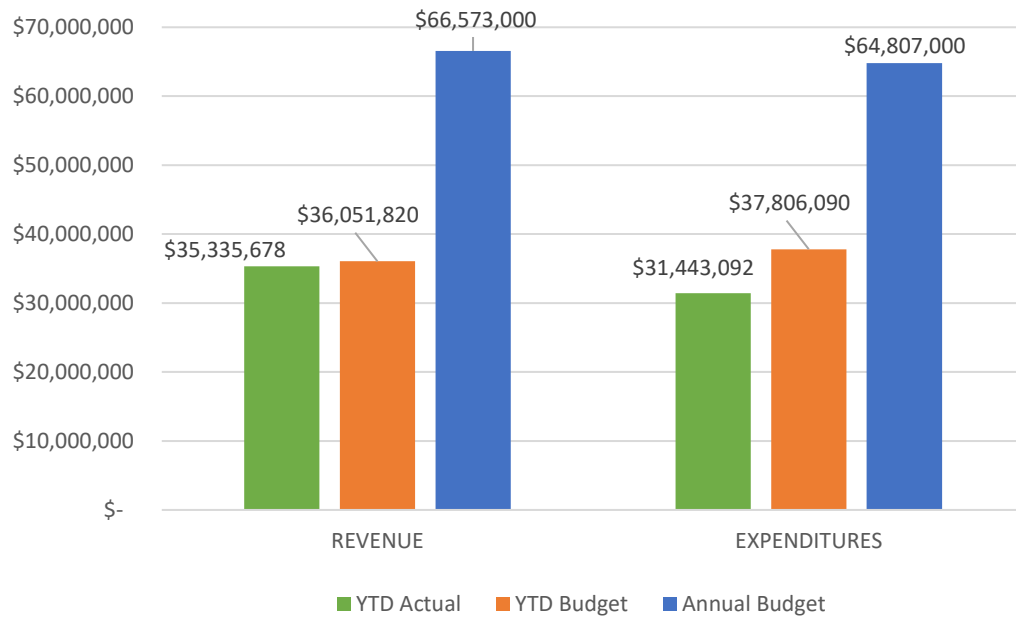
- Total expenditures in July were \$5.0M compared to the monthly budget of \$5.4M.
- Total expenditures YTD were \$31.4M compared to the YTD budget of \$37.8M.
- Salaries & Benefits for July were \$3.2M. YTD salaries & benefits were \$1.3M below budget.
- Collection materials expenditures for July were \$691k. YTD materials were \$96k above budget.
- Capital expenditures for July were \$0. YTD expenditures were \$3.4M below budget.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for July were \$1.1M. YTD all other expenditures were under budget by \$1.8M.

Financial Update

FINANCE DEPARTMENT

August 2022

July 2022 Year-to-Date Summary:



Sno-Isle Regional Library System

Statement of Revenues

Revenue Summary

From 7/1/2022 Through 7/31/2022

(In Whole Numbers)

| | | Period Actual | YTD Actual | YTD Budget | Annual Budget | % Annual Budget Recv'd |
|------|-----------------------------|---------------|------------|------------|---------------|---------------------------|
| | Revenues | | | | | |
| 01.0 | Property Taxes | 211,850 | 33,889,721 | 33,712,810 | 62,606,150 | 54.13% |
| 02.0 | Timber Tax / Sales | 13,020 | 461,049 | 418,700 | 675,000 | 68.30% |
| 03.0 | Print/Copy Services | 1,483 | 10,866 | 7,000 | 12,000 | 90.54% |
| 04.0 | Services/City Contract Fees | 0 | 1,925 | 2,240 | 3,850 | 50.00% |
| 05.0 | Lost Materials Paid | 5,271 | 37,433 | 20,440 | 35,000 | 106.95% |
| 06.0 | Investment Interest | 68,238 | 361,470 | 204,190 | 350,000 | 103.27% |
| 07.0 | Donations Private Sources | 3,516 | 11,456 | 175,000 | 300,000 | 3.81% |
| 08.0 | Other Revenue | 41,729 | 561,758 | 1,511,440 | 2,591,000 | 21.68% |
| | Total Revenues | 345,106 | 35,335,678 | 36,051,820 | 66,573,000 | 53.08% |

Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 7/1/2022 Through 7/31/2022
(In Whole Numbers)

| | | Period Actual | YTD Actual | YTD Budget | Annual Budget | % Annual Budget Used |
|------|------------------------------------|---------------|------------|------------|---------------|-------------------------|
| | Expenditures | | | | | |
| 10.0 | Salaries & Benefits | 3,197,701 | 22,456,238 | 23,782,850 | 40,770,000 | 55.08% |
| 20.0 | Materials | 691,131 | 4,424,330 | 4,328,310 | 7,420,000 | 59.62% |
| 26.0 | Professional & Contract Services | 328,819 | 1,439,889 | 1,890,490 | 3,240,000 | 44.44% |
| 35.0 | Equipment & Furnishings | 603 | 59,601 | 477,680 | 819,000 | 7.27% |
| 38.0 | Maintenance & Repair | 66,014 | 308,280 | 359,030 | 615,000 | 50.12% |
| 41.0 | Software License & Maint Fees | 281,715 | 931,024 | 929,740 | 1,594,000 | 58.40% |
| 42.0 | Communications | 56,216 | 330,805 | 359,660 | 616,000 | 53.70% |
| 43.0 | Office & Operating Supplies | 31,410 | 222,507 | 492,450 | 844,000 | 26.36% |
| 44.0 | Utilities | 49,184 | 305,885 | 315,770 | 541,000 | 56.54% |
| 45.0 | Rentals & Leases | 51,428 | 282,994 | 285,320 | 489,000 | 57.87% |
| 46.0 | Insurance | 114,643 | 148,543 | 115,500 | 198,000 | 75.02% |
| 48.0 | Employee Training / Travel | 24,648 | 112,543 | 146,440 | 251,000 | 44.83% |
| 49.0 | Miscellaneous | 96,653 | 343,550 | 430,920 | 738,000 | 46.55% |
| 50.0 | Strategic Initiatives / Innovation | 0 | 0 | 437,500 | 750,000 | 0.00% |
| 62.0 | Capital - Bldgs & Improvements | 0 | 0 | 3,344,180 | 5,733,000 | 0.00% |
| 64.4 | Capital - Vehicles | 0 | 76,903 | 110,250 | 189,000 | 40.68% |
| | Total Expenditures | 4,990,166 | 31,443,092 | 37,806,090 | 64,807,000 | 48.52% |

Financial Update

FINANCE DEPARTMENT

September 2022

August 2022 Revenue Summary:

- **Total revenues in August were \$1.1M compared to the monthly budget of \$738k. Year to date (YTD) total revenues were \$36.4M compared to the YTD budget of \$36.8M.**
- General property tax receipts for August were \$243k. YTD tax receipts were above budget by \$46k. 54.5% of the annual property tax budget has been received to date.
- Timber tax and associated excise tax revenues for August were \$125k. YTD tax receipts were above budget by \$77k.
- Investment Interest for August was \$88k. YTD interest was \$216k above budget.
- Print/copy services, lost materials revenue, city contract fees, and donations for August were collectively \$99k. YTD revenue was below budget by \$73k.
- Other Revenues (surplus sales, E-Rate reimbursements, and grants) for August were \$557k. YTD other revenues were below budget by \$609k.

