

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

October 23, 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: 806 418 838#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) Public Hearing

Public hearing on the Sno-Isle Intercounty Rural Library District 2024 operating budget

6) *Consent Agenda Items

- a) Approval of the September 18, 2023 regular meeting minutes
- b) Approval of the October 3, 2023 special meeting minutes
- c) Approval of the September 2023 payroll, benefits, and vouchers

7) Public Comment

8) Unfinished Business

- a) 2024 Budget – Deputy Director David Durante and Finance Manager Nicole Wehl
[Attachment 1](#)

9) New Business

- a) *Resolution 23-02 Authorizing the Use of the Edmonds Building Reserve Fund – Deputy Director David Durante [Attachment 2](#)
- b) *Resolution 23-03: Regarding the Property Tax Levy – Executive Director Lois Langer Thompson [Attachment 3](#)

10) Staff Reports

- a) Financial Update – Finance Manager Nicole Wehl [Attachment 4](#)

11) Executive Director's Report

- a) Executive Director's report [Attachment 5](#)

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12) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Kelli Smith
 - i) Proposed 2024 Meeting Schedule [Attachment 6](#)
 - ii) Board of Trustees 2023 Calendar [Attachment 7](#)
- b) Trustee Officer Nominating Committee – Trustee Susan Kostick
- c) Sno-Isle Libraries Foundation Liaison Report – Trustee Susan Kostick

13) *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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Executive Director

Lois Langer Thompson

September 18, 2023

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members present: Kelli Smith, Susan Kostick, Martin Munguia, and Paul Ryan.

Members present via video conference: Michael Adams and Rose Olson.

President Smith confirmed quorum.

Staff present: Barb Adams, David Durante, Baha Farkish, Nick Fuchs, Meredith Kraft, Diane Lai, Jason Latham, Rebecca Loney, Chy Ross, Shuaib Shuhrat, Lois Langer Thompson, and Nicole Wehl.

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

Trustee Mungia 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

Art in Public Spaces Policy

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the Art in Public Spaces Policy as presented. Director of Planning and Fund Development Rebecca Loney discussed how the Board's feedback on the preliminary draft at the July 24 special meeting was incorporated into the updated version of the proposed policy. The motion passed.

New Business

2024 Budget Introduction

Deputy Director David Durante gave a presentation on the 2024 budget process, highlighting the goal of creating a budget that is equitable, accessible, and sustainable. Deputy Director Durante also reviewed the 2024 budget format, impacts, and timeline. The 2024 budget preliminary estimates will be presented for discussion at the October 3, 2023 special meeting.

Staff Reports

Artificial Intelligence and Public Libraries

Director of Technical Services Nick Fuchs gave a presentation and engaged the Board in a discussion on Artificial Intelligence for public libraries, highlighting considerations around ethics, staff training, cost, and sustainability.

Financial Update

Finance Manager Nicole Wehl provided the September 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:

Enhance Library Services

- The Mariner Fest celebration, where 750 backpacks were distributed to local students. An additional 313 requests were added to a waitlist and fulfilled in late September.
- A community meeting to discuss Expanded Library Access at the Granite Falls Library.
- Updates to the Expanded Library Access pilot at the Camano Island Library.
- The completion of the annual Summer Reading Program with over 6,000 readers completing the program in 2023.
- Program attendance has tripled year-to-date.

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- A campaign for the Sno-Isle Libraries app that resulted in double the number of installations compared year to year.

Create Inspiring Spaces

- Capital project updates for the Darrington, Edmonds, Langley, Lake Stevens, Mariner, and Mill Creek libraries.

Optimize Library Funding

- Snohomish County Investment Program funding, which will be brought to a future Board of Trustees meeting for consideration.
- 2024 Budget preparations, which will be the topic of discussion at the October 3, 2023 special meeting.
- An investment of \$1.5M of ARPA funds from Snohomish County, which will be used for a digital equity initiative.

Invest in our People and our Organization

- Hiring process recommendations from the Workforce diversity advisory group that will be presented to the Leadership Team at a future date.

Committee and Trustees' Reports

President's Report

President Smith announced that the members of the 2024 Officer Nominating Committee will be:

- Trustee Kostick (chair)
- Trustee Munguia

The committee will present the proposed slate at the October 23, 2023 regular meeting.

President Smith announced that the Executive Committee would begin working on questions for the Executive Director's 2023 annual review at the October Executive Committee meeting.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the following:

- The Foundation's addition of eight new directors, who will join the Board in October.
- The first Author Salon hosted by the Foundation, which will feature author Rena Priest.

DRAFT

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

Adjournment

Trustee Ryan moved to adjourn the September 18, 2023 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 6:45 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

October 3, 2023

Special 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, Martin Munguia, and Rose Olson.

Members present via video conference: Susan Kostick.

President Smith confirmed quorum.

Staff present: David Durante, Baha Farkish, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Rebecca Loney, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

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

Unfinished Business

2024 Budget Discussion

Executive Director Lois Langer Thompson, Deputy Director David Durante, and Finance Manager Nicole Wehl presented an overview of the 2024 budget. The Board discussed the 2024 goals, timeline, and preliminary estimates for 2024 revenues, expenditures, and reserve fund transfers. Staff will present the proposed budget at the October 23, 2023 regular meeting of the Board of Trustees.

Adjournment

Trustee Olson moved to adjourn the October 3, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 6:15 p.m.

President

Secretary

Sno-Isle Libraries
September 2023 Payroll and September 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,486,076.72
Vendor Checks 80490, 80494, 80541, 80571, 80603, 80625, 80715, 80748 and 80762 through 80773, plus Electronic Transfers	<u>\$ 942,455.48</u>
Total Payroll and Benefits	\$ 3,428,532.20
Accounts Payable Checks 80489 through 80773 less checks listed above, plus Electronic Transfers	<u>\$ 3,165,129.16</u>
Total Payroll, Benefits and Accounts Payable	<u>\$ 6,593,661.36 *</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 October 23, 2023.



Finance Manager

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

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

September 2023 Payroll

Employee Pay - Direct Deposit	\$	1,784,490.44	
Employee Pay - Manual Check	\$	348.49	
Plus: Employee Deductions	\$	701,237.79	
Sub-Total Gross Payroll			\$ 2,486,076.72

Vendor Checks 80490, 80494, 80541, 80571, 80603, 80625, 80715, 80748 and 80762 through 80773	\$	216,861.98 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	227,543.00	
Electronic Funds Transfer - Empower - 457 Plan	\$	7,824.79	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	60,138.75	
Electronic Funds Transfer - PERS - Retirement Plan	\$	359,633.61	
Electronic Funds Transfer - Navia - FSA	\$	12,426.57	
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,571.42	
Electronic Funds Transfer - Premera - Medical	\$	316,377.27	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(265,658.75)	
Sub-Total Benefits - Employer Expense			\$ 942,455.48
Total Payroll and Benefits			\$ 3,428,532.20

September 2023 Accounts Payable

Checks 80489 through 80773 less checks listed above	\$	3,163,085.86 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,043.30	
Sub-Total Accounts Payable			\$ 3,165,129.16
Total Payroll, Benefits and Accounts Payable			\$ 6,593,661.36

Adjustments

Paycom Direct Service Fee	\$	18,637.76	
Refunds and Credits	\$	741.12	
Petty Cash Expense	\$	71.22	
Refund Interest			
Bank Service Charge	\$	212.71	
Travel & Business Expense Reimbursement paid in Payroll	\$	5,907.78	
Total Adjustments			\$ 25,570.59
September 2023 Total Expenditures			\$ 6,619,231.95 ***

* Benefit invoices paid through Accounts Payable Checks	\$	216,861.98	
** Regular invoices paid through Accounts Payable Checks	\$	3,163,085.86	
Total Accounts Payable Check Payments	\$	<u>3,379,947.84</u>	

*** Equals Expenditure Summary Total

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/20/2023	80473	Cail, Matt - VOID	-\$150.00
9/7/2023	80489	Jessica Russell	1,765.66
9/7/2023	80490	4imprint Inc	1,997.79
9/7/2023	80491	8X8 Inc	8,448.04
9/7/2023	80492	Air Care System	2,103.97
9/7/2023	80493	Allied Universal	16,837.65
9/7/2023	80494	Amazon Capital Services, Inc	3,793.46
9/7/2023	80495	Baker & Taylor Books - VOID	0.00
9/7/2023	80496	City of Edmonds	2,450.00
9/7/2023	80497	City of Granite Falls	127.10
9/7/2023	80498	City of Sultan	1,251.89
9/7/2023	80499	Commercial Fire Protection, Inc.	14,480.88
9/7/2023	80500	Dae Won LLC	7,892.49
9/7/2023	80501	De-el Enterprises, Inc	415.34
9/7/2023	80502	Del Sol Inc	83,264.83
9/7/2023	80503	Dell Marketing L.P.	4,962.15
9/7/2023	80504	EAP, Inc. dba CLC	6,759.00
9/7/2023	80505	Faber Construction Corporation	327,300.86
9/7/2023	80506	FATBEAM, LLC	4,979.00
9/7/2023	80507	Holiday-Parks, Inc	9,289.24
9/7/2023	80508	Ingram Library Services	23,876.82
9/7/2023	80509	Insight Direct USA, Inc	6,559.00
9/7/2023	80510	Johnston Architects, LLC	42,878.57
9/7/2023	80511	Lithtex NW	4,379.54
9/7/2023	80512	Lotus Seattle Corp	2,000.00
9/7/2023	80513	Midwest Library Service	234.50
9/7/2023	80514	Midwest Tape	6,262.30
9/7/2023	80515	Multi-Cultural Books & Videos	2,630.00
9/7/2023	80516	Northwest Publishing Inc.	350.00
9/7/2023	80517	Office Depot, INC	828.37
9/7/2023	80518 - 80520	Remit Overrun	0.00
9/7/2023	80521	Overdrive Inc	112,922.91
9/7/2023	80522	Pacific Publishing Co Inc	293.25
9/7/2023	80523	Paper Roll Products	616.36
9/7/2023	80524	ParentMap	4,105.00
9/7/2023	80525	Pitney Bowes	967.45
9/7/2023	80526	PUD No 1 of Snohomish County	4,731.22
9/7/2023	80527	Puget Sound Energy	1,331.52
9/7/2023	80528	Puget Sound Mobile Detail	615.85

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/7/2023	80529	Rev.com, Inc	108.00
9/7/2023	80530	Ricoh USA Inc - 31001	9.50
9/7/2023	80531	S-R Broadcasting Co Inc	840.00
9/7/2023	80532	Salish Networks	1,214.21
9/7/2023	80533	Seattle Metropolitan Chamber of Commerce	3,200.00
9/7/2023	80534	Seattle Times	6,750.00
9/7/2023	80535	Shred-it	106.24
9/7/2023	80536	Spiral Binding, LLC	161.69
9/7/2023	80537	Sprague Pest Solutions	880.12
9/7/2023	80538	Uline	201.63
9/7/2023	80539	Walter E Nelson Co of Western WA	589.61
9/7/2023	80540	Waste Management	4,324.62
9/7/2023	80541	Wellable LLC	250.00
9/7/2023	80542	ZiPLY Fiber	4,820.40
9/7/2023	80543	Baker & Taylor Books (277930)	2,352.24
9/14/2023	80544	Sam Davis	935.60
9/14/2023	80545	Lois Langer Thompson	380.31
9/14/2023	80546	Ponz Manantan	768.37
9/14/2023	80547	Michael Mirgon	109.75
9/14/2023	80548	Sheena Galbreth	1,570.22
9/14/2023	80549	Alderwood Water District	295.16
9/14/2023	80550	Amazon Capital Services, Inc	749.50
9/14/2023	80551	Archer Construction, Inc.	2,157.15
9/14/2023	80552	AT&T Mobility (6463)	43.23
9/14/2023	80553	Baker & Taylor Books (277930)	118.51
9/14/2023	80554	Beacon Publishing Inc	637.50
9/14/2023	80555	Bank of America (2175)	6,508.55
9/14/2023	80556	BuildingWork, LLC	10,453.56
9/14/2023	80557	Camano Hill Water Co.	130.96
9/14/2023	80558	Cedar Grove Organics Recycling LLC	552.47
9/14/2023	80559	Cision US, Inc.	20,650.34
9/14/2023	80560	City of Arlington	159.92
9/14/2023	80561	City of Marysville	1,826.77
9/14/2023	80562	City of Monroe	1,154.36
9/14/2023	80563	City of Sultan	185.98
9/14/2023	80564	Clinton Water Dist	54.56
9/14/2023	80565	CloudSDS, Inc	743.24
9/14/2023	80566	Colony Labs, Inc.	9,900.00
9/14/2023	80567	Crystal Springs	72.92

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/14/2023	80568	Demco Inc (8048)	361.22
9/14/2023	80569	Dept of Enterprise Services	726.00
9/14/2023	80570	Dick's Towing Inc	1,248.74
9/14/2023	80571	Express Employment Professionals	1,488.00
9/14/2023	80572	Gale/Cengage Learning	1,050.60
9/14/2023	80573	Government Finance Officers Association	280.00
9/14/2023	80574	The Hanover Insurance Group	10,912.13
9/14/2023	80575	Hillis Clark Martin & Peterson	1,134.00
9/14/2023	80576	HP Inc	2,036.38
9/14/2023	80577	Ingram Library Services	16,116.25
9/14/2023	80578	Insight Direct USA, Inc	1,097.29
9/14/2023	80579	Island Disposal Inc	221.54
9/14/2023	80580	Kendall of Marysville	109.17
9/14/2023	80581	LeMay Mobile Shredding	148.80
9/14/2023	80582	Library Journals, LLC	1,721.00
9/14/2023	80583	Lorito Books Inc	582.18
9/14/2023	80584	Lotus Seattle Corp	1,000.00
9/14/2023	80585	Milne Electric Inc	3,601.28
9/14/2023	80586	MSR Design	30,098.93
9/14/2023	80587	The Myers Group	4,000.00
9/14/2023	80588	My Neighborhood News Network	425.00
9/14/2023	80589	Office Depot, INC	2,182.15
9/14/2023	80590 - 80592	Remit Overrun	0.00
9/14/2023	80593	Overdrive Inc	40,151.76
9/14/2023	80594	Paper Roll Products	320.38
9/14/2023	80595	ParentMap	1,005.00
9/14/2023	80596	PetroCard Systems Inc	2,837.58
9/14/2023	80597	Prime Self Storage	1,139.00
9/14/2023	80598	Puget Sound Energy	1,377.69
9/14/2023	80599	PUD No 1 of Snohomish County	2,872.99
9/14/2023	80600	Republic Services 197	874.26
9/14/2023	80601	Ricoh USA Inc - 31001	2,691.62
9/14/2023	80602	Ricoh USA Inc - 650073	24,838.21
9/14/2023	80603	Robert Half	9,253.42
9/14/2023	80604	Roth IAMS LLC	2,219.85
9/14/2023	80605	Sharps Compliance Inc	1,664.76
9/14/2023	80606	Silver Lake Water & Sewer	236.50
9/14/2023	80607	Sno-Isle Refund Account	175.43
9/14/2023	80608	Sprague Pest Solutions	157.14

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/14/2023	80609	Tiger Construction, Ltd.	286,767.68
9/14/2023	80610	Timeless Design	1,458.60
9/14/2023	80611	T Mobile	31.15
9/14/2023	80612	T Mobile	152.03
9/14/2023	80613	U.S. Bank	550.00
9/14/2023	80614	Uline	22.03
9/14/2023	80615	Walter E Nelson Co of Western WA	5,965.68
9/14/2023	80616	Children	307.71
9/14/2023	80617	Whidbey Telecom	755.89
9/14/2023	80618	Washington State Ferries	749.20
9/14/2023	80619	Zipty Fiber	250.00
9/14/2023	80620	HP Inc	1,359,101.72
9/21/2023	80621	Carla Ikehara	145.48
9/21/2023	80622	Jason Latham	258.21
9/21/2023	80623	4imprint Inc	740.74
9/21/2023	80624	Allied Universal	12,939.75
9/21/2023	80625	Amazon Capital Services, Inc	6,224.24
9/21/2023	80626	Asavie Technologies Inc	1,839.89
9/21/2023	80627	Baker & Taylor Books (277930)	7,521.77
9/21/2023	80628	BERK Consulting, Inc.	7,532.50
9/21/2023	80629	Blackstone Publishing	177.76
9/21/2023	80630	Bank of America (0958)	2,900.19
9/21/2023	80631	Bank of America (1458)	59.95
9/21/2023	80632	Bank of America (2945)	7,985.18
9/21/2023	80633	Bank of America (3736)	867.48
9/21/2023	80634	Bank of America (5953)	156.96
9/21/2023	80635	Bank of America (7423)	3,135.08
9/21/2023	80636	Bank of America (8208)	7,459.41
9/21/2023	80637	Bank of America (8948)	351.11
9/21/2023	80638	Brodart Company	31.96
9/21/2023	80639	CDW Government Inc	1,090.11
9/21/2023	80640	Center Point Large Print	738.90
9/21/2023	80641	City of Marysville	737.50
9/21/2023	80642	City of Langley	299.26
9/21/2023	80643	City of Lynnwood	1,786.73
9/21/2023	80644	Comcast	3,636.89
9/21/2023	80645	Commercial Fire Protection, Inc.	1,001.84
9/21/2023	80646	The Dance School	80.00
9/21/2023	80647	Dept of Enterprise Services	236.00

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/21/2023	80648	Dive Into Your Imagination, LLC	350.00
9/21/2023	80649	Duet Resource Group, Inc.	739.20
9/21/2023	80650	Freelan, Stefan Reid	250.00
9/21/2023	80651	Gale/Cengage Learning	1,213.99
9/21/2023	80652	Goldfinch Brothers	2,042.73
9/21/2023	80653	The Harmonica Pocket	450.00
9/21/2023	80654	Ingram Library Services	25,382.02
9/21/2023	80655	Inscight Education	85.00
9/21/2023	80656	Kendall of Marysville	2,144.69
9/21/2023	80657	Lamar Transit, LLC	3,510.00
9/21/2023	80658	Language Exchange	421.95
9/21/2023	80659	Latino Educational Training	1,000.00
9/21/2023	80660	Library Journals, LLC	203.40
9/21/2023	80661	Lithtex NW	5,883.90
9/21/2023	80662	Main, Andrea	200.00
9/21/2023	80663	Midwest Library Service	858.96
9/21/2023	80664	Midwest Tape	10,161.02
9/21/2023	80665	Museum of Osteology	199.00
9/21/2023	80666	O'Donnell, Kristi	500.00
9/21/2023	80667	Office Depot, INC	854.12
9/21/2023	80668 - 80671	Remit Overrun	0.00
9/21/2023	80672	Overdrive Inc	58,570.88
9/21/2023	80673	Paper Roll Products	612.61
9/21/2023	80674	PawsWithCause	301.22
9/21/2023	80675	Puget Sound Energy	609.86
9/21/2023	80676	PUD No 1 of Snohomish County	6,043.19
9/21/2023	80677	Ricoh USA Inc - 31001	1,619.81
9/21/2023	80678	Ricoh USA Inc - 650073	1,037.70
9/21/2023	80679	Romano, Craig	250.00
9/21/2023	80680	SHI International	3,851.01
9/21/2023	80681	Spokane County Library District	6.00
9/21/2023	80682	Sprague Pest Solutions	265.10
9/21/2023	80683	Summit Law Group, PLLC	2,455.00
9/21/2023	80684	Thryv, Inc	110.90
9/21/2023	80685	Timeless Design	17,632.79
9/21/2023	80686	Uline	117.34
9/21/2023	80687	U S Bank Equipment Finance	299.97
9/21/2023	80688	Verizon Communications Inc	330.79
9/21/2023	80689	Verizon Wireless (660108)	14,265.37

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/21/2023	80690	Vu, Hai Anh	250.00
9/21/2023	80691	Walter E Nelson Co of Western WA	637.17
9/21/2023	80692	Children	307.71
9/21/2023	80693	Wave Business	9,021.10
9/21/2023	80694	Alex Zerbe	550.00
9/21/2023	80695	Alex Zerbe	550.00
9/21/2023	80696	Alex Zerbe	550.00
9/28/2023	80697	Nicole Wehl	1,639.88
9/28/2023	80698	Alex Zerbe	800.00
9/28/2023	80699	Allied Universal	2,659.84
9/28/2023	80700	Amazon Capital Services, Inc	838.08
9/28/2023	80701	American Library Association	218.00
9/28/2023	80702	Andrew Feriante	325.00
9/28/2023	80703	Ash, Kelly Lyn	200.00
9/28/2023	80704	Baker & Taylor Books (277930)	2,644.34
9/28/2023	80705	Bibliotheca LLC	565.78
9/28/2023	80706	Camano Commons	1,250.00
9/28/2023	80707	Camano Preparedness Group	200.00
9/28/2023	80708	Cascade Natural Gas	26.78
9/28/2023	80709	Casey, Maria	450.00
9/28/2023	80710	Commercial Fire Protection, Inc.	4,467.55
9/28/2023	80711	Cornell Lab of Ornithology	540.00
9/28/2023	80712	Dept of Enterprise Services	2,060.00
9/28/2023	80713	EBSCO	21,948.00
9/28/2023	80714	Engaged Patrons	1,850.00
9/28/2023	80715	Express Employment Professionals	2,976.00
9/28/2023	80716	Gale/Cengage Learning	11,275.65
9/28/2023	80717	Goodwin, Scott L.	200.00
9/28/2023	80718	Guardian Security	3,905.89
9/28/2023	80719	Gupta, Rashmi	1,286.20
9/28/2023	80720	HP Inc	6,345.20
9/28/2023	80721	Huizenga Enterprises, LLC	74,140.67
9/28/2023	80722	Ingram Library Services	29,022.05
9/28/2023	80723	Iron Mountain Incorporated	776.18
9/28/2023	80724	Kausal-Hayes, Justin	300.00
9/28/2023	80725	Langley Chamber of Commerce	250.00
9/28/2023	80726	Library Journals, LLC	1,104.30
9/28/2023	80727	Lorito Books Inc	424.39
9/28/2023	80728	Mercedes-Benz of Lynnwood	270.97

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/28/2023	80729	Midwest Tape	19,229.50
9/28/2023	80730	Multi-Cultural Books & Videos	9,772.00
9/28/2023	80731	Northwest Center	550.00
9/28/2023	80732	O'Donnell, Kristi	800.00
9/28/2023	80733	OCLC Inc (34299)	5,731.33
9/28/2023	80734	Office Depot, INC	318.68
9/28/2023	80735 - 80738	Remit Overrun	0.00
9/28/2023	80739	Overdrive Inc	48,144.77
9/28/2023	80740	Patch My PC LLC	8,809.83
9/28/2023	80741	PAWS	200.00
9/28/2023	80742	PetroCard Systems Inc	2,956.97
9/28/2023	80743	PUD No 1 of Snohomish County	4,501.07
9/28/2023	80744	Puget Sound Mobile Detail	615.85
9/28/2023	80745	Purple Communications, Inc	1,255.83
9/28/2023	80746	Rawlings, Joshua Robert	200.00
9/28/2023	80747	Ricoh USA Inc - 31001	425.15
9/28/2023	80748	Robert Half	1,275.67
9/28/2023	80749	Shred-it	674.25
9/28/2023	80750	Silver Kite Community Arts	350.00
9/28/2023	80751	Smarsh, Inc	62.63
9/28/2023	80752	Smokey Point Place IV, LLC	10,510.98
9/28/2023	80753	Sprague Pest Solutions	349.73
9/28/2023	80754	The Dance School	40.00
9/28/2023	80755	Thomson Reuters - West	672.05
9/28/2023	80756	Visionary Office Furniture	2,142.28
9/28/2023	80757	WCP Solutions	315.96
9/28/2023	80758	Williams, Arleen	180.00
9/28/2023	80759	World Book Inc	6,814.50
9/28/2023	80760	WorldFoto	150.00
9/28/2023	80761	ZiPLY Fiber	4,250.00
9/30/2023	80762	Assured Partners of WA, LLC	4,575.94
9/30/2023	80763	Canopy Wellbeing	1,401.00
9/30/2023	80764	Central Puget Sound Regional Transit	4,461.48
9/30/2023	80765	Delta Dental of Washington	34,223.99
9/30/2023	80766	Dept of Labor & Industries	82.41
9/30/2023	80767	Kaiser Permanente	96,277.82
9/30/2023	80768	Lifewise Assurance Company	35,889.63
9/30/2023	80769	Lincoln National Life Ins Company	9,728.48
9/30/2023	80770	Navia Benefit Solutions Client Pay	2,012.70

**Vouchers
September 2023**

Date	Check Number	Payee	Check Amount
9/30/2023	80771	Premera Blue Cross	9,600.08
9/30/2023	80772	Snohomish County Superior Court Clerk	250.00
9/30/2023	80773	Sno-Isle Library Foundation	567.00
			<u>567.00</u>
			<u><u>\$3,379,947.84</u></u>

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Summary

	Adopted Budget 2023	Proposed Budget 2024
Beginning Cash	\$23,560,000	<input type="text"/>
Total Revenue	\$74,886,861	\$73,972,011
Total Expenditures	\$77,125,345	\$72,853,675
Transfer from (to) Reserves	\$2,370,000	<input type="text"/>
Ending Cash	\$21,321,516	<input type="text"/>
<i>Total Revenue, Beg. Cash, Reserves</i>	<i>\$98,446,861</i>	<i>\$73,972,011</i>
<i>Total Expenditures, End Cash, Reserves</i>	<i>\$98,446,861</i>	<i><u>\$72,853,675</u></i>
		<i>\$1,118,336</i>

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Revenue

	Adopted <u>2023 Budget</u>	Year-end <u>Forecast</u>	Proposed <u>2024 Budget</u>	2023 Adopted to 2024 Budget <u>Increase/(Decrease)</u>
Taxes				
General Property	\$ 64,146,000	\$ 64,146,000	\$ 65,441,650	\$ 1,295,650
Other taxes	\$ 561,420	\$ 561,420	\$ 550,000	\$ (11,420)
	<u>\$ 64,707,420</u>	<u>\$ 64,707,420</u>	<u>\$ 65,991,650</u>	<u>\$ 1,284,230</u>
Grants				
State Grants	\$ 6,051,500	\$ 1,262,165	\$ 4,250,000	\$ (1,801,500)
Federal Grants	\$ -		\$ 1,500,000	\$ 1,500,000
General Grants	\$ 51,000	\$ 1,500	\$ 200,000	\$ 149,000
	<u>\$ 6,102,500</u>	<u>\$ 1,263,665</u>	<u>\$ 5,950,000</u>	<u>\$ (152,500)</u>
Bonds				
	\$ 2,000,000	\$ -	\$ -	\$ (2,000,000)
Other				
Investments	\$ 600,000	\$ 1,659,782	\$ 1,000,000	\$ 400,000
Donations	\$ 900,000	\$ 100,000	\$ 425,000	\$ (475,000)
E-rate Program	\$ 296,000	\$ 296,000	\$ 300,000	\$ 4,000
Miscellaneous	\$ 280,941	\$ 460,485	\$ 305,361	\$ 24,420
	<u>\$ 2,076,941</u>	<u>\$ 2,516,267</u>	<u>\$ 2,030,361</u>	<u>\$ (46,580)</u>
Total Revenue	<u><u>\$ 74,886,861</u></u>	<u><u>\$ 68,487,352</u></u>	<u><u>\$ 73,972,011</u></u>	<u><u>\$ (914,850)</u></u>

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Revenue Overview

Property tax revenue

- \$65.4M

2024 Levy rate

- \$0.324 per \$1,000 assessed values.

Grant Revenue

- \$3.5M - Lake Stevens Capital Project.
- \$750k – Langley Capital Project.
- \$200k – Mill Creek Capital Project.
- \$1.5M – Digital Equity Initiative.

Investments Revenue

- Increase due to increase in actual investment revenue based on current reserve funds balances and interest rates.

Donation Revenue

- \$400k from the Sno-Isle Library Foundation (placeholder until final budget approved by Sno-Isle Libraries Foundation).
- \$25k from local Friends of the Library groups.

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Expenditures

	Adopted <u>2023 Budget</u>	Year-end <u>Forecast</u>	Proposed <u>2024 Budget</u>	2023 Adopted to 2024 Budget <u>Increase/(Decrease)</u>
Operations				
Salaries and Benefits	\$ 43,521,848	\$ 42,608,761	\$ 43,756,866	\$ 235,018
Materials	\$ 6,381,400	\$ 6,381,400	\$ 6,702,520	\$ 321,120
Professional & Contract Services	\$ 4,052,749	\$ 3,341,548	\$ 3,836,976	\$ (215,773)
Software & Licensing Fees	\$ 1,502,215	\$ 1,502,356	\$ 1,699,650	\$ 197,435
Office & Operating Supplies	\$ 608,250	\$ 604,757	\$ 645,800	\$ 37,550
Equipment & Furnishings	\$ 2,380,000	\$ 2,175,483	\$ 1,430,500	\$ (949,500)
Strategic & Development Initiatives	\$ 750,000	\$ 571,644	\$ 750,000	\$ -
Communications	\$ 676,500	\$ 681,788	\$ 859,500	\$ 183,000
Maintenance & Repairs	\$ 755,300	\$ 1,010,392	\$ 798,300	\$ 43,000
Utilities	\$ 495,100	\$ 517,054	\$ 532,800	\$ 37,700
Rentals & Leases	\$ 504,838	\$ 567,557	\$ 486,838	\$ (18,000)
Training	\$ 120,000	\$ 129,529	\$ 270,000	\$ 150,000
Insurance	\$ 172,000	\$ 231,652	\$ 244,600	\$ 72,600
Miscellaneous	\$ 580,145	\$ 661,794	\$ 839,325	\$ 259,180
	\$ 62,500,345	\$ 60,985,716	\$ 62,853,675	\$ 353,330
Capital Outlay				
A&E Services	\$ 2,150,000	\$ 1,415,868	\$ 1,500,000	\$ (650,000)
Buildings & Improvements	\$ 8,513,000	\$ 3,055,214	\$ 7,750,000	\$ (763,000)
Equipment & Furnishings	\$ 715,000	\$ 768,293	\$ 750,000	\$ 35,000
Vehicles	\$ 247,000	\$ -	\$ -	\$ (247,000)
Land	\$ 3,000,000	\$ -	\$ -	\$ (3,000,000)
	\$ 14,625,000	\$ 5,239,375	\$ 10,000,000	\$ (4,625,000)
Total Expenditures	\$ 77,125,345	\$ 66,225,091	\$ 72,853,675	\$ (4,271,670)

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Expenditure Overview

Salaries and Benefits (see Appendix A for overview of benefits)

- Full Time Equivalents (FTE)
 - 392 FTE (no change in FTE).
- Market adjustment
 - Impact to be determined.
- Anniversary increases
 - Impact to be determined.
- Benefits
 - Estimated increase of 21% or \$667k for Premera benefits package.
 - Estimated increase of 9% or \$87k for Kaiser Permanente benefits.

Materials

- Increase due to rising costs for physical and digital materials and resources.
- Reallocation of funding to support customer usage.

Professional & Contract Services

- Increase of 10% in custodial fees and 6.6% for landscaping fees.
- Net decrease due to reduction in selected professional services.

Software & Licensing Fees

- Pricing increases on most licenses; includes upgrading Office on public computers.

Office & Operating Supplies

- Increase due to rising costs for postage, computer & printer supplies, and general supplies.

Equipment & Furnishings

- Decrease due to \$1.4M expenditure for 2023 PC refresh.

Strategic Initiatives

- Decrease due to more complete budget estimates for emerging services expenditures.

Maintenance & Repairs

- Increase due to 5.7% increase for building maintenance and repair.

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Utilities

- Increase primarily due to 7.6% increase in electric, gas, and recycling costs.

Rentals & Leases

- No notable change.

Insurance

- Increase due to premium increases for commercial and liability coverages.

Miscellaneous

- Increase due to updated expenditure estimates for community programming and advertising.

Capital Outlay

- Capital projects expenditures for Langley, Lake Stevens, and Mill Creek libraries.
- Expenditures include secured grant revenue.

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Reserve Funds

Unrestricted (Designated) – Transfers and Balances

Fund	Adopted Balance 12/31/2022	Approved Activity 2023	Projected Balance 12/31/2023	Proposed Activity 2024	Projected Balance 12/31/2024
Building	\$5,676,000		\$5,676,000	TBD	TBD
Equipment Technology Refresh	\$2,000,000	(\$1,470,000)	\$530,000	\$300,000	\$830,000
Land Acquisition	\$2,198,018		\$2,198,018		\$2,198,018
Levy Rate Stabilization	\$19,392,916	\$4,200,000	\$23,592,916	TBD	TBD
Unemployment Compensation	\$40,000		\$40,000		\$40,000
	\$29,306,934	\$2,730,000	\$32,036,934	\$300,000	TBD

Unrestricted (Designated – Required Sufficiency) – Transfers and Balances

Fund	Adopted Balance 12/31/2022	Approved Activity 2023	Projected Balance 12/31/2023	Proposed Activity 2024	Projected Balance 12/31/2024
Emergency	\$10,000,000		\$10,000,000		\$10,000,000
Self-Insurance	\$1,500,000		\$1,500,000		\$1,500,000
Vacation & Sick Pay Liability	\$2,200,000	(\$900,000)	\$1,300,000		\$1,300,000
	\$13,700,000	(\$900,000)	\$12,800,000	\$0	\$12,800,000

Unrestricted (Designated – Required Sufficiency) – Overview

The Board has set sufficiency targets on three fund balances to meet policy objectives: Emergency, Self-Insurance, and Vacation & Sick Leave Liability.

	Policy Target / Objective	2023
Emergency	60-90 days of operating expense (<i>excluding materials</i>).	65 days
Self-Insurance	At least 16 weeks of program expenditures.	19 weeks
Vacation & Sick Pay Liability	At least 60% of the year-end Vacation & Sick Pay liability.	66%

2024 Proposed Budget – Overview

OCTOBER 23, 2023

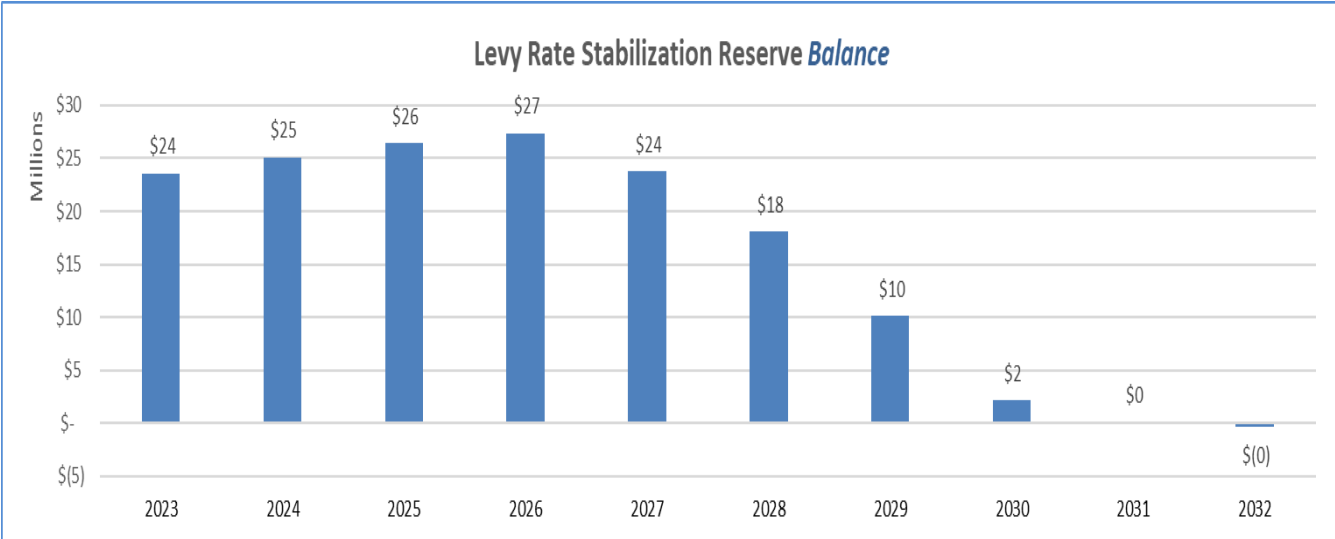
Restricted – Transfers and Balances

Fund	Approved Balance 12/31/2022	Proposed Activity 2023	Projected Balance 12/31/2023	Proposed Activity 2024	Projected Balance 12/31/2024
Darrington Rural Partial County Library District	\$212,227	\$(70,000)	\$142,227		\$142,227
Edmonds Building	\$861,209	\$(800,000)	\$61,209		\$61,209
Lake Stevens Building	\$1,483		\$1,483	\$(1,483)	0
Lynnwood Building	\$1,167,444		\$1,167,444		\$1,167,444
Mill Creek Building (<i>proposed activity moved to 2024</i>)	\$324,308	\$(320,000)	\$324,308	\$(320,000)	\$4,308
Total Building Reserves	\$2,566,670	\$(1,190,000)	\$1,696,671	\$(321,483)	\$1,375,188

2024 Proposed Budget – Overview

OCTOBER 23, 2023

Levy Rate Stabilization – Unreserved (Designated) Fund



2024 Proposed Budget – Overview

OCTOBER 23, 2023

Appendix A

2023 Benefits

Health and Wellness

- Medical, Rx, and Prescription coverage.
 - 100% of the cost paid for employee coverage (20+ hours/week).
 - 50% of the cost paid for dependent coverage (20+ hours/week).
- Dental coverage.
 - 100% paid dental coverage for all employees.
 - 50% cost paid for dependent coverage (20+ hours/week).
- Employee Assistance Program.
 - Includes ten free counseling sessions.
- Medical Reimbursement Arrangement (MRA) & Health Reimbursement Arrangement (HRA)
 - \$1,000 per calendar year for Premera covered employees.
- Health Care and Daycare Flexible Spending Accounts.
- Wellness and financial resources and coaching.

Financial Security

- Pension plans for qualified employees.
- Social security.
- 457 Deferred Compensation Plan.
- Long Term Disability.
- Life and AD&D Insurance.
- Workers Compensation Insurance.
- Retirement resources.

Time off

- Paid vacation and sick leave for all employees.
- Ten paid holidays and two floating holidays.
- Medical Leaves of Absence.
- Washington Paid Family and Medical Leave.
 - Sno-Isle Libraries has chosen to pay the employee portion.

RESOLUTION 23-02
of the
Sno-Isle Libraries Board of Trustees

A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT AUTHORIZING THE USE OF THE EDMONDS BUILDING RESERVE FUND FOR CAPITAL IMPROVEMENTS FOR THE EDMONDS LIBRARY.

WHEREAS, Sno-Isle Intercounty Rural Library District, doing business as Sno-Isle Libraries (the “Library District”), has proposed renovations and other capital improvements to the Edmonds Library to address issues due to flooding and to increase accessibility, resiliency, and sustainability of the library facility for the community (the “Edmonds Library Repair and Upgrade Project”); and

WHEREAS, the City of Edmonds has determined that the Edmonds Library Repair and Upgrade Project is in the best interest of the City and has consented to the Edmonds Library Repair and Upgrade Project; and

WHEREAS, the Annexation Agreement between the Library District and the City of Edmonds states that “the balance of the funds in the Reserve Fund may be used with the mutual consent of the Library District and the City to pay for maintenance, furnishings, equipment and improvements”; and

WHEREAS, Addendum 1 to the Annexation agreement states, “Funding for the Library Upgrade Project will be derived from up to Six Hundred Fifty Thousand Dollars (\$650,000.00) of funds from the Reserve Fund and other available Library District funds”; and

WHEREAS, the Interlocal Agreement between the Library District and the City of Edmonds states “up to \$250,000 of the Reserve Fund will also be available for Repair Project costs, and any remainder may be used as agreed in Addendum 1”;

THEREFORE, IT IS RESOLVED that the Sno-Isle Libraries Board of Trustees authorizes the use of up to \$800,000 in the Edmonds Library Reserve Fund for the Edmonds Library Repair and Upgrade Project.

Passed in a regular session this 23rd day of October 2023.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on October 23, 2023 pursuant to the notice given as required by law at which ___ members of the Board were present and at which a majority voted in favor of said resolution, there being ___ votes in favor, ___ votes against, and ___ votes abstaining.

Sno-Isle Libraries Board of Trustees

President

Secretary

RESOLUTION 23-03
of the
Sno-Isle Libraries Board of Trustees
RCW 84.55.120

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT CONCERNING THE
PROPERTY TAX LEVY**

WHEREAS, the Sno-Isle Libraries Board of Trustees (the “Board”) of the Sno-Isle Intercounty Rural Library District (the “District”) has previously held a public hearing on October 23, 2023 regarding revenue sources for the District’s 2023 expenditures; and

WHEREAS, the Board has met and considered its budget for the calendar year 2023; and

WHEREAS, the District’s actual levy amount from the previous year was \$64,198,511.55; and

WHEREAS, the population of this district is more than 10,000;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Sno-Isle Intercounty Rural Library District that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$641,985.12, which is a percentage increase of 1.0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Adopted at a regular and open public meeting of the Sno-Isle Libraries Board of Trustees on the 23rd day of October 2023.

The Board of Trustees hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on October 23, 2023 pursuant to notice given as required by law at which members of the Board were present and which a majority voted in favor of said resolution there being ____ votes in favor, ____ votes against, and ____ votes abstaining.

Sno-Isle Libraries Board of Trustees

President

Secretary

Financial Update

FINANCE DEPARTMENT

October 2023

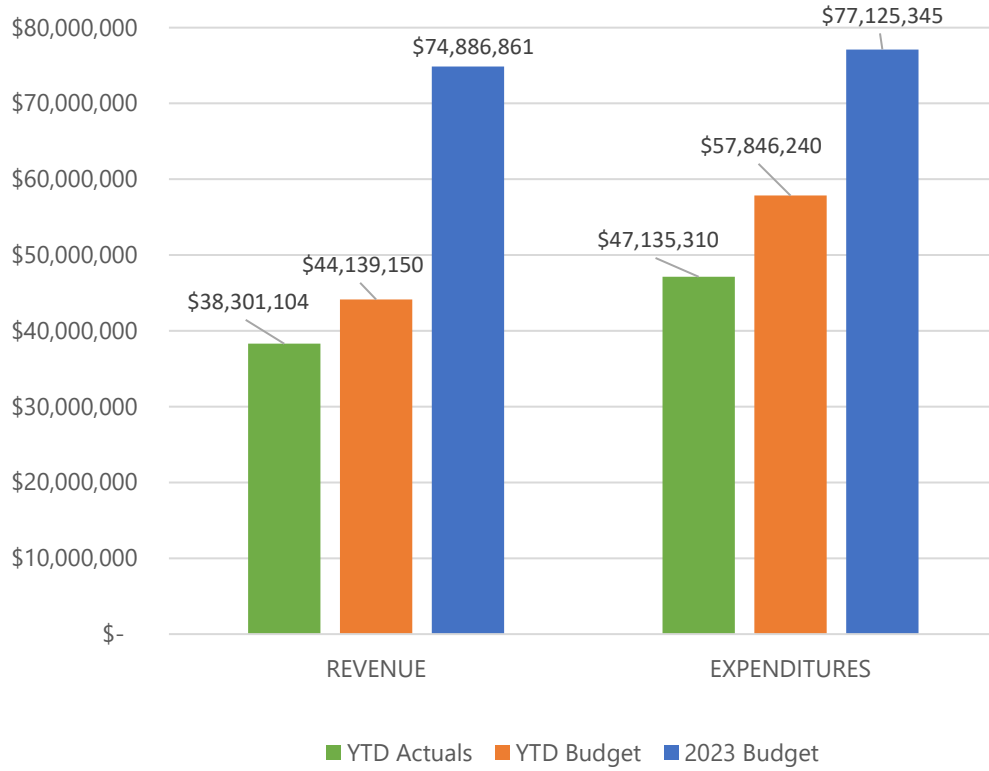
September 2023 Revenue Summary

- Total revenue received in September was \$988k compared to the monthly budget of \$1.9M. Year to date (YTD) total revenue was \$38.3M compared to the YTD budget of \$44.1M.
- General property tax receipts for September were \$767k compared to the monthly budget of \$1.0M.
- Timber tax and associated excise tax revenues for September were \$44k compared to the monthly budget of \$35k.
- Investment Interest for September was \$168k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for September were collectively \$8.3k compared to the monthly budget of \$79k.
- Other Revenue for September was \$2k compared to the monthly budget of \$719k.

September 2023 Expenditures Summary

- Total expenditures for September were \$6.6M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$47.1M compared to the YTD budget of \$57.8M.
- Salaries & Benefits for September were \$3.4M compared to the monthly budget of \$3.6M.
- Collection materials expenditures for September were \$456k compared to the monthly budget of \$532k.
- Employee training expenditures for September were \$23k compared to the monthly budget of \$10k.
- Capital expenditures for September were \$690k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for September were \$2.0M compared to the monthly budget of \$1.0M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 9/1/2023 Through 9/30/2023
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,428,532	31,056,870	32,641,920	43,521,848	71.35%
20.0	Materials	455,916	4,374,733	4,786,020	6,381,400	68.55%
26.0	Professional & Contract Services	244,492	2,079,246	3,039,840	4,052,749	51.30%
35.0	Equipment & Furnishings	1,383,882	1,666,511	1,785,150	2,380,000	70.02%
38.0	Maintenance & Repair	97,150	599,612	566,820	755,300	79.38%
41.0	Software License & Maint Fees	65,499	1,129,309	1,126,620	1,502,215	75.17%
42.0	Communications	43,419	489,207	507,600	676,500	72.31%
43.0	Office & Operating Supplies	29,541	382,204	456,210	608,250	62.83%
44.0	Utilities	34,976	381,830	371,520	495,100	77.12%
45.0	Rentals & Leases	47,636	422,294	378,720	504,838	83.64%
46.0	Insurance	10,912	202,564	129,060	172,000	117.76%
48.0	Employee Training / Travel	22,604	125,836	89,910	120,000	104.86%
49.0	Miscellaneous	61,045	490,446	435,510	580,145	84.53%
50.0	Strategic Initiatives / Innovation	3,601	175,245	562,500	750,000	23.36%
61.0	Capital - Land	0	0	2,250,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	615,527	1,970,741	6,384,690	8,513,000	23.14%
62.5	Capital - A&E	73,761	1,219,630	1,612,620	2,150,000	56.72%
64.0	Capital - Furnishings & Equipment	739	369,032	536,310	715,000	51.61%
64.4	Capital - Vehicles	0	0	185,220	247,000	0.00%
	Total Expenditures	6,619,232	47,135,310	57,846,240	77,125,345	61.12%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 9/1/2023 Through 9/30/2023
(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	766,629	35,629,574	36,055,150	64,157,420	55.53%
02.0	Timber Tax / Sales	43,646	405,991	449,300	550,000	73.81%
03.0	Print/Copy Services	2,027	20,381	9,000	12,000	169.84%
04.0	Services/City Contract Fees	0	0	2,970	3,941	0.00%
05.0	Lost Materials Paid	4,397	40,254	26,280	35,000	115.01%
06.0	Investment Interest	168,024	1,427,806	450,000	600,000	237.96%
07.0	Donations Private Sources	1,853	91,288	675,000	900,000	10.14%
08.0	Other Revenue	1,865	665,150	6,471,450	8,628,500	7.70%
09.1	Insurance Recoveries	0	20,659	0	0	0.00%
	Total Revenues	<u>988,442</u>	<u>38,301,104</u>	<u>44,139,150</u>	<u>74,886,861</u>	<u>51.15%</u>

Executive Director

BOARD REPORT

October 2023

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Congresswoman Kim Schrier with District Manager Lindsay Hanson – Granite Falls Library
- Board and Friends Forum

Board meetings

- Sno-Isle Libraries and Sno-Isle Libraries Foundation Feasibility Group.

Public Libraries of Washington

- Annual meeting of Washington Public Library Directors

LCFA Governing Board Meetings

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

County and City/Town Meetings

- Darrington Town Council Meeting.

Library and Community Events

- Darrington Library Grand Opening.
- Langley 100th Anniversary Open House.

Library Updates

- Strategic goals.

Sno-Isle Libraries

BOARD OF TRUSTEES 2024 MEETING SCHEDULE PROPOSAL

Date	Time	Type	Location
January 4	12:00 P.M.	Special	Service Center
January 22	5:30 P.M.	Regular	Service Center
February 26	5:30 P.M.	Regular	Mukilteo Library
March 25	5:30 P.M.	Regular	Oak Harbor Library
April 29*	5:30 P.M.	Regular	Service Center
May 28*	5:30 P.M.	Regular	Service Center
June 24	5:30 P.M.	Regular	Darrington Library
July 22	5:30 P.M.	Regular	Edmonds Library
September 23	5:30 P.M.	Regular	Service Center
October 15	5:30 P.M.	Special	Service Center
October 28	5:30 P.M.	Regular	Service Center
November 25	5:30 P.M.	Regular	Service Center

*Moved from the fourth Monday due to the holiday.

BOARD OF TRUSTEES 2023 CALENDAR

OCTOBER 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

OCTOBER 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

OCTOBER 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

OCTOBER 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