

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Rose Olson, *President* • Paul Ryan, *Vice President* • Jennifer DePrey, *Secretary* • Michael Adams • Griselda Guevara-Cruz • Susan Kostick • Martin Munguia

Executive Director

Lois Langer Thompson

January 22, 2024, 5:30 p.m.

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 240 834 04#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the November 27, 2023 regular meeting minutes
- b) Approval of the January 4, 2024 special meeting minutes
- c) Approval of the November 2023 payroll, benefits, and vouchers
- d) Approval of the December 2023 payroll, benefits, and vouchers

6) Public Comment

7) New Business

- a) Washington State Auditor's Office: Exit Conference – Assistant Audit Manager Amanda Robinson and Assistant State Auditor Izzy Kanaly

8) Staff Reports

- a) Vision Assessment – Deputy Director David Durante [Attachment 1](#)
- b) Financial Update – Finance Manager Nicole Wehl [Attachments 2-3](#)

9) Executive Director's Report

- a) Executive Director's report [Attachments 4-8](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2024 Calendar [Attachment 9](#)
 - ii) Committee appointments
- b) Sno-Isle Libraries Foundation – Trustee Kostick

11) 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

November 27, 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, Michael Adams, Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Staff present: Barb Adams, David Durante, Baha Farkish, Carla Ikehara, Meredith Kraft, Daine Lai, Jason Latham, Chila Oglesby, Chy Ross, Lois Langer Thompson, and Nicole Wehl.

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

Trustee Kostick 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.

Unfinished Business

Proposed 2024 Meeting Schedule

President Smith reviewed changes to the 2024 meeting schedule since it was last presented at the October regular meeting. Trustee DePrey moved to approve the 2024 Board of Trustees meeting schedule as presented. The motion passed.

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Election of 2024 Officers

Nominating Committee Chair Kostick presented the following list of officers for 2024:

- Rose Olson – President
- Paul Ryan – Vice President
- Jennifer DePrey – Secretary

Chair Kostick called for additional nominations from the floor. With no additional nominations, the list of officers for 2024 was declared elected by acclamation.

2024 Budget

Executive Director Thompson presented the proposed 2024 operating budget for adoption later in the meeting.

Trustee Adams joined the meeting during the budget presentation.

Resolution 23-03: Regarding the Property Tax Levy

Executive Director Thompson provided background on the process for review and approval of the property tax levy and information on the request for 2024. Trustee Ryan moved to approve Resolution 23-03: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy. The motion passed.

New Business

Resolution 23-04: Adoption of the Sno-Isle Intercounty Rural Library District's 2024 Budget

Executive Director Thompson presented Resolution 23-04. Having reviewed the proposed budget earlier in the meeting, Trustee Olson moved the Board of Trustees approve Resolution 23-04: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of the Library District's 2024 Budget. The motion passed.

Resolution 23-05: Authorizing the Use of the Darrington Building Reserve Fund

Deputy Director David Durante presented Resolution 23-05. Trustee DePrey moved the Sno-Isle Libraries Board of Trustees adopt Resolution 23-05 to authorize the use of the Darrington Building Reserve Fund for capital improvements for the Darrington Library. The motion passed.

Staff Reports

Financial Update

Finance Manager Nicole Wehl provided the November 2023 financial report.

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

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

- Progress on the Vision Assessment and Community Data, which will be presented at the January regular meeting.
- The initiation of a four-month pilot project in collaboration with Snohomish County Human Services to bring a social worker to the Mariner and Lakewood/Smokey Point libraries.
- Welcoming home school communities into libraries across the Library District to learn about library resources.
- Staff partnering at community events, including the Stillaguamish Tribe Community Center and the Focus on Farming event at the Evergreen State Fair Park to provide library card sign-ups and information on library resources.
- Engaging readers and writers with programs including a novel-writing workshop and the Grown-up Book Fair.
- Free skin cancer screenings at the library, where 54 community members were screened by doctors.

Create Inspiring Spaces

- Capital project updates for the Lake Stevens, Langley, and Edmonds libraries.
- The development of the Ownership Strategy Administrative Policy. An update on the policy will be presented at a 2024 regular meeting.

Invest in our People and our Organization

- Further progress on the Business Continuity Plan, sections of which will be presented to the Board as they are completed.
- Community Resiliency Plan highlights, including the four areas of focus for Sno-Isle Libraries: Support, Learn, Mitigate, and Adapt.

Sno-Isle Libraries

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Committee and Trustees' Reports

President's Report

President Smith and the Board of Trustees made remarks congratulating Executive Director Thompson on her five-year anniversary with Sno-Isle Libraries and expressed appreciation for her contributions to the organization since she took leadership in 2018.

Sno-Isle Libraries Foundation Liaison Report

Trustee DePrey, who attended the Foundation's previous meeting in place of Trustee Kostick, reported on the following:

- The successful Author Salon event with Rena Priest at the Mukilteo Library
- The dissolution of the Marysville Friends of the Library group, with remaining funds being transferred to the Foundation.
- A grant secured by the Foundation that will drive collaborative efforts with Skagit Valley College and the Oak Harbor School District to develop and implement strategies to increase higher education enrollment.
- The approval of the Foundation's 2024 budget.

Executive Session

President Smith announced at 6:38 p.m. that the Board would meet in Executive Session for 20 minutes as authorized under RCW 42.30.110(1)(g) to discuss the performance of a public employee. The Executive Session will conclude at 6:58 p.m. The Board is expected to take action on the Executive Director contract after the regular meeting reconvenes.

At 6:58 p.m., President Smith announced that the executive session would be extended for 10 minutes to conclude at 7:08 p.m.

At 7:08 p.m., the President Smith reconvened the regular meeting.

Executive Director Contract

Trustee Munguia moved that the Sno-Isle Libraries Board of Trustees authorize President Smith to negotiate an updated employment contract with the Executive Director. The motion passed.

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Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

Adjournment

Trustee Olson moved to adjourn the November 27, 2023 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 7:09 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

January 4, 2024

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members present via videoconference: Rose Olson, Jennifer DePrey, Griselda Guevara-Cruz, Susan Kostick, and Martin Munguia.

Members present via teleconference: Paul Ryan.

President Olson confirmed quorum.

Staff present: Barb Adams, David Durante, Baha Farkish, Meredith Kraft, Jason Latham, Lois Langer Thompspon, and Nicole Wehl.

Approval of Agenda

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

New Business

2023 Joint Levy Certification for 2024 Taxes

Trustee Kostick moved the Sno-Isle Libraires Board of Trustees certify the 2022 joint levy rate for 2023 taxes at \$0.3243030872 per thousand dollars of assessed value and direct staff to send the certification results to the Snohomish and Island County Assessors' Offices. The motion passed.

Board and Staff Updates

Executive Director Thompson announced that Sno-Isle Libraries received a request from the City of Everett to explore the City of Everett annexing into Sno-Isle Libraries. Library leadership had an initial meeting with the City of Everett to hear about their interest and considerations around annexation.

President Olson welcomed Trustee Guevara-Cruz to her first meeting as a member of the Sno-Isle Libraries Board of Trustees.

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Executive Director

Lois Langer Thompson

Adjournment

Trustee Kostick moved to adjourn the January 4, 2024 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 12:12 p.m.

President

Secretary

Sno-Isle Libraries
November 2023 Payroll and November 2023 Vouchers

| | |
|---|---------------------------------|
| Direct Deposits, Employee Deductions | \$ 2,593,258.74 |
| Vendor Checks 81112, 81157, 81180, 81271, 81282, 81306, 81318 and 81383 through 81392, plus Electronic Transfers | <u>\$ 1,045,981.41</u> |
| Total Payroll and Benefits | \$ 3,639,240.15 |
| Accounts Payable Checks 81087 through 81392 less checks listed above, plus Electronic Transfers | <u>\$ 2,303,000.58</u> |
| Total Payroll, Benefits and Accounts Payable | <u><u>\$ 5,942,240.73</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 January 22, 2024.



Finance Manager

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

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

November 2023 Payroll

| | | | |
|---|----|--------------|------------------------|
| Employee Pay - Direct Deposit | \$ | 1,871,046.93 | |
| Plus: Employee Deductions | \$ | 722,211.81 | |
| Sub-Total Gross Payroll | | | \$ 2,593,258.74 |
| Vendor Checks 81112, 81157, 81180, 81271, 81282, 81306, 81318 and 81383 through 81392 | \$ | 206,252.07 * | |
| Electronic Funds Transfer- Employer Federal Taxes | \$ | 233,506.49 | |
| Electronic Funds Transfer - Empower - 457 Plan | \$ | 8,014.88 | |
| Electronic Funds Transfer - Mission Square - 457 Plan | \$ | 55,341.66 | |
| Electronic Funds Transfer - PERS - Retirement Plan | \$ | 373,147.01 | |
| Electronic Funds Transfer - Navia - FSA | \$ | 12,629.43 | |
| Electronic Funds Transfer - Navia - HRA/MRA | \$ | 7,258.00 | |
| Electronic Funds Transfer - Premera - Medical | \$ | 415,165.49 | |
| Electronic Funds Transfer - Washington State Support Registry | \$ | 736.84 | |
| Less: Employee Benefit Deductions | \$ | (266,070.46) | |
| Sub-Total Benefits - Employer Expense | | | \$ 1,045,981.41 |
| Total Payroll and Benefits | | | \$ 3,639,240.15 |

November 2023 Accounts Payable

| | | | |
|---|----|-----------------|------------------------|
| Checks 81087 through 81392 less checks listed above | \$ | 2,301,010.79 ** | |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax | \$ | 1,989.79 | |
| Sub-Total Accounts Payable | | | \$ 2,303,000.58 |
| Total Payroll, Benefits and Accounts Payable | | | \$ 5,942,240.73 |

Adjustments

| | | | |
|---|----|-----------|----------------------------|
| Paycom Direct Service Fee | \$ | 18,573.70 | |
| Refunds and Credits | \$ | 1,196.42 | |
| Refund Interest | \$ | 4.00 | |
| Bank Service Charge | \$ | 231.91 | |
| Travel & Business Expense Reimbursement paid in Payroll | \$ | 7,927.19 | |
| Total Adjustments | | | \$ 27,933.22 |
| November 2023 Total Expenditures | | | \$ 5,970,173.95 *** |

| | | | |
|--|----|---------------------|--|
| * Benefit invoices paid through Accounts Payable Checks | \$ | 206,252.07 | |
| ** Regular invoices paid through Accounts Payable Checks | \$ | 2,301,010.79 | |
| Total Accounts Payable Check Payments | \$ | <u>2,507,262.86</u> | |