August 2022 Expenditures Summary:

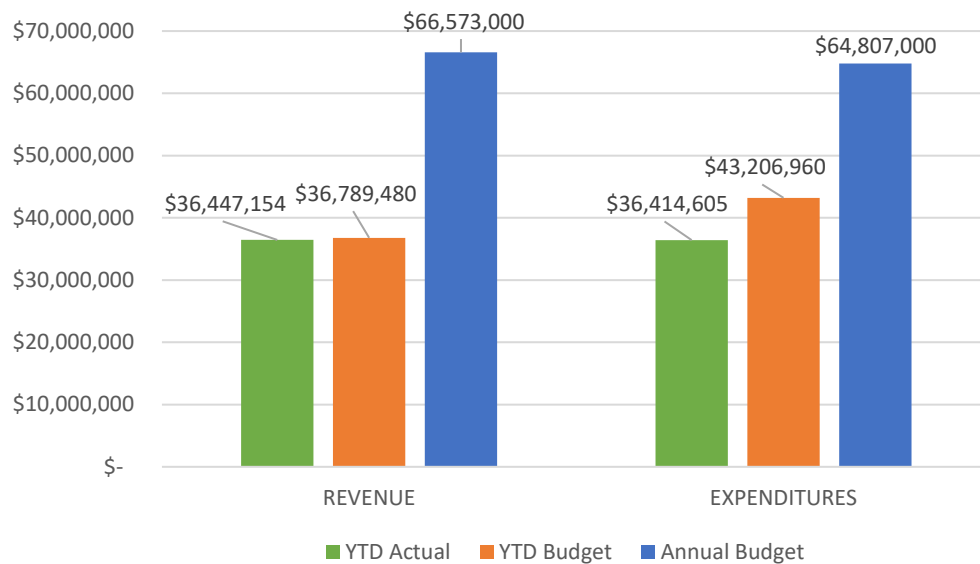
- **Total expenditures in August were \$5.0M compared to the monthly budget of \$5.4M. Total expenditures YTD were \$36.4M compared to the YTD budget of \$43.2M.**
- Salaries & Benefits for August were \$3.3M. YTD salaries & benefits were \$1.4M below budget.
- Collection materials expenditures for August were \$635k. YTD materials were \$113k above budget.
- Capital expenditures for August were \$198k. YTD expenditures were \$3.7M below budget.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for August were \$847k. YTD all other expenditures were under budget by \$1.8M.

Financial Update

FINANCE DEPARTMENT

September 2022

August 2022 Year-to-Date Summary:



Sno-Isle Regional Library System

Statement of Revenues

Revenue Summary

From 8/1/2022 Through 8/31/2022

(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 | 242,608 | 34,132,330 | 34,086,040 | 62,606,150 | 54.51% |
| 02.0 | Timber Tax / Sales | 124,724 | 585,773 | 508,800 | 675,000 | 86.78% |
| 03.0 | Print/Copy Services | 1,999 | 12,864 | 8,000 | 12,000 | 107.20% |
| 04.0 | Services/City Contract Fees | 0 | 1,925 | 2,560 | 3,850 | 50.00% |
| 05.0 | Lost Materials Paid | 4,579 | 42,012 | 23,360 | 35,000 | 120.03% |
| 06.0 | Investment Interest | 87,606 | 449,076 | 233,360 | 350,000 | 128.30% |
| 07.0 | Donations Private Sources | 92,871 | 104,327 | 200,000 | 300,000 | 34.77% |
| 08.0 | Other Revenue | 557,089 | 1,118,847 | 1,727,360 | 2,591,000 | 43.18% |
| | Total Revenues | <u>1,111,476</u> | <u>36,447,154</u> | <u>36,789,480</u> | <u>66,573,000</u> | <u>54.75%</u> |

Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 8/1/2022 Through 8/31/2022
(In Whole Numbers)

