

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Kelli Smith, *President* • Rose Olson, *Vice President* • Paul Ryan, *Secretary* • Michael Adams • Jennifer DePrey • Susan Kostick • Martin Munguia

Executive Director

Lois Langer Thompson

September 18, 2023, 5:30 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Click here to join the meeting](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 380 994 299#

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 24, 2023 regular meeting minutes
- b) Approval of the July 24, 2023 special meeting minutes
- c) Approval of the August 25, 2023 special meeting minutes
- d) Approval of the July 2023 payroll, benefits, and vouchers
- e) Approval of the August 2023 payroll, benefits, and vouchers

6) Public Comment

7) Unfinished Business

- a) Art in Public Spaces Policy - Director of Planning and Fund Development Rebecca Loney
[Attachments 1-3](#)

8) New Business

- a) 2024 Budget Introduction – Deputy Director David Durante [Attachments 4-5](#)

9) Staff Reports

- a) Artificial Intelligence and public libraries – Director of Technical Services Nick Fuchs
- b) Financial Update – Finance Manager Nicole Wehl [Attachments 6-7](#)

10) Executive Director's Report

- a) Executive Director's report [Attachment 8](#)

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11) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Kelli Smith [Attachment 9](#)
- b) Sno-Isle Libraries Foundation Liaison Report – Trustee Susan Kostick

12) *Adjournment

*Denotes Board of Trustees action item.

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

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July 24, 2023

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

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

Members present via video conference: Michael Adams.

President Smith confirmed quorum.

Staff present: Barb Adams, Samit Bordoloi, David Durante, Meredith Kraft, Hannah Krumheuer, Jason Latham, Tricia Lee, Rebecca Loney, Chy Ross, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda

- a) Approval of the June 26, 2023 regular meeting minutes
- b) Approval of the June 2023 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.

Sno-Isle Libraries

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Unfinished Business

Debt Management Policy

Trustee Kostick moved that the Sno-Isle Libraries Board of Trustees approve the Debt Management Policy as presented. Trustee DePrey reviewed the policy discussions that took place at the May 30 special meeting and June 26 regular meeting. Executive Director Thompson highlighted the addition of a Washington state statute to the Association Policies and Laws section of the policy. The motion passed.

New Business

Addendum No. 3 to the Library Annexation Agreement between the City of Mill Creek and Sno-Isle Intercounty Rural Library District

Trustee Olson moved that the Sno-Isle Libraries Board of Trustees approve Addendum No. 3 to the Annexation Agreement between the City of Mill Creek and Sno-Isle Intercounty Rural Library District as presented and authorize the Executive Director to sign on behalf of the Library District. Assistant Director of Capital Strategy and Planning Chy Ross reviewed prior agreements between the City and the Library District and explained how Addendum No. 3 would allow proposed library upgrade project work to proceed.

Trustees Michael Adams and Martin Munguia joined the meeting during the discussion.

The motion passed.

Staff Reports

Equity, Diversity, and Inclusion Update

Assistant Director of Equity, Inclusion, and Development Tricia Lee and Equity, Diversity, and Inclusion Manager Samit Bordoloi provided a report on equity, diversity, and inclusion (EDI) work at Sno-Isle Libraries. Highlights included work on a demographic report for the Library District service area, services to Spanish-speaking populations, developments in the EDI curriculum, equity-based budgeting, and the Workforce Diversity Advisory Group.

Financial Update

Finance Manager Nicole Wehl provided the July 2023 financial report.

Executive Director's Report

Executive Director Thompson highlighted information from the Executive Director's report and provided the following updates on the strategic goals, including:

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Enhancing Library Services

- A partnership with Snohomish's School District program to provide free lunches to children in the library parking lot.
- Improvements to the public records request process to enhance the experience for community members.
- Staff presence at the Arlington Pride Festival.
- Partnership between the Lake Stevens Library, Library on Wheels and the Lake Stevens Creator Zone.
- Recruitment for staff with Spanish language skills at the Lynnwood and Mariner libraries.
- The upcoming Mariner Fest, a back-to-school event, presented by Hand in Hand and Sno-Isle Libraries – Mariner Community Campus.
- The addition of two high school student summer internships within the Information Technology team.

Creating inspiring spaces

- Capital project updates for the Marysville, Langley, and Lake Stevens libraries.

Investing in our people and our organization

- Meeting with staff who attended the Joint Council of Librarians of Color Conference.
- Changes to internal communication channels for Trustees.
- Assistant Director of Information Technology Jason Latham attended a meeting with FCC Chairwoman Rosenworcel regarding federal funding for cybersecurity for libraries.

Committee and Trustees' Reports

President's Report

At the July Executive Committee meeting, the Committee discussed the Board's use of a land acknowledgement at public meetings, the format for the Executive Director review in the fall, and the updates to the Trustee calendar.

Topics that the Board submitted for future informational reports from staff will be addressed in 2023 and 2024.

Trustee Nominating Committee

Chair Ryan shared that out of the 96 Trustee applications reviewed, 11 candidates were selected for interviews. Edmonds resident Griselda Guevara-Cruz was selected as the candidate that will be recommended to the Snohomish County Council for appointment to the Board of Trustees.

DRAFT

Sno-Isle Libraries

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Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the following:

- The Foundation is soliciting applications for a Board of Directors vacancy.
- A positive mid-year financial report at the July Board of Directors meeting.
- The Foundation Board will be updating its bylaws in 2023.

Adjournment

Trustee DePrey moved to adjourn the July 24, 2023 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 6:30 p.m.

President

Secretary

Sno-Isle Libraries

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July 24, 2023

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Smith called the meeting to order at 6:45 p.m., followed by a land acknowledgment.

Attendees

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

Members present via video conference: Michael Adams.

President Smith confirmed quorum.

Staff present: David Durante, Meredith Kraft, Jason Latham, Rebecca Loney, Lois Langer Thompson, and Shanda Zimmerman.

Approval of Agenda

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

Trustee Adams joined the meeting.

New Business

Director of Planning and Fund Development Rebecca Loney reviewed principles applied to Board policy development, which included a customer-centered focus, an equity, diversity, and inclusion lens, and policies that are easy to read and understand.

Public Art Policy Discussion

Director of Planning and Fund Development Loney led the Board in a discussion on the first draft of the proposed Public Art Policy. Staff will review the feedback and engage the Board in further discussion at an upcoming work session.

Donor Recognition Policy

Director of Planning and Fund Development Loney led the Board in a discussion on the first draft of the proposed Donor Recognition Policy. Staff will review the feedback and engage the Board in further discussion at an upcoming work session.

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Adjournment

Trustee Munguia moved to adjourn the July 24, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 7:08 p.m.

President

Secretary

Sno-Isle Libraries

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Lois Langer Thompson

August 25, 2023

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Smith called the meeting to order at 12:02 p.m., followed by a land acknowledgment.

Attendees

Members present via video conference: Kelli Smith, Michael Adams, Jennifer DePrey, Susan Kostick, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Staff present: Meredith Kraft, Jason Latham, Terry Lott, Chy Ross, Lois Langer Thompson.

Approval of Agenda

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

Executive Session

President Smith announced at 12:04 p.m. that the Board would meet in executive session until 12:34 p.m. to consider site selection or acquisition of a real estate purchase as allowed by RCW 42.30.110(1)(b).

Trustees Adams and Olson joined the meeting.

At 12:34 p.m., President Smith announced that the executive session would be extended for fifteen minutes, and the regular meeting would reconvene at 12:49 p.m.

President Smith reconvened the regular meeting at 12:49 p.m.

Executive

Potential Action Regarding Site Selection or Acquisition of Real Estate Purchase

Trustee Olson moved to authorize staff to enter into a purchase and sale agreement to acquire the property identified in executive session within the cost parameters and purchasing contingency requirements discussed in executive session. The motion passed.

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Adjournment

Trustee Ryan moved to adjourn the August 25, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 12:52 p.m.

President

Secretary

Sno-Isle Libraries
July 2023 Payroll and July 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,511,738.13
Vendor Checks 79961,79983,80060,80142,and 80168 through 80177, plus Electronic Transfers	<u>\$ 853,188.96</u>
Total Payroll and Benefits	\$ 3,364,927.09
Accounts Payable Checks 79884 through 80177 less checks listed above, plus Electronic Transfers	<u>\$ 1,661,710.60</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,026,637.69</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees September 18, 2023.



