

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

November 27, 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: 128 122 808#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the October 23, 2023 meeting minutes
- b) Approval of November 20, 2023 special meeting minutes
- c) Approval of the October 2023 payroll, benefits, and vouchers

6) Public Comment

7) Unfinished Business

- a) *Proposed 2024 Meeting Schedule – President Kelli Smith [Attachment 1](#)
- b) *Election of 2024 Officers – Committee Chair Susan Kostick
- c) 2024 Budget – Executive Director Lois Langer Thompson, Deputy Director David Durante, and Finance Manager Nicole Wehl [Attachment 2-3](#)
- d) *Resolution 23-03: Regarding the Property Tax Levy – Executive Director Lois Langer Thompson [Attachment 4](#)

8) New Business

- a) *Resolution 23-04: Adoption of the Sno-Isle Intercounty Rural Library District's 2024 Operating Budget – Executive Director Lois Langer Thompson [Attachment 5](#)
- b) *Resolution 23-05 Authorizing the Use of the Darrington Building Reserve Fund – Deputy Director David Durante [Attachment 6](#)

9) Staff Reports

- a) Financial Update – Finance Manager Nicole Wehl [Attachment 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
 - i) Board of Trustees 2023 Calendar [Attachment 9](#)
- b) Sno-Isle Libraries Foundation Liaison Report – Trustee Susan Kostick
- c) Ad hoc committee report – Trustee Rose Olson

12) Executive Session

13) *Executive Director Contract

14) *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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October 23, 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, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

Members present via video conference: Jennifer DePrey.

President Smith confirmed quorum.

Staff present: Barb Adams, David Durante, Baha Farkish, Casey Gabehart, Lindsay Hanson, Meredith Kraft, Daine Lai, Rebecca Loney, Chy Ross, Shuaib Shuhtrat, Phil Spirito, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda

- a) Approval of the 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

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

Public Hearing

Per RCW 84.55.120, President Smith convened the Sno-Isle Libraries' annual public hearing to consider increases in the property tax revenue for the Library District's 2023 budget. The public hearing was convened at 5:32 p.m. There being no public comment, the public hearing was closed at 5:33 p.m.

Public Comment

There were no public comments to the Board.

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Unfinished Business

2024 Proposed Budget

Deputy Director David Durante and Finance Manager Nicole Wehl presented the 2024 proposed budget. The Board discussed the 2024 budget approval timeline, levy rate increase, funding sources, and proposed expenditures.

Final review and approval of the 2024 budget will occur at the November 27, 2023 Board of Trustees meeting.

New Business

Resolution 23-02 Authorizing the Use of the Edmonds Building Reserve Fund

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees authorize Resolution 23-02 to authorize the use of the Edmonds Building Reserve Fund for capital improvements for the Edmonds Library. The motion passed.

Resolution 23-03 Regarding the Property Tax Levy

Trustee Munguia moved to postpone the agenda item until the November 27, 2023 regular meeting. The motion passed.

Staff Reports

Financial Update

Finance Manager Nicole Wehl provided the October 2023 financial report.

Executive Director's Report

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

Enhance Library Services

- A recurring event hosted by the Arlington Resource Center at the Lakewood/Smokey Point Library to connect customers with housing, food, and transportation resources.
- Free legal advice for customers at the Snohomish Library once per month provided by Snohomish County Legal Services.
- Staff participation in the Hispanic Heritage Month Celebration in Lynnwood. Stanwood Library Circulation Supervisor Ricardo Avila spoke on a panel.
- Service expansion for the Library on Wheels program.

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- The soft launch of Expanded Library Access after-hours meeting room access at the Camano Island Library
- Housing Hope Employment Specialists providing regular employment services at the Sultan and Lakewood/Smokey Point libraries.

Create Inspiring Spaces

- Capital project updates for the Darrington, Langley, Mill Creek Edmonds, and Arlington libraries.

Optimize Library Funding

- The final report from Optimus Fundraising, which will be reviewed at a future Board meeting.

Committee and Trustees' Reports

President's Report

President Smith reported on the following:

- The proposed 2024 meeting schedule, which the Board will review and adopt at the November 27 regular meeting.
- A preview of the November 2023 Board of Trustees meeting agenda items.
- The appointment of Trustees Olson and Kostick to the ad-hoc policy committee.
- A due date of November 3 for the Executive Director annual evaluation responses.

Trustee Officer Nominating Committee

Committee Chair Kostick announced the committee's recommended officer lineup for 2024:

- President: Trustee Rose Olson
- Vice President: Trustee Paul Ryan
- Secretary: Trustee Jennifer DePrey

The Board will take action at the November 2023 regular meeting.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the following:

- The Foundation's eight new Directors joined the Foundation's October 9 meeting.
- An endowment of \$125,000 from the Nysether Foundation.
- The Foundation's first author salon at the Mukilteo Library with Rena Priest.

DRAFT

Sno-Isle Libraries

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Adjournment

Trustee Olson moved to adjourn the October 23, 2023 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 6:27 p.m.

President

Secretary

Sno-Isle Libraries

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November 20, 2023

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Smith called the meeting to order at 12:03 p.m., followed by a land acknowledgment.

Attendees

Members present via video conference: Kelli Smith, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Staff present: Barb Adams, David Durante, Baha Farkish, Meredith Kraft, Jason Latham, and 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 12:05 p.m. that the Board would meet in executive session until 12:35 p.m. to discuss litigation strategy and labor advice and strategy as allowed by RCW 42.30.110.

At 12:35 p.m., President Smith announced that the executive session would be extended for 10 minutes, and the regular meeting would reconvene at 12:45 p.m.

President Smith reconvened the regular meeting at 12:45 p.m.

Adjournment

Trustee Munguia moved to adjourn the November 20, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 12:46 p.m.

President

Secretary

Sno-Isle Libraries
October 2023 Payroll and October 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,524,660.61
Vendor Checks 80847, 80853, 80873, 80911, 80949, 80977, 81021, 81053 and 81076 through 81086, plus Electronic Transfers	<u>\$ 893,978.18</u>
Total Payroll and Benefits	\$ 3,418,638.79
Accounts Payable Checks 80774 through 81086 less checks listed above, plus Electronic Transfers	<u>\$ 1,818,965.73</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,237,604.52</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 November 27, 2023.



