

# 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

### November 21, 2022, 5:30 p.m.

Lynnwood Library  
19200 44<sup>th</sup> Ave. W  
Lynnwood, WA 98036

Telephone Dial-in: +1 872 239 6205  
Conference ID: 142 822 50#

### Meeting Agenda

#### 1) Call to Order

#### 2) Land Acknowledgement

#### 3) Roll Call

#### 4) \*Approval of Agenda

#### 5) \*Consent Agenda Items

- a) Approval of the October 24, 2022 regular meeting minutes
- b) Approval of the October 2022 payroll, benefits, and vouchers

#### 6) Public Comment

#### 7) Public Hearing

Per [RCW 84.55.120](#), the Board of Trustees will convene Sno-Isle Libraries' annual public hearing to consider increases in property tax revenue for the Library District's 2023 budget. Time is allotted for comments from the public.

#### 8) Unfinished Business

- a) \*Proposed 2023 Meeting Schedule [Attachment #1](#)
- b) \*Election of 2022 Officers

#### 9) New Business

- a) \*Resolution 22-05: Regarding the Property Tax Levy [Attachment #2](#)
- b) \*Adoption of the 2023 budget [Attachments #3-4](#)

#### 10) Executive Director's Report

- a) Executive Director's report [Attachment #5](#)
- b) Financial Update – Accounting Manager Nicole Wehl [Attachment #6](#)

#### 11) President, Trustee Committees, and Foundation Representative Reports

- a) President's Report / Executive Committee – President Kostick
- b) Sno-Isle Libraries Foundation – Trustee Olson

#### 12) Executive Session

#### 13) \*Executive Director Contract Proposal

#### 14) Announcements and Comments

#### 15) \*Adjournment

\*Denotes Board of Trustees action item.

To request accommodations for an event, email [accessibility@sno-isle.org](mailto:accessibility@sno-isle.org) or visit [sno-isle.org](http://sno-isle.org).

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### Executive Director

Lois Langer Thompson

October 24, 2022

Meeting Minutes

Marysville Library

## Call to Order

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

## Attendees

**Members present:** Jennifer DePrey, Susan Kostick, Rose Olson, Kelli Smith, and Paul Ryan.

**Staff present:** Sandra Beck, David Durante, Jordan Fast, Baha Farkish, Nick Fuchs, Lindsay Hanson, Alisha Hendren, Diane Lai, Charles Pratt, Lois Langer Thompson, Eric Spencer, Phil Spirito, Nicole Wehl, Shanda Zimmerman.

## Approval of Agenda

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

## Consent Agenda

- a) Approval of the September 19, 2022 regular meeting minutes
- b) Approval of the September 2022 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee Olson 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

Stanwood Library Manager Chuck Pratt described the Stanwood Library as a gathering place supporting current and emerging library services. He highlighted changes made in 2021 to the library's furniture and collection floor plans to open up high-traffic walking areas and create a welcoming environment for customers. Stanwood Library staff were excited to return to onsite programs and reconnect with community partners, including two local state parks and a local resource center.

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### Executive Director's Report

Executive Director Thompson shared information from the Executive Director's report, including information about SILCON 2022, capital facility updates, and new library card designs.

### Financial Update

Finance Manager Nicole Wehl provided the September 2022 financial report.

### Unfinished Business

#### 2023 Proposed Budget

Deputy Director David Durante, Finance Director Alisha Hendren, and Finance Manager Nicole Wehl presented the Board with the proposed 2023 operating budget for review and discussion.

The Sno-Isle Libraries Board of Trustees will vote on the budget at the November 21 meeting.

### New Business

#### Purchasing & Public Works Policy

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy as presented. Trustee Smith proposed an amendment to the motion.

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy with consideration of the amendment. The motion passed.

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

#### President's Report

President Kostick presented the proposed 2023 Board of Trustees meeting schedule. The Board is scheduled to take action on the updated proposed 2023 Board meeting schedule at the November 21 meeting.

President Kostick provided information on the following:

- Participation in the Executive, Board Development/Administration, and Strategic Planning/Finance committee meetings
- President Kostick Plans to attend SILCON 2022 on October 27

#### Sno-Isle Libraries Foundation

Trustee Olson provided information on the following:

- The Foundation elected five new Board members at the October 10 meeting: Rim Benoud-Schmitz, Colin McMahon Sami Postma, Jeanne Thorsen, and Ryan Willis.
- Foundation Executive Director Christina Kourteva met with the Friends of the Camano Island Library to discuss partnering with the Foundation to help with library-wide programs.

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Lois Langer Thompson

- The Foundation Board discussed work on the year-end and employee giving campaigns.

### Board Member Reports

- Trustee Ryan reported on the continued efforts of the Board Development/Administration Committee in creating an assessment tool for role measurement for the Board of Trustees. Over the next month, the committee hopes to finalize an organizational survey to send to Board members.
- Trustee DePrey presented the Nominating Committee's recommendation for 2023 officers. The Board of Trustees will vote on 2023 officers at the November 21 Board meeting.
- Trustee DePrey expressed appreciation to the budget team for their extraordinary job explaining the budget proposal.

### Announcements and Comments

President Kostick and Trustee DePrey commended Sno-Isle Libraries staff for providing an excellent customer service experience.

### Adjournment

Trustee Smith moved to adjourn the October 24, 2022 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Kostick adjourned the meeting at 7:08 PM.