Finance Manager

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

Sno-Isle Libraries
July 2023 Payroll and July 2023 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

July 2023 Payroll

Employee Pay - Direct Deposit	\$	1,806,873.03	
Plus: Employee Deductions	\$	704,865.10	
Sub-Total Gross Payroll			\$ 2,511,738.13
Vendor Checks 79961,79983,80060,80142 and 80168 through 80177	\$	233,725.09 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	230,870.54	
Electronic Funds Transfer - Empower - 457 Plan	\$	7,738.38	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	55,113.30	
Electronic Funds Transfer - PERS - Retirement Plan	\$	366,602.58	
Electronic Funds Transfer - Navia - FSA	\$	12,948.84	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,242.09	
Electronic Funds Transfer - Premera - Medical	\$	200,730.29	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(262,518.99)	
Sub-Total Benefits - Employer Expense			\$ 853,188.96
Total Payroll and Benefits			\$ 3,364,927.09

July 2023 Accounts Payable

Checks 79884 through 80177 less checks listed above	\$	1,659,728.39 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,982.21	
Sub-Total Accounts Payable			\$ 1,661,710.60
Total Payroll, Benefits and Accounts Payable			\$ 5,026,637.69

Adjustments

Paycom Direct Service Fee	\$	18,470.26	
Refunds and Credits	\$	660.94	
Refund Interest	\$	0.64	
Bank Service Charge	\$	232.69	
Bank Recoverable Expense	\$	4,977.24	
Travel & Business Expense Reimbursement paid in Payroll	\$	9,006.47	
Total Adjustments			\$ 33,348.24

July 2023 Total Expenditures **\$ 5,059,985.93** ***

* Benefit invoices paid through Accounts Payable Checks	\$	233,725.09	
** Regular invoices paid through Accounts Payable Checks	\$	1,659,728.39	
Total Accounts Payable Check Payments	\$	1,893,453.48	

*** Equals Expenditure Summary Total

**Vouchers
July 2023**

Date	Number	Payee	Check Amount
7/25/2023	79805	Casey, Maria - VOID Program Cancelled	-\$375.00
7/25/2023	79806	Casey, Maria - VOID Program Cancelled	-410.37
7/12/2023	79186	A-1 Mobile Lock & Key - VOID Reissue on check 79887	-182.38
7/12/2023	79314	FATBEAM, LLC - VOID Reissue on check 7911	-4,979.00
7/13/2023	79884	Kathryn O'Brien	88.19
7/13/2023	79885	Dawn Kaestner	237.66
7/13/2023	79886	8X8 Inc	8,442.34
7/13/2023	79887	A-1 Mobile Lock & Key	182.38
7/13/2023	79888	AAA Fire Protection, Inc	229.11
7/13/2023	79889	Alderwood Water District	157.51
7/13/2023	79890	Remit Overrun	0.00
7/13/2023	79891	Amazon Capital Services, Inc	4,342.23
7/13/2023	79892	Association of Washington Cities	575.00
7/13/2023	79893	AT&T (105068)	43.23
7/13/2023	79894	Baker & Taylor Books (277930)	5,737.17
7/13/2023	79895	Beacon Publishing Inc	637.50
7/13/2023	79896	BERK Consulting, Inc.	2,492.50
7/13/2023	79897	Bibliotheca LLC	3,376.52
7/13/2023	79898	Blackstone Publishing	649.39
7/13/2023	79899	City of Arlington	160.64
7/13/2023	79900	City of Edmonds	6,066.90
7/13/2023	79901	City of Marysville	659.20
7/13/2023	79902	City of Monroe	1,273.03
7/13/2023	79903	City of Sultan	2,086.60
7/13/2023	79904	Clinton Water Dist	63.15
7/13/2023	79905	Courtney Liana Wooten	17,150.00
7/13/2023	79906	Dae Won LLC	7,892.49
7/13/2023	79907	Diversified Communications	199.00
7/13/2023	79908	E - Rate Expertise Inc	562.50
7/13/2023	79909	EAP, Inc. dba CLC	6,759.00
7/13/2023	79910	Faber Construction Corporation	231,726.60
7/13/2023	79911	FATBEAM, LLC	4,979.00
7/13/2023	79912	Gale/Cengage Learning	17,054.04
7/13/2023	79913	Holiday-Parks, Inc	8,046.03
7/13/2023	79914	Ingram Library Services	29,961.98
7/13/2023	79915	Insight Direct USA, Inc	7,977.86
7/13/2023	79916	Iron Mountain Incorporated	706.42
7/13/2023	79917	Island Disposal Inc	221.54
7/13/2023	79918	Jennifer DePrey	2,193.18

**Vouchers
July 2023**

Date	Number	Payee	Check Amount
7/13/2023	79919	Jimmy's Roofing	20,447.74
7/13/2023	79920	Kanopy	9,205.00
7/13/2023	79921	Kendall of Marysville	103.80
7/13/2023	79922	Lamar Transit, LLC	3,210.00
7/13/2023	79923	Language Exchange	411.28
7/13/2023	79924	Lithtex NW	2,874.51
7/13/2023	79925	Lorito Books Inc	3,551.54
7/13/2023	79926	Midwest Library Service	201.01
7/13/2023	79927	Midwest Tape	21,570.01
7/13/2023	79928	Multi-Cultural Books & Videos	1,898.00
7/13/2023	79929	OCLC Inc (34299)	67,999.36
7/13/2023	79930	Remit Overrun	0.00
7/13/2023	79931	Office Depot, INC	2,798.58
7/13/2023	79932	Olson, Rose	2,292.11
7/13/2023	79933-79947	Remit Overrun	0.00
7/13/2023	79948	Overdrive Inc	176,296.75
7/13/2023	79949	Pacific Publishing Co Inc	293.25
7/13/2023	79950	Paper Roll Products	1,784.57
7/13/2023	79951	ParentMap	1,300.00
7/13/2023	79952	PetroCard Systems Inc	1,978.90
7/13/2023	79953	Proquest LLC (6216)	26,894.14
7/13/2023	79954	PUD No 1 of Snohomish County	375.08
7/13/2023	79955	Puget Sound Energy	1,158.32
7/13/2023	79956	Puget Sound Mobile Detail	506.85
7/13/2023	79957	Rentacrate Enterprises LLC	343.67
7/13/2023	79958	Republic Services 197	853.08
7/13/2023	79959	Rev.com, Inc	276.00
7/13/2023	79960	Ricoh USA Inc - 31001	3,192.69
7/13/2023	79961	Robert Half	19,794.79
7/13/2023	79962	Roth IAMS LLC	16,380.29
7/13/2023	79963	S-R Broadcasting Co Inc	840.00
7/13/2023	79964	Seattle Times	7,350.00
7/13/2023	79965	SHI International	1,874.25
7/13/2023	79966	Skagit Publishing	324.61
7/13/2023	79967	Smarsh, Inc	17.89
7/13/2023	79968	Sno-Isle Library Foundation	2,960.00
7/13/2023	79969	Sprague Pest Solutions	366.89
7/13/2023	79970	Sterling Volunteers	170.00
7/13/2023	79971	T Mobile	135.92

**Vouchers
July 2023**

Date	Number	Payee	Check Amount
7/13/2023	79972	VOID	0.00
7/13/2023	79973	Teresa Wippel Communications LLC	425.00
7/13/2023	79974	Tiger Construction, Ltd.	132,343.06
7/13/2023	79975	Timeless Design	24,195.05
7/13/2023	79976	Tsai Fong Books Inc	699.73
7/13/2023	79977	Unisys Corporation	456.71
7/13/2023	79978	Verizon Communications Inc	330.79
7/13/2023	79979	Walter E Nelson Co of Western WA	377.21
7/13/2023	79980	Washington State Ferries	785.70
7/13/2023	79981	Waste Management	4,211.18
7/13/2023	79982	WCP Solutions	346.94
7/13/2023	79983	Wellable LLC	254.00
7/13/2023	79984	Ziply Fiber	4,853.41
7/20/2023	79985	Ruth Zander	302.68
7/20/2023	79986	David Adkins-Brown	835.91
7/20/2023	79987	Abila	11,362.48
7/20/2023	79988	Allied Universal	11,493.00
7/20/2023	79989	Amazon Capital Services, Inc	699.60
7/20/2023	79990	Asavie Technologies Inc	1,899.46
7/20/2023	79991	Baker & Taylor Books (277930)	2,394.23
7/20/2023	79992	Baltazar, Anthony A.	200.00
7/20/2023	79993	Bank of America (0958)	1,110.97
7/20/2023	79994	Bank of America (1458)	114.44
7/20/2023	79995	Bank of America (2175)	4,040.49
7/20/2023	79996	Bank of America (2945)	293.50
7/20/2023	79997	Bank of America (3736)	2,152.46
7/20/2023	79998	Bank of America (5953)	973.25
7/20/2023	79999	Bank of America (7423)	2,839.39
7/20/2023	80000	Bank of America (8208)	2,961.61
7/20/2023	80001	Bank of America (8948)	868.32
7/20/2023	80002	BuildingWork, LLC	46,918.03
7/20/2023	80003	Camano Hill Water Co.	134.81
7/20/2023	80004	Casey, Maria	450.00
7/20/2023	80005	Cedar Grove Organics Recycling LLC	457.30
7/20/2023	80006	Center Point Large Print	738.90
7/20/2023	80007	City of Granite Falls	127.10
7/20/2023	80008	City of Langley	410.33
7/20/2023	80009	City of Lynnwood	1,606.11
7/20/2023	80010	City of Marysville	666.85

**Vouchers
July 2023**

Date	Number	Payee	Check Amount
7/20/2023	80011	City of Sultan	185.98
7/20/2023	80012	Crystal Springs	87.66
7/20/2023	80013	EAP, Inc. dba CLC	6,759.00
7/20/2023	80014	Fascione, Chris	400.00
7/20/2023	80015	Fascione, Chris	400.00
7/20/2023	80016	Fascione, Chris	400.00
7/20/2023	80017	Fascione, Chris	400.00
7/20/2023	80018	Fascione, Chris	400.00
7/20/2023	80019	Fascione, Chris	400.00
7/20/2023	80020	Fascione, Chris	400.00
7/20/2023	80021	Goldfinch Brothers	2,966.04
7/20/2023	80022	Gorilla Mad Film Wraps LLC	1,526.13
7/20/2023	80023	Guardian Security	519.73
7/20/2023	80024	Highlight Quartet, LLC	700.00
7/20/2023	80025	Hillis Clark Martin & Peterson	1,792.00
7/20/2023	80026	Holiday-Parks, Inc	4,057.30
7/20/2023	80027	Ingram Library Services	18,998.40
7/20/2023	80028	Island County EDC	600.00
7/20/2023	80029	Kaminoff, Lara	150.00
7/20/2023	80030	Kiver, Eugene Paul	100.00
7/20/2023	80031	Lakewood School District #306	150.00
7/20/2023	80032	Lamar Transit, LLC	3,510.00
7/20/2023	80033	LeMay Mobile Shredding	282.03
7/20/2023	80034	Mia's Handwovens	225.00
7/20/2023	80035	VOID	0.00
7/20/2023	80036	MSR Design	24,216.11
7/20/2023	80037	Multi-Cultural Books & Videos	4,916.00
7/20/2023	80038	O'Donnell, Kristi	250.00
7/20/2023	80039	Office Depot, INC	1,345.96
7/20/2023	80040-80048	Remit Overrun	0.00
7/20/2023	80049	Overdrive Inc	48,167.76
7/20/2023	80050	Paint With Melissa LLC	500.00
7/20/2023	80051	Paper Roll Products	468.10
7/20/2023	80052	Patron Point, Inc.	990.44
7/20/2023	80053	Payne, Georgia E.	200.00
7/20/2023	80054	Philadelphia Insurance Companies	13,102.00
7/20/2023	80055	Prime Self Storage	814.00
7/20/2023	80056	PUD No 1 of Snohomish County	6,877.51
7/20/2023	80057	Puget Sound Energy	627.02