Finance Manager

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

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

October 2023 Payroll

Employee Pay - Direct Deposit	\$	1,816,053.61	
Plus: Employee Deductions	\$	708,607.00	
Sub-Total Gross Payroll			\$ 2,524,660.61
Vendor Checks 80847, 80853, 80873, 80911, 80949, 80977, 81021, 81053 and 81076 through 81086	\$	217,121.58 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	231,641.89	
Electronic Funds Transfer - Empower - 457 Plan	\$	7,114.88	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	60,671.42	
Electronic Funds Transfer - PERS - Retirement Plan	\$	364,719.21	
Electronic Funds Transfer - Navia - FSA	\$	12,466.57	
Electronic Funds Transfer - Navia - HRA/MRA	\$	5,605.48	
Electronic Funds Transfer - Premera - Medical	\$	260,593.28	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(266,692.97)	
Sub-Total Benefits - Employer Expense			\$ 893,978.18
Total Payroll and Benefits			\$ 3,418,638.79

October 2023 Accounts Payable

Checks 80774 through 81086 less checks listed above	\$	1,817,836.70 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,129.03	
Sub-Total Accounts Payable			\$ 1,818,965.73
Total Payroll, Benefits and Accounts Payable			\$ 5,237,604.52

Adjustments

Paycom Direct Service Fee	\$	18,867.05	
Refunds and Credits	\$	2,276.96	
Petty Cash Expense	\$	52.80	
Bank Service Charge	\$	213.21	
Travel & Business Expense Reimbursement paid in Payroll	\$	8,412.36	
Total Adjustments			\$ 29,822.38
October 2023 Total Expenditures			\$ 5,267,426.90 ***

* Benefit invoices paid through Accounts Payable Checks	\$	217,121.58	
** Regular invoices paid through Accounts Payable Checks	\$	1,817,836.70	
Total Accounts Payable Check Payments	\$	<u>2,034,958.28</u>	

*** Equals Expenditure Summary Total

**Vouchers
October 2023**

Date	Check	Payee	Check Amount
10/5/2023	79268	Ryan, Paul - VOID reissue on check 80832	-\$26.20
10/12/2023	80226	Kindermusik with Miss Laura - VOID paid by Friends	-900.00
10/17/2023	80443	Burke Museum - VOID	-100.00
10/31/2023	76829	JB Fitness, LLC - VOID	-50.00
10/5/2023	80774	Zo Hill	53.91
10/5/2023	80775	Michelle Cervantes	4.32
10/5/2023	80776	Jordan Hennagir	887.77
10/5/2023	80777	A-1 Mobile Lock & Key	9.89
10/5/2023	80778	Remit Overun	0.00
10/5/2023	80779	Amazon Capital Services, Inc	4,075.05
10/5/2023	80780	Archer Construction, Inc.	1,777.75
10/5/2023	80781	Backstage Library Works, Inc	114.50
10/5/2023	80782	Baker & Taylor Books (277930)	1,685.30
10/5/2023	80783	Blackstone Publishing	239.10
10/5/2023	80784	Brodart Company	1,317.50
10/5/2023	80785	Casey, Maria	550.00
10/5/2023	80786	City of Granite Falls	127.10
10/5/2023	80787	Clinton Community Hall	125.00
10/5/2023	80788	Commercial Fire Protection, Inc.	38.19
10/5/2023	80789	Cordova-Jensen, Cynthia	200.00
10/5/2023	80790	Cortes, Marco	175.00
10/5/2023	80791	Dae Won LLC	7,892.49
10/5/2023	80792	Del Sol Inc	82,918.76
10/5/2023	80793	E.J. Harris Photography	594.60
10/5/2023	80794	EAP, Inc. dba CLC	6,759.00
10/5/2023	80795	EBSCO	56.57
10/5/2023	80796	Edwards Forkner, Lorene	529.91
10/5/2023	80797	Evergreen State Fairgrounds	1,000.00
10/5/2023	80798	Gale/Cengage Learning	1,891.20
10/5/2023	80799	Garcia, Eric J.	600.00
10/5/2023	80800	Hanson, Elizabeth L.	250.00
10/5/2023	80801	Harshman, Gabrial	175.00
10/5/2023	80802	Hashimoto, Molly	450.00
10/5/2023	80803	Imagine Children's Museum	338.60
10/5/2023	80804	Remit Overrun	0.00
10/5/2023	80805	Ingram Library Services	36,421.86
10/5/2023	80806	Inscight Education	85.00
10/5/2023	80807	Iron Mountain Incorporated	785.06
10/5/2023	80808	Jackson, April C.	663.40
10/5/2023	80809	Kanopy	10,892.00
10/5/2023	80810	Kathy Lynott	864.58
10/5/2023	80811	Lamar Transit, LLC	3,210.00
10/5/2023	80812	Language Exchange	56.25
10/5/2023	80813	Lynnwood Chamber of Commerce	427.00

**Vouchers
October 2023**

Date	Check	Payee	Check Amount
10/5/2023	80814	Midwest Library Service	843.91
10/5/2023	80815	Midwest Tape	15,742.69
10/5/2023	80816	News Bank Inc	29,233.00
10/5/2023	80817	Northwest Center	550.00
10/5/2023	80818	Nyamidie, Esseboe Kwami	200.00
10/5/2023	80819	Office Depot, INC	2,740.27
10/5/2023	80820 - 80824	Remit Overrun	0.00
10/5/2023	80825	Overdrive Inc	132,173.55
10/5/2023	80826	Pacific Publishing Co Inc	293.25
10/5/2023	80827	ParentMap	1,700.00
10/5/2023	80828	Pritchard, Patricia	400.00
10/5/2023	80829	Puget Sound Energy	416.57
10/5/2023	80830	Rev.com, Inc	286.00
10/5/2023	80831	Ricoh USA Inc - 31001	7,687.66
10/5/2023	80832	Ryan, Paul	26.20
10/5/2023	80833	S-R Broadcasting Co Inc	840.00
10/5/2023	80834	Sandys, Diana Amaranta	425.00
10/5/2023	80835	Seattle Times	6,750.00
10/5/2023	80836	Shred-it	216.07
10/5/2023	80837	Silver Kite Community Arts	350.00
10/5/2023	80838	Sprague Pest Solutions	262.31
10/5/2023	80839	Spratford, Becky Siegel	250.00
10/5/2023	80840	StitchDX, LLC	5,310.60
10/5/2023	80841	The Athena Group, LLC	687.50
10/5/2023	80842	The Dance School	40.00
10/5/2023	80843	The Dance School	40.00
10/5/2023	80844	Uline	1,022.15
10/5/2023	80845	Visionary Office Furniture	15,410.38
10/5/2023	80846	Walter E Nelson Co of Western WA	4,004.57
10/5/2023	80847	Wellable LLC	264.00
10/5/2023	80848	World Book Inc	6,814.50
10/12/2023	80849	VOID	0.00
10/12/2023	80850	Alayna Katsel	167.82
10/12/2023	80851	8X8 Inc	8,504.89
10/12/2023	80852	Allied Universal	16,741.80
10/12/2023	80853	Amazon Capital Services, Inc	811.97
10/12/2023	80854	The Athena Group, LLC	6,329.63
10/12/2023	80855	AT&T Mobility (6463)	43.23
10/12/2023	80856	Baker & Taylor Books (277930)	5,015.71
10/12/2023	80857	Beacon Publishing Inc	637.50
10/12/2023	80858	BERK Consulting, Inc.	7,082.50
10/12/2023	80859	Bibliotheca LLC	9,026.15
10/12/2023	80860	Blackstone Publishing	132.36
10/12/2023	80861	Catalyst Workplace Activation	646.53