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President

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Secretary

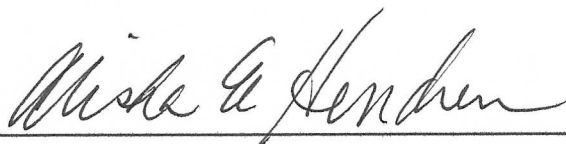
**Sno-Isle Libraries**  
**October 2022 Payroll and October 2022 Vouchers**

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Direct Deposits, Employee Deductions	\$ 2,405,982.12
Vendor Checks 77053, 77063, 77180 and 77267 through 77277, Plus Electronic Fund Transfers	\$ 764,500.59
<b>Total Payroll and Benefits</b>	<b>\$ 3,170,482.71</b>
Accounts Payable Checks 77006 through 77277 less checks listed above, plus Electronic Transfers	\$ 1,098,512.04
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$ 4,268,994.75 *</b>

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 November 21, 2022.



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Finance Director

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

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

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**October 2022 Payroll**

Employee Pay - Direct Deposit	\$	1,744,894.30	
Plus: Employee Deductions	\$	661,087.82	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,405,982.12</b>

Vendor Checks 77053, 77063, 77180 and 77267 through 77277	\$	190,446.77 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	215,233.42	
Electronic Funds Transfer - Empower - 457 Plan	\$	12,351.10	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	52,335.87	
Electronic Funds Transfer - PERS - Retirement Plan	\$	365,860.59	
Electronic Funds Transfer - Navia - FSA	\$	11,194.26	
Electronic Funds Transfer - Navia - HRA/MRA	\$	4,252.63	
Electronic Funds Transfer - Premera - Medical	\$	158,129.54	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(246,040.43)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 764,500.59</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,170,482.71</b>

**October 2022 Accounts Payable**

Checks 77006 through 77277 less checks listed above	\$	1,093,124.06 **	
Electronic Funds Transfer - Unclaimed Property	\$	1,059.99	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	4,327.99	
<b>Sub-Total Accounts Payable</b>			<b>\$ 1,098,512.04</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 4,268,994.75</b>

**Adjustments**

Paycom Direct Service Fee	\$	17,680.78	
Refunds and Credits	\$	1,226.40	
Refund Interest	\$	(0.02)	
Bank Service Charge	\$	234.85	
Travel & Business Expense Reimbursement paid in Payroll	\$	8,489.65	
<b>Total Adjustments</b>			<b>\$ 27,631.66</b>

**October 2022 Total Expenditures** **\$ 4,296,626.41** \*\*\*

* Benefit invoices paid through Accounts Payable Checks	\$	190,446.77	
** Regular invoices paid through Accounts Payable Checks	\$	1,093,124.06	
<b>Total Accounts Payable Check Payments</b>	\$	<u>1,283,570.83</u>	

\*\*\* Equals Expenditure Summary Total

**Vouchers  
October 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
Document Date	Check Number	Payee	Check Amount
10/11/2022	76906	Void	-258.00
10/11/2022	76991	Void	-55.00
10/11/2022	76994	Void	-309.00
10/24/2022	75762	Void	-245.20
10/6/2022	77006	4imprint Inc	2,451.37
10/6/2022	77007	8X8 Inc	8,355.92
10/6/2022	77008	Allied Universal	21,986.10
10/6/2022	77009	Amazon (530958)	326.26
10/6/2022	77010	Amazon Capital Services, Inc	396.47
10/6/2022	77011	Baker & Taylor Books (277930)	1,216.25
10/6/2022	77012	BC Library Association	85.00
10/6/2022	77013	Beacon Publishing Inc	637.50
10/6/2022	77014	Blackstone Publishing	763.80
10/6/2022	77015	Brodart Company	172.84
10/6/2022	77016	BuildingWork, LLC	6,437.50
10/6/2022	77017	Clayton, Terence Brian	75.00
10/6/2022	77018	Edmonds Chamber of Commerce	416.00
10/6/2022	77019	FATBEAM, LLC	4,979.00
10/6/2022	77020	Gale/Cengage Learning	2,537.50
10/6/2022	77021	Grainger	126.80
10/6/2022	77022	Hilton M. Briggs Library ILL	80.00
10/6/2022	77023	History Nebraska	4.00
10/6/2022	77024	Hohstadt, Brian D.	200.00
10/6/2022	77025	Kanopy	6,844.00
10/6/2022	77026	Kitsap Regional Library	35.25
10/6/2022	77027	Language Exchange	290.00
10/6/2022	77028	Leadership Snohomish County	3,500.00
10/6/2022	77029	Lithtex NW	655.02
10/6/2022	77030	Maxine Caroline Penny	75.00
10/6/2022	77031	Midwest Library Service	1,432.34
10/6/2022	77032	News Bank Inc	28,382.00
10/6/2022	77033	OCLC Inc (34299)	210.64
10/6/2022	77034	Remit Overrun	0.00
10/6/2022	77035	Office Depot, INC	1,829.71
10/6/2022	77036	Remit Overrun	0.00
10/6/2022	77037	Remit Overrun	0.00
10/6/2022	77038	Remit Overrun	0.00
10/6/2022	77039	Remit Overrun	0.00
10/6/2022	77040	Remit Overrun	0.00
10/6/2022	77041	Remit Overrun	0.00
10/6/2022	77042	Remit Overrun	0.00
10/6/2022	77043	Remit Overrun	0.00
10/6/2022	77044	Remit Overrun	0.00