**Vouchers
July 2023**

Date	Number	Payee	Check Amount
7/20/2023	80058	Ricoh USA Inc - 31001	9,622.15
7/20/2023	80059	Ricoh USA Inc - 650073	24,838.21
7/20/2023	80060	Robert Half	5,814.42
7/20/2023	80061	SHI International	5,537.98
7/20/2023	80062	Silver Lake Water & Sewer	236.50
7/20/2023	80063	Sound Publishing	2,437.75
7/20/2023	80064	Stanwood Camano Arts Advocacy Comission	100.00
7/20/2023	80065	T Mobile	135.92
7/20/2023	80066	The Athena Group, LLC	57,586.33
7/20/2023	80067	The Hanover Insurance Group	1,417.00
7/20/2023	80068	Thomas & Associates	73,103.60
7/20/2023	80069	Town of Coupeville	150.00
7/20/2023	80070	U S Bank Equipment Finance	299.97
7/20/2023	80071	Verizon Communications Inc	13,953.28
7/20/2023	80072	Vernon Library Supplies Inc	2,236.56
7/20/2023	80073	Visionary Office Furniture	3,961.58
7/20/2023	80074	WA Finance Officers Assoc	75.00
7/20/2023	80075	Walter E Nelson Co of Western WA	11,320.65
7/20/2023	80076	Wave Business	10,346.45
7/20/2023	80077	WCP Solutions	1,090.13
7/20/2023	80078	Whidbey Telecom	759.34
7/20/2023	80079	Ziply Fiber	503.34
7/20/2023	80080	Midwest Library Service	190.07
7/20/2023	80081	Midwest Tape	5,431.74
7/27/2023	80082	Camano Commons	1,250.00
7/27/2023	80083	English, Camper	400.00
7/27/2023	80084	PawsWithCause	220.00
7/27/2023	80085	Roth IAMS LLC	20,129.70
7/27/2023	80086	Smokey Point Place IV, LLC	10,510.98
7/27/2023	80087	Sno-Isle Refund Account	171.27
7/30/2023	80088	Rebecca Loney	499.00
7/30/2023	80089	VOID	0.00
7/30/2023	80090	VOID	0.00
7/30/2023	80091	VOID	0.00
7/30/2023	80092	VOID	0.00
7/30/2023	80093	Cascade Natural Gas	26.78
7/30/2023	80094	VOID	0.00
7/30/2023	80095	Commercial Fire Protection, Inc.	8,727.69
7/30/2023	80096	Creative Dance Center	300.00

**Vouchers
July 2023**

Date	Number	Payee	Check Amount
7/30/2023	80097	E - Rate Expertise Inc	150.00
7/30/2023	80098	Eaton Corp	7,657.45
7/30/2023	80099	EBSCO	372.90
7/30/2023	80100	Freeland Water Dist	213.35
7/30/2023	80101	Gale/Cengage Learning	2,872.96
7/30/2023	80102	Remit Overrun	0.00
7/30/2023	80103	Ingram Library Services	36,689.65
7/30/2023	80104	Insight Direct USA, Inc	15,348.19
7/30/2023	80105	Jackson, April C.	400.00
7/30/2023	80106	Jackson, April C.	455.00
7/30/2023	80107	Jackson, Ian Joseph	300.00
7/30/2023	80108	Japan Creative Arts, LLC	1,796.00
7/30/2023	80109	Kaminoff, Lara	300.00
7/30/2023	80110	Kenyon Disend, PLLC	243.00
7/30/2023	80111	KeyBank National Association	658.44
7/30/2023	80112	Midwest Library Service	1,240.87
7/30/2023	80113	Midwest Tape	3,784.60
7/30/2023	80114	Miller, Tracy L	75.00
7/30/2023	80115	Milne Electric Inc	1,946.63
7/30/2023	80116	Multi-Cultural Books & Videos	4,576.00
7/30/2023	80117-80128	Remit Overrun	0.00
7/30/2023	80129	Overdrive Inc	75,705.33
7/30/2023	80130	Paper Roll Products	153.17
7/30/2023	80131	PawsWithCause	220.00
7/30/2023	80132	PawsWithCause	220.00
7/30/2023	80133	Penworthy	9,308.94
7/30/2023	80134	PetroCard Systems Inc	2,323.56
7/30/2023	80135	Primal Tree Service	5,491.00
7/30/2023	80136	PUD No 1 of Snohomish County	2,140.61
7/30/2023	80137	Puget Sound Energy	431.53
7/30/2023	80138	Purple Communications, Inc	607.50
7/30/2023	80139	Race Forward	1,000.00
7/30/2023	80140	Ricoh USA Inc - 31001	425.15
7/30/2023	80141	Ricoh USA Inc - 650073	1,047.71
7/30/2023	80142	Robert Half	7,676.26
7/30/2023	80143	Sandys, Diana Amaranta	410.00
7/30/2023	80144	Seattle Kokon Taiko	595.00
7/30/2023	80145	SHI International	1,511.17
7/30/2023	80146	Shred-it	312.45

**Vouchers
July 2023**

Date	Number	Payee	Check Amount
7/30/2023	80147	Smarsh, Inc	17.89
7/30/2023	80148	Sound Publishing	950.00
7/30/2023	80149	Sound Water Stewards of Island County	100.00
7/30/2023	80150	Stewart, Nancy	450.00
7/30/2023	80151	Summit Law Group, PLLC	4,440.50
7/30/2023	80152	Surfrider Foundation Seattle Chapter	250.00
7/30/2023	80153	The College of Physicians of Philadelphia	125.00
7/30/2023	80154	The Fractal Phase	884.00
7/30/2023	80155	The Harmonica Pocket	400.00
7/30/2023	80156	Timeless Design	701.58
7/30/2023	80157	Tireman Studio	300.00
7/30/2023	80158	Trahan, Roberta N	150.00
7/30/2023	80159	Tsai Fong Books Inc	4,767.16
7/30/2023	80160	Uline	598.57
7/30/2023	80161	Walter E Nelson Co of Western WA	41.08
7/30/2023	80162	Ziply Fiber	17,347.77
7/30/2023	80163	Archer Construction, Inc.	1,196.43
7/30/2023	80164	Baker & Taylor Books (277930)	6,228.55
7/30/2023	80165	Blackstone Publishing	875.86
7/30/2023	80166	Bridgeall Libraries Limited	500.00
7/30/2023	80167	City of Mountlake Terrace	8,672.47
7/31/2023	80168	Canopy Wellbeing	1,407.00
7/31/2023	80169	Delta Dental of Washington	33,932.96
7/31/2023	80170	Employment Security Dept (UI)	10,430.45
7/31/2023	80171	Kaiser Permanente	96,277.82
7/31/2023	80172	Lifewise Assurance Company	36,220.41
7/31/2023	80173	Lincoln National Life Ins Company	9,417.67
7/31/2023	80174	Navia Benefit Solutions Client Pay	1,993.75
7/31/2023	80175	Premera Blue Cross	9,688.56
7/31/2023	80176	Snohomish County Superior Court Clerk	250.00
7/31/2023	80177	Sno-Isle Library Foundation	567.00
			\$1,893,453.48

Sno-Isle Libraries
August 2023 Payroll and August 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,529,457.91
Vendor Checks 80261, 80289, 80316, 80386, 80397, 80424 and 80480 through 80488 plus Electronic Transfers	<u>\$ 1,101,284.67</u>
Total Payroll and Benefits	\$ 3,630,742.58
Accounts Payable Checks 80178 through 80488 less checks listed above, plus Electronic Transfers	<u>\$ 2,580,456.48</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 6,211,199.06</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees September 18, 2023.