| | | Period Actual | YTD Actual | YTD Budget | Annual Budget | % Annual Budget Used |
|------|------------------------------------|---------------|------------|------------|---------------|-------------------------|
| | Expenditures | | | | | |
| 10.0 | Salaries & Benefits | 3,291,923 | 25,748,161 | 27,180,400 | 40,770,000 | 63.15% |
| 20.0 | Materials | 635,144 | 5,059,474 | 4,946,640 | 7,420,000 | 68.18% |
| 26.0 | Professional & Contract Services | 441,158 | 1,881,047 | 2,160,560 | 3,240,000 | 58.05% |
| 35.0 | Equipment & Furnishings | 106,219 | 165,821 | 545,920 | 819,000 | 20.24% |
| 38.0 | Maintenance & Repair | 14,954 | 323,234 | 410,320 | 615,000 | 52.55% |
| 41.0 | Software License & Maint Fees | 38,069 | 969,093 | 1,062,560 | 1,594,000 | 60.79% |
| 42.0 | Communications | 54,954 | 385,759 | 411,040 | 616,000 | 62.62% |
| 43.0 | Office & Operating Supplies | 33,795 | 256,302 | 562,800 | 844,000 | 30.36% |
| 44.0 | Utilities | 33,441 | 339,326 | 360,880 | 541,000 | 62.72% |
| 45.0 | Rentals & Leases | 34,075 | 317,069 | 326,080 | 489,000 | 64.84% |
| 46.0 | Insurance | 10,353 | 158,895 | 132,000 | 198,000 | 80.25% |
| 48.0 | Employee Training / Travel | 28,773 | 141,316 | 167,360 | 251,000 | 56.30% |
| 49.0 | Miscellaneous | 51,125 | 394,676 | 492,480 | 738,000 | 53.47% |
| 50.0 | Strategic Initiatives / Innovation | 0 | 0 | 500,000 | 750,000 | 0.00% |
| 62.0 | Capital - Bldgs & Improvements | 197,529 | 197,529 | 3,821,920 | 5,733,000 | 3.44% |
| 64.4 | Capital - Vehicles | 0 | 76,903 | 126,000 | 189,000 | 40.68% |
| | Total Expenditures | 4,971,513 | 36,414,605 | 43,206,960 | 64,807,000 | 56.19% |

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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 individual public comments will be limited to three (3) minutes. In instances where a number of speakers wish to address the same subject, the total time for speaker presentations will not exceed thirty minutes. The overall public comment period will be limited to twenty (20) minutes unless otherwise ruled by the President.
5. Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.
6. The Board does not engage in discussion with speakers during public comment period. All comments are taken under advisement.
7. If a speaker becomes disruptive, the President may will call ask the speaker to stop their disruptive behavior, or the speaker will be asked to leave the meeting. to order or request that they leave the meeting if behavior proves to be disruptive.
8. Written correspondence to the Board shall may be sent to either the Sno-Isle Libraries Service Center 7312 35th Ave. NE, Marysville, WA 98271 or to BoardofTrustees@sno-isle.org. be transmitted via email and Correspondence must be received two business days prior to the meeting to allow distribution to the Board. Correspondence received after this deadline will be distributed to the Board after the meeting.
9. Requests for accommodations may be submitted via email to accessibility@sno-isle.org.

Adopted: DATE

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Public Comment Guidelines

BOARD OF TRUSTEES

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9. Requests for accommodations may be submitted via email to accessibility@sno-isle.org.

Adopted: DATE

Budget Timeline

2022 TIMELINE FOR 2023 BUDGET

Timeline is subject to change.

| Date | Budget Agenda Item/s | Who | Meeting Type |
|--------------------|--|--|-----------------------|
| July 25, 2022 | 2023 budget objective and timeline | Board of Trustees | Regular Board meeting |
| September 8, 2022 | 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 6, 2022 | 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 |

SNO-ISLE LIBRARIES

Board of Trustees 2022 Regular & Special Meetings

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

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

**Moved from fourth Monday due to holiday.

*** Location to be determined based on health guidelines for in-person meetings.

Other meetings

| | | | |
|----------|---|---------|----------------|
| April 21 | Hibulb Cultural Center & Natural History Preserve | Special | Board to Board |
|----------|---|---------|----------------|

Optional conferences and library events

| | | |
|-------------|---|-------------------------|
| March 23-25 | Public Library Association Conference | Portland, OR and Online |
| June 15 | Employee Recognition Event | Mukilteo |
| May 5-7 | WA Library Association Conference | Bellevue |
| June 23-28 | American Library Association Conference | Washington, D.C. |
| October 27 | SILCON – Staff Day | Online |

Adopted November 22, 2021

Updated January 24, 2022

Updated February 28, 2022

Updated April 6, 2022

Updated September 12, 2022