**Vouchers  
October 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
10/6/2022	77045	Remit Overrun	0.00
10/6/2022	77046	Remit Overrun	0.00
10/6/2022	77047	Overdrive Inc	176,727.07
10/6/2022	77048	Paper Roll Products	591.59
10/6/2022	77049	ParentMap	1,600.00
10/6/2022	77050	Quadrant 45, LLC	235.00
10/6/2022	77051	Renteria-Valencia, Dr. Rodrigo	400.00
10/6/2022	77052	Renteria-Valencia, Dr. Rodrigo	400.00
10/6/2022	77053	Robert Half	1,752.72
10/6/2022	77054	S-R Broadcasting Co Inc	2,982.86
10/6/2022	77055	Salish Networks	1,214.20
10/6/2022	77056	Seattle Times	6,650.00
10/6/2022	77057	Sound Publishing	550.00
10/6/2022	77058	Sprague Pest Solutions	104.83
10/6/2022	77059	Teresa Wippel Communications LLC	425.00
10/6/2022	77060	Uline	178.17
10/6/2022	77061	Unisys Corporation	6,965.25
10/6/2022	77062	WCP Solutions	771.90
10/6/2022	77063	Wellable LLC	234.00
10/13/2022	77064	Krista Klein	854.19
10/13/2022	77065	Ali, Peter	400.00
10/13/2022	77066	AT&T (105068)	43.23
10/13/2022	77067	Blecha, Peter	500.00
10/13/2022	77068	Camano Commons	2,000.00
10/13/2022	77069	Casey, Maria	350.00
10/13/2022	77070	City of Snohomish	3,321.29
10/13/2022	77071	Darlene E Lacey	500.00
10/13/2022	77072	Ednetics, Inc.	77.48
10/13/2022	77073	Everett Safe & Lock	829.27
10/13/2022	77074	Fastsigns	984.33
10/13/2022	77075	Freeland Water Dist	234.17
10/13/2022	77076	Gale/Cengage Learning	8,583.58
10/13/2022	77077	Hillis Clark Martin & Peterson	322.00
10/13/2022	77078	Imagine Children's Museum	245.56
10/13/2022	77079	Imagine Children's Museum	245.56
10/13/2022	77080	JB Fitness, LLC	50.00
10/13/2022	77081	Kendall of Marysville	395.19
10/13/2022	77082	Lamar Transit, LLC	7,832.08
10/13/2022	77083	Latino Educational Training	100.00
10/13/2022	77084	Ricoh USA Inc - 31001	298.00
10/13/2022	77085	Sandys, Diana Amaranta	300.00
10/13/2022	77086	Sharps Compliance Inc	161.48
10/13/2022	77087	Shred-it	207.96
10/13/2022	77088	Silver Kite Community Arts	350.00



**Vouchers  
October 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
10/13/2022	77089	Silver Lake Water & Sewer	199.17
10/13/2022	77090	Smarsh, Inc	45.86
10/13/2022	77091	Sound Publishing	151.68
10/13/2022	77092	T Mobile	270.94
10/13/2022	77093	Uline	4,997.29
10/13/2022	77094	Winkler, Daniel	300.00
10/13/2022	77095	Winkler, Daniel	300.00
10/13/2022	77096	Ziply Fiber	4,503.35
10/20/2022	77097	4imprint Inc	1,530.84
10/20/2022	77098	Allied Universal	22,077.90
10/20/2022	77099	Amazon Capital Services, Inc	790.91
10/20/2022	77100	Apple Inc	10.90
10/20/2022	77101	Asavie Technologies Inc	1,112.76
10/20/2022	77102	Baker & Taylor Books (277930)	10,571.51
10/20/2022	77103	Bank of America (0958)	2,981.28
10/20/2022	77104	Bank of America (2175)	4,013.75
10/20/2022	77105	Bank of America (2945)	853.11
10/20/2022	77106	Bank of America (3414)	210.95
10/20/2022	77107	Bank of America (3736)	1,802.17
10/20/2022	77108	Bank of America (4867)	59.95
10/20/2022	77109	Bank of America (5800)	433.87
10/20/2022	77110	Bank of America (5953)	180.00
10/20/2022	77111	Bank of America (8208)	2,968.16
10/20/2022	77112	Bibliotheca LLC	5,405.20
10/20/2022	77113	Blackstone Publishing	112.02
10/20/2022	77114	Brodart Company	247.11
10/20/2022	77115	BuildingWork, LLC	526.40
10/20/2022	77116	Camano Commons	1,000.00
10/20/2022	77117	Cedar Grove Organics Recycling LLC	359.40
10/20/2022	77118	Center Point Large Print	738.90
10/20/2022	77119	City of Brier	270.32
10/20/2022	77120	Clinton Community Hall	25.00
10/20/2022	77121	Daily Journal of Commerce	119.60
10/20/2022	77122	Del Sol Inc	96,426.34
10/20/2022	77123	Delta Connects	23,602.84
10/20/2022	77124	Demco Inc (8048)	79.39
10/20/2022	77125	E - Rate Expertise Inc	712.50
10/20/2022	77126	Everett Safe & Lock	9.89
10/20/2022	77127	Gale/Cengage Learning	2,892.63
10/20/2022	77128	Happy Valley Public Library	22.00
10/20/2022	77129	Remit Overrun	0.00
10/20/2022	77130	Remit Overrun	0.00
10/20/2022	77131	Ingram Library Services	91,923.05
10/20/2022	77132	Iron Mountain	886.25