*** Equals Expenditure Summary Total

**Vouchers
November 2023**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---|---------------------|
| 11/9/2023 | 79672 | Insight Direct USA, Inc - VOID reissue on check | -\$7,585.25 |
| 11/9/2023 | 79915 | Insight Direct USA, Inc - VOID reissue on check | -7,977.86 |
| 11/14/2023 | 81097 | Bardarson, Siri L. - VOID | -133.33 |
| 11/14/2023 | 81127 | Lowe, Rebecca Kristine - VOID | -133.33 |
| 11/14/2023 | 81132 | Morris, Linda R. - VOID | -133.33 |
| 11/9/2023 | 81087 | Marie Byars | 200.00 |
| 11/9/2023 | 81088 | Jennifer Sullivan | 65.64 |
| 11/9/2023 | 81089 | Dawn Kaestner | 173.55 |
| 11/9/2023 | 81090 | Nicole Wehl | 500.00 |
| 11/9/2023 | 81091 | A-1 Mobile Lock & Key | 135.74 |
| 11/9/2023 | 81092 | Allied Universal | 14,281.65 |
| 11/9/2023 | 81093 | Remit Overrun | 0.00 |
| 11/9/2023 | 81094 | Amazon Capital Services, Inc | 3,126.30 |
| 11/9/2023 | 81095 | Baker & Taylor Books (277930) | 1,456.38 |
| 11/9/2023 | 81096 | Bank of America (842425) | 407.93 |
| 11/9/2023 | 81097 | Bardarson, Siri L. | 133.33 |
| 11/9/2023 | 81098 | Beacon Publishing Inc | 637.50 |
| 11/9/2023 | 81099 | Blackstone Publishing | 119.60 |
| 11/9/2023 | 81100 | Camano Commons | 1,250.00 |
| 11/9/2023 | 81101 | Carahsoft Technology Corporation | 268.07 |
| 11/9/2023 | 81102 | City of Granite Falls | 127.10 |
| 11/9/2023 | 81103 | Commercial Fire Protection, Inc. | 38.19 |
| 11/9/2023 | 81104 | Corey Oil & Propane Co | 273.16 |
| 11/9/2023 | 81105 | Cortes, Marco | 700.00 |
| 11/9/2023 | 81106 | Crystal Springs | 66.39 |
| 11/9/2023 | 81107 | Dae Won LLC | 8,063.78 |
| 11/9/2023 | 81108 | Del Sol Inc | 81,195.69 |
| 11/9/2023 | 81109 | Demco Inc (8048) | 4,748.23 |
| 11/9/2023 | 81110 | Duet Resource Group, Inc. | 739.20 |
| 11/9/2023 | 81111 | EAP, Inc. dba CLC | 6,759.00 |
| 11/9/2023 | 81112 | Express Employment Professionals | 2,976.00 |
| 11/9/2023 | 81113 | Gale/Cengage Learning | 2,002.52 |
| 11/9/2023 | 81114 | Grainger | 886.46 |
| 11/9/2023 | 81115 | Haskett Works LLC | 37,017.65 |
| 11/9/2023 | 81116 | Remit Overrun | 0.00 |
| 11/9/2023 | 81117 | Ingram Library Services | 94,421.85 |
| 11/9/2023 | 81118 | Insight Direct USA, Inc | 15,563.11 |
| 11/9/2023 | 81119 | Iron Mountain Incorporated | 785.06 |
| 11/9/2023 | 81120 | Kanopy | 10,938.00 |
| 11/9/2023 | 81121 | Kendall of Marysville | 661.87 |
| 11/9/2023 | 81122 | Kenyon Disend, PLLC | 27.00 |
| 11/9/2023 | 81123 | KeyBank National Association | 664.75 |
| 11/9/2023 | 81124 | Kingsley Companies | 6,095.00 |
| 11/9/2023 | 81125 | Leadership Snohomish County | 1,350.00 |

**Vouchers
November 2023**

| Date | Check | Payee | Check Amount |
|-------------|---------------|-------------------------------|---------------------|
| 11/9/2023 | 81126 | Les Schwab - Marysville | 1,356.05 |
| 11/9/2023 | 81127 | Lowe, Rebecca Kristine | 133.33 |
| 11/9/2023 | 81128 | Mann, Jennifer K. | 1,159.20 |
| 11/9/2023 | 81129 | MBI | 11,328.63 |
| 11/9/2023 | 81130 | Midwest Library Service | 1,047.21 |
| 11/9/2023 | 81131 | Midwest Tape | 30,794.74 |
| 11/9/2023 | 81132 | Morris, Linda R. | 133.33 |
| 11/9/2023 | 81133 | Multi-Cultural Books & Videos | 1,696.00 |
| 11/9/2023 | 81134 | Northwest Publishing Inc. | 350.00 |
| 11/9/2023 | 81135 | Remit Overrun | 0.00 |
| 11/9/2023 | 81136 | Office Depot, INC | 2,788.36 |
| 11/9/2023 | 81137 - 81145 | Remit Overrun | 0.00 |
| 11/9/2023 | 81146 | Overdrive Inc | 172,273.30 |
| 11/9/2023 | 81147 | Pacific Publishing Co Inc | 293.25 |
| 11/9/2023 | 81148 | Pacific Science Center | 200.00 |
| 11/9/2023 | 81149 | Paper Roll Products | 617.04 |
| 11/9/2023 | 81150 | PetroCard Systems Inc | 2,676.47 |
| 11/9/2023 | 81151 | PUD No 1 of Snohomish County | 1,387.24 |
| 11/9/2023 | 81152 | Puget Sound Energy | 1,685.88 |
| 11/9/2023 | 81153 | Puget Sound Mobile Detail | 681.25 |
| 11/9/2023 | 81154 | Rentacrate Enterprises LLC | 150.55 |
| 11/9/2023 | 81155 | Rev.com, Inc | 229.50 |
| 11/9/2023 | 81156 | Ricoh USA Inc - 31001 | 451.59 |
| 11/9/2023 | 81157 | Robert Half | 4,242.27 |
| 11/9/2023 | 81158 | RWC International, LTD. | 103,373.61 |
| 11/9/2023 | 81159 | S-R Broadcasting Co Inc | 1,050.00 |
| 11/9/2023 | 81160 | Seattle Times | 6,750.00 |
| 11/9/2023 | 81161 | Shred-it | 109.83 |
| 11/9/2023 | 81162 | Silver Kite Community Arts | 350.00 |
| 11/9/2023 | 81163 | Skagit Publishing | 324.61 |
| 11/9/2023 | 81164 | Smarsh, Inc | 91.92 |
| 11/9/2023 | 81165 | SMJ Studio | 21,154.12 |
| 11/9/2023 | 81166 | Smokey Point Place IV, LLC | 10,510.98 |
| 11/9/2023 | 81167 | Sound Publishing | 8,256.28 |
| 11/9/2023 | 81168 | Sprague Pest Solutions | 801.17 |
| 11/9/2023 | 81169 | Sterling Volunteers | 697.00 |
| 11/9/2023 | 81170 | StitchDX, LLC | 20,627.50 |
| 11/9/2023 | 81171 | T Mobile | 286.25 |
| 11/9/2023 | 81172 | The Athena Group, LLC | 11,767.96 |
| 11/9/2023 | 81173 | Timeless Design | 18,487.21 |
| 11/9/2023 | 81174 | Trojan Storage of Marysville | 155.00 |
| 11/9/2023 | 81175 | Tsai Fong Books Inc | 77.31 |
| 11/9/2023 | 81176 | US Markerboard | 643.65 |
| 11/9/2023 | 81177 | Verizon Communications Inc | 330.79 |

**Vouchers
November 2023**

| Date | Check | Payee | Check Amount |
|-------------|--------------|------------------------------------|---------------------|
| 11/9/2023 | 81178 | Walter E Nelson Co of Western WA | 1,892.35 |
| 11/9/2023 | 81179 | Waste Management | 4,399.93 |
| 11/9/2023 | 81180 | Wellable LLC | 265.00 |
| 11/9/2023 | 81181 | WLA | 10,000.00 |
| 11/16/2023 | 81182 | 8X8 Inc | 8,444.77 |
| 11/16/2023 | 81183 | Accurate Installation & Design | 28,619.50 |
| 11/16/2023 | 81184 | Air Care System | 8,488.53 |
| 11/16/2023 | 81185 | Alderwood Water District | 240.94 |
| 11/16/2023 | 81186 | Allied Universal | 3,067.20 |
| 11/16/2023 | 81187 | Amazon Capital Services, Inc | 1,017.52 |
| 11/16/2023 | 81188 | Asavie Technologies Inc | 1,655.00 |
| 11/16/2023 | 81189 | AT&T (105068) | 43.23 |
| 11/16/2023 | 81190 | Axper | 4,692.00 |
| 11/16/2023 | 81191 | Backstage Library Works, Inc | 450.00 |
| 11/16/2023 | 81192 | Baker & Taylor Books (277930) | 1,123.33 |
| 11/16/2023 | 81193 | BERK Consulting, Inc. | 4,682.50 |
| 11/16/2023 | 81194 | Bibliotheca LLC | 6,501.85 |
| 11/16/2023 | 81195 | CDW Government Inc | 950.91 |
| 11/16/2023 | 81196 | Cedar Grove Organics Recycling LLC | 476.10 |
| 11/16/2023 | 81197 | Center Point Large Print | 738.90 |
| 11/16/2023 | 81198 | Ceres Films LLC | 750.00 |
| 11/16/2023 | 81199 | City of Arlington | 158.83 |
| 11/16/2023 | 81200 | City of Edmonds | 8,637.52 |
| 11/16/2023 | 81201 | City of Marysville | 666.85 |
| 11/16/2023 | 81202 | City of Monroe | 1,101.95 |
| 11/16/2023 | 81203 | City of Sultan | 185.98 |
| 11/16/2023 | 81204 | Comcast | 1,514.87 |
| 11/16/2023 | 81205 | Comcast Business | 693.22 |
| 11/16/2023 | 81206 | Demco Inc (8048) | 2,265.01 |
| 11/16/2023 | 81207 | EBSCO | 44,074.90 |
| 11/16/2023 | 81208 | Faber Construction Corporation | 316,483.56 |
| 11/16/2023 | 81209 | FATBEAM, LLC | 4,979.00 |
| 11/16/2023 | 81210 | Gale/Cengage Learning | 8,765.88 |
| 11/16/2023 | 81211 | Grainger | 268.84 |
| 11/16/2023 | 81212 | HG Maybeck Co., Inc. | 253.44 |
| 11/16/2023 | 81213 | ID Label, Inc | 3,533.10 |
| 11/16/2023 | 81214 | Insight Direct USA, Inc | 7,989.18 |
| 11/16/2023 | 81215 | Island Disposal Inc | 223.54 |
| 11/16/2023 | 81216 | Lamar Transit, LLC | 3,510.00 |
| 11/16/2023 | 81217 | LeMay Mobile Shredding | 63.24 |
| 11/16/2023 | 81218 | Lift Every Voice Legacy | 500.00 |
| 11/16/2023 | 81219 | Midwest Library Service | 903.87 |
| 11/16/2023 | 81220 | Midwest Tape | 12,386.59 |
| 11/16/2023 | 81221 | Milne Electric Inc | 4,389.83 |