Finance Manager

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

Sno-Isle Libraries
August 2023 Payroll and August 2023 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

August 2023 Payroll

Employee Pay - Direct Deposit	\$	1,814,887.08	
Plus: Employee Deductions	\$	714,570.83	
Sub-Total Gross Payroll			\$ 2,529,457.91

Vendor Checks 80261, 80289, 80316, 80386, 80397, 80424 and 80480 through 80488	\$	212,584.29 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	233,645.12	
Electronic Funds Transfer - Empower - 457 Plan	\$	7,824.75	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	58,989.98	
Electronic Funds Transfer - PERS - Retirement Plan	\$	365,278.12	
Electronic Funds Transfer - Navia - FSA	\$	12,498.00	
Electronic Funds Transfer - Navia - HRA/MRA	\$	2,016.62	
Electronic Funds Transfer - Premera - Medical	\$	476,124.81	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(268,413.86)	
Sub-Total Benefits - Employer Expense			\$ 1,101,284.67
Total Payroll and Benefits			\$ 3,630,742.58

August 2023 Accounts Payable

Checks 80178 through 80488 less checks listed above	\$	2,577,192.04 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	3,264.44	
Sub-Total Accounts Payable			\$ 2,580,456.48
Total Payroll, Benefits and Accounts Payable			\$ 6,211,199.06

Adjustments

Paycom Direct Service Fee	\$	18,553.51	
Refunds and Credits	\$	1,466.99	
Refund Interest	\$	5.02	
Bank Service Charge	\$	233.96	
Travel & Business Expense Reimbursement paid in Payroll	\$	8,509.20	
Total Adjustments			\$ 28,768.68

August 2023 Total Expenditures **\$ 6,239,967.74** ***

* Benefit invoices paid through Accounts Payable Checks	\$	212,584.29	
** Regular invoices paid through Accounts Payable Checks	\$	2,577,192.04	
Total Accounts Payable Check Payments	\$	2,789,776.33	

*** Equals Expenditure Summary Total

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/16/2023	79830	Northwest Skyline Counseling & Biofeedback - VOID	-\$300.00
8/10/2023	80178	Hannah Krumheuer	183.57
8/10/2023	80179	Ainsworth, Inc.	919.88
8/10/2023	80180	Air Care System	2,458.18
8/10/2023	80181	Allied Universal	13,546.80
8/10/2023	80182	Remit Overrun	0.00
8/10/2023	80183	Amazon Capital Services, Inc	3,325.72
8/10/2023	80184	American Library Association	875.00
8/10/2023	80185	AT&T (105068)	43.23
8/10/2023	80186	Backstage Library Works, Inc	1,902.10
8/10/2023	80187	Baker & Taylor Books (277930)	2,340.90
8/10/2023	80188	Bank of America (842425)	1,195.42
8/10/2023	80189	Beacon Publishing Inc	637.50
8/10/2023	80190	BERK Consulting, Inc.	6,252.50
8/10/2023	80191	Bibliocommons Inc.	2,454.75
8/10/2023	80192	Bibliotheca LLC	10,000.00
8/10/2023	80193	Blackstone Publishing	74.68
8/10/2023	80194	Brodart Company	98.43
8/10/2023	80195	City of Arlington	156.76
8/10/2023	80196	City of Edmonds	3,500.00
8/10/2023	80197	City of Granite Falls	127.10
8/10/2023	80198	City of Monroe	1,065.33
8/10/2023	80199	City of Snohomish	3,194.15
8/10/2023	80200	Comcast	3,746.89
8/10/2023	80201	Commercial Fire Protection, Inc.	736.45
8/10/2023	80202	Compass Health	300.00
8/10/2023	80203	Dae Won LLC	7,892.49
8/10/2023	80204	Daily Journal of Commerce	139.20
8/10/2023	80205	De-el Enterprises, Inc	2,627.79
8/10/2023	80206	Deepti Designs, Inc.	125.00
8/10/2023	80207	Del Sol Inc	176,242.03
8/10/2023	80208	Demco Inc (8048)	4,991.59
8/10/2023	80209	EAP, Inc. dba CLC	6,759.00
8/10/2023	80210	EBSCO	35,977.16
8/10/2023	80211	Faber Construction Corporation	250,400.69
8/10/2023	80212	FATBEAM, LLC	4,979.00
8/10/2023	80213	Gale/Cengage Learning	2,404.23
8/10/2023	80214	HG Maybeck Co., Inc.	249.00
8/10/2023	80215	HP Inc	6,400.08

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/10/2023	80216	Remit Overrun	0.00
8/10/2023	80217	Ingram Library Services	51,716.06
8/10/2023	80218	Insight Direct USA, Inc	7,738.62
8/10/2023	80219	Iron Mountain Incorporated	706.42
8/10/2023	80220	Island Disposal Inc	239.49
8/10/2023	80221	Jackson, April C.	370.00
8/10/2023	80222	Jackson, April C.	500.00
8/10/2023	80223	Jennifer DePrey	225.32
8/10/2023	80224	Johnston Architects, LLC	68,564.15
8/10/2023	80225	Kanopy	9,498.00
8/10/2023	80226	Kindermusik with Miss Laura	900.00
8/10/2023	80227	Language Exchange	727.72
8/10/2023	80228	Lieu, Kathleen	250.00
8/10/2023	80229	Midwest Tape	12,632.62
8/10/2023	80230	Miller, Tracy L	75.00
8/10/2023	80231	Mukilteo Water & Waste District	4,092.43
8/10/2023	80232	Multi-Cultural Books & Videos	10,228.87
8/10/2023	80233	OCLC Inc (34299)	944.05
8/10/2023	80234 - 80235	Remit Overrun	0.00
8/10/2023	80236	Office Depot, INC	6,259.84
8/10/2023	80237 - 80241	Remit Overrun	0.00
8/10/2023	80242	Overdrive Inc	107,291.06
8/10/2023	80243	Pacific Copy & Printing	558.07
8/10/2023	80244	Pacific Publishing Co Inc	293.25
8/10/2023	80245	Paddle Pilgrim	200.00
8/10/2023	80246	Paper Roll Products	1,539.93
8/10/2023	80247	ParentMap	3,780.00
8/10/2023	80248	PawsWithCause	150.00
8/10/2023	80249	Permacard	6,859.36
8/10/2023	80250	PetroCard Systems Inc	2,251.38
8/10/2023	80251	Port Townsend Marine Science Center	200.00
8/10/2023	80252	Premier Tents, Inc.	287.77
8/10/2023	80253	PUD No 1 of Snohomish County	4,964.72
8/10/2023	80254	Puget Sound Energy	1,207.30
8/10/2023	80255	Puget Sound Mobile Detail	577.70
8/10/2023	80256	Quipu Group LLC	3,407.00
8/10/2023	80257	Rentacrate Enterprises LLC	355.12
8/10/2023	80258	Republic Services 197	851.22
8/10/2023	80259	Rev.com, Inc	187.50

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/10/2023	80260	Ricoh USA Inc - 31001	432.66
8/10/2023	80261	Robert Half	14,330.57
8/10/2023	80262	Roth IAMS LLC	6,967.02
8/10/2023	80263	Ryan, Paul	44.54
8/10/2023	80264	S-R Broadcasting Co Inc	1,050.00
8/10/2023	80265	Salish Networks	1,214.21
8/10/2023	80266	Seattle Hand Drummers	481.25
8/10/2023	80267	Seattle Times	6,750.00
8/10/2023	80268	SHI International	8,091.18
8/10/2023	80269	Shred-it	105.58
8/10/2023	80270	Silver Kite Community Arts	350.00
8/10/2023	80271	Silver Lake Water & Sewer	222.50
8/10/2023	80272	Skagit Publishing	324.61
8/10/2023	80273	Snohomish County Planning & Development Services	97.85
8/10/2023	80274	Sound Publishing	181.44
8/10/2023	80275	Sprague Pest Solutions	1,030.66
8/10/2023	80276	Stanwood Camano Arts Advocacy Comission	100.00
8/10/2023	80277	Sterling Volunteers	109.00
8/10/2023	80278	Susan Kostick	132.31
8/10/2023	80279	T Mobile	7.01
8/10/2023	80280	T Mobile	147.41
8/10/2023	80281	Thryv, Inc	338.88
8/10/2023	80282	Uline	896.12
8/10/2023	80283	Verizon Communications Inc	330.79
8/10/2023	80284	Verkada Inc.	3,058.62
8/10/2023	80285	Walter E Nelson Co of Western WA	2,036.95
8/10/2023	80286	Washington State Ferries	754.70
8/10/2023	80287	Washington State Parks & Recreation Commission	2,000.00
8/10/2023	80288	Waste Management	4,223.09
8/10/2023	80289	Wellable LLC	250.00
8/10/2023	80290	Western Neon Inc.	13,089.92
8/17/2023	80291	8X8 Inc	8,409.61
8/17/2023	80292	Abila	572.79
8/17/2023	80293	Air Care System	18,045.97
8/17/2023	80294	Allied Universal	13,802.40
8/17/2023	80295	Remit Overrun	0.00
8/17/2023	80296	Amazon Capital Services, Inc	2,871.63
8/17/2023	80297	Asavie Technologies Inc	1,879.74
8/17/2023	80298	Baker & Taylor Books (277930)	3,562.05

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/17/2023	80299	Bank of America (0958)	3,571.49
8/17/2023	80300	Bank of America (1458)	99.95
8/17/2023	80301	Bank of America (2175)	2,552.86
8/17/2023	80302	Bank of America (2945)	2,701.77
8/17/2023	80303	Bank of America (3736)	1,332.22
8/17/2023	80304	Bank of America (7423)	530.98
8/17/2023	80305	Bank of America (8208)	3,273.22
8/17/2023	80306	Bank of America (8948)	239.24
8/17/2023	80307	Blackstone Publishing	77.88
8/17/2023	80308	BuildingWork, LLC	5,071.58
8/17/2023	80309	Cedar Grove Organics Recycling LLC	457.30
8/17/2023	80310	Center Point Large Print	738.90
8/17/2023	80311	Cerium Networks Inc	10,203.11
8/17/2023	80312	City of Brier	158.34
8/17/2023	80313	City of Sultan	185.98
8/17/2023	80314	Courtney Liana Wooten	8,150.00
8/17/2023	80315	Crystal Springs	66.39
8/17/2023	80316	Dept of Enterprise Services	536.57
8/17/2023	80317	Detroit Scrap Consulting Services Ltd.	100.00
8/17/2023	80318	Door Pros Inc	722.04
8/17/2023	80319	Ednetics, Inc.	12,072.67
8/17/2023	80320	Hillis Clark Martin & Peterson	1,638.00
8/17/2023	80321	Ingram Library Services	26,111.55
8/17/2023	80322	Lamar Transit, LLC	3,510.00
8/17/2023	80323	LeMay Mobile Shredding	91.25
8/17/2023	80324	Les Schwab - Marysville	483.43
8/17/2023	80325	Midwest Library Service	1,297.50
8/17/2023	80326	Midwest Tape	20,423.39
8/17/2023	80327	Milliman, Inc	4,786.25
8/17/2023	80328	Milne Electric Inc	1,721.48
8/17/2023	80329	Multi-Cultural Books & Videos	420.00
8/17/2023	80330	My Neighborhood News Network	425.00
8/17/2023	80331	Northend Excavating, Inc.	4,274.50
8/17/2023	80332	Remit Overrun	0.00
8/17/2023	80333	Office Depot, INC	2,612.02
8/17/2023	80334 - 80336	Remit Overrun	0.00
8/17/2023	80337	Overdrive Inc	43,249.07
8/17/2023	80338	Philadelphia Insurance Companies	31,449.00
8/17/2023	80339	Pitney Bowes	434.62