**Vouchers  
October 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
10/20/2022	77133	Island Disposal Inc	181.82
10/20/2022	77134	Jimmy's Roofing	3,985.86
10/20/2022	77135	Kendall of Marysville	162.57
10/20/2022	77136	Lemay Mobile Shredding	352.63
10/20/2022	77137	Lithtex NW	302.42
10/20/2022	77138	Midwest Library Service	3,112.66
10/20/2022	77139	Remit Overrun	0.00
10/20/2022	77140	Remit Overrun	0.00
10/20/2022	77141	Remit Overrun	0.00
10/20/2022	77142	Midwest Tape	29,410.77
10/20/2022	77143	MSR Design	51,451.15
10/20/2022	77144	Mukilteo Water & Waste District	3,661.38
10/20/2022	77145	North County Outlook	330.00
10/20/2022	77146	Remit Overrun	0.00
10/20/2022	77147	Office Depot, INC	2,103.15
10/20/2022	77148	Remit Overrun	0.00
10/20/2022	77149	Remit Overrun	0.00
10/20/2022	77150	Remit Overrun	0.00
10/20/2022	77151	Remit Overrun	0.00
10/20/2022	77152	Remit Overrun	0.00
10/20/2022	77153	Remit Overrun	0.00
10/20/2022	77154	Remit Overrun	0.00
10/20/2022	77155	Remit Overrun	0.00
10/20/2022	77156	Remit Overrun	0.00
10/20/2022	77157	Remit Overrun	0.00
10/20/2022	77158	Remit Overrun	0.00
10/20/2022	77159	Remit Overrun	0.00
10/20/2022	77160	Remit Overrun	0.00
10/20/2022	77161	Remit Overrun	0.00
10/20/2022	77162	Remit Overrun	0.00
10/20/2022	77163	Remit Overrun	0.00
10/20/2022	77164	Remit Overrun	0.00
10/20/2022	77165	Remit Overrun	0.00
10/20/2022	77166	Remit Overrun	0.00
10/20/2022	77167	Remit Overrun	0.00
10/20/2022	77168	Overdrive Inc	100,154.41
10/20/2022	77169	Pacific Publishing Co Inc	293.25
10/20/2022	77170	Paper Roll Products	1,046.91
10/20/2022	77171	Petty Cash	816.00
10/20/2022	77172	Prime Self Storage	814.00
10/20/2022	77173	PUD No 1 of Snohomish County	1,404.96
10/20/2022	77174	Puget Sound Energy	1,784.11
10/20/2022	77175	Puget Sound Mobile Detail	822.95
10/20/2022	77176	Purple Communications, Inc	10,249.65

**Vouchers  
October 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
10/20/2022	77177	Rev.com, Inc	301.50
10/20/2022	77178	Ricoh USA Inc - 31001	7,495.43
10/20/2022	77179	Ricoh USA Inc - 650073	23,569.30
10/20/2022	77180	Robert Half	4,282.76
10/20/2022	77181	Salas O'Brien	302.15
10/20/2022	77182	Sprague Pest Solutions	577.80
10/20/2022	77183	Sterling Volunteers	102.00
10/20/2022	77184	Summit Law Group, PLLC	5,638.00
10/20/2022	77185	Teresa Wippel Communications LLC	775.00
10/20/2022	77186	The Hanover Insurance Company	10,181.70
10/20/2022	77187	The SnapBar, LLC	1,976.30
10/20/2022	77188	Thomson Reuters - West	610.96
10/20/2022	77189	Thryv, Inc	113.90
10/20/2022	77190	Timeless Design	21,412.98
10/20/2022	77191	Town of Coupeville	470.95
10/20/2022	77192	Tsai Fong Books Inc	215.35
10/20/2022	77193	Verizon Communications Inc	310.12
10/20/2022	77194	Visionary Office Furniture	1,684.38
10/20/2022	77195	Walter E Nelson Co of Western WA	1,036.42
10/20/2022	77196	Washington State Ferries	499.20
10/20/2022	77197	Waste Management	3,314.37
10/20/2022	77198	WCP Solutions	123.50
10/20/2022	77199	Hannah Krumheuer	862.90
10/20/2022	77200	Jennifer Sullivan	761.37
10/20/2022	77201	Tricia Lee	3,425.50
10/26/2022	77202	Justine Easley	225.00
10/26/2022	77203	Cindy Tingley	1,524.90
10/26/2022	77204	Susan Hemptsead	2,477.75
10/26/2022	77205	AAA Fire Protection, Inc	229.11
10/26/2022	77206	Amazon Capital Services, Inc	3,347.04
10/26/2022	77207	Arden's Dream, LLC	500.00
10/26/2022	77208	The Art of Rosemary	325.00
10/26/2022	77209	Baker & Taylor Books (277930)	2,374.53
10/26/2022	77210	Bickford	179.66
10/26/2022	77211	Blackstone Publishing	287.98
10/26/2022	77212	Camano Commons	1,000.00
10/26/2022	77213	City of Arlington	174.53
10/26/2022	77214	City of Monroe	1,217.08
10/26/2022	77215	City of Sultan	170.88
10/26/2022	77216	Cordova-Jensen, Cynthia	200.00
10/26/2022	77217	Delta Connects	4,140.01
10/26/2022	77218	Demco Inc (8048)	6,247.89
10/26/2022	77219	Gale/Cengage Learning	1,182.86
10/26/2022	77220	Geist, Anthony L.	250.00