**Vouchers
November 2023**

| Date | Check | Payee | Check Amount |
|-------------|---------------|-----------------------------------|---------------------|
| 11/16/2023 | 81222 | MSR Design | 11,946.25 |
| 11/16/2023 | 81223 | Multi-Cultural Books & Videos | 8,000.00 |
| 11/16/2023 | 81224 | My Neighborhood News Network | 425.00 |
| 11/16/2023 | 81225 | OCLC Inc (34299) | 137.34 |
| 11/16/2023 | 81226 | Remit Overrun | 0.00 |
| 11/16/2023 | 81227 | Office Depot, INC | 2,002.88 |
| 11/16/2023 | 81228 - 81232 | Remit Overrun | 0.00 |
| 11/16/2023 | 81233 | Overdrive Inc | 77,479.41 |
| 11/16/2023 | 81234 | Paper Roll Products | 307.72 |
| 11/16/2023 | 81235 | PetroCard Systems Inc | 2,497.08 |
| 11/16/2023 | 81236 | Pins By Design LLC | 4,276.72 |
| 11/16/2023 | 81237 | Primal Tree Service | 6,000.80 |
| 11/16/2023 | 81238 | PUD No 1 of Snohomish County | 1,427.39 |
| 11/16/2023 | 81239 | Puget Sound Energy | 78.32 |
| 11/16/2023 | 81240 | Republic Services 197 | 862.76 |
| 11/16/2023 | 81241 | Ricoh USA Inc - 31001 | 9,860.14 |
| 11/16/2023 | 81242 | Ricoh USA Inc - 650073 | 24,647.66 |
| 11/16/2023 | 81243 | Right Systems Inc | 74,594.95 |
| 11/16/2023 | 81244 | Rupert Inc | 25,306.25 |
| 11/16/2023 | 81245 | Salish Networks | 1,214.27 |
| 11/16/2023 | 81246 | Silver Lake Water & Sewer | 227.40 |
| 11/16/2023 | 81247 | Skagit Publishing | 324.61 |
| 11/16/2023 | 81248 | Sno-Isle Refund Account | 118.92 |
| 11/16/2023 | 81249 | Sound Publishing | 2,438.00 |
| 11/16/2023 | 81250 | Sprague Pest Solutions | 315.01 |
| 11/16/2023 | 81251 | The Hanover Insurance Group | 10,937.13 |
| 11/16/2023 | 81252 | Tiger Construction, Ltd. | 49,002.87 |
| 11/16/2023 | 81253 | Timeless Design | 8,289.08 |
| 11/16/2023 | 81254 | U S Bank Equipment Finance | 299.97 |
| 11/16/2023 | 81255 | U S Yellow Pages | 229.00 |
| 11/16/2023 | 81256 | Uline | 387.38 |
| 11/16/2023 | 81257 | VECA Electric & Technologies, LLC | 2,534.91 |
| 11/16/2023 | 81258 | Verizon Wireless (660108) | 13,009.89 |
| 11/16/2023 | 81259 | Walter E Nelson Co of Western WA | 792.46 |
| 11/16/2023 | 81260 | Washington State Ferries | 591.55 |
| 11/16/2023 | 81261 | Wave Business | 9,199.14 |
| 11/16/2023 | 81262 | WCP Solutions | 1,085.98 |
| 11/16/2023 | 81263 | Ziply Fiber | 29,040.29 |
| 11/20/2023 | 81264 | City of Snohomish | 1,094.50 |
| 11/22/2023 | 81265 | Cathi Shriver | 156.46 |
| 11/22/2023 | 81266 | Lois Haight | 137.09 |
| 11/22/2023 | 81267 | Carla Ikehara | 179.59 |
| 11/22/2023 | 81268 | Jordan Hennagir | 362.25 |
| 11/22/2023 | 81269 | 4imprint Inc | 15,647.72 |

**Vouchers
November 2023**

| Date | Check | Payee | Check Amount |
|-------------|---------------|--|---------------------|
| 11/22/2023 | 81270 | Ali, Peter | 400.00 |
| 11/22/2023 | 81271 | Amazon Capital Services, Inc | 3,854.14 |
| 11/22/2023 | 81272 | Baker & Taylor Books (277930) | 131.52 |
| 11/22/2023 | 81273 | Blackstone Publishing | 86.90 |
| 11/22/2023 | 81274 | Borg, Shannon | 200.00 |
| 11/22/2023 | 81275 | Brodart Company | 1,171.57 |
| 11/22/2023 | 81276 | Burke Museum | 90.00 |
| 11/22/2023 | 81277 | Casey, Maria | 300.00 |
| 11/22/2023 | 81278 | Center for Internet Security, Inc | 24,480.00 |
| 11/22/2023 | 81279 | Comcast Business | 693.22 |
| 11/22/2023 | 81280 | Demco Inc (8048) | 273.71 |
| 11/22/2023 | 81281 | EBSCO | 144.08 |
| 11/22/2023 | 81282 | Express Employment Professionals | 2,678.40 |
| 11/22/2023 | 81283 | Gale/Cengage Learning | 3,906.16 |
| 11/22/2023 | 81284 | Joan Helen Green | 475.00 |
| 11/22/2023 | 81285 | The Harmonica Pocket | 450.00 |
| 11/22/2023 | 81286 | Hudon, Tom P. | 300.00 |
| 11/22/2023 | 81287 | Ingram Library Services | 36,753.85 |
| 11/22/2023 | 81288 | Krazan & Associates of Washington, Inc. | 885.50 |
| 11/22/2023 | 81289 | Midwest Tape | 15,724.62 |
| 11/22/2023 | 81290 | MRSC | 520.00 |
| 11/22/2023 | 81291 | Multi-Cultural Books & Videos | 462.00 |
| 11/22/2023 | 81292 | Northwest Skyline Counseling & Biofeedback | 300.00 |
| 11/22/2023 | 81293 | Office Depot, INC | 1,616.95 |
| 11/22/2023 | 81294 | One Diversified, LLC | 32,060.50 |
| 11/22/2023 | 81295 - 21298 | Remit Overrun | 0.00 |
| 11/22/2023 | 81299 | Overdrive Inc | 56,091.52 |
| 11/22/2023 | 81300 | Paper Roll Products | 311.59 |
| 11/22/2023 | 81301 | PawsWithCause | 165.00 |
| 11/22/2023 | 81302 | PawsWithCause | 275.00 |
| 11/22/2023 | 81303 | Purple Communications, Inc | 787.96 |
| 11/22/2023 | 81304 | Recycle Away, LLC | 2,781.08 |
| 11/22/2023 | 81305 | Ricoh USA Inc - 650073 | 1,028.62 |
| 11/22/2023 | 81306 | Robert Half | 1,553.82 |
| 11/22/2023 | 81307 | Silver Kite Community Arts | 350.00 |
| 11/22/2023 | 81308 | Summit Law Group, PLLC | 11,763.50 |
| 11/22/2023 | 81309 | Timeless Design | 30,568.36 |
| 11/22/2023 | 81310 | VECA Electric & Technologies, LLC | 4,449.18 |
| 11/22/2023 | 81311 | WCP Solutions | 106.48 |
| 11/22/2023 | 81312 | Western Neon Inc. | 1,308.98 |
| 11/22/2023 | 81313 | David Block Williams | 500.00 |
| 11/22/2023 | 81314 | Ziply Fiber | 15,929.96 |
| 11/24/2023 | 81315 | Keybank Refund Acct | 50.00 |
| 11/24/2023 | 81316 | Petty Cash | 714.25 |

**Vouchers
November 2023**

| Date | Check | Payee | Check Amount |
|-------------|---------------|----------------------------------|---------------------|
| 11/30/2023 | 81317 | Zack Lewis | 1,509.92 |
| 11/30/2023 | 81318 | 4imprint Inc | 2,545.66 |
| 11/30/2023 | 81319 | A-1 Mobile Lock & Key | 3,869.50 |
| 11/30/2023 | 81320 | Ace Equipment Rentals | 328.08 |
| 11/30/2023 | 81321 | Allied Universal | 13,930.20 |
| 11/30/2023 | 81322 | Amazon Capital Services, Inc | 1,145.66 |
| 11/30/2023 | 81323 | Bank of America (0958) | 3,334.46 |
| 11/30/2023 | 81324 | Bank of America (1458) | 7,682.47 |
| 11/30/2023 | 81325 | Bank of America (2175) | 8,832.53 |
| 11/30/2023 | 81326 | Bank of America (2945) | 1,497.35 |
| 11/30/2023 | 81327 | Bank of America (3736) | 2,117.96 |
| 11/30/2023 | 81328 | Bank of America (5953) | 725.07 |
| 11/30/2023 | 81329 | Bank of America (7423) | 412.54 |
| 11/30/2023 | 81330 | Bank of America (8208) | 3,116.61 |
| 11/30/2023 | 81331 | Bank of America (8948) | 55.00 |
| 11/30/2023 | 81332 | BuildingWork, LLC | 98,282.08 |
| 11/30/2023 | 81333 | Camano Commons | 1,250.00 |
| 11/30/2023 | 81334 | Camano Hill Water Co. | 129.39 |
| 11/30/2023 | 81335 | Cascade Natural Gas | 243.71 |
| 11/30/2023 | 81336 | CDW Government Inc | 15,973.33 |
| 11/30/2023 | 81337 | City of Langley | 385.30 |
| 11/30/2023 | 81338 | City of Lynnwood | 1,707.72 |
| 11/30/2023 | 81339 | City of Sultan | 1,123.35 |
| 11/30/2023 | 81340 | Clinton Water Dist | 63.75 |
| 11/30/2023 | 81341 | Cortes, Marco | 700.00 |
| 11/30/2023 | 81342 | Dae Won LLC | 8,063.78 |
| 11/30/2023 | 81343 | E - Rate Expertise Inc | 5,500.00 |
| 11/30/2023 | 81344 | E.J. Harris Photography | 627.33 |
| 11/30/2023 | 81345 | EAP, Inc. dba CLC | 6,759.00 |
| 11/30/2023 | 81346 | Erin Eggenburg | 300.00 |
| 11/30/2023 | 81347 | Imagicorps Inc. | 27,836.24 |
| 11/30/2023 | 81348 | Remit Overrun | 0.00 |
| 11/30/2023 | 81349 | Ingram Library Services | 57,477.73 |
| 11/30/2023 | 81350 | Ingram Library Services (502779) | 575.00 |
| 11/30/2023 | 81351 | Iron Mountain Incorporated | 785.06 |
| 11/30/2023 | 81352 | Kendall of Marysville | 282.23 |
| 11/30/2023 | 81353 | Les Schwab - Marysville | 3,008.38 |
| 11/30/2023 | 81354 | Lithtex NW | 4,818.76 |
| 11/30/2023 | 81355 | Midwest Library Service | 461.00 |
| 11/30/2023 | 81356 | Midwest Tape | 13,638.52 |
| 11/30/2023 | 81357 | Morales, Jannette | 175.00 |
| 11/30/2023 | 81358 | Office Depot, INC | 1,392.69 |
| 11/30/2023 | 81359 - 81362 | Remit Overrun | 0.00 |
| 11/30/2023 | 81363 | Overdrive Inc | 30,049.30 |

**Vouchers
November 2023**

| Date | Check | Payee | Check Amount |
|-------------|--------------|---------------------------------------|------------------------------|
| 11/30/2023 | 81364 | Paper Roll Products | 299.75 |
| 11/30/2023 | 81365 | Patron Point, Inc. | 21,000.00 |
| 11/30/2023 | 81366 | Platt Electric Supply | 383.11 |
| 11/30/2023 | 81367 | Prime Self Storage | 1,139.00 |
| 11/30/2023 | 81368 | Public Libraries of Washington | 7,500.00 |
| 11/30/2023 | 81369 | PUD No 1 of Snohomish County | 7,422.16 |
| 11/30/2023 | 81370 | Puget Sound Energy | 2,292.68 |
| 11/30/2023 | 81371 | Punch Drunk Productions, LLC | 11,466.13 |
| 11/30/2023 | 81372 | Ricoh USA Inc - 31001 | 425.15 |
| 11/30/2023 | 81373 | Shred-it | 684.00 |
| 11/30/2023 | 81374 | Smokey Point Place IV, LLC | 10,510.98 |
| 11/30/2023 | 81375 | Sno-Isle Refund Account | 82.93 |
| 11/30/2023 | 81376 | Snohomish Co Finance | 120.00 |
| 11/30/2023 | 81377 | Sprague Pest Solutions | 266.02 |
| 11/30/2023 | 81378 | Trojan Storage of Marysville | 310.00 |
| 11/30/2023 | 81379 | WCP Solutions | 239.75 |
| 11/30/2023 | 81380 | WEX | 137.75 |
| 11/30/2023 | 81381 | Zoobean | 7,345.00 |
| 11/30/2023 | 81382 | StitchDX, LLC | 20,627.50 |
| 11/30/2023 | 81383 | Assured Partners of WA, LLC | 4,611.06 |
| 11/30/2023 | 81384 | Canopy Wellbeing | 1,422.00 |
| 11/30/2023 | 81385 | Delta Dental of Washington | 34,036.39 |
| 11/30/2023 | 81386 | Kaiser Permanente | 93,623.28 |
| 11/30/2023 | 81387 | Lifewise Assurance Company | 35,889.63 |
| 11/30/2023 | 81388 | Lincoln National Life Ins Company | 9,624.35 |
| 11/30/2023 | 81389 | Navia Benefit Solutions Client Pay | 2,054.20 |
| 11/30/2023 | 81390 | Premera Blue Cross | 9,600.08 |
| 11/30/2023 | 81391 | Snohomish County Superior Court Clerk | 250.00 |
| 11/30/2023 | 81392 | Sno-Isle Library Foundation | 567.00 |
| | | | <u><u>\$2,507,262.86</u></u> |