**Vouchers
October 2023**

Date	Check	Payee	Check Amount
10/12/2023	80862	CDW Government Inc	389.51
10/12/2023	80863	Cedar Grove Organics Recycling LLC	378.10
10/12/2023	80864	City of Edmonds	876.55
10/12/2023	80865	City of Oak Harbor	81,165.89
10/12/2023	80866	City of Snohomish	3,306.62
10/12/2023	80867	City of Sultan	185.98
10/12/2023	80868	Crystal Springs	53.85
10/12/2023	80869	Demco Inc (8048)	41.43
10/12/2023	80870	Duke Life Coaching	300.00
10/12/2023	80871	EBSCO	5,070.20
10/12/2023	80872	Ednetics, Inc.	3,208.57
10/12/2023	80873	Express Employment Professionals	2,976.00
10/12/2023	80874	Faber Construction Corporation	366,513.43
10/12/2023	80875	FATBEAM, LLC	4,979.00
10/12/2023	80876	Gale/Cengage Learning	179.97
10/12/2023	80877	Hillis Clark Martin & Peterson	10,798.50
10/12/2023	80878	HP Inc	49,968.45
10/12/2023	80879	Ingram Library Services	23,817.41
10/12/2023	80880	Innovative Interfaces, Inc	3,927.60
10/12/2023	80881	Insight Direct USA, Inc	1,139.06
10/12/2023	80882	Island Disposal Inc	198.68
10/12/2023	80883	Jaymarc Investments, Inc	7,478.39
10/12/2023	80884	Kanopy	10,210.00
10/12/2023	80885	Kendall of Marysville	295.49
10/12/2023	80886	Library Works Inc	225.00
10/12/2023	80887	Midwest Tape	4,229.20
10/12/2023	80888	Modern Painting Group	48,805.95
10/12/2023	80889	Morris Magnets	2,244.00
10/12/2023	80890	Mukilteo Water & Waste District	4,870.73
10/12/2023	80891	Multi-Cultural Books & Videos	8,264.00
10/12/2023	80892	My Neighborhood News Network	425.00
10/12/2023	80893	Netsweeper, Inc.	8,550.00
10/12/2023	80894	OCLC Inc (34299)	256.42
10/12/2023	80895	Office Depot, INC	1,626.00
10/12/2023	80896	Optimus Fundraising	12,500.00
10/12/2023	80897	Orbis Cascade Alliance	5,491.56
10/12/2023	80898 - 80902	Remit Overrun	0.00
10/12/2023	80903	Overdrive Inc	52,726.53
10/12/2023	80904	Paper Roll Products	600.22
10/12/2023	80905	PetroCard Systems Inc	2,974.09
10/12/2023	80906	Puget Sound Energy	1,372.86
10/12/2023	80907	PUD No 1 of Snohomish County	798.42
10/12/2023	80908	Rentacrate Enterprises LLC	343.67
10/12/2023	80909	Pitney Bowes Bank Inc Reserve Account	15,000.00

**Vouchers
October 2023**

Date	Check	Payee	Check Amount
10/12/2023	80910	Ricoh USA Inc - 650073	10,615.56
10/12/2023	80911	Robert Half	2,014.13
10/12/2023	80912	Roth IAMS LLC	3,859.45
10/12/2023	80913	Salish Networks	1,214.27
10/12/2023	80914	Silver Lake Water & Sewer	227.40
10/12/2023	80915	Skagit Publishing	324.61
10/12/2023	80916	Smarsh, Inc	82.97
10/12/2023	80917	Sprague Pest Solutions	400.58
10/12/2023	80918	Televend Services Inc	140.45
10/12/2023	80919	T Mobile	31.15
10/12/2023	80920	T Mobile	152.03
10/12/2023	80921	Town of Coupeville	412.66
10/12/2023	80922	Uline	793.60
10/12/2023	80923	Verizon Communications Inc	330.79
10/12/2023	80924	Visionary Office Furniture	3,090.55
10/12/2023	80925	Walter E Nelson Co of Western WA	519.80
10/12/2023	80926	Waste Management	4,389.34
10/12/2023	80927	Workpointe, Inc.	7,917.10
10/12/2023	80928	Washington State Ferries	492.65
10/12/2023	80929	ZiPLY Fiber	12,885.97
10/19/2023	80930	Accurate Installation & Design	2,182.00
10/19/2023	80931	Amazon Capital Services, Inc	3,736.46
10/19/2023	80932	American Library Association	1,282.00
10/19/2023	80933	Asavie Technologies Inc	1,768.09
10/19/2023	80934	Baboo SF, Inc.	1,885.00
10/19/2023	80935	Baker & Taylor Books (277930)	1,500.08
10/19/2023	80936	Bank of America (2175)	6,023.17
10/19/2023	80937	Bats Northwest	100.00
10/19/2023	80938	Blackstone Publishing	1,719.61
10/19/2023	80939	BuildingWork, LLC	34,905.26
10/19/2023	80940	Center Point Large Print	738.90
10/19/2023	80941	City of Arlington	157.01
10/19/2023	80942	City of Brier	413.02
10/19/2023	80943	City of Monroe	1,239.70
10/19/2023	80944	Comcast	2,943.67
10/19/2023	80945	Crawford, Rod	100.00
10/19/2023	80946	Demco Inc (8048)	32.72
10/19/2023	80947	Dive Into Your Imagination, LLC	350.00
10/19/2023	80948	Edmonds Chamber of Commerce	416.00
10/19/2023	80949	Express Employment Professionals	2,678.40
10/19/2023	80950	Gale/Cengage Learning	1,377.57
10/19/2023	80951	Ingram Library Services	13,867.74
10/19/2023	80952	Kouidou-Giles, Sophia	250.00
10/19/2023	80953	Lamar Transit, LLC	300.00