**Vouchers  
October 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
10/26/2022	77221	E.J. Harris Photography	8,570.00
10/26/2022	77222	Hudson, Laura	325.00
10/26/2022	77223	Imagine Children's Museum	253.96
10/26/2022	77224	Imagine Children's Museum	253.96
10/26/2022	77225	Ingram Library Services	14,970.00
10/26/2022	77226	Island County EDC	1,150.00
10/26/2022	77227	Kendall of Marysville	204.65
10/26/2022	77228	Lake Stevens Chamber of Commerce	195.00
10/26/2022	77229	Language Exchange	45.00
10/26/2022	77230	Midwest Library Service	1,204.85
10/26/2022	77231	Midwest Tape	6,103.77
10/26/2022	77232	Amber Kai Morgan	150.00
10/26/2022	77233	Nagpal, Bharti	60.00
10/26/2022	77234	New York Times Company	13,478.40
10/26/2022	77235	Office Depot, INC	1,848.53
10/26/2022	77236	Remit Overrun	0.00
10/26/2022	77237	Remit Overrun	0.00
10/26/2022	77238	Remit Overrun	0.00
10/26/2022	77239	Remit Overrun	0.00
10/26/2022	77240	Remit Overrun	0.00
10/26/2022	77241	Remit Overrun	0.00
10/26/2022	77242	Remit Overrun	0.00
10/26/2022	77243	Remit Overrun	0.00
10/26/2022	77244	Remit Overrun	0.00
10/26/2022	77245	Remit Overrun	0.00
10/26/2022	77246	Remit Overrun	0.00
10/26/2022	77247	Overdrive Inc	54,186.93
10/26/2022	77248	Paper Roll Products	301.93
10/26/2022	77249	PetroCard Systems Inc	5,487.81
10/26/2022	77250	Puget Sound Energy	265.71
10/26/2022	77251	PUD No 1 of Snohomish County	9,194.69
10/26/2022	77252	Quipu Group LLC	3,245.00
10/26/2022	77253	Republic Services 197	817.03
10/26/2022	77254	Ricoh USA Inc - 31001	425.15
10/26/2022	77255	Silver Kite Community Arts	350.00
10/26/2022	77256	Smokey Point NW LLC	7,660.17
10/26/2022	77257	Sno-Isle Refund Account	231.38
10/26/2022	77258	Sound of Gas, LLC	75.00
10/26/2022	77259	Sound Publishing	2,894.50
10/26/2022	77260	Sprague Pest Solutions	104.68
10/26/2022	77261	Tsai Fong Books Inc	162.63
10/26/2022	77262	Uline	638.31
10/26/2022	77263	Verizon Wireless (660108)	25,094.36
10/26/2022	77264	WEX	83.21

**Vouchers  
October 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
10/26/2022	77265	Winkler, Daniel	396.00
10/26/2022	77266	Wolf Haven International	100.00
10/31/2022	77267	Assured Partners of WA, LLC	7,375.06
10/31/2022	77268	Canopy Wellbeing	1,112.50
10/31/2022	77269	Delta Dental of Washington	33,226.39
10/31/2022	77270	Employment Security Dept (UI)	4,923.37
10/31/2022	77271	Kaiser Permanente	86,192.25
10/31/2022	77272	Lifewise Assurance Company	30,487.30
10/31/2022	77273	Lincoln National Life Ins Company	8,705.28
10/31/2022	77274	Navia Benefit Solutions Client Pay	2,076.90
10/31/2022	77275	Premera Blue Cross	9,413.24
10/31/2022	77276	Snohomish County Superior Court Clerk	250.00
10/31/2022	77277	Sno-Isle Library Foundation	415.00
			<hr/>
			1,283,570.83
			<hr/> <hr/>

# SNO-ISLE LIBRARIES

## Board of Trustees 2023 Regular & Special Meetings

### Board meeting schedule

Date	Time	Type	Location
January 5	12:00 P.M.	Special	SRV
January 23	5:30 P.M.	Regular	Mountlake Terrace
February 27	5:30 P.M.	Regular	Granite Falls
February / March	8:30 A.M.	Special	TBD
March 27	5:30 P.M.	Regular	Freeland
April 24	5:30 P.M.	Regular	SRV
May 22	5:30 P.M.	Regular	SRV
June 26	5:30 P.M.	Regular	SRV
July 24	5:30 P.M.	Regular	SRV
September 18*	5:30 P.M.	Regular	SRV
October 23	5:30 P.M.	Regular	SRV
November 27	5:30 P.M.	Regular	SRV

\*Moved from fourth Monday due to holiday.

### Special meetings

Date	What	Type	Location
Spring	Board to Board	Special	TBD
Fall	Board / Friends event	Special	TBD

### Optional conferences and library events

Date	What	Location
Spring	Employee Recognition Event	TBD
March 30-April 1	WA Library Association Conference	Wenatchee, WA
June 22-27	American Library Association Conference	Chicago, IL

Board meeting schedule adopted: TBD



Ordinance / Resolution No. 22-05
RCW 84.55.120

WHEREAS, the SNO-ISLE LIBRARIES BOARD OF TRUSTEES of SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT has met and considered its budget for the calendar year 2023 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 62,566,495.37 ; and,

WHEREAS, the population of this district is [X] more than or [ ] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2023 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 625,664.95 which is a percentage increase of 1.0 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 21 day of November, 2022 .

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.