Sno-Isle Libraries
December 2023 Payroll and December 2023 Vouchers

| | |
|---|---------------------------------|
| Direct Deposits, Employee Deductions | \$ 2,520,986.38 |
| Vendor Checks 81408, 81438, 81449, 81547, 81573, 81614, 81642 and 81662 through 81673, plus Electronic Transfers | <u>\$ 946,413.15</u> |
| Total Payroll and Benefits | \$ 3,467,399.53 |
| Accounts Payable Checks 81393 through 81770 less checks listed above, plus Electronic Transfers | <u>\$ 2,945,329.44</u> |
| Total Payroll, Benefits and Accounts Payable | <u><u>\$ 6,412,728.97</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 January 22, 2024.



Finance Manager

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

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

December 2023 Payroll

| | | | |
|--------------------------------|----|--------------|------------------------|
| Employee Pay - Direct Deposit | \$ | 1,814,562.59 | |
| Plus: Employee Deductions | \$ | 706,423.79 | |
| Sub-Total Gross Payroll | | | \$ 2,520,986.38 |

| | | | |
|---|----|--------------|------------------------|
| Vendor Checks 81408, 81438, 81449, 81547, 81573, 81614, 81642 and 81662 through 81673 | \$ | 216,471.46 * | |
| Electronic Funds Transfer- Employer Federal Taxes | \$ | 223,739.26 | |
| Electronic Funds Transfer - Empower - 457 Plan | \$ | 7,929.53 | |
| Electronic Funds Transfer - Mission Square - 457 Plan | \$ | 54,954.43 | |
| Electronic Funds Transfer - PERS - Retirement Plan | \$ | 370,368.72 | |
| Electronic Funds Transfer - Navia - FSA | \$ | 12,629.22 | |
| Electronic Funds Transfer - Navia - HRA/MRA | \$ | 8,815.18 | |
| Electronic Funds Transfer - Premera - Medical | \$ | 319,355.94 | |
| Electronic Funds Transfer - Washington State Support Registry | \$ | 736.84 | |
| Less: Employee Benefit Deductions | \$ | (268,587.43) | |
| Sub-Total Benefits - Employer Expense | | | \$ 946,413.15 |
| Total Payroll and Benefits | | | \$ 3,467,399.53 |

December 2023 Accounts Payable

| | | | |
|---|----|-----------------|------------------------|
| Checks 81393 through 81770 less checks listed above | \$ | 2,938,409.81 ** | |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax | \$ | 6,919.63 | |
| Sub-Total Accounts Payable | | | \$ 2,945,329.44 |
| Total Payroll, Benefits and Accounts Payable | | | \$ 6,412,728.97 |

Adjustments

| | | | |
|---|----|-----------|----------------------------|
| Paycom Direct Service Fee | \$ | 18,556.75 | |
| Refunds and Credits | \$ | 1,155.17 | |
| Petty Cash Expense | \$ | (516.13) | |
| Bank Service Charge | \$ | 186.75 | |
| Travel & Business Expense Reimbursement paid in Payroll | \$ | 6,536.89 | |
| Total Adjustments | | | \$ 25,919.43 |
| December 2023 Total Expenditures | | | \$ 6,438,648.40 *** |

| | | | |
|--|----|---------------------|--|
| * Benefit invoices paid through Accounts Payable Checks | \$ | 216,471.46 | |
| ** Regular invoices paid through Accounts Payable Checks | \$ | 2,938,409.81 | |
| Total Accounts Payable Check Payments | \$ | <u>3,154,881.27</u> | |