**Vouchers
October 2023**

Date	Check	Payee	Check Amount
10/19/2023	80954	Langley United Methodist Church	50.00
10/19/2023	80955	Language Testing International	196.00
10/19/2023	80956	Latino Educational Training	8,097.50
10/19/2023	80957	LeMay Mobile Shredding	155.50
10/19/2023	80958	Midwest Library Service	577.77
10/19/2023	80959	Midwest Tape	8,456.73
10/19/2023	80960	Moss Adams LLP	43,784.12
10/19/2023	80961	MSR Design	21,893.89
10/19/2023	80962	Multi-Cultural Books & Videos	3,286.00
10/19/2023	80963	New York Times Company	13,743.09
10/19/2023	80964	Northwest Publishing Inc.	350.00
10/19/2023	80965	Office Depot, INC	2,316.32
10/19/2023	80966 - 80969	VOID	0.00
10/19/2023	80970	Paper Roll Products	308.49
10/19/2023	80971	Patron Point, Inc.	1,077.43
10/19/2023	80972	PUD No 1 of Snohomish County	657.34
10/19/2023	80973	Puget Sound Energy	63.38
10/19/2023	80974	Republic Services 197	854.22
10/19/2023	80975	Ricoh USA Inc - 31001	9,342.54
10/19/2023	80976	Ricoh USA Inc - 650073	15,046.16
10/19/2023	80977	Robert Half	2,596.88
10/19/2023	80978	Shortridge, Jennifer Alayne	500.00
10/19/2023	80979	Sno-Isle Refund Account	134.92
10/19/2023	80980	Thryv, Inc	112.43
10/19/2023	80981	Timeless Design	17,632.79
10/19/2023	80982	Verizon Wireless (660108)	13,454.89
10/19/2023	80983	Wa-Gro Foundation	350.00
10/19/2023	80984	Walter E Nelson Co of Western WA	221.36
10/19/2023	80985	Wave Business	8,846.40
10/19/2023	80986	WCP Solutions	691.36
10/19/2023	80987	Whidbey Telecom	764.03
10/19/2023	80988	Ziply Fiber	262.76
10/19/2023	80989	Sheena Galbreth	3,284.48
10/19/2023	80990	Terri Taylor	217.17
10/19/2023	80991 - 80993	Remit Overrun	0.00
10/19/2023	80994	Overdrive Inc	33,509.29
10/26/2023	80995	Sam Davis	189.00
10/26/2023	80996	4imprint Inc	885.65
10/26/2023	80997	Air Care System	4,971.99
10/26/2023	80998	Allied Universal	15,839.21
10/26/2023	80999	Amazon Capital Services, Inc	607.70
10/26/2023	81000	American Library Association	218.00
10/26/2023	81001	Andrew Feriante	300.00
10/26/2023	81002	Baker & Taylor Books (277930)	2,660.45

**Vouchers
October 2023**

Date	Check	Payee	Check Amount
10/26/2023	81003	Bank of America (0958)	2,572.94
10/26/2023	81004	Bank of America (1458)	5,148.02
10/26/2023	81005	Bank of America (2945)	3,145.34
10/26/2023	81006	Bank of America (3736)	1,397.48
10/26/2023	81007	Bank of America (5953)	296.79
10/26/2023	81008	Bank of America (7423)	662.54
10/26/2023	81009	Bank of America (8208)	4,115.95
10/26/2023	81010	Bickford	226.43
10/26/2023	81011	Cascade Natural Gas	70.33
10/26/2023	81012	Casey, Maria	411.68
10/26/2023	81013	CDW Government Inc	1,152.32
10/26/2023	81014	City of Marysville	2,083.62
10/26/2023	81015	Davis, Theresa	250.00
10/26/2023	81016	Deepti Designs, Inc.	550.00
10/26/2023	81017	Dept of Enterprise Services	520.00
10/26/2023	81018	E.J. Harris Photography	774.61
10/26/2023	81019	EBSCO	377.52
10/26/2023	81020	Everything Branded USA Inc	3,742.00
10/26/2023	81021	Express Employment Professionals	1,488.00
10/26/2023	81022	Franks, Howard R.	50.00
10/26/2023	81023	Freeland Water Dist	324.62
10/26/2023	81024	Gale/Cengage Learning	2,002.55
10/26/2023	81025	Grainger	233.61
10/26/2023	81026	Hachisu, Nancy S	500.00
10/26/2023	81027	Henry E Buehner	100.00
10/26/2023	81028	HG Maybeck Co., Inc.	45.50
10/26/2023	81029	Holy Toledo Pictures, Inc.	300.00
10/26/2023	81030	Ingram Library Services	55,778.27
10/26/2023	81031	Island Disposal Inc	64.75
10/26/2023	81032	Joan Helen Green	300.00
10/26/2023	81033	Joan Helen Green	475.00
10/26/2023	81034	Johnston Architects, LLC	41,360.13
10/26/2023	81035	Kathy Lynott	441.07
10/26/2023	81036	Kendall of Marysville	313.96
10/26/2023	81037	Kota, Priyanka	180.00
10/26/2023	81038	Lakeshore Learning Materials, LLC	2,291.66
10/26/2023	81039	Library Works Inc	49.00
10/26/2023	81040	Midwest Tape	6,676.28
10/26/2023	81041	Museum of Flight	527.00
10/26/2023	81042	Office Depot, INC	1,256.75
10/26/2023	81043 - 81045	Remit Overrun	0.00
10/26/2023	81046	Overdrive Inc	31,435.37
10/26/2023	81047	Prime Self Storage	1,139.00
10/26/2023	81048	PUD No 1 of Snohomish County	9,829.36