2023

# Proposed Budget

November 21, 2022

**SNO-ISLE LIBRARIES**

## VISION

Everyone is  
**connected** to  
their library

## MISSION

We engage and  
inspire through  
**equitable access**  
to knowledge  
and resources.

## VALUES

Community • Equity  
Inclusion • Welcoming  
Learning • Respect

# 2023 Budget Summary

	Adopted Budget 2022	Proposed Budget 2023
<b>Beginning Cash</b>	\$ 13,574,000	\$ 23,560,000
<b>Total Revenue</b>	66,573,000	74,886,861
<b>Total Expenditures</b>	64,807,000	77,125,345
<b>Transfer from Reserves</b>	3,574,000	2,370,000
<b>Ending Cash</b>	\$ 15,340,000	\$ 21,321,516
<i>Total Revenue, Beg. Cash, Reserves</i>	\$ 80,147,000	\$ 98,446,861
<i>Total Expenditures, End Cash, Reserves</i>	\$ 80,147,000	\$ 98,446,861

# Revenues

	Adopted Budget 2022	Proposed Budget 2023
<b>Revenue</b>		
<b>Taxes</b>	\$ 63,270,000	\$ 64,707,420
<b>Grants</b>	2,159,000	6,102,500
Other		
Investments	350,000	600,000
Donations	300,000	900,000
E-Rate	200,000	296,000
Other	294,000	280,941
<b>Subtotal Other</b>	1,144,000	2,076,941
<b>Board Approved Bonds</b>	-	2,000,000
<b>Total Revenue</b>	<b>\$ 66,573,000</b>	<b>\$ 74,886,861</b>

# Expenditures

	Adopted Budget 2022	Proposed Budget 2023
<b>Operations</b>		
Salaries and Benefits	\$ 40,770,000	\$ 43,521,848
Materials	7,420,000	6,381,400
Professional & Contract Services	3,240,000	3,824,749
Software & Licensing Fees	1,594,000	1,502,215
Office & Operating Supplies	844,000	608,250
Equipment & Furnishings	819,000	2,380,000
Strategic & Development Initiatives	750,000	750,000
Communications	616,000	676,500
Maintenance & Repairs	615,000	755,300
Utilities	541,000	495,100
Rentals & Leases	489,000	504,838
Training	273,000	120,000
Insurance	198,000	177,000
Debt Service Payment	-	228,000
Miscellaneous	716,000	575,145
<b>Subtotal Operations</b>	\$ 58,885,000	\$ 62,500,345
<b>Capital Outlay</b>		
A&E Services		2,150,000
Buildings & Improvements	4,733,000	8,513,000
Equipment & Furnishings	-	715,000
Vehicles	189,000	247,000
Land	1,000,000	3,000,000
<b>Total Capital Outlay</b>	\$ 5,922,000	\$ 14,625,000
<b>Total Expenditures</b>	\$ 64,807,000	\$ 77,125,345

# Salaries & Benefits

- **Salaries & benefits** increase of \$2.8M from prior year's budget.
  - Assumes 392 FTE (same as prior year budget).
  - Market adjustment - 3.9% based on market adjustment background (handout) - \$1.2M impact on budget.
  - Standard anniversary increases - \$778k impact on budget.
  - Benefits - Premera benefits increased by 22.8%; Kaiser increased 4%. Impact on preliminary budget is increase of \$637k

# Salaries & Benefits (cont.)

## Sno-Isle Libraries covered benefits:

- Medical –
  - 100% cost paid for employee coverage (20+ hours/week)
  - 50% cost paid for dependent coverage (20+ hours/week)
- Dental –
  - 100% paid dental coverage for all employees
  - 50% cost paid for dependent coverage (20+ hours/week)
- WA Paid Family and Medical Leave - SIL continues to pay the employee portion.
- MRA and HRA (Medical & Health Reimbursement Arrangements) - \$1,000 per calendar year.
- Anniversary Increases – annual increase for most employees.

# Reserves Transfers & Balances

## 2023 Proposed Budget General Reserve Fund Balances

<b><u>General Reserves</u></b>	<b>Approved Fund Balance <u>12/31/2021</u></b>	<b>Approved 2022 Activity</b>	<b>Approved Fund Balance <u>12/31/2022</u></b>	<b>Preliminary 2023 Activity</b>	<b>Preliminary Fund Balance <u>12/31/2023</u></b>
Emergency	\$ 10,000,000		\$ 10,000,000		\$ 10,000,000
Self-Insurance	1,000,000	500,000	1,500,000		1,500,000
Unemployment Compensation	40,000		40,000		40,000
Levy Rate Stabilization	14,852,916	\$ 4,540,000	19,392,916	\$ 4,200,000	23,592,916
Vacation & Sick Pay Liability	2,200,000		2,200,000	(900,000)	1,300,000
Building	9,250,000	(3,574,000)	5,676,000	-	5,676,000
Equipment [Technology Refresh]	1,700,000	-	1,700,000	(1,470,000)	230,000
Land Acquisition	2,198,018		2,198,018		2,198,018
<b>Total General Reserve Funds</b>	<b>\$ 41,240,934</b>	<b>\$1,466,000</b>	<b>\$ 42,706,934</b>	<b>\$ 1,830,000</b>	<b>\$ 44,536,934</b>



# Market Adjustment

## Background Information

### HUMAN RESOURCES AND FINANCE DEPARTMENTS

November 2022

Sno-Isle Libraries' goal with any market adjustment is to ensure that its pay ranges are competitive in the current economic climate. This time is no different, and the information listed below gives us a window into the current compensation in our region. While things like workforce availability and regional costs certainly influence the market, ultimately, we are competing with other organizations for top talent. Comparable salaries are the best tool we have for making this determination.