*** Equals Expenditure Summary Total

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|-----------------------------------|---------------------|
| 12/7/2023 | 81393 | Ainsworth, Inc. | \$4,906.25 |
| 12/7/2023 | 81394 | Air Care System | 8,183.25 |
| 12/7/2023 | 81395 | Allied Universal | 9,768.71 |
| 12/7/2023 | 81396 | Amazon Capital Services, Inc | 1,094.32 |
| 12/7/2023 | 81397 | Archer Construction, Inc. | 737.00 |
| 12/7/2023 | 81398 | Backstage Library Works, Inc | 132.50 |
| 12/7/2023 | 81399 | Baker & Taylor Books (277930) | 831.77 |
| 12/7/2023 | 81400 | Beacon Publishing Inc | 637.50 |
| 12/7/2023 | 81401 | Burke Museum | 500.00 |
| 12/7/2023 | 81402 | VOID | 0.00 |
| 12/7/2023 | 81403 | City of Granite Falls | 127.10 |
| 12/7/2023 | 81404 | Commercial Fire Protection, Inc. | 38.19 |
| 12/7/2023 | 81405 | Dive Into Your Imagination, LLC | 350.00 |
| 12/7/2023 | 81406 | EBSCO | 118,451.00 |
| 12/7/2023 | 81407 | Ednetics, Inc. | 9,690.30 |
| 12/7/2023 | 81408 | Express Employment Professionals | 2,678.40 |
| 12/7/2023 | 81409 | FATBEAM, LLC | 4,979.00 |
| 12/7/2023 | 81410 | Gale/Cengage Learning | 2,282.31 |
| 12/7/2023 | 81411 | Guardian Security | 3,905.89 |
| 12/7/2023 | 81412 | HF Group | 1,261.25 |
| 12/7/2023 | 81413 | Imagine Children's Museum | 246.40 |
| 12/7/2023 | 81414 | Ingram Library Services | 29,607.80 |
| 12/7/2023 | 81415 | Inscight Education | 85.00 |
| 12/7/2023 | 81416 | Kanopy | 6,949.00 |
| 12/7/2023 | 81417 | Kathy Lynott | 600.00 |
| 12/7/2023 | 81418 | Lakeshore Learning Materials, LLC | 587.74 |
| 12/7/2023 | 81419 | Library Journals, LLC | 1,170.45 |
| 12/7/2023 | 81420 | Midwest Library Service | 501.91 |
| 12/7/2023 | 81421 | Midwest Tape | 16,091.70 |
| 12/7/2023 | 81422 | Mukilteo Water & Waste District | 3,793.10 |
| 12/7/2023 | 81423 | Multi-Cultural Books & Videos | 1,720.00 |
| 12/7/2023 | 81424 | Office Depot, INC | 962.66 |
| 12/7/2023 | 81425 - 81427 | Remit Overrun | 0.00 |
| 12/7/2023 | 81428 | Overdrive Inc | 56,999.39 |
| 12/7/2023 | 81429 | Paper Roll Products | 919.36 |
| 12/7/2023 | 81430 | PawsWithCause | 220.00 |
| 12/7/2023 | 81431 | PetroCard Systems Inc | 2,240.66 |
| 12/7/2023 | 81432 | Pitney Bowes | 1,057.99 |
| 12/7/2023 | 81433 | Playaway Products, LLC | 5,645.01 |
| 12/7/2023 | 81434 | PUD No 1 of Snohomish County | 6,309.73 |
| 12/7/2023 | 81435 | Puget Sound Energy | 2,532.37 |
| 12/7/2023 | 81436 | Rentacrate Enterprises LLC | 2,727.51 |
| 12/7/2023 | 81437 | Rev.com, Inc | 210.00 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|----------------------------------|---------------------|
| 12/7/2023 | 81438 | Robert Half | 2,622.84 |
| 12/7/2023 | 81439 | S-R Broadcasting Co Inc | 840.00 |
| 12/7/2023 | 81440 | Salish Networks | 1,214.27 |
| 12/7/2023 | 81441 | Silver Kite Community Arts | 350.00 |
| 12/7/2023 | 81442 | Sound Publishing | 3,165.22 |
| 12/7/2023 | 81443 | Sprague Pest Solutions | 314.43 |
| 12/7/2023 | 81444 | The Harmonica Pocket | 500.00 |
| 12/7/2023 | 81445 | Thirsty Radish LLC | 200.00 |
| 12/7/2023 | 81446 | Timeless Design | 18,372.27 |
| 12/7/2023 | 81447 | Walter E Nelson Co of Western WA | 7,224.34 |
| 12/7/2023 | 81448 | Waste Management | 4,238.14 |
| 12/7/2023 | 81449 | Wellable LLC | 263.00 |
| 12/7/2023 | 81450 | Whidbey Telecom | 764.86 |
| 12/7/2023 | 81451 | Ziply Fiber | 459.46 |
| 12/14/2023 | 81452 | Jessica Russell | 652.48 |
| 12/14/2023 | 81453 | 8X8 Inc | 8,443.94 |
| 12/14/2023 | 81454 | Amazon Capital Services, Inc | 2,578.05 |
| 12/14/2023 | 81455 | Apple Inc | 2,449.30 |
| 12/14/2023 | 81456 | Asavie Technologies Inc | 1,600.60 |
| 12/14/2023 | 81457 | AT&T Mobility (6463) | 43.23 |
| 12/14/2023 | 81458 | Backstage Library Works, Inc | 846.10 |
| 12/14/2023 | 81459 | Baker & Taylor Books (277930) | 4,001.72 |
| 12/14/2023 | 81460 | Bibliotheca LLC | 1,009.91 |
| 12/14/2023 | 81461 | Blackstone Publishing | 125.76 |
| 12/14/2023 | 81462 | Brodart (Supplies) | 769.81 |
| 12/14/2023 | 81463 | BuildingWork, LLC | 103,700.08 |
| 12/14/2023 | 81464 | Casey, Maria | 475.00 |
| 12/14/2023 | 81465 | Costco Wholesale | 60.00 |
| 12/14/2023 | 81466 | Courtney Liana Wooten | 8,400.00 |
| 12/14/2023 | 81467 | Crystal Springs | 66.39 |
| 12/14/2023 | 81468 | Del Sol Inc | 84,548.13 |
| 12/14/2023 | 81469 | EBSCO | 1,311.42 |
| 12/14/2023 | 81470 | Fastsigns | 2,726.75 |
| 12/14/2023 | 81471 | Gale/Cengage Learning | 2,932.74 |
| 12/14/2023 | 81472 | Hillis Clark Martin & Peterson | 1,036.00 |
| 12/14/2023 | 81473 | Ingram Library Services | 47,396.53 |
| 12/14/2023 | 81474 | Insight Direct USA, Inc | 8,044.40 |
| 12/14/2023 | 81475 | Island Disposal Inc | 228.62 |
| 12/14/2023 | 81476 | J. J. Keller & Associates, Inc. | 1,218.08 |
| 12/14/2023 | 81477 | Jackson, April C. | 370.00 |
| 12/14/2023 | 81478 | Joan Helen Green | 475.00 |
| 12/14/2023 | 81479 | Kenyon Disend, PLLC | 189.00 |
| 12/14/2023 | 81480 | Lamar Transit, LLC | 3,510.00 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|---------------------------------------|---------------------|
| 12/14/2023 | 81481 | Language Testing International Inc. | 196.00 |
| 12/14/2023 | 81482 | Les Schwab - Marysville | 2,903.36 |
| 12/14/2023 | 81483 | MarysvilleTulalip Chamber of Commerce | 2,500.00 |
| 12/14/2023 | 81484 | Midwest Library Service | 1,323.17 |
| 12/14/2023 | 81485 | Midwest Tape | 11,567.10 |
| 12/14/2023 | 81486 | MSR Design | 3,470.50 |
| 12/14/2023 | 81487 | Multi-Cultural Books & Videos | 2,400.00 |
| 12/14/2023 | 81488 | My Neighborhood News Network | 425.00 |
| 12/14/2023 | 81489 | NW Safety Consultants, LLC | 2,112.00 |
| 12/14/2023 | 81490 | OCLC Inc (34299) | 70.38 |
| 12/14/2023 | 81491 | Office Depot, INC | 1,952.47 |
| 12/14/2023 | 81492 - 81495 | Remit Overrun | 0.00 |
| 12/14/2023 | 81496 | Overdrive Inc | 49,724.27 |
| 12/14/2023 | 81497 | Pacific Copy & Printing | 76.65 |
| 12/14/2023 | 81498 | Pacific Publishing Co Inc | 293.25 |
| 12/14/2023 | 81499 | Paper Roll Products | 318.58 |
| 12/14/2023 | 81500 | Pins By Design LLC | 1,049.32 |
| 12/14/2023 | 81501 | Postmaster - Sultan | 332.00 |
| 12/14/2023 | 81502 | PUD No 1 of Snohomish County | 569.06 |
| 12/14/2023 | 81503 | Puget Sound Mobile Detail | 648.55 |
| 12/14/2023 | 81504 | Ricoh USA Inc - 31001 | 5.11 |
| 12/14/2023 | 81505 | Ricoh USA Inc - 650073 | 24,647.66 |
| 12/14/2023 | 81506 | Rupert Inc | 29,313.75 |
| 12/14/2023 | 81507 | Seattle Times | 6,750.00 |
| 12/14/2023 | 81508 | SHI International | 24,901.39 |
| 12/14/2023 | 81509 | Simply Magic LLC | 1,100.00 |
| 12/14/2023 | 81510 | Sprague Pest Solutions | 104.97 |
| 12/14/2023 | 81511 | T Mobile | 135.75 |
| 12/14/2023 | 81512 | Timeless Design | 11,020.09 |
| 12/14/2023 | 81513 | Town of Coupeville | 234.23 |
| 12/14/2023 | 81514 | Uline | 685.08 |
| 12/14/2023 | 81515 | Verizon Communications Inc | 330.79 |
| 12/14/2023 | 81516 | Walter E Nelson Co of Western WA | 2,522.14 |
| 12/14/2023 | 81517 | Wave Business | 9,022.77 |
| 12/14/2023 | 81518 | World Book Inc | 1,308.11 |
| 12/14/2023 | 81519 | Ziply Fiber | 4,901.71 |
| 12/21/2023 | 81520 | VOID | 0.00 |
| 12/21/2023 | 81521 | Allied Universal | 12,939.76 |
| 12/21/2023 | 81522 | Baker & Taylor Books (277930) | 11,298.04 |
| 12/21/2023 | 81523 | Bank of America (0958) | 132.11 |
| 12/21/2023 | 81524 | Bank of America (1458) | 1,148.25 |
| 12/21/2023 | 81525 | Bank of America (2175) | 3,795.02 |
| 12/21/2023 | 81526 | Bank of America (2945) | 7,862.88 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|------------------------------------|---------------------|
| 12/21/2023 | 81527 | Bank of America (3736) | 2,151.08 |
| 12/21/2023 | 81528 | Bank of America (5953) | 839.41 |
| 12/21/2023 | 81529 | Bank of America (7423) | 594.39 |
| 12/21/2023 | 81530 | Bank of America (8208) | 5,577.78 |
| 12/21/2023 | 81531 | BERK Consulting, Inc. | 1,440.00 |
| 12/21/2023 | 81532 | Brodart Company | 1,345.50 |
| 12/21/2023 | 81533 | Burke Museum | 308.70 |
| 12/21/2023 | 81534 | Campbell, Kelly | 500.00 |
| 12/21/2023 | 81535 | Cedar Grove Organics Recycling LLC | 446.70 |
| 12/21/2023 | 81536 | Center Point Large Print | 738.90 |
| 12/21/2023 | 81537 | City of Arlington | 188.24 |
| 12/21/2023 | 81538 | City of Brier | 158.34 |
| 12/21/2023 | 81539 | City of Edmonds | 2,400.00 |
| 12/21/2023 | 81540 | City of Monroe | 911.69 |
| 12/21/2023 | 81541 | City of Snohomish | 3,145.25 |
| 12/21/2023 | 81542 | City of Sultan | 185.98 |
| 12/21/2023 | 81543 | Clinton Community Hall | 430.00 |
| 12/21/2023 | 81544 | Comcast Business | 703.62 |
| 12/21/2023 | 81545 | EBSCO | 31.14 |
| 12/21/2023 | 81546 | Ednetics, Inc. | 7,698.46 |
| 12/21/2023 | 81547 | Express Employment Professionals | 2,976.00 |
| 12/21/2023 | 81548 | Gale/Cengage Learning | 7,076.95 |
| 12/21/2023 | 81549 | Imagine Children's Museum | 245.56 |
| 12/21/2023 | 81550 | Ingram Library Services | 30,409.90 |
| 12/21/2023 | 81551 | Ingram Library Services (502779) | 1,993.30 |
| 12/21/2023 | 81552 | Island Disposal Inc | 61.75 |
| 12/21/2023 | 81553 | Lamar Transit, LLC | 4,523.88 |
| 12/21/2023 | 81554 | Language Exchange | 290.00 |
| 12/21/2023 | 81555 | LeMay Mobile Shredding | 131.32 |
| 12/21/2023 | 81556 | Lithtex NW | 20,779.36 |
| 12/21/2023 | 81557 | Lois Ann Landgrebe | 500.00 |
| 12/21/2023 | 81558 | Microix | 1,923.75 |
| 12/21/2023 | 81559 | Midwest Library Service | 411.94 |
| 12/21/2023 | 81560 | MSR Design | 4,877.94 |
| 12/21/2023 | 81561 - 81563 | Remit Overrun | 0.00 |
| 12/21/2023 | 81564 | Overdrive Inc | 27,643.47 |
| 12/21/2023 | 81565 | PageFreezer Software, Inc. | 6,270.00 |
| 12/21/2023 | 81566 | PetroCard Systems Inc | 2,300.23 |
| 12/21/2023 | 81567 | Petty Cash | 104.40 |
| 12/21/2023 | 81568 | Prime Self Storage | 1,139.00 |
| 12/21/2023 | 81569 | PUD No 1 of Snohomish County | 7,475.18 |
| 12/21/2023 | 81570 | Puget Sound Energy | 1,547.83 |
| 12/21/2023 | 81571 | Purple Communications, Inc | 783.00 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|---|---------------------|
| 12/21/2023 | 81572 | Republic Services 197 | 856.08 |
| 12/21/2023 | 81573 | Robert Half | 3,165.91 |
| 12/21/2023 | 81574 | Safe Citizens Project LLC | 1,800.00 |
| 12/21/2023 | 81575 | Secretary of State | 14,000.00 |
| 12/21/2023 | 81576 | SHI International | 29,017.47 |
| 12/21/2023 | 81577 | Silver Lake Water & Sewer | 214.05 |
| 12/21/2023 | 81578 | Smarsh, Inc | 91.92 |
| 12/21/2023 | 81579 | Sno-Isle Refund Account | 135.96 |
| 12/21/2023 | 81580 | Snohomish Co Finance | 20.00 |
| 12/21/2023 | 81581 | Sprague Pest Solutions | 432.13 |
| 12/21/2023 | 81582 | Sterling Volunteers | 34.00 |
| 12/21/2023 | 81583 | Summit Law Group, PLLC | 3,122.00 |
| 12/21/2023 | 81584 | The Ally League | 5,000.00 |
| 12/21/2023 | 81585 | The Athena Group, LLC | 32,955.15 |
| 12/21/2023 | 81586 | The Hanover Insurance Group | 11,258.63 |
| 12/21/2023 | 81587 | Thryv, Inc | 223.33 |
| 12/21/2023 | 81588 | U S Bank Equipment Finance | 299.97 |
| 12/21/2023 | 81589 | Verizon Wireless (660108) | 13,074.58 |
| 12/21/2023 | 81590 | Visionary Office Furniture | 3,158.45 |
| 12/21/2023 | 81591 | Washington State Ferries | 551.00 |
| 12/21/2023 | 81592 | Western Michigan University Waldo Library | 90.00 |
| 12/21/2023 | 81593 | Whidbey Telecom | 741.70 |
| 12/21/2023 | 81594 | WyCom Systems Inc | 434.25 |
| 12/21/2023 | 81595 | Ziply Fiber | 12,114.21 |
| 12/21/2023 | 81596 | Michelle Cervantes | 6.55 |
| 12/28/2023 | 81597 | Lois Langer Thompson | 918.64 |
| 12/28/2023 | 81598 | 4imprint Inc | 660.01 |
| 12/28/2023 | 81599 | A-1 Mobile Lock & Key | 539.62 |
| 12/28/2023 | 81600 | Ainsworth, Inc. | 4,396.11 |
| 12/28/2023 | 81601 | Air Care System | 565.06 |
| 12/28/2023 | 81602 | Baker & Taylor Books (277930) | 794.72 |
| 12/28/2023 | 81603 | Blackstone Publishing | 350.26 |
| 12/28/2023 | 81604 | Brainfuse Inc | 120,000.00 |
| 12/28/2023 | 81605 | Burke Museum | 90.00 |
| 12/28/2023 | 81606 | Carahsoft Technology Corporation | 40,320.99 |
| 12/28/2023 | 81607 | Cascade Natural Gas | 464.07 |
| 12/28/2023 | 81608 | Commercial Fire Protection, Inc. | 38.19 |
| 12/28/2023 | 81609 | Cook, Langdon | 500.00 |
| 12/28/2023 | 81610 | Courtney Liana Wooten | 6,600.00 |
| 12/28/2023 | 81611 | Daily Journal of Commerce | 68.75 |
| 12/28/2023 | 81612 | Demco Inc (8048) | 110.25 |
| 12/28/2023 | 81613 | Ekahau, Inc | 2,176.55 |
| 12/28/2023 | 81614 | Express Employment Professionals | 2,976.00 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|---|---------------------|
| 12/28/2023 | 81615 | Faber Construction Corporation | 383,341.70 |
| 12/28/2023 | 81616 | Graphicsland, Inc. | 269.91 |
| 12/28/2023 | 81617 | Greater Freeland Chamber of Commerce | 125.00 |
| 12/28/2023 | 81618 | Huizenga Enterprises, LLC | 91,865.13 |
| 12/28/2023 | 81619 | InfoGroup (957742) | 16,750.00 |
| 12/28/2023 | 81620 | Ingram Library Services | 7,868.49 |
| 12/28/2023 | 81621 | Inscight Education | 85.00 |
| 12/28/2023 | 81622 | Insight Public Sector Inc. | 79,918.24 |
| 12/28/2023 | 81623 | Krazan & Associates of Washington, Inc. | 536.00 |
| 12/28/2023 | 81624 | KSER Foundation | 4,000.00 |
| 12/28/2023 | 81625 | Language Exchange | 700.67 |
| 12/28/2023 | 81626 | Midwest Tape | 1,079.65 |
| 12/28/2023 | 81627 | Moss Adams LLP | 3,812.50 |
| 12/28/2023 | 81628 | News Bank Inc | 13,021.00 |
| 12/28/2023 | 81629 | Northwest Publishing Inc. | 350.00 |
| 12/28/2023 | 81630 | Remit Overrun | 0.00 |
| 12/28/2023 | 81631 | Office Depot, INC | 2,799.96 |
| 12/28/2023 | 81632 | One Diversified, LLC | 115,079.71 |
| 12/28/2023 | 81633 | Online Labels, LLC | 163.37 |
| 12/28/2023 | 81634 - 81635 | Remit Overrun | 0.00 |
| 12/28/2023 | 81636 | Overdrive Inc | 138,017.06 |
| 12/28/2023 | 81637 | Pacific Copy & Printing | 1,811.07 |
| 12/28/2023 | 81638 | Paper Roll Products | 921.09 |
| 12/28/2023 | 81639 | Puget Sound Energy | 2,688.19 |
| 12/28/2023 | 81640 | Ricoh USA Inc - 31001 | 9,327.41 |
| 12/28/2023 | 81641 | Ricoh USA Inc - 650073 | 1,098.42 |
| 12/28/2023 | 81642 | Robert Half | 4,241.78 |
| 12/28/2023 | 81643 | Rupert Inc | 6,983.75 |
| 12/28/2023 | 81644 | Sharps Compliance Inc | 1,239.14 |
| 12/28/2023 | 81645 | SHLB Coalition | 1,000.00 |
| 12/28/2023 | 81646 | Shred-it | 458.56 |
| 12/28/2023 | 81647 | Sno-Isle Library Foundation | 425.00 |
| 12/28/2023 | 81648 | Sno-Isle Refund Account | 59.98 |
| 12/28/2023 | 81649 | Sprague Pest Solutions | 496.22 |
| 12/28/2023 | 81650 | The Dance School | 80.00 |
| 12/28/2023 | 81651 | Remit Overrun | 0.00 |
| 12/28/2023 | 81652 | Timeless Design | 36,762.09 |
| 12/28/2023 | 81653 | Uline | 122.98 |
| 12/28/2023 | 81654 | VECA Electric & Technologies, LLC | 1,237.54 |
| 12/28/2023 | 81655 | Visionary Office Furniture | 5,724.64 |
| 12/28/2023 | 81656 | Walter E Nelson Co of Western WA | 693.22 |
| 12/28/2023 | 81657 | WCP Solutions | 809.05 |
| 12/28/2023 | 81658 | WLA | 150.00 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|---------------------------------------|---------------------|
| 12/28/2023 | 81659 | Ziply Fiber | 2,625.00 |
| 12/28/2023 | 81660 | Trojan Storage of Marysville | 155.00 |
| 12/29/2023 | 81661 | Marysville Barker Real Estate LLC | 11,534.79 |
| 12/29/2023 | 81662 | Assured Partners of WA, LLC | 4,556.97 |
| 12/29/2023 | 81663 | Canopy Wellbeing | 1,788.88 |
| 12/29/2023 | 81664 | Central Puget Sound Regional Transit | 4,461.48 |
| 12/29/2023 | 81665 | Delta Dental of Washington | 32,484.10 |
| 12/29/2023 | 81666 | Dept of Labor & Industries | 94.15 |
| 12/29/2023 | 81667 | Kaiser Permanente | 98,242.08 |
| 12/29/2023 | 81668 | Lifewise Assurance Company | 37,047.36 |
| 12/29/2023 | 81669 | Lincoln National Life Ins Company | 7,359.29 |
| 12/29/2023 | 81670 | Navia Benefit Solutions Client Pay | 2,046.20 |
| 12/29/2023 | 81671 | Premera Blue Cross | 8,650.02 |
| 12/29/2023 | 81672 | Snohomish County Superior Court Clerk | 250.00 |
| 12/29/2023 | 81673 | Sno-Isle Library Foundation | 567.00 |
| 12/30/2023 | 81674 | Michelle Cervantes | 5.24 |
| 12/30/2023 | 81675 | 4imprint Inc | 1,368.63 |
| 12/30/2023 | 81676 | Allied Universal | 14,193.79 |
| 12/30/2023 | 81677 | Amazon Capital Services, Inc | 1,121.77 |
| 12/30/2023 | 81678 | BuildingWork, LLC | 42,849.59 |
| 12/30/2023 | 81679 | Camano Commons | 1,250.00 |
| 12/30/2023 | 81680 | Cascade Natural Gas | 38.93 |
| 12/30/2023 | 81681 | City of Marysville | 1,826.97 |
| 12/30/2023 | 81682 | Cortes, Marco | 525.00 |
| 12/30/2023 | 81683 | Dae Won LLC | 8,063.78 |
| 12/30/2023 | 81684 | DeRoche, Kenneth J | 250.00 |
| 12/30/2023 | 81685 | Eddy, Jody | 395.00 |
| 12/30/2023 | 81686 | Evergreen Sign Company | 12,064.63 |
| 12/30/2023 | 81687 | Glass Fix, LLC | 811.75 |
| 12/30/2023 | 81688 | Holiday-Parks, Inc | 4,749.73 |
| 12/30/2023 | 81689 | Insight Public Sector Inc. | 70,925.91 |
| 12/30/2023 | 81690 | Jandi Enterprises Inc | 1,250.00 |
| 12/30/2023 | 81691 | JDS | 6,074.50 |
| 12/30/2023 | 81692 | Johnston Architects, LLC | 48,226.41 |
| 12/30/2023 | 81693 | Kanopy | 6,757.00 |
| 12/30/2023 | 81694 | Kathy Lynott | 498.90 |
| 12/30/2023 | 81695 | Lamar Transit, LLC | 3,210.00 |
| 12/30/2023 | 81696 | Linkedin Corporation | 5,730.00 |
| 12/30/2023 | 81697 | Marsh, Isabel | 175.00 |
| 12/30/2023 | 81698 | Midwest Tape | 14,386.81 |
| 12/30/2023 | 81699 | Modern Painting Group | 4,915.00 |
| 12/30/2023 | 81700 | One Diversified, LLC | 20,486.62 |
| 12/30/2023 | 81701 | Overdrive Inc | 16,716.35 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|----------------------------------|---------------------|
| 12/30/2023 | 81702 | Pacific Copy & Printing | 627.33 |
| 12/30/2023 | 81703 | Pacific Publishing Co Inc | 293.25 |
| 12/30/2023 | 81704 | PetroCard Systems Inc | 2,295.34 |
| 12/30/2023 | 81705 | Petty Cash | 537.92 |
| 12/30/2023 | 81706 | PUD No 1 of Snohomish County | 12,420.87 |
| 12/30/2023 | 81707 | Puget Sound Energy | 1,067.08 |
| 12/30/2023 | 81708 | Punch Drunk Productions, LLC | 13,043.05 |
| 12/30/2023 | 81709 | Ricoh USA Inc - 31001 | 5.89 |
| 12/30/2023 | 81710 | Shred-it | 110.24 |
| 12/30/2023 | 81711 | Silver Kite Community Arts | 400.00 |
| 12/30/2023 | 81712 | Smokey Point Place IV, LLC | 10,510.98 |
| 12/30/2023 | 81713 | Sound Publishing | 475.00 |
| 12/30/2023 | 81714 | Southwest Solutions Group, Inc | 5,696.93 |
| 12/30/2023 | 81715 | Sprague Pest Solutions | 314.43 |
| 12/30/2023 | 81716 | Timeless Design | 5,477.79 |
| 12/30/2023 | 81717 | Walter E Nelson Co of Western WA | 5,869.82 |
| 12/31/2023 | 81718 - 81720 | Printing Error | 0.00 |
| 12/31/2023 | 81721 | Remit Overrun | 0.00 |
| 12/31/2023 | 81722 | Amazon Capital Services, Inc | 14,087.67 |
| 12/31/2023 | 81723 | AT&T Mobility (6463) | 43.23 |
| 12/31/2023 | 81724 | Bank of America (0958) | 1,365.18 |
| 12/31/2023 | 81725 | Bank of America (1458) | 4,502.11 |
| 12/31/2023 | 81726 | Bank of America (2175) | 1,136.16 |
| 12/31/2023 | 81727 | Bank of America (2945) | 1,429.40 |
| 12/31/2023 | 81728 | Bank of America (3736) | 185.92 |
| 12/31/2023 | 81729 | Bank of America (5953) | 454.07 |
| 12/31/2023 | 81730 | Bank of America (7423) | 306.37 |
| 12/31/2023 | 81731 | Bank of America (8208) | 2,315.43 |
| 12/31/2023 | 81732 | Beacon Publishing Inc | 637.50 |
| 12/31/2023 | 81733 | Bluespace Interiors | 64,688.14 |
| 12/31/2023 | 81734 | Brodart (Supplies) | 156.32 |
| 12/31/2023 | 81735 | City of Granite Falls | 127.10 |
| 12/31/2023 | 81736 | City of Oak Harbor | 62,103.88 |
| 12/31/2023 | 81737 | Clinton Water Dist | 52.67 |
| 12/31/2023 | 81738 | Crystal Springs | 66.39 |
| 12/31/2023 | 81739 | Del Sol Inc | 75,802.08 |
| 12/31/2023 | 81740 | Insight Public Sector Inc. | 8,072.56 |
| 12/31/2023 | 81741 | Johnston Architects, LLC | 3,179.00 |
| 12/31/2023 | 81742 | Lamar Transit, LLC | 300.00 |
| 12/31/2023 | 81743 | Language Exchange | 125.00 |