**Vouchers
October 2023**

Date	Check	Payee	Check Amount
10/26/2023	81049	Puget Sound Energy	1,511.15
10/26/2023	81050	Rentacrate Enterprises LLC	2,454.75
10/26/2023	81051	Ricoh USA Inc - 31001	1,804.53
10/26/2023	81052	Rise Up Academy	1,000.00
10/26/2023	81053	Robert Half	10,082.29
10/26/2023	81054	Romano, Craig	200.00
10/26/2023	81055	Seven Star Women's Kung Fu, Inc	400.00
10/26/2023	81056	Shred-it	564.88
10/26/2023	81057	Silver Kite Community Arts	375.00
10/26/2023	81058	Snohomish County Dept of Conservation and	200.00
10/26/2023	81059	Sound Publishing	52.50
10/26/2023	81060	Southwest Solutions Group, Inc	23,280.93
10/26/2023	81061	Sprague Pest Solutions	265.97
10/26/2023	81062	Stewart, Nancy	400.00
10/26/2023	81063	Summit Law Group, PLLC	474.50
10/26/2023	81064	The Hanover Insurance Group	10,912.13
10/26/2023	81065	The Myers Group	5,733.29
10/26/2023	81066	U S Bank Equipment Finance	299.97
10/26/2023	81067	Uline	91.85
10/26/2023	81068	Walter E Nelson Co of Western WA	7,212.55
10/26/2023	81069	WCP Solutions	584.99
10/26/2023	81070	Western Neon Inc.	11,780.74
10/26/2023	81071	The Dance School	40.00
10/26/2023	81072	Gordon, David G	319.36
10/26/2023	81073	Inscight Education	85.00
10/26/2023	81074	Lois Ann Landgrebe	350.00
10/26/2023	81075	Silver Kite Community Arts	350.00
10/31/2023	81076	Assured Partners of WA, LLC	4,641.90
10/31/2023	81077	Canopy Wellbeing	1,422.00
10/31/2023	81078	Delta Dental of Washington	33,776.71
10/31/2023	81079	Employment Security Dept.	4,148.13
10/31/2023	81080	Kaiser Permanente	94,472.10
10/31/2023	81081	Lifewise Assurance Company	34,897.29
10/31/2023	81082	Lincoln National Life Ins Company	9,513.77
10/31/2023	81083	Navia Benefit Solutions Client Pay	2,032.15
10/31/2023	81084	Premera Blue Cross	9,334.64
10/31/2023	81085	Snohomish County Superior Court Clerk	250.00
10/31/2023	81086	Sno-Isle Library Foundation	567.00
			\$2,034,958.28

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	Coupeville 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.

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.



2024 Proposed Budget

NOVEMBER 27, 2023

SNO-ISLE LIBRARIES

2024 Proposed Budget

NOVEMBER 27, 2023

Introduction

The 2024 proposed budget was developed based on the goals presented to the Board at the September 2023 Board of Trustees meeting.

2024 Budget Goals

Library staff focused the proposal on building a budget with the following principles in mind:

- Equity
- Accessibility
- Sustainability

Sno-Isle Libraries Strategic Goals

- 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.



Sources of Funds

2024 Proposed Budget

NOVEMBER 27, 2023

Total Revenue / Beginning Cash / Reserves Summary

	<u>Adopted</u> <u>2023 Budget</u>	<u>Proposed</u> <u>2024 Budget</u>	<u>Increase/</u> <u>(Decrease)</u>
Beginning Cash	\$ 21,190,000	\$ 28,000,000	\$ 6,810,000
Transfers from Reserves	\$ 2,370,000	\$ 3,887,000	\$ 1,517,000
Total Transfer from Reserves and Beg. Cash	\$ 23,560,000	\$ 31,887,000	\$ 8,327,000
Revenues			
Taxes			
General Property	\$ 64,146,000	\$ 65,441,650	\$ 1,295,650
Other taxes	\$ 561,420	\$ 550,000	\$ (11,420)
Total Other Taxes	\$ 64,707,420	\$ 65,991,650	\$ 1,284,230
Grants			
State Grants	\$ 6,051,500	\$ 6,529,000	\$ 477,500
Federal Grants	\$ -	\$ 638,000	\$ 638,000
General Grants	\$ 51,000	\$ 200,000	\$ 149,000
Total Grants	\$ 6,102,500	\$ 7,367,000	\$ 1,264,500
Total Bonds	\$ 2,000,000	\$ -	\$ (2,000,000)
Other			
Investments	\$ 600,000	\$ 1,000,000	\$ 400,000
Donations	\$ 900,000	\$ 425,000	\$ (475,000)
E-rate Program	\$ 296,000	\$ 300,000	\$ 4,000
Miscellaneous	\$ 280,941	\$ 305,361	\$ 24,420
Total Other Revenues	\$ 2,076,941	\$ 2,030,361	\$ (46,580)
Total Revenue	\$ 74,886,861	\$ 75,389,011	\$ 502,150
Total Revenue / Beginning Cash / Reserves	\$ 98,446,861	\$ 107,276,011	\$ 8,829,150

2024 Proposed Budget

NOVEMBER 27, 2023

Total Revenue / Beginning Cash / Reserves Detail

The 2024 proposed budget has a total of \$107.3 million in available funds that include beginning cash, transfer from reserves, and total revenue.

Beginning Cash \$28 million

Beginning Cash is the target cash balance in the Library District's General Operating Fund at year end that carries forward into 2024. Levied property taxes are due on April 30 and October 31 each year. Ending each year with ample cash allows for the funding of library services until the receipt of first-half property taxes in April. The imbalance of tax revenues received to expenditures during the first quarter each year necessitates the \$28 million target beginning cash balance.

Transfers from Reserve Funds \$3.9 million

Unrestricted – Designated – \$3.5 million

- Building Reserve Fund – \$3.5 million.

Restricted – \$387k

- Lake Stevens Building – \$1.5k.
- Edmonds Building – \$61k.
- Mill Creek Building – \$324k.

Total Revenue \$75.4 million

Total proposed revenue for 2024 is \$75.4 million, an increase of \$502k from the 2023 budget. The 2024 proposed budget includes revenue received from general property taxes, other tax revenues (timber and excise taxes), grants, investments, donations, and miscellaneous other revenue sources.

Property Tax Revenue \$65.4M

The library is subject to a statutory levy growth limit of 101% or 100% plus the rate of annual inflation (implicit price deflator), whichever is less. This year the implicit price deflator is greater than 1%. Staff recommend increasing revenue by 101% to ensure long-term funding in support of our strategic goals. The 2024 proposed budget includes the 101% levy rate. The concluding levy rate on property taxes is projected at \$0.324 per \$1,000 of assessed value in 2024.

2024 Proposed Budget

NOVEMBER 27, 2023

Other taxes \$550k

Other taxes include timber and excise taxes. Based on 2023 timber tax revenue, other taxes are projected to decrease by \$11k.

Grant Revenue \$7.4 million

Washington State

- Lake Stevens Capital Project - \$3 million.
- Langley Capital Project - \$529k.
- Mariner Community Campus - \$3 million.

Federal

- Digital Equity Initiative – \$638k.

General

- Mill Creek Capital Project - \$200k.

Investments Revenue \$1 million

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

Donation Revenue \$425k

- Sno-Isle Library Foundation – \$400k.
- Local Friends of the Library groups – \$25k.

E-Rate \$300k

- The increase is due to changes to the *Universal Service Administrative Company (USAC)* E-Rate.