- NW Management and Professional Compensation Survey  
Participating Organizations – banking/insurance, Distribution/Wholesale/Retail, Government/Education, Healthcare, Manufacturing/Technology, Services, Utilities  
**3.7% average**
- Puget Sound Regional  
Participating Organizations – banking/insurance, government/education (including Pierce County Library System), Healthcare, Manufacturing/Technology, Services  
**3.7% average**
- U.S. Projected Salary Budget Increases  
**4.0% average**
- WA Public Employers Salary Survey  
Includes various Puget Sound, Western WA, and Eastern WA cities and counties, including Mid-Columbia Libraries, Pierce County Library Systems  
**4.2% average**

**Total Overall – 3.9% average**

#### History of Sno-Isle Market Adjustments

2022	3.0%
2021	2.6%
2020	3.2%
2019	3.0%
2018	3.0%
2017	3.0%
2016	3.0%

\*Resources: SHRM (Society for Human Resource Management) and Milliman market data.

# Executive Director

## BOARD REPORT

November 2022

Lois Langer Thompson  
Executive Director

### Elected Officials / Stakeholder meetings

- Arlington City Council meeting
- Mill Creek City Manager Martin Yamamoto
- Economic Alliance of Snohomish County (EASC) Public Officials
- Upcoming City Council meetings
  - Monroe City Council
  - Snohomish City Council
  - Marysville City Council

### LCFA Governing Board Meetings

- Coupeville Library LCFA special meeting
- Camano Library LCFA special meeting

### Library Board of Trustees Meetings

- Board President

### Continuing Education

- SILCON 2022
- Applied Foresight: The Museum Experience: Elizabeth Merritt, VP, Strategic Foresight and Founding Director, Center for the Future of Museums at the American Alliance of Museums
- 2022 SnoCODE (Creating Opportunities Diversity Equity) Diversity, Equity, Inclusion Forum

### Library Updates

- Strategic goals

# Financial Update

## FINANCE DEPARTMENT

November 2022

### October 2022 Revenue Summary:

- **Total revenues in October were \$21.7M compared to the monthly budget of \$21.3M. Year-to-date (YTD) total revenues were \$59.1M compared to the YTD budget of \$59.5M.**
- General property tax receipts for October were \$21.5M. YTD tax receipts were above budget by \$328k. 90.2% of the annual property tax budget has been received to date, with a remaining \$6M expected by year-end.
- Timber tax and associated excise tax revenues for October were \$1.5k. YTD tax receipts were above budget by \$31k.
- Investment Interest for October was \$98k. YTD interest was \$348k above budget.
- Print/copy services, lost materials revenue, city contract fees, and donations for October were collectively \$5k. YTD revenue was below budget by \$98k.
- Other Revenues (surplus sales, E-Rate reimbursements, and grants) for October were \$2.7k. YTD other revenues were below budget by \$1M.
- Insurance Recoveries for October were \$32k. This was an unbudgeted line item.

### October 2022 Expenditures Summary:

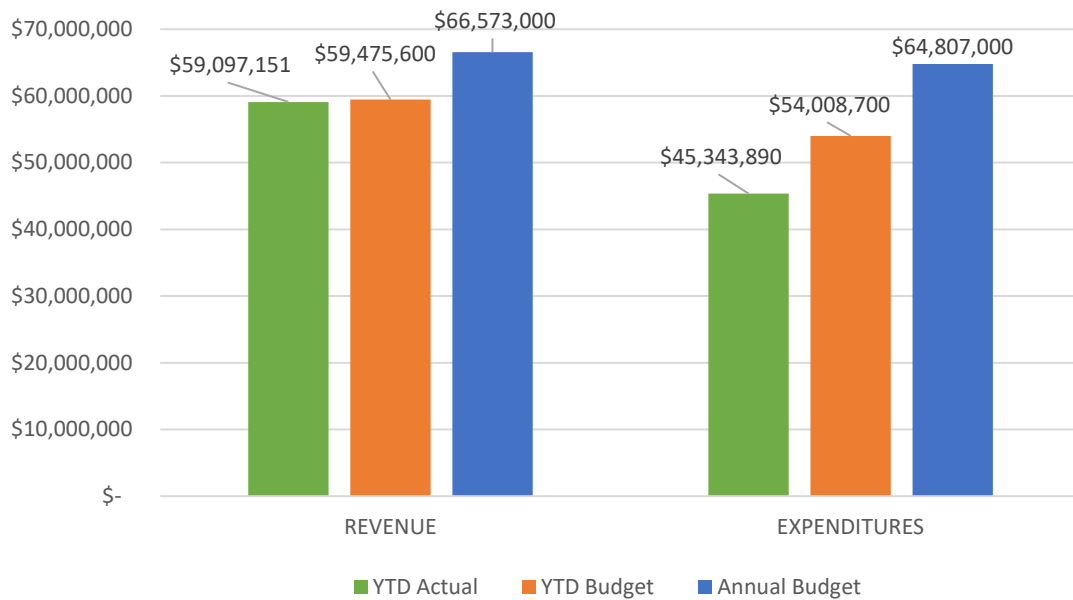
- **Total expenditures in October were \$4.3M compared to the monthly budget of \$5.4M. Total expenditures YTD were \$45.3M compared to the YTD budget of \$54.0M.**
- Salaries & Benefits for October were \$3.2M. YTD salaries & benefits were \$1.8M below budget.
- Collection materials expenditures for October were \$558k. YTD materials were \$29k below budget.
- Capital expenditures for October were \$0k. YTD expenditures were \$4.7M below budget.
- All other expenditures (professional & contract services and maintenance & repairs) for October were \$568k. YTD all other expenditures were under budget by \$2.2M.