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/17/2023	80340	PUD No 1 of Snohomish County	6,607.84
8/17/2023	80341	Puget Sound Energy	212.38
8/17/2023	80342	Ricoh USA Inc - 31001	9,235.47
8/17/2023	80343	Ricoh USA Inc - 650073	25,426.42
8/17/2023	80344	Seahurst Electric	9,230.78
8/17/2023	80345	SHI International	9,969.47
8/17/2023	80346	Skagit Publishing	324.61
8/17/2023	80347	Smarsh, Inc	53.68
8/17/2023	80348	Sound Publishing	1,267.75
8/17/2023	80349	Sprague Pest Solutions	1,249.84
8/17/2023	80350	The Athena Group, LLC	4,077.64
8/17/2023	80351	Tiger Construction, Ltd.	266,054.66
8/17/2023	80352	Timeless Design	28,786.91
8/17/2023	80353	Town of Coupeville	923.51
8/17/2023	80354	Transource Services Corp	84,653.97
8/17/2023	80355	U S Bank Equipment Finance	299.97
8/17/2023	80356	U S Yellow Pages	229.00
8/17/2023	80357	VECA Electric & Technologies, LLC	2,483.03
8/17/2023	80358	Verizon Communications Inc	14,837.49
8/17/2023	80359	Walter E Nelson Co of Western WA	122.15
8/17/2023	80360	Wave Business	10,346.45
8/17/2023	80361	WCP Solutions	476.33
8/17/2023	80362	Whidbey Telecom	758.63
8/17/2023	80363	Ziply Fiber	5,070.40
8/17/2023	80364	Barbara Adams	658.00
8/17/2023	80365	MBI	271,297.49
8/17/2023	80366 - 80381	VOID Printing Error	0.00
8/24/2023	80382	VOID	0.00
8/24/2023	80383	Aalbu Brothers	3,151.90
8/24/2023	80384	Allied Universal	13,035.60
8/24/2023	80385	Amazon Capital Services, Inc	4,357.39
8/24/2023	80386	Assured Partners of WA, LLC	1,696.56
8/24/2023	80387	Baker & Taylor Books (277930)	9,065.06
8/24/2023	80388	Better Impact USA, Inc	732.00
8/24/2023	80389	Bibliotheca LLC	5,749.29
8/24/2023	80390	Blackstone Publishing	86.88
8/24/2023	80391	Bank of America (5953)	887.79
8/24/2023	80392	Cascade Natural Gas	13.78
8/24/2023	80393	CDW Government Inc	799.88

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/24/2023	80394	City of Edmonds	11,406.80
8/24/2023	80395	City of Marysville	1,963.48
8/24/2023	80396	Comcast	3,728.18
8/24/2023	80397	Dept of Labor & Industries	10.81
8/24/2023	80398	Dept of Labor & Ind (Boiler)	29.90
8/24/2023	80399	Gale/Cengage Learning	4,104.10
8/24/2023	80400	The Hanover Insurance Group	39,810.10
8/24/2023	80401	Remit Overrun	0.00
8/24/2023	80402	Remit Overrun	0.00
8/24/2023	80403	Jaymarc Investments, Inc	13,525.76
8/24/2023	80404	J. J. Keller & Associates, Inc.	27.22
8/24/2023	80405	Leadership Snohomish County	3,500.00
8/24/2023	80406	Lithtex NW	6,663.11
8/24/2023	80407	Lytho, Inc	1,011.50
8/24/2023	80408	Midwest Tape	5,599.99
8/24/2023	80409	MSR Design	36,029.62
8/24/2023	80410	Mukilteo Chamber	225.00
8/24/2023	80411	The Myers Group	26,000.00
8/24/2023	80412	Office Depot, INC	1,500.96
8/24/2023	80413 - 80415	Remit Overrun	0.00
8/24/2023	80416	Overdrive Inc	37,647.00
8/24/2023	80417	Pacific Copy & Printing	2,521.81
8/24/2023	80418	Paper Roll Products	670.39
8/24/2023	80419	PetroCard Systems Inc	2,867.67
8/24/2023	80420	PUD No 1 of Snohomish County	2,038.39
8/24/2023	80421	Purple Communications, Inc	292.50
8/24/2023	80422	Ricoh USA Inc - 31001	425.15
8/24/2023	80423	Ricoh USA Inc - 650073	447.67
8/24/2023	80424	Robert Half	5,056.16
8/24/2023	80425	Safeguard Business Systems, Inc.	805.08
8/24/2023	80426	Shred-it	440.11
8/24/2023	80427	Smokey Point Place IV, LLC	10,510.98
8/24/2023	80428	Spiral Binding, LLC	161.69
8/24/2023	80429	Sprague Pest Solutions	160.52
8/24/2023	80430	Summit Law Group, PLLC	3,171.50
8/24/2023	80431	Tsai Fong Books Inc	523.72
8/24/2023	80432	Uline	12.83
8/24/2023	80433	Walter E Nelson Co of Western WA	2,426.93
8/24/2023	80434	Ziply Fiber	12,335.07

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/24/2023	80435	Ponz Manantan	752.80
8/24/2023	80436	Remit Overrun	0.00
8/24/2023	80437	Ingram Library Services	34,304.69
8/30/2023	80438	Lithtex NW	8,034.70
8/30/2023	80439	Air Care System	14,813.26
8/30/2023	80440	Ali, Peter	400.00
8/30/2023	80441	Amazon Capital Services, Inc	2,585.81
8/30/2023	80442	Baker & Taylor Books (277930)	1,639.85
8/30/2023	80443	Burke Museum	100.00
8/30/2023	80444	Camano Commons	1,250.00
8/30/2023	80445	Cascade Natural Gas	13.00
8/30/2023	80446	Wash Service Co. Inc. dba Clean & Happy	25,878.55
8/30/2023	80447	Community Transit	50.00
8/30/2023	80448	Cook, Langdon	500.00
8/30/2023	80449	Cortes, Marco	700.00
8/30/2023	80450	Cort Party Rental	4,123.16
8/30/2023	80451	Gale/Cengage Learning	2,087.60
8/30/2023	80452	Haskett Works LLC	32,266.00
8/30/2023	80453	Huizenga Enterprises, LLC	174,012.00
8/30/2023	80454	Ingram Library Services	10,122.74
8/30/2023	80455	KSER Foundation	3,000.00
8/30/2023	80456	Language Exchange	80.00
8/30/2023	80457	Midwest Library Service	609.98
8/30/2023	80458	Midwest Tape	8,475.61
8/30/2023	80459	Jessica Mohr	250.00
8/30/2023	80460	Morales, Jannette	175.00
8/30/2023	80461	Moss Adams LLP	8,465.88
8/30/2023	80462	Multi-Cultural Books & Videos	6,572.00
8/30/2023	80463	Office Depot, INC	1,655.35
8/30/2023	80464 - 80466	Remit Overrun	0.00
8/30/2023	80467	Overdrive Inc	31,141.63
8/30/2023	80468	Paper Roll Products	448.42
8/30/2023	80469	Prime Self Storage	1,139.00
8/30/2023	80470	PUD No 1 of Snohomish County	349.16
8/30/2023	80471	Silver Kite Community Arts	700.00
8/30/2023	80472	Sno-Isle Refund Account	242.35
8/30/2023	80473	Cail, Matt	150.00
8/30/2023	80474	Superior Restrooms, LLC	915.00
8/30/2023	80475	Town of Coupeville	50.00
8/30/2023	80476	Trahan, Roberta N	150.00
8/30/2023	80477	Walter E Nelson Co of Western WA	1,571.94
8/30/2023	80478	Alex Zerbe	550.00
8/30/2023	80479	Ziply Fiber	4,150.35

**Vouchers
August 2023**

Date	Check Number	Payee	Check Amount
8/31/2023	80480	Canopy Wellbeing	1,398.00
8/31/2023	80481	Delta Dental of Washington	33,953.14
8/31/2023	80482	Kaiser Permanente	97,126.64
8/31/2023	80483	Lifewise Assurance Company	36,220.41
8/31/2023	80484	Lincoln National Life Ins Company	9,495.57
8/31/2023	80485	Navia Benefit Solutions Client Pay	2,004.30
8/31/2023	80486	Premera Blue Cross	9,688.56
8/31/2023	80487	Snohomish County Superior Court Clerk	250.00
8/31/2023	80488	Sno-Isle Library Foundation	567.00
			<u>\$2,789,776.33</u>

Public Art Policy

Sno-Isle Libraries Board Policy

Purpose

To provide direction on the donation, purchase, or commission and placement of public works of art that reflect the ever-evolving needs and interests of the communities served by Sno-Isle Libraries (Library District).

Scope

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that public art in libraries contributes to the Library District's vision, mission, values, and goals. Public art enhances the library experience by creating positive public environments as well as reflecting our legacy, and the diversity of our communities. The presence of public art contributes to the vitality of the communities we serve and stimulates creativity, imagination, and interest.

The Board of Trustees supports the placement of works of art in buildings and on library property throughout the Library District. All forms of original art or copies of original art may be considered. The Library District supports the acceptance of gifted art and / or fundraising for public art by the Sno-Isle Libraries Foundation and / or local Friends of the Library groups.

The Library District adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Implementation

The Executive Director (or designee) together with the Director of Community Libraries (or designee) will establish an Art Selection Panel on an as-needed basis to consider prospective gifts, purchases, or commissions of artwork. Gifted, commissioned, or purchased public art will be selected based on criteria in the Library District's Public Art Guidelines.

Public Art Policy

Sno-Isle Libraries Board Policy

The Library District may decline to accept gifts of public art if they are incompatible with the vision, mission, values and goals of the library, do not meet Library District standards for usability, quality, or safety, or if the acceptance would have a negative fiscal impact.

The Library District will provide recognition to all individuals, groups and/or corporations who donate accepted gifts of art to the Library District. The Library District will consult with the donor about appropriate recognition. That recognition will follow the Board of Trustees Donor Recognition Policy. Display of accepted artwork is at the discretion of the Library District. There is no obligation for display.

Neither the Library District nor the Art Selection Panel will provide value estimates on gift material because such estimates require subject expert knowledge. The Library District will give receipts for any accepted gifts for income tax purposes, as requested. Such receipts will identify and acknowledge gifts without appraisal. Appraisals are the responsibility of the artist or donor.

Artwork by donation, purchase, or commission are accepted with the understanding that they are not permanent additions to the Library District and may be decommissioned or moved in the future. When artwork is no longer appropriate for the library at which it resides, care will be taken to find a new display space, such as a different library location, or be returned to the artist, or donated to a Friends of the Library group or other community organization. Works that are not able to be removed from a library may be destroyed by deconstructing or painting over the item.

Associated Policies and Laws

- United States. Constitution of the United States. [First Amendment](#)
- Washington State RCW [12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- American Library Association. [Library Bill of Rights](#)
- American Library Association. [Freedom to Read](#)
- American Library Association. [Freedom to View](#)
- Washington Library Association. [Intellectual Freedom Statement](#)
- Sno-Isle Libraries Board policy. [Equity Policy](#)
- Sno-Isle Libraries Board policy. [Donation Policy](#)

Original Draft

Public Art Policy

Sno-Isle Libraries Board Policy

- Sno-Isle Libraries Board policy. [Customer Use of Library Spaces](#)
- Sno-Isle Libraries Board policy. Donor Recognition.
- Sno-Isle Libraries Administrative Policies & Guidelines. Public Art Guidelines (in process)

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: TBD

Art in Public Spaces Policy

Sno-Isle Libraries Board Policy

Purpose

To provide direction on the ~~donation,~~ purchase, or commission and placement of ~~public works of art~~ in public spaces in Sno-Isle Libraries (Library District) that reflect the ever-evolving needs and interests of the communities served by ~~Sno-Isle Libraries (the Library District).~~#

Scope

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that ~~public~~ art in libraries contributes to the Library District's vision, mission, values, and goals. ~~Public a~~Art enhances the library experience by creating positive public environments as well as reflecting our legacy, and the diversity of our communities. The presence of ~~public art in~~ public spaces contributes to the vitality of the communities we serve and stimulates creativity, imagination, and interest.

The Board of Trustees supports the placement of works of art in buildings and on library property throughout the Library District. The purchase or commission of Aall forms of original art or copies of original art may be considered. The Library District supports ~~the acceptance of gifted art and / or~~ fundraising for ~~public art in public spaces~~ by the Sno-Isle Libraries Foundation and / or local Friends of the Library groups.

The Library District adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Implementation

The Executive Director (or designee) together with the Director of Community Libraries (or designee) ~~will~~may establish ~~an~~ Art Selection Panels ~~on an as-needed basis for capital building projects~~ to consider prospective ~~gifts,~~ purchases, or commissions of artwork. The Art Selection Panel will include members of the community and reflect its diversity. ~~Gifted,~~ ~~€~~Commissioned, or purchased ~~public~~ art will be selected based on criteria in the Library District's Public Art Guidelines which include the following considerations:

Art in Public Spaces Policy

Sno-Isle Libraries Board Policy

- The quality and elements of design celebrate, explore, and include the diverse histories and cultures of the community. The art complements and enhances the building and its purpose. The art is designed for a publicly visible and accessible area and may establish a focal point, modify, or enhance a space or identify a building function.
- The style, nature, and durability of the art shall be appropriate in scale, material, form, and content for the library environment. The art shall be able to withstand theft, vandalism, and exposure to the environment. The Library District may decline to accept gifts of public art if they are incompatible with the vision, mission, values and goals of the library, do not meet Library District standards for usability, quality, or safety, or if the acceptance would have a negative fiscal impact.
- The cost of installation and maintenance, including both start-up and ongoing cleaning and maintenance, as well as any security issues.
- Art that creates unsafe conditions or contains other factors that may bear on public liability will not be purchased or commissioned.

~~The Library District will provide recognition to all individuals, groups and/or corporations who donate accepted gifts of art to the Library District. The Library District will consult with the donor about appropriate recognition. That recognition will follow the Board of Trustees Donor Recognition Policy. Display of accepted artwork is at the discretion of the Library District. There is no obligation for display.~~

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Art in Public Spaces Policy

Sno-Isle Libraries Board Policy

able to be removed from a library may be destroyed by deconstructing or painting over the item.

Associated Policies and Laws

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- Sno-Isle Libraries Board policy. [Customer Use of Library Spaces](#)
- Sno-Isle Libraries Board policy. [Capitalized Asset / Small and Attractive Asset Management](#)
- Sno-Isle Libraries Board policy. [Purchasing and Public Works](#)
- Sno-Isle Libraries Board policy. [Donor Recognition](#)

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: TBD

Art in Public Spaces Policy

Sno-Isle Libraries Board Policy

Purpose

To provide direction on the purchase or commission and placement of art in public spaces in Sno-Isle Libraries (Library District) that reflect the ever-evolving needs and interests of the communities served by the Library District.

Scope

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that art in libraries contributes to the Library District's vision, mission, values, and goals. Art enhances the library experience by creating positive public environments as well as reflecting our legacy, and the diversity of our communities. The presence of art in public spaces contributes to the vitality of the communities we serve and stimulates creativity, imagination, and interest.

The Board of Trustees supports the placement of works of art in buildings and on library property throughout the Library District. The purchase or commission of all forms of original art or copies of original art may be considered. The Library District supports fundraising for art in public spaces by the Sno-Isle Libraries Foundation and / or local Friends of the Library groups.

The Library District adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

Implementation

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Art in Public Spaces Policy

Sno-Isle Libraries Board Policy

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- Art that creates unsafe conditions or contains other factors that may bear on public liability will not be purchased or commissioned.

Artwork is purchased or commissioned by the Library District with the understanding that it may not be permanent additions to the Library District and may be decommissioned or moved in the future. The surplus of works of art shall be approved by the Board of Trustees in accordance with the Library District's Capitalized Asset / Small and Attractive Asset Management policy. Works that are not able to be removed from a library may be destroyed by deconstructing or painting over the item.

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- [Sno-Isle Libraries Board policy. Capitalized Asset / Small and Attractive Asset Management](#)
- [Sno-Isle Libraries Board policy. Purchasing and Public Works](#)

Clean Draft

Art in Public Spaces Policy

Sno-Isle Libraries Board Policy

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: TBD

2024 Budget Introduction

BUDGET GOALS AND IMPACTS

SEPTEMBER 18, 2023

2024 Budget Goals – Equitable, Accessible, Sustainable

- Enhance **library services** so that everyone can engage in experiences they value.
- Create **inspiring spaces** so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use.
- Optimize **library funding** so that we can continue to be good stewards of our finances, **ensure long-term financial stability**, and work to secure additional private and state funds.
- **Invest in our people and organization** so that we are resilient, equitable and regenerative and our staff have the support and resources they need.

2024 Budget Impacts

- Revenue
 - Assessed property value.
 - Implicit price deflator.
- Expenditures
 - Salaries and Benefits.
 - Capital projects.
 - Initiatives.

Overview of October Work Session

2024 Budget Summary

	Adopted Budget 2023	Proposed Budget 2024
Beginning Cash	\$23,560,000	
Total Revenue	\$74,886,861	
Total Expenditures	\$77,125,345	
Transfer from Reserves	\$2,370,000	
Ending Cash	\$21,321,516	
<i>Total Revenue, Beg. Cash, Reserves</i>	\$98,446,861	\$0
<i>Total Expenditures, End Cash, Reserves</i>	\$98,446,861	\$0

Revenues

	Adopted Budget 2023	Proposed Budget 2024
Revenue		
Taxes	\$64,707,420	
Grants	6,102,500	
Other		
Investments	600,000	
Donations	900,000	
E-Rate	296,000	
Other	280,941	
Subtotal Other	\$2,076,941	\$ -
Board Approved Bonds	2,000,000	\$ -
Total Revenue	\$74,886,861	\$ -

Expenditures

	Adopted Budget 2023	Proposed Budget 2024
Operations		
Salaries and Benefits	\$43,521,848	
Materials	6,381,400	
Professional & Contract Services	3,824,749	
Software & Licensing Fees	1,502,215	
Office & Operating Supplies	608,250	
Equipment & Furnishings	2,380,000	
Strategic & Development Initiatives	750,000	
Communications	676,500	
Maintenance & Repairs	755,300	
Utilities	495,100	
Rentals & Leases	504,838	
Training	120,000	
Insurance	177,000	
Debt Service Payment	228,000	
Miscellaneous	575,145	
Subtotal Operations	\$62,500,345	\$0
Capital Outlay		
A&E Services	2,150,000	
Buildings & Improvements	8,513,000	
Equipment & Furnishings	715,000	
Vehicles	247,000	
Land	3,000,000	
Total Capital Outlay	\$14,625,000	\$0
Total Expenditures	\$77,125,345	\$0

2024 Budget Timeline

2023 TIMELINE FOR 2024 BUDGET

SEPTEMBER 18, 2023

Date	Milestone	Meeting Type
September 18, 2023	Staff present 2024 budget introduction.	Regular meeting
October 3, 2023	Board of Trustees hold 2024 budget work session.	Special meeting
October 23, 2023	Staff present overview of proposed 2024 budget. Board holds public hearing on the regular property tax levy. RCW 84.55.120 Board passes ordinance/resolution regarding the regular property tax levy. RCW 84.55.010	Regular meeting
November 27, 2023	Board holds public meeting on 2024 budget. Board conducts final review and approval of 2024 budget. RCW 27.12.210	Regular meeting
November 30, 2023	Staff submit 2024 budget to Snohomish and Island counties. RCW 84.52.020	N/A
January 2024	Board of Trustees approve Joint Levy Certification for 2024 taxes. WAC 458-19-010	Special meeting

The timeline is subject to change.

Financial Update

FINANCE DEPARTMENT

September 2023

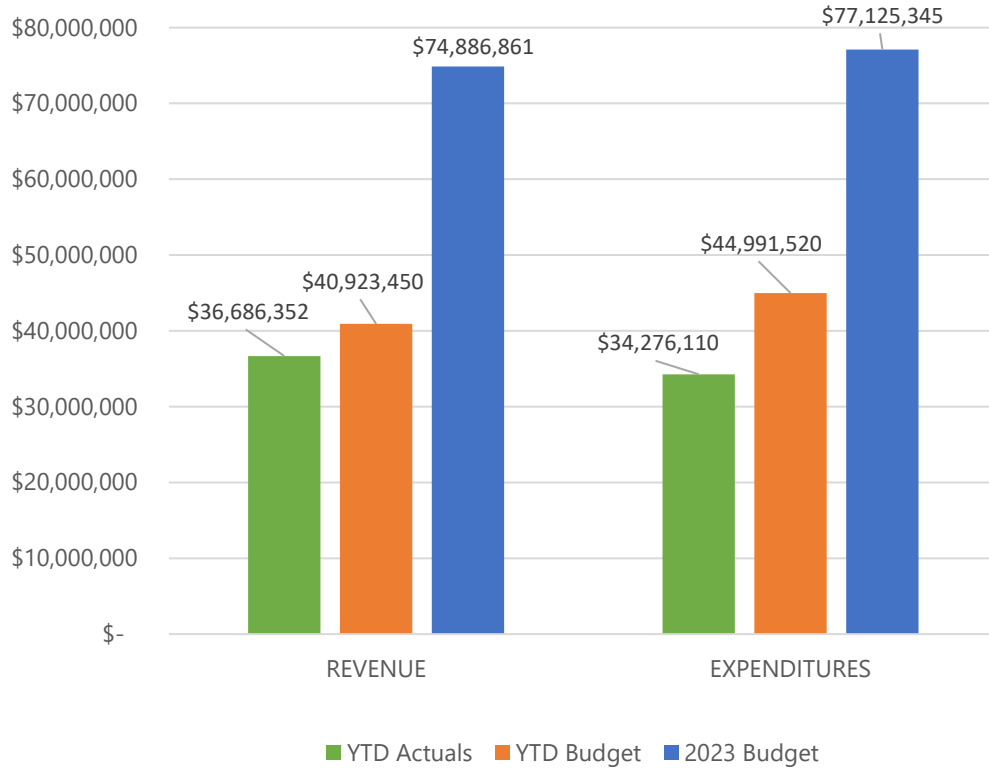
July 2023 Revenue Summary

- Total revenue received in July was \$424k compared to the monthly budget of \$1.2M. Year to date (YTD) total revenue was \$36.7M compared to the YTD budget of \$40.9M.
- General property tax receipts for July were \$197k compared to the monthly budget of \$327k.
- Timber tax and associated excise tax revenues for July were \$8k compared to the monthly budget of \$16k.
- Investment Interest for July was \$167k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for July were collectively \$16k compared to the monthly budget of \$79k.
- Other Revenue for July was \$36k compared to the monthly budget of \$719k.

July 2023 Expenditures Summary

- Total expenditures for July were \$5.1M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$34.3M compared to the YTD budget of \$50M.
- Salaries & Benefits for July were \$3.4M compared to the monthly budget of \$3.6M.
- Collection materials expenditures for July were \$520k compared to the monthly budget of \$532k.
- Employee training expenditures for July were \$12k compared to the monthly budget of \$10k.
- Capital expenditures for July were \$445k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for July were \$734k compared to the monthly budget of \$1.0M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 7/1/2023 Through 7/31/2023
(In Whole Numbers)

		Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0	Salaries & Benefits	3,626,880	23,997,596	25,388,160	43,521,848	55.13%
20.0	Materials	531,780	3,467,654	3,722,460	6,381,400	54.34%
26.0	Professional & Contract Services	337,760	1,489,577	2,364,320	4,052,749	36.75%
35.0	Equipment & Furnishings	198,350	137,226	1,388,450	2,380,000	5.76%
38.0	Maintenance & Repair	62,980	230,683	440,860	755,300	30.54%
41.0	Software License & Maint Fees	125,180	999,438	876,260	1,502,215	66.53%
42.0	Communications	56,400	384,423	394,800	676,500	56.82%
43.0	Office & Operating Supplies	50,690	304,726	354,830	608,250	50.09%
44.0	Utilities	41,280	307,313	288,960	495,100	62.07%
45.0	Rentals & Leases	42,080	327,991	294,560	504,838	64.96%
46.0	Insurance	14,340	120,393	100,380	172,000	69.99%
48.0	Employee Training / Travel	9,990	91,559	69,930	120,000	76.29%
49.0	Miscellaneous	48,390	375,316	338,730	580,145	64.69%
50.0	Strategic Initiatives / Innovation	62,500	156,042	437,500	750,000	20.80%
61.0	Capital - Land	250,000	0	1,750,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	709,410	815,560	4,965,870	8,513,000	9.58%
62.5	Capital - A&E	179,180	1,005,883	1,254,260	2,150,000	46.78%
64.0	Capital - Furnishings & Equipment	59,590	64,729	417,130	715,000	9.05%
64.4	Capital - Vehicles	20,580	0	144,060	247,000	0.00%
	Total Expenditures	<u>6,427,360</u>	<u>34,276,110</u>	<u>44,991,520</u>	<u>77,125,345</u>	<u>44.44%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 7/1/2023 Through 7/31/2023
(In Whole Numbers)

	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd	
Revenues						
01.0	Property Taxes	326,650	34,606,490	34,655,250	64,157,420	53.93%
02.0	Timber Tax / Sales	15,600	265,899	330,100	550,000	48.34%
03.0	Print/Copy Services	1,000	15,638	7,000	12,000	130.31%
04.0	Services/City Contract Fees	330	0	2,310	3,941	0.00%
05.0	Lost Materials Paid	2,920	31,284	20,440	35,000	89.38%
06.0	Investment Interest	50,000	1,089,301	350,000	600,000	181.55%
07.0	Donations Private Sources	75,000	71,614	525,000	900,000	7.95%
08.0	Other Revenue	719,050	585,467	5,033,350	8,628,500	6.78%
09.1	Insurance Recoveries	0	20,659	0	0	0.00%
	Total Revenues	<u>1,190,550</u>	<u>36,686,352</u>	<u>40,923,450</u>	<u>74,886,861</u>	<u>48.99%</u>

Financial Update

FINANCE DEPARTMENT

September 2023

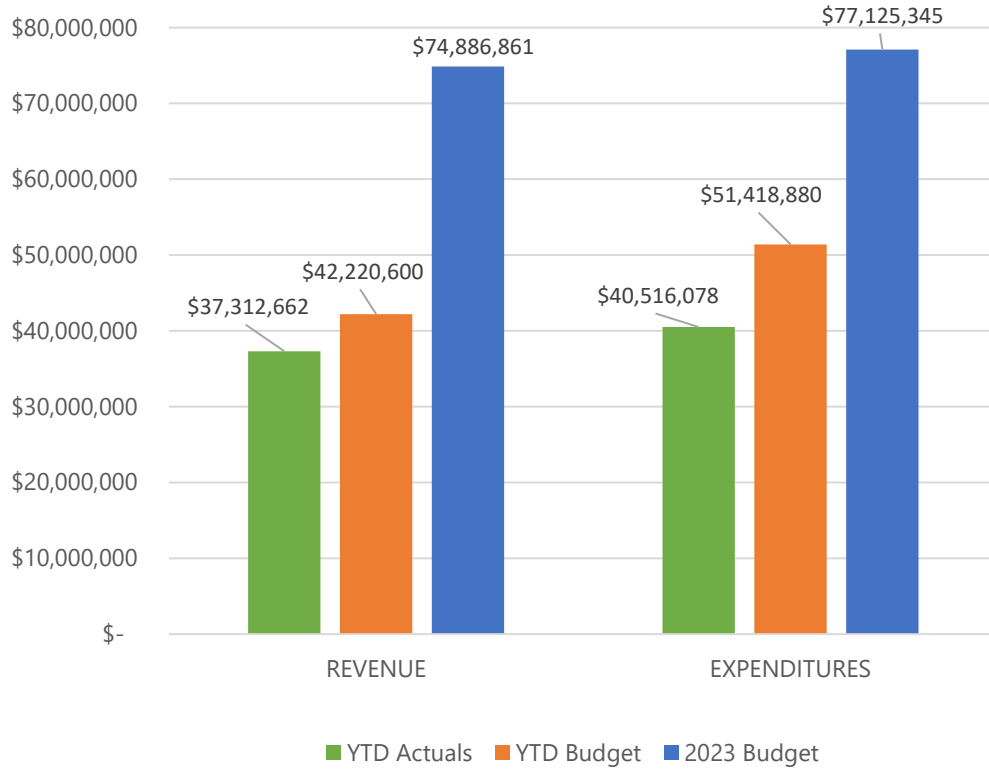
August 2023 Revenue Summary

- Total revenue received in August was \$626k compared to the monthly budget of \$1.3M. Year to date (YTD) total revenue was \$37.3M compared to the YTD budget of \$42.2M.
- General property tax receipts for August were \$256k compared to the monthly budget of \$364k.
- Timber tax and associated excise tax revenues for August were \$96k compared to the monthly budget of \$85k.
- Investment Interest for August was \$170k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for August were collectively \$25k compared to the monthly budget of \$79k.
- Other Revenue for August was \$78k compared to the monthly budget of \$719k.

August 2023 Expenditures Summary

- Total expenditures for August were \$6.2M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$40.5M compared to the YTD budget of \$51.4M.
- Salaries & Benefits for August were \$3.6M compared to the monthly budget of \$3.6M.
- Collection materials expenditures for August were \$451k compared to the monthly budget of \$532k.
- Employee training expenditures for August were \$12k compared to the monthly budget of \$10k.
- Capital expenditures for August were \$983k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for August were \$1.2M compared to the monthly budget of \$1.0M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 8/1/2023 Through 8/31/2023
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,630,743	27,628,338	29,015,040	43,521,848	63.48%
20.0	Materials	451,163	3,918,817	4,254,240	6,381,400	61.40%
26.0	Professional & Contract Services	345,176	1,834,754	2,702,080	4,052,749	45.27%
35.0	Equipment & Furnishings	145,404	282,630	1,586,800	2,380,000	11.87%
38.0	Maintenance & Repair	271,779	502,462	503,840	755,300	66.52%
41.0	Software License & Maint Fees	64,372	1,063,811	1,001,440	1,502,215	70.81%
42.0	Communications	61,364	445,788	451,200	676,500	65.89%
43.0	Office & Operating Supplies	47,937	352,663	405,520	608,250	57.97%
44.0	Utilities	39,541	346,854	330,240	495,100	70.05%
45.0	Rentals & Leases	46,667	374,658	336,640	504,838	74.21%
46.0	Insurance	71,259	191,652	114,720	172,000	111.42%
48.0	Employee Training / Travel	11,673	103,232	79,920	120,000	86.02%
49.0	Miscellaneous	54,085	429,400	387,120	580,145	74.01%
50.0	Strategic Initiatives / Innovation	15,602	171,644	500,000	750,000	22.88%
61.0	Capital - Land	0	0	2,000,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	539,654	1,355,214	5,675,280	8,513,000	15.91%
62.5	Capital - A&E	139,985	1,145,869	1,433,440	2,150,000	53.29%
64.0	Capital - Furnishings & Equipment	303,563	368,293	476,720	715,000	51.50%
64.4	Capital - Vehicles	0	0	164,640	247,000	0.00%
	Total Expenditures	6,239,968	40,516,078	51,418,880	77,125,345	52.53%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 8/1/2023 Through 8/31/2023
(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	256,455	34,862,945	35,019,400	64,157,420	54.33%
02.0	Timber Tax / Sales	96,445	362,344	414,800	550,000	65.88%
03.0	Print/Copy Services	2,716	18,354	8,000	12,000	152.95%
04.0	Services/City Contract Fees	0	0	2,640	3,941	0.00%
05.0	Lost Materials Paid	4,573	35,857	23,360	35,000	102.44%
06.0	Investment Interest	170,482	1,259,782	400,000	600,000	209.96%
07.0	Donations Private Sources	17,820	89,435	600,000	900,000	9.93%
08.0	Other Revenue	77,818	663,285	5,752,400	8,628,500	7.68%
09.1	Insurance Recoveries	0	20,659	0	0	0.00%
	Total Revenues	<u>626,309</u>	<u>37,312,662</u>	<u>42,220,600</u>	<u>74,886,861</u>	<u>49.83%</u>

Executive Director

BOARD REPORT

August – September 2023

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Congresswoman Kim Schrier with Director of Community Libraries Diane Lai – Darrington Library.
- Snohomish County Executive Dave Sommers.
- Edmonds Mayor Mike Nelson, Edmonds Director of Planning and Development Susan McLaughlin, and Assistant Director of Capital Strategy and Planning Chy Ross – Edmonds Library.
- Snohomish County Treasurer Brian Sullivan.

Board meetings

- Snohomish County Broadband Action Team (BAT).
- Snohomish Economic Recovery Advisory Group.

County and City Meetings

- Island County Council of Governments.
- Snohomish County Council.
- Brier City Council meeting.
- Sultan City Council meeting.

Media Events

- Darrington Library media walkthrough.
- Edmonds Library media walkthrough.

Library and Community Events

- Snohomish Library Twentieth Anniversary.
- Building Bridges event with Snohomish County Council members Nate Nehring and Jared Mead.

Library Updates

- Strategic goals.

BOARD OF TRUSTEES 2023 CALENDAR

SEPTEMBER 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

JANUARY

Executive (January 13)

- 2023 work plan for Board and Executive Director
- 2023 conference discussion
- Trustee vacancy process (information)

FEBRUARY

Strategic Planning / Finance (February 13)

- Board-to-Board event planning (with Foundation members)

Executive (February 17)

- Trustee employee recognition award review

MARCH

Strategic Planning / Finance (March 2)

- Collection Development Policy

Board Development / Administration (March 14)

- Policy Management Policy
- Public Records Policy
- Trustee vacancy process

OPEN MEETING

Special Meeting (January 5)

- Joint levy certification for 2023 property taxes

Regular Meeting (January 23)

- 2023 work plan
- Board retreat overview
- Committee appointments
- *Emerging Library Use – Diane Lai and Nick Fuchs*

Special Meeting (February 4)

- Board retreat
 - Board survey
 - Collection Development Policy
 - Internet Use Policy

Regular Meeting (February 27)

- Auditor's report
- Edmonds Library Annexation Amendment
- Internet Use Policy
- *Vision assessment – David Durante*

Regular Meeting (March 27)

- Collection Development Policy

BOARD OF TRUSTEES 2023 CALENDAR

SEPTEMBER 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

APRIL

Executive (April 14)

- Executive Director quarterly check-in
- Board retreat follow-up

Regular Meeting (April 24)

- Trustee Nominating Committee appointments
- Trustee vacancy process (information)
- Policy Management Policy
- Public Records Policy
- *Staff development – Tricia Lee*

MAY

Strategic Planning / Finance (May 2)

- Business Expense Reimbursement Policy
- Unreserved & Reserved Funds Policy
- Board & Friends Forum planning (tentative for September)

Special Meeting (May 4)

- Interlocal Agreement between the City of Edmonds and Sno-Isle Intercounty Rural Library District

Regular Meeting (May 30)

- Business Expense Reimbursement Policy
- Unreserved & Reserved Funds Policy
- *Communications and Marketing Strategy – Katie Leone and Susan Hempstead*

Work Session (May 30)

- Debt Policy (new)
- Meeting Room Policy

JUNE

Trustee Nominating (June 21)

- Candidate review

Special Meeting (June 5)

- Board-to-Board event

Regular Meeting (June 26)

- Debt Policy review (new)
- Meeting Room Policy
- *Capital Framework and Capital Funding Strategy – David Durante and Chy Ross*
- Executive Session

BOARD OF TRUSTEES 2023 CALENDAR

SEPTEMBER 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY

Executive (July 11)

- Executive Director quarterly check-in

Trustee Nominating

- Interviews

Regular Meeting (July 24)

- Debt Management Policy final review (new)
- Addendum No. 3 to Library Annexation Agreement between City of Mill Creek and Sno-Isle Intercounty Rural Library District
- Trustee candidate recommendation
- *EDI – David Durante and Tricia Lee*

Work Session (July 24)

- Art Policy (new)
- Naming Policy (new)

AUGUST

Special Meeting (August 25)

- Executive Session

SEPTEMBER

Regular Meeting (September 18)

- 2024 Officer Nominating Committee appointments
- Art Policy (new)
- *Artificial Intelligence – Nick Fuchs*
- *2024 Budget introduction and kickoff – David Durante*

BOARD OF TRUSTEES 2023 CALENDAR

SEPTEMBER 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

OCTOBER

Executive (October 10)

- Executive Director quarterly check-in

Nominating

- 2024 officer nomination

Work Session (October 3)

- 2024 budget proposal first review

Regular Meeting (October 23)

- 2024 meeting schedule (first review)
- 2024 budget proposal overview
- Officer slate announced
- Public hearing on regular property tax levy
- Approval of ordinance/resolution regarding the regular property tax levy

NOVEMBER

Strategic Planning / Finance

- 2024 budget review (if needed)

Regular Meeting (November 27)

- Public meeting on 2024 budget
- Approval of 2024 budget
- Election of officers
- 2024 meeting schedule adoption
- Executive Session