**Vouchers
December 2023**

| Date | Check Number | Payee | Check Amount |
|-------------|-------------------------|------------------------------|------------------------------|
| 12/31/2023 | 81744 | Lithtex NW | 11,934.28 |
| 12/31/2023 | 81745 | Milne Electric Inc | 7,119.87 |
| 12/31/2023 | 81746 | Morales, Jannette | 350.00 |
| 12/31/2023 | 81747 | OCLC Inc (34299) | 237.64 |
| 12/31/2023 | 81748 | Office Depot, INC | 1,191.98 |
| 12/31/2023 | 81749 | Online Labels, LLC | 197.35 |
| 12/31/2023 | 81750 | Pacific Copy & Printing | 597.87 |
| 12/31/2023 | 81751 | Paper Roll Products | 467.36 |
| 12/31/2023 | 81752 | Platt Electric Supply | 405.50 |
| 12/31/2023 | 81753 | Primal Tree Service | 546.50 |
| 12/31/2023 | 81754 | PUD No 1 of Snohomish County | 1,247.89 |
| 12/31/2023 | 81755 | Puget Sound Energy | 1,960.08 |
| 12/31/2023 | 81756 | Rentacrate Enterprises LLC | 2,536.58 |
| 12/31/2023 | 81757 | Ricoh USA Inc - 650073 | 389.98 |
| 12/31/2023 | 81758 | S-R Broadcasting Co Inc | 1,050.00 |
| 12/31/2023 | 81759 | Seattle Times | 7,350.00 |
| 12/31/2023 | 81760 | Silver Lake Water & Sewer | 200.70 |
| 12/31/2023 | 81761 | Sound Publishing | 2,438.00 |
| 12/31/2023 | 81762 | Spiral Binding, LLC | 6,930.21 |
| 12/31/2023 | 81763 | Sprague Pest Solutions | 55.64 |
| 12/31/2023 | 81764 | T Mobile | 581.09 |
| 12/31/2023 | 81765 | T Mobile | 135.72 |
| 12/31/2023 | 81766 | Timeless Design | 9,910.06 |
| 12/31/2023 | 81767 | Town of Darrington | 10,313.28 |
| 12/31/2023 | 81768 | Uline | 309.51 |
| 12/31/2023 | 81769 | WCP Solutions | 95.79 |
| 12/31/2023 | 81770 | Ziply Fiber | 4,014.98 |
| | | | <u><u>\$3,154,881.27</u></u> |

Vision Assessment

PROJECT REPORT

January 2024

Introduction

In 2019, Sno-Isle Libraries set a vision: *everyone in our community is connected to their library*. At the core of that vision was a commitment to equity, diversity, and inclusion. In conversations with the Board, staff, and other stakeholders, there was a desire to measure how well Sno-Isle Libraries was achieving its vision. Sno-Isle Libraries engaged with consulting agency Athena Group in a vision assessment process.