Miscellaneous \$305k

- Miscellaneous revenues are from rebates received from vendors, customers paying for lost materials, print and copier services, contract fees from cities, and other general revenue.



Use of Funds

2024 Proposed Budget

NOVEMBER 27, 2023

Total Expenditures / Reserves / Ending Cash Summary

	Adopted 2023 Budget	Proposed 2024 Budget	Increase/ (Decrease)
Operations			
Salaries and Benefits	\$ 43,521,848	\$ 44,579,160	\$ 1,057,312
Materials	\$ 6,381,400	\$ 6,702,520	\$ 321,120
Professional & Contract Services	\$ 4,052,749	\$ 3,787,018	\$ (265,731)
Software & Licensing Fees	\$ 1,502,215	\$ 1,699,650	\$ 197,435
Office & Operating Supplies	\$ 608,250	\$ 645,800	\$ 37,550
Equipment & Furnishings	\$ 2,380,000	\$ 1,430,500	\$ (949,500)
Strategic & Development Initiatives	\$ 750,000	\$ 750,000	\$ -
Communications	\$ 676,500	\$ 859,500	\$ 183,000
Maintenance & Repairs	\$ 755,300	\$ 798,300	\$ 43,000
Utilities	\$ 495,100	\$ 532,800	\$ 37,700
Rentals & Leases	\$ 504,838	\$ 486,838	\$ (18,000)
Training	\$ 120,000	\$ 270,000	\$ 150,000
Insurance	\$ 172,000	\$ 244,600	\$ 72,600
Miscellaneous	\$ 580,145	\$ 839,325	\$ 259,180
Operations Expenditures	\$ 62,500,345	\$ 63,626,011	\$ 1,125,666
Capital Outlay			
A&E Services	\$ 2,150,000	\$ 1,500,000	\$ (650,000)
Buildings & Improvements	\$ 8,513,000	\$ 8,100,000	\$ (413,000)
Equipment & Furnishings	\$ 715,000	\$ 750,000	\$ 35,000
Vehicles	\$ 247,000	\$ -	\$ (247,000)
Land	\$ 3,000,000	\$ 3,000,000	\$ -
Capital Outlay Expenditures	\$ 14,625,000	\$ 13,350,000	\$ (1,275,000)
Total Expenditures	\$ 77,125,345	\$ 76,976,011	\$ (149,334)
Transfer To Reserves	\$ 4,200,000	\$ 1,300,000	\$ (2,900,000)
Ending Cash	\$ 17,121,516	\$ 29,000,000	\$ 11,878,484
Total Expenditures / Ending Cash / Reserves	\$ 98,446,861	\$ 107,276,011	\$ 8,829,150

2024 Proposed Budget

NOVEMBER 27, 2023

Total Expenditures Summary

Total expenditures for operations and capital outlay are proposed at \$76.9 million. This is a \$149k decrease compared with the 2023 budget.

Operations \$63.6M

Salaries and Benefits (see Appendix A for overview of benefits) \$44.6 million.

Full Time Equivalent (FTE)

- 392 FTE (no change in FTE).

Salaries

- Market and anniversary adjustments.

Benefits

- An increase of 21% or \$667k for Premera benefits package.
- An increase of 9% or \$87k for Kaiser Permanente benefits.

Materials \$6.7 million

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

Professional & Contract Services \$3.8 million

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

Software & Licensing Fees \$1.7 million

- The increase reflects price increases on most licenses and includes upgrading software on public computers.

Office & Operating Supplies \$646k

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

Equipment & Furnishings \$1.4 million

- Decrease reflects the \$1.4M expenditure for public computer refresh in 2023.

Strategic Initiatives \$750k

- Support for emerging services expenditures.

2024 Proposed Budget

NOVEMBER 27, 2023

Communication Equipment and Services \$860k

- The increase reflects the use of grant funds for additional Wi-Fi hotspots for customers.

Maintenance & Repairs \$798k

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

Utilities \$533k

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

Rentals & Leases \$487k

- No notable change.

Training \$270k

- Increase reflects \$100k for Sno-Isle Libraries Conference (SILCON) all staff training day in 2024 and an overall increase in training costs.

Insurance \$245k

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

Miscellaneous \$839k

- The increase reflects updated expenditure for community programming and advertising.

Capital Outlay \$13.35 million

Capital projects for Lake Stevens, Langley, Mariner, and Mill Creek libraries.

- Architectural & Engineering Services (A&E) \$1.5M
- Buildings & Improvements \$8.1M
- Equipment & Furnishings \$750K
- Land Acquisition \$3M



Reserves

2024 Proposed Budget

NOVEMBER 27, 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	\$0	\$5,676,000	(\$3,887,000)	\$1,789,000
Equipment Technology Refresh	\$2,000,000	(\$1,470,000)	\$530,000	\$300,000	\$830,000
Land Acquisition	\$2,198,018	\$0	\$2,198,018	\$0	\$2,198,018
Levy Rate Stabilization	\$19,392,916	\$4,200,000	\$23,592,916	\$1,000,000	\$24,592,916
Unemployment Compensation	\$40,000	\$0	\$40,000	\$0	\$40,000
Totals	\$29,306,934	\$2,730,000	\$32,036,934	(\$2,587,000)	\$29,449,934

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	\$0	\$10,000,000	\$0	\$10,000,000
Self-Insurance	\$1,500,000	\$0	\$1,500,000	\$0	\$1,500,000
Vacation & Sick Pay Liability	\$2,200,000	(\$900,000)	\$1,300,000	\$0	\$1,300,000
Totals	\$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 Actual	2024 Projected
Emergency	60-90 days of operating expense (excluding materials).	65 days	64 days
Self-Insurance	At least 16 weeks of program expenditures.	19 weeks	19 weeks
Vacation & Sick Pay Liability	At least 60% of the year-end Vacation & Sick Pay liability.	66%	66%

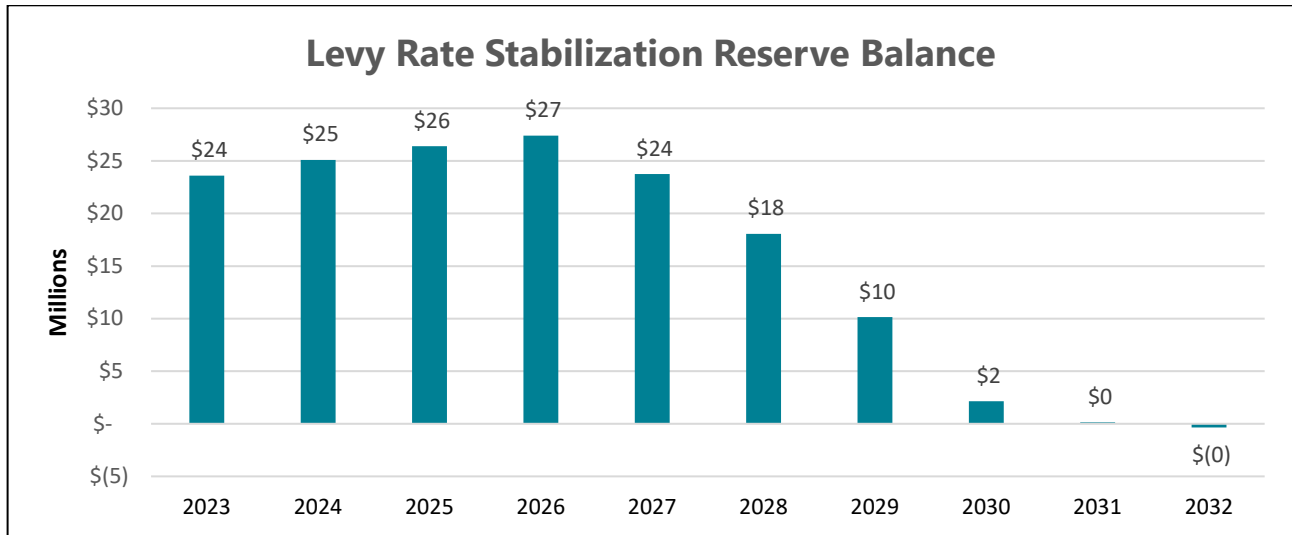
2024 Proposed Budget

NOVEMBER 27, 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	(\$80,000)	\$132,227	\$0	\$132,227
Edmonds Building	\$861,209	(\$800,000)	\$61,209	(\$61,209)	\$0
Lake Stevens Building	\$1,483	\$0	\$1,483	(\$1,483)	\$0
Lynnwood Building	\$1,167,444	\$0	\$1,167,444	\$0	\$1,167,444
Mill Creek Building <i>(proposed activity moved to 2024)</i>	\$324,308	(\$320,000)	\$324,308	(\$324,308)	\$0
Totals	\$2,566,671	(\$1,200,000)	\$1,686,671	(\$387,000)	\$1,299,671

Levy Rate Stabilization – Unrestricted (Designated) Fund





Budget Summary Statement

2024 Proposed Budget

NOVEMBER 27, 2023

2024 Proposed Budget Summary

Source of Funds

	<u>2023 Adopted</u>	<u>2024 Proposed</u>
Beginning Cash	\$21,190,000	\$28,000,000
Transfers from Reserves	\$2,370,000	\$3,887,000
Total Revenue	\$74,886,861	\$75,389,011
Total	\$98,446,861	\$107,276,011

Use of Funds

	<u>2023 Adopted</u>	<u>2024 Proposed</u>
Operations	\$62,500,345	\$63,626,011
Capital Outlay	\$14,625,000	\$13,350,000
Transfers to Reserves	\$4,200,000	\$1,300,000
Ending Cash	\$17,121,516	\$29,000,000
Total	\$98,446,861	\$107,276,011



Appendix

2024 Proposed Budget

NOVEMBER 27, 2023

Appendix A

2023 Benefits

Health and Wellness

- Medical 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 23-03
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 2024 expenditures; and

WHEREAS, the Board has met and considered its budget for the calendar year 2024; 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 27th day of November 2023.

The Board of Trustees hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on November 27, 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

RESOLUTION 23-04
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT
ADOPTING THE LIBRARY DISTRICT'S 2024 OPERATING BUDGET.**

WHEREAS, the Board of Trustees of the Sno-Isle Intercounty Rural Library District is required by Washington State Law to establish an annual budget containing estimates in detail of the amount of money necessary for the library to operate; and

WHEREAS, on November 27, 2023, following a public hearing held on October 23, 2023 on the 2024 preliminary operating budget, the Board of Trustees approved increasing the Taxing District's regular levy from what was levied the previous year with Resolution 23-03;

THEREFORE, IT IS RESOLVED that the Sno-Isle Libraries Board of Trustees adopt the final 2024 Operating Budget as presented and authorize the Executive Director or designee to carry out the planned expenditures.

Passed in a regular session this 27th day of November 2023.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on November 27, 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 23-05
of the
Sno-Isle Libraries Board of Trustees

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

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

WHEREAS, the Town of Darrington determined that the Darrington Library Upgrade Project is in the best interest of the Town and has consented to the Darrington Library Upgrade Project; and

WHEREAS, the Library District has applied for and been awarded a Library Capital Improvement Grant for the Darrington Library Upgrade Project from the State of Washington for the 2021-2023 biennium; and

WHEREAS, the Interlocal Agreement between the Library District and the Darrington Rural Partial-County Library District states that “the timber tax receipts in the Library District’s Reserve Fund [are] to be used exclusively for capital projects for the Darrington Library, as mutually approved by the governing boards of the parties to this agreement;”

THEREFORE, IT IS RESOLVED that the Sno-Isle Libraries Board of Trustees authorizes the use of up to \$80,000 in the Library District’s Reserve Fund derived from timber tax receipts as local revenue matching funds for the Darrington Library Upgrade Project.

Passed in a regular session this 27th day of November 2023.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on November 27, 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

Financial Update

FINANCE DEPARTMENT

November 2023

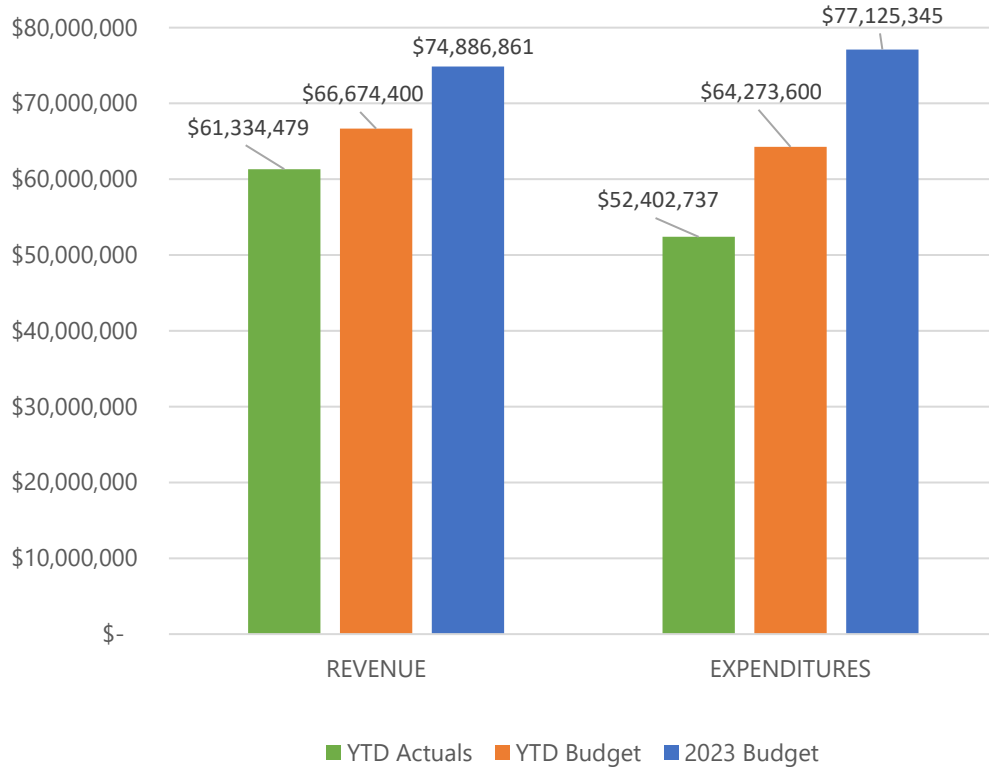
October 2023 Revenue Summary

- Total revenue received in October was \$23M compared to the monthly budget of \$22.5M. Year to date (YTD) total revenue was \$61.3M compared to the YTD budget of \$66.7M.
- General property tax receipts for October were \$22.3M compared to the monthly budget of \$21.7M.
- Timber tax and associated excise tax revenues for October were \$2k compared to the monthly budget of \$8k.
- Investment Interest for October was \$173k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for October were collectively \$31k compared to the monthly budget of \$79k.
- Other Revenue for October was \$488k compared to the monthly budget of \$719k.

October 2023 Expenditures Summary

- Total expenditures for October were \$5.3M compared to the monthly budget of \$6.4M. Year to date (YTD) total expenditures were \$52.4M compared to the YTD budget of \$64.3M.
- Salaries & Benefits for October were \$3.4M compared to the monthly budget of \$3.6M.
- Collection materials expenditures for October were \$527k compared to the monthly budget of \$532k.
- Employee training expenditures for October were \$12k compared to the monthly budget of \$10k.
- Capital expenditures for October were \$517k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for October were \$792k compared to the monthly budget of \$1.0M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 10/1/2023 Through 10/31/2023
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,418,639	34,475,509	36,268,800	43,521,848	79.21%
20.0	Materials	527,451	4,902,184	5,317,800	6,381,400	76.81%
26.0	Professional & Contract Services	263,772	2,343,017	3,377,600	4,052,749	57.81%
35.0	Equipment & Furnishings	63,457	1,729,968	1,983,500	2,380,000	72.68%
38.0	Maintenance & Repair	106,441	706,052	629,800	755,300	93.47%
41.0	Software License & Maint Fees	29,848	1,159,158	1,251,800	1,502,215	77.16%
42.0	Communications	45,577	534,784	564,000	676,500	79.05%
43.0	Office & Operating Supplies	53,430	435,633	506,900	608,250	71.62%
44.0	Utilities	58,609	440,440	412,800	495,100	88.95%
45.0	Rentals & Leases	34,855	457,149	420,800	504,838	90.55%
46.0	Insurance	10,912	213,476	143,400	172,000	124.11%
48.0	Employee Training / Travel	12,320	138,155	99,900	120,000	115.12%
49.0	Miscellaneous	73,542	563,988	483,900	580,145	97.21%
50.0	Strategic Initiatives / Innovation	51,882	227,127	625,000	750,000	30.28%
61.0	Capital - Land	0	0	2,500,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	392,859	2,363,601	7,094,100	8,513,000	27.76%
62.5	Capital - A&E	94,434	1,314,064	1,791,800	2,150,000	61.11%
64.0	Capital - Furnishings & Equipment	29,399	398,431	595,900	715,000	55.72%
64.4	Capital - Vehicles	0	0	205,800	247,000	0.00%
	Total Expenditures	5,267,427	52,402,737	64,273,600	77,125,345	67.94%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 10/1/2023 Through 10/31/2023
(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	22,328,267	57,957,842	57,734,300	64,157,420	90.33%
02.0	Timber Tax / Sales	1,747	407,738	457,100	550,000	74.13%
03.0	Print/Copy Services	1,702	22,083	10,000	12,000	184.02%
04.0	Services/City Contract Fees	0	0	3,300	3,941	0.00%
05.0	Lost Materials Paid	3,656	43,910	29,200	35,000	125.45%
06.0	Investment Interest	173,336	1,601,142	500,000	600,000	266.85%
07.0	Donations Private Sources	25,996	117,284	750,000	900,000	13.03%
08.0	Other Revenue	487,992	1,153,142	7,190,500	8,628,500	13.36%
09.1	Insurance Recoveries	10,679	31,338	0	0	0.00%
	Total Revenues	<u>23,033,375</u>	<u>61,334,479</u>	<u>66,674,400</u>	<u>74,886,861</u>	<u>81.90%</u>

Executive Director

BOARD REPORT

November 2023

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Everett Housing Authority – Common Cause: Housing meeting – Planning and Fund Development Director Rebecca Loney.
- Snohomish County Managers and Administrators meeting.

Board meetings

- Darrington Rural Partial County Library District Board meeting.

County and City/Town Meetings

- Gold Bar Town Council Meeting.

Library and Community Events

- Sno-Isle Libraries Foundation – *An Evening with Rena Priest.*

Library Updates

- Strategic goals.

BOARD OF TRUSTEES 2023 CALENDAR

NOVEMBER 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

NOVEMBER 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

NOVEMBER 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

NOVEMBER 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

OCTOBER

Executive (October 10)

- Executive Director quarterly check-in

Nominating

- 2024 officer nomination

Ad Hoc Policy Committee (October 24)

- Naming Policy

Work Session (October 3)

- 2024 budget proposal first review

Regular Meeting (October 23)

- 2024 meeting schedule (first review)
- 2024 budget proposal overview
- Resolution 23-02 Edmonds Building Reserve Fund
- Officer list announced
- Public hearing on regular property tax levy
-

NOVEMBER

Special Meeting (November 20)

- Executive session

Regular Meeting (November 27)

- Resolution 23-03 Tax Levy
- Resolution 23-04 2024 Operating Budget
- Resolution 23-05 Darrington Building Reserve Fund
- Election of officers
- 2024 meeting schedule adoption
- Executive Session