# Financial Update

## FINANCE DEPARTMENT

October 2022

### 2022 Year-to-Date Summary:



Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 10/1/2022 Through 10/31/2022  
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,170,483	32,194,180	33,975,500	40,770,000	78.96%
20.0	Materials	558,349	6,154,343	6,183,300	7,420,000	82.94%
26.0	Professional & Contract Services	288,270	2,413,146	2,700,700	3,240,000	74.47%
35.0	Equipment & Furnishings	12,382	370,296	682,400	819,000	45.21%
38.0	Maintenance & Repair	20,776	374,020	512,900	615,000	60.81%
41.0	Software License & Maint Fees	44,915	1,083,138	1,328,200	1,594,000	67.95%
42.0	Communications	36,309	455,059	513,800	616,000	73.87%
43.0	Office & Operating Supplies	14,548	304,327	703,500	844,000	36.05%
44.0	Utilities	27,178	401,282	451,100	541,000	74.17%
45.0	Rentals & Leases	36,043	439,733	407,600	489,000	89.92%
46.0	Insurance	10,182	179,088	165,000	198,000	90.44%
48.0	Employee Training / Travel	20,163	178,518	209,200	251,000	71.12%
49.0	Miscellaneous	57,030	522,328	615,600	738,000	70.77%
50.0	Strategic Initiatives / Innovation	0	0	625,000	750,000	0.00%
62.0	Capital - Bldgs & Improvements	0	197,529	4,777,400	5,733,000	3.44%
64.4	Capital - Vehicles	0	76,903	157,500	189,000	40.68%
	<b>Total Expenditures</b>	<b>4,296,626</b>	<b>45,343,890</b>	<b>54,008,700</b>	<b>64,807,000</b>	<b>69.97%</b>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 10/1/2022 Through 10/31/2022  
(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	21,521,476	56,494,211	56,165,900	62,606,150	90.23%
02.0	Timber Tax / Sales	1,470	597,615	566,400	675,000	88.53%
03.0	Print/Copy Services	1,162	16,449	10,000	12,000	137.07%
04.0	Services/City Contract Fees	0	1,925	3,200	3,850	50.00%
05.0	Lost Materials Paid	3,180	49,354	29,200	35,000	141.01%
06.0	Investment Interest	98,341	640,005	291,700	350,000	182.85%
07.0	Donations Private Sources	361	126,748	250,000	300,000	42.24%
08.0	Other Revenue	2,702	1,139,013	2,159,200	2,591,000	43.96%
09.1	Insurance Recoveries	31,831	31,831	0	0	0.00%
	Total Revenues	<u>21,660,523</u>	<u>59,097,151</u>	<u>59,475,600</u>	<u>66,573,000</u>	<u>88.77%</u>

Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 9/1/2022 Through 9/30/2022  
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures					
10.0	3,275,536	29,023,697	30,577,950	40,770,000	71.18%
20.0	536,520	5,595,995	5,564,970	7,420,000	75.41%
26.0	243,829	2,124,876	2,430,630	3,240,000	65.58%
35.0	192,094	357,914	614,160	819,000	43.70%
38.0	30,010	353,244	461,610	615,000	57.43%
41.0	69,130	1,038,223	1,195,380	1,594,000	65.13%
42.0	32,992	418,751	462,420	616,000	67.97%
43.0	33,477	289,779	633,150	844,000	34.33%
44.0	34,778	374,104	405,990	541,000	69.15%
45.0	86,621	403,689	366,840	489,000	82.55%
46.0	10,011	168,906	148,500	198,000	85.30%
48.0	17,039	158,355	188,280	251,000	63.08%
49.0	70,622	465,297	554,040	738,000	63.04%
50.0	0	0	562,500	750,000	0.00%
62.0	0	197,529	4,299,660	5,733,000	3.44%
64.4	0	76,903	141,750	189,000	40.68%
	<u>4,632,659</u>	<u>41,047,264</u>	<u>48,607,830</u>	<u>64,807,000</u>	<u>63.34%</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 9/1/2022 Through 9/30/2022  
(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	840,405	34,972,734	35,108,370	62,606,150	55.86%
02.0	Timber Tax / Sales	10,373	596,146	552,900	675,000	88.31%
03.0	Print/Copy Services	2,422	15,287	9,000	12,000	127.39%
04.0	Services/City Contract Fees	0	1,925	2,880	3,850	50.00%
05.0	Lost Materials Paid	4,162	46,174	26,280	35,000	131.92%
06.0	Investment Interest	92,589	541,665	262,530	350,000	154.76%
07.0	Donations Private Sources	22,060	126,387	225,000	300,000	42.12%
08.0	Other Revenue	17,464	1,136,311	1,943,280	2,591,000	43.85%
	<b>Total Revenues</b>	<u>989,474</u>	<u>37,436,628</u>	<u>38,130,240</u>	<u>66,573,000</u>	<u>56.23%</u>