Criteria for Project Success

During project initiation in December 2022, the following criteria for project success emerged:

- Sno-Isle Libraries understands how it is connecting with existing customers and communities.
- Sno-Isle Libraries deploys its resources to achieve its vision.
- Sno-Isle Libraries has a clear understanding of how our customers and non-customers define connection.
- Sno-Isle Libraries develops a community-led definition of connectedness and can measure it.

Design Labs

To address the design challenge, the consultant team recruited community participants across the Sno-Isle Libraries service area to engage in design labs. The final lab brought all community participants together to collaboratively build a definition of connection and brainstorm ideas on measures and metrics as they relate to connection.

Defining Community Connection – Community Recommendation

Connection is mutual awareness and understanding between the libraries and various community resources; it captures their interests while actively encouraging reciprocal exchange that is representative, inclusive, and equitable.

Strategy for Implementation

- Realign current resources to support data gathering, assessment, and analysis.
- Use connection measures and metric recommendations from the Vision Assessment report and other resources to gather, assess, and analyze data to curate service and program offerings.
- Align resources to support recommended changes.
- Continue to build our community asset mapping to ensure intentional community engagement.

Financial Update

FINANCE DEPARTMENT

December 2023

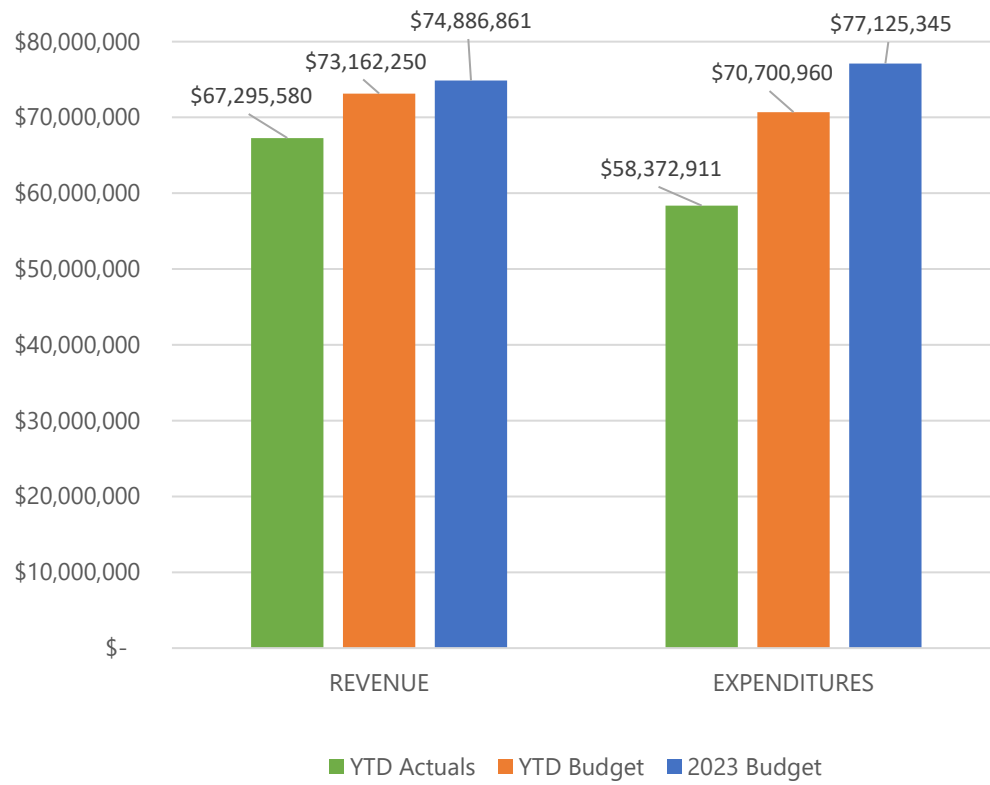
November 2023 Revenue Summary

- Total revenue received in November was \$6M compared to the monthly budget of \$6.5M. Year to date (YTD) total revenue was \$67.3M compared to the YTD budget of \$73.2M.
- General property tax receipts for November were \$5.5M compared to the monthly budget of \$5.6M.
- Timber tax and associated excise tax revenues for November were \$104k compared to the monthly budget of \$54k.
- Investment Interest for November was \$180k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for November were collectively \$42k compared to the monthly budget of \$79k.
- Other Revenue for November was \$128k compared to the monthly budget of \$719k.

November 2023 Expenditures Summary

- Total expenditures for November were \$6M compared to the monthly budget of \$6.4M. Year to date total expenditures were \$58M compared to the YTD budget of \$70.7M.
- Salaries & Benefits for November were \$3.6M compared to the monthly budget of \$3.6M.
- Collection materials expenditures for November were \$671k compared to the monthly budget of \$532k.
- Employee training expenditures for November were \$13k compared to the monthly budget of \$10k.
- Capital expenditures for November were \$734k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for November were \$914k compared to the monthly budget of \$1.0M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 11/1/2023 Through 11/30/2023
(In Whole Numbers)

| | | Period Actual | YTD Actual | YTD Budget | Annual Budget | % Annual Budget Used |
|------|------------------------------------|---------------|------------|------------|---------------|-------------------------|
| | Expenditures | | | | | |
| 10.0 | Salaries & Benefits | 3,639,240 | 38,114,749 | 39,895,680 | 43,521,848 | 87.57% |
| 20.0 | Materials | 670,783 | 5,572,966 | 5,849,580 | 6,381,400 | 87.33% |
| 26.0 | Professional & Contract Services | 305,610 | 2,648,627 | 3,715,360 | 4,052,749 | 65.35% |
| 35.0 | Equipment & Furnishings | 154,461 | 1,884,429 | 2,181,850 | 2,380,000 | 79.17% |
| 38.0 | Maintenance & Repair | 10,537 | 716,589 | 692,780 | 755,300 | 94.87% |
| 41.0 | Software License & Maint Fees | 115,447 | 1,274,605 | 1,376,980 | 1,502,215 | 84.84% |
| 42.0 | Communications | 97,603 | 632,388 | 620,400 | 676,500 | 93.47% |
| 43.0 | Office & Operating Supplies | 25,088 | 460,722 | 557,590 | 608,250 | 75.74% |
| 44.0 | Utilities | 30,296 | 470,736 | 454,080 | 495,100 | 95.07% |
| 45.0 | Rentals & Leases | 67,100 | 524,249 | 462,880 | 504,838 | 103.84% |
| 46.0 | Insurance | 10,937 | 224,413 | 157,740 | 172,000 | 130.47% |
| 48.0 | Employee Training / Travel | 12,543 | 150,699 | 109,890 | 120,000 | 125.58% |
| 49.0 | Miscellaneous | 96,686 | 660,674 | 532,290 | 580,145 | 113.88% |
| 50.0 | Strategic Initiatives / Innovation | 0 | 227,127 | 687,500 | 750,000 | 30.28% |
| 61.0 | Capital - Land | 0 | 0 | 2,750,000 | 3,000,000 | 0.00% |
| 62.0 | Capital - Bldgs & Improvements | 419,725 | 2,783,326 | 7,803,510 | 8,513,000 | 32.69% |
| 62.5 | Capital - A&E | 111,886 | 1,425,951 | 1,970,980 | 2,150,000 | 66.32% |
| 64.0 | Capital - Furnishings & Equipment | 98,859 | 497,290 | 655,490 | 715,000 | 69.55% |
| 64.4 | Capital - Vehicles | 103,374 | 103,374 | 226,380 | 247,000 | 41.85% |
| | Total Expenditures | 5,970,174 | 58,372,911 | 70,700,960 | 77,125,345 | 75.69% |

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 11/1/2023 Through 11/30/2023
(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 | 5,507,194 | 63,465,036 | 63,319,650 | 64,157,420 | 98.92% |
| 02.0 | Timber Tax / Sales | 104,297 | 512,035 | 511,300 | 550,000 | 93.09% |
| 03.0 | Print/Copy Services | 1,989 | 24,072 | 11,000 | 12,000 | 200.60% |
| 04.0 | Services/City Contract Fees | 0 | 0 | 3,630 | 3,941 | 0.00% |
| 05.0 | Lost Materials Paid | 3,855 | 47,765 | 32,120 | 35,000 | 136.47% |
| 06.0 | Investment Interest | 179,529 | 1,780,671 | 550,000 | 600,000 | 296.77% |
| 07.0 | Donations Private Sources | 36,576 | 153,860 | 825,000 | 900,000 | 17.09% |
| 08.0 | Other Revenue | 127,660 | 1,280,801 | 7,909,550 | 8,628,500 | 14.84% |
| 09.1 | Insurance Recoveries | 0 | 31,338 | 0 | 0 | 0.00% |
| | Total Revenues | <u>5,961,100</u> | <u>67,295,580</u> | <u>73,162,250</u> | <u>74,886,861</u> | <u>89.86%</u> |

Financial Update

FINANCE DEPARTMENT

January 2024

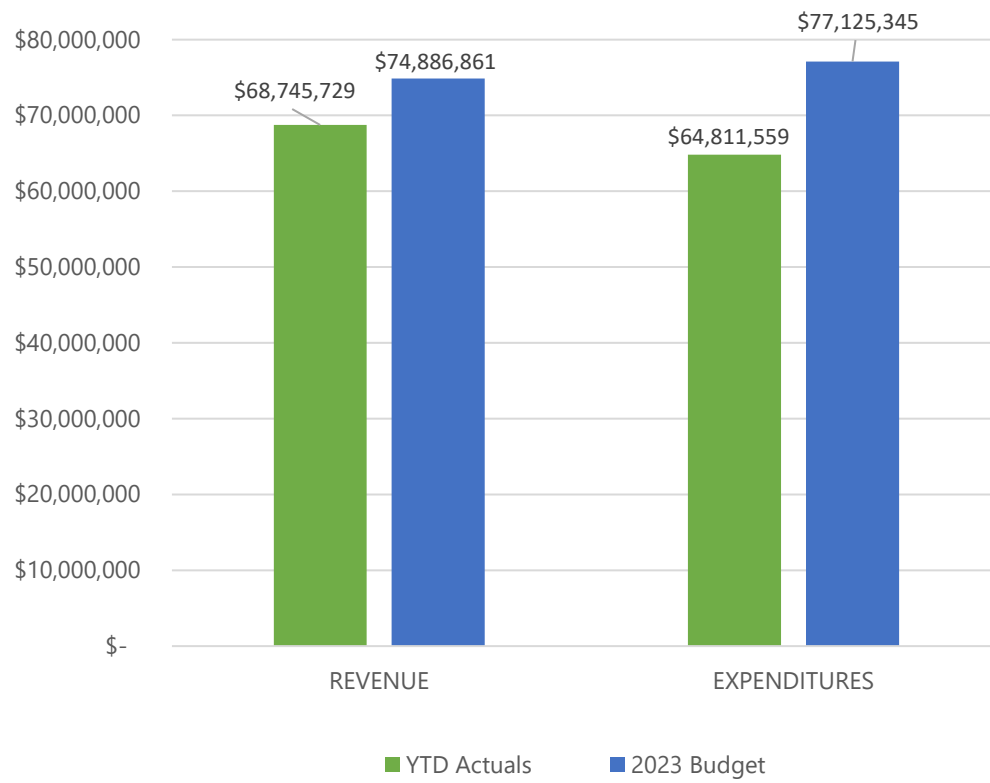
December 2023 Revenue Summary

- Total revenue received in December was \$1.5M compared to the monthly budget of \$1.7M. Total revenue received in 2023 was \$68.7M compared to the 2023 budget of \$74.9M.
- General property tax receipts for December were \$561k compared to the monthly budget of \$838k. Total property tax receipts for 2023 were \$64.0M compared to the annual budget of \$64.2M.
- Timber tax and associated excise tax revenues for December were \$5k compared to the monthly budget of \$39k. Total received in 2023 was \$517k compared to the annual budget of \$550k.
- Investment Interest for December was \$182k compared to the monthly budget of \$50k. Total received in 2023 was \$1.96M compared to the annual budget of \$600k.
- Print/copy services, lost materials revenue, and donations for December were collectively \$68k compared to the monthly budget of \$79k. Total received in 2023 was \$293k compared to the annual budget of \$951k.
- Other Revenue for December was \$629k compared to the monthly budget of \$719k. Total received in 2023 was \$1.9M compared to the annual budget of \$8.6M.

December 2023 Expenditures Summary

- Total expenditures for December were \$6.4M compared to the monthly budget of \$6.4M. Total expenditures for 2023 were \$64.8M compared to the 2023 budget of \$77.1M.
- Salaries & Benefits for December were \$3.5M compared to the monthly budget of \$3.6M. Total expended for 2023 was \$41.6M compared to the annual budget of \$43.5M.
- Collection materials expenditures for December were \$770k compared to the monthly budget of \$532k. Total expended for 2023 was \$6.34M compared to the annual budget of \$6.38M.
- Employee training expenditures for December were \$18k compared to the monthly budget of \$10k. Total expended for 2023 was \$169k compared to the annual budget of \$120k.
- Capital expenditures for December were \$684k compared to the monthly budget of \$1.2M. Total expended for 2023 was \$5.5M compared to the annual budget of \$14.6M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for December were \$1.5M compared to the monthly budget of \$1.0M. Total expended for 2023 was \$11.2M compared to the annual budget of \$12.5M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 12/1/2023 Through 12/31/2023
(In Whole Numbers)

| | | Period Actual | YTD Actual | YTD Budget | Annual Budget | % Annual Budget Used |
|------|------------------------------------|---------------|------------|------------|---------------|-------------------------|
| | Expenditures | | | | | |
| 10.0 | Salaries & Benefits | 3,467,400 | 41,582,149 | 43,521,848 | 43,521,848 | 95.54% |
| 20.0 | Materials | 770,317 | 6,343,283 | 6,381,400 | 6,381,400 | 99.40% |
| 26.0 | Professional & Contract Services | 487,462 | 3,136,089 | 4,052,749 | 4,052,749 | 77.38% |
| 35.0 | Equipment & Furnishings | 195,661 | 2,080,090 | 2,380,000 | 2,380,000 | 87.39% |
| 38.0 | Maintenance & Repair | 173,666 | 890,255 | 755,300 | 755,300 | 117.86% |
| 41.0 | Software License & Maint Fees | 143,475 | 1,418,079 | 1,502,215 | 1,502,215 | 94.39% |
| 42.0 | Communications | 69,555 | 701,943 | 676,500 | 676,500 | 103.76% |
| 43.0 | Office & Operating Supplies | 61,766 | 522,487 | 608,250 | 608,250 | 85.90% |
| 44.0 | Utilities | 80,744 | 551,480 | 495,100 | 495,100 | 111.38% |
| 45.0 | Rentals & Leases | 59,122 | 583,370 | 504,838 | 504,838 | 115.55% |
| 46.0 | Insurance | 11,259 | 235,672 | 172,000 | 172,000 | 137.01% |
| 48.0 | Employee Training / Travel | 18,151 | 168,850 | 120,000 | 120,000 | 140.70% |
| 49.0 | Miscellaneous | 92,002 | 752,676 | 580,145 | 580,145 | 129.73% |
| 50.0 | Strategic Initiatives / Innovation | 124,052 | 351,179 | 750,000 | 750,000 | 46.82% |
| 61.0 | Capital - Land | 0 | 0 | 3,000,000 | 3,000,000 | 0.00% |
| 62.0 | Capital - Bldgs & Improvements | 406,395 | 3,189,721 | 8,513,000 | 8,513,000 | 37.46% |
| 62.5 | Capital - A&E | 207,238 | 1,633,188 | 2,150,000 | 2,150,000 | 75.96% |
| 64.0 | Capital - Furnishings & Equipment | 70,385 | 567,675 | 715,000 | 715,000 | 79.39% |
| 64.4 | Capital - Vehicles | 0 | 103,374 | 247,000 | 247,000 | 41.85% |
| | Total Expenditures | 6,438,648 | 64,811,559 | 77,125,345 | 77,125,345 | 84.03% |

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 12/1/2023 Through 12/31/2023
(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 | 561,356 | 64,026,392 | 64,157,420 | 64,157,420 | 99.79% |
| 02.0 | Timber Tax / Sales | 4,701 | 516,736 | 550,000 | 550,000 | 93.95% |
| 03.0 | Print/Copy Services | 1,889 | 25,961 | 12,000 | 12,000 | 216.34% |
| 04.0 | Services/City Contract Fees | 4,158 | 4,158 | 3,941 | 3,941 | 105.50% |
| 05.0 | Lost Materials Paid | 4,009 | 51,774 | 35,000 | 35,000 | 147.92% |
| 06.0 | Investment Interest | 182,145 | 1,962,817 | 600,000 | 600,000 | 327.13% |
| 07.0 | Donations Private Sources | 58,124 | 211,985 | 900,000 | 900,000 | 23.55% |
| 08.0 | Other Revenue | 628,767 | 1,909,568 | 8,628,500 | 8,628,500 | 22.13% |
| 09.1 | Insurance Recoveries | 5,000 | 36,338 | 0 | 0 | 0.00% |
| | Total Revenues | <u>1,450,149</u> | <u>68,745,729</u> | <u>74,886,861</u> | <u>74,886,861</u> | <u>91.80%</u> |

Executive Director

BOARD REPORT

December 2023 – January 2024

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Boys & Girls Clubs of Snohomish County Executive Director Bill Tsoukalas.
- City of Everett Mayor Cassie Franklin, City of Everett Director of Government Affairs Jennifer Gregerson, City of Everett Senior Executive Lori Cummings, Deputy Director David Durante, and Assistant Director of Strategic Relations Susan Hempstead.
- City of Edmonds Mayor Mike Rosen.

Board meetings

- Economic Alliance of Snohomish County (EASC) Board meeting.
- Snohomish County Economic Recovery Advisory Group.
- Public Libraries of Washington (PLW) Annual meeting.

County, City/Town, Stakeholder Meetings

- Lakewood Schools Superintendent Dr. Erin Murphy.
- Lake Stevens Library Board with Trustee Paul Ryan.
- Sno-Isle Libraries Capital Support meeting.

Library and Community Events

- Mukilteo Library 25-year anniversary.
- Edmonds Library Grand Re-opening.

Professional Development

- Know Your Rights and Responsibilities course.
- The State of K-12 Public Education – Economic Alliance of Snohomish County

Library Updates

- Strategic goals.

2023 Collections Performance

SIL COLLECTIONS VISION:

Reflective.

Community members see themselves in the collection.

Responsive.

Budget purchasing and resources are evaluated and reallocated to meet evolving needs.

Responsible.

Align spending with community interests and make sustainable choices.

Items Purchased



127,899

Physical
Materials

+4%
compared
to 2022



115,801

Digital Items

-2%
compared
to 2022

Circulation



5,707,129

Physical
Materials

-3%
compared
to 2022



4,138,964

Digital Items

+2%
compared
to 2022

Overdrive Cost

\$.75 Per Circulation

35% decrease
from 2020

Inter Library Loan



3,313

Borrowed

+8%
compared
to 2022

Suggest a Purchase



11,581

Suggestions

+4%
compared
to 2022

Sno-Isle Libraries 2024 Legislative Priorities

Sno-Isle Libraries advocates for public policies that support our vision that everyone in our community is **connected** to their library. Public libraries are integral to social infrastructure and economic vitality by providing accessible resources, creating a culture of learning, and serving as gathering places.

In 2024, we will advocate for and monitor policies and investments that support our library users, library staff, our services, and our library spaces. Sno-Isle Libraries is a community advocate and trusted partner, working with local, state, and federal policymakers to act on the following priorities.

Library Staff and Capital Investments:

- We advocate for sustainable library funding and investments in library infrastructure that create inclusive spaces and reflect the diverse communities we serve. We are currently prioritizing public funding opportunities to complete our Langleigh and Mariner community library capital projects.
- Promote safe work environments for library workers.
- Preserve library workers' eligibility for Public Service Loan Forgiveness.

Equitable Digital Access:

- Library staff play a crucial role as trusted guides in digital navigation. Sno-Isle Libraries advocates for legislation and increased funding to expand internet access for underserved communities. We champion universal broadband access and robust Digital Navigator programs, ensuring everyone knows how to use this expansive internet.
- Free internet access for all: We offer public Wi-Fi, device loans, and essential technology access and education.
- Facilitating access to critical services: We empower residents to connect with public benefits, telehealth, and virtual learning platforms.
- Protecting a fair and open internet: We support the federal E-Rate program and expanding eligible uses to include cybersecurity. We also support improved pricing rules for library eBook pricing, a fair and balanced copyright system, and unwavering net neutrality.

Fostering Community Resiliency:

- Safe refuge during extreme weather events: We provide reliable warming, cooling and clean air centers, and device charging stations. Sno-Isle Libraries advocates for legislation and increased funding to enhance HVAC infrastructure, ensuring meeting environmental standards and modern facilities.
- Investing in sustainable futures: We champion modern, energy-efficient facilities that align with climate action goals and prioritize environmental equity.

Protecting Intellectual Freedom:

- Unrestricted access to information: We advocate for intellectual freedom, safeguarding access to diverse information and the right to choose what you read.
- A marketplace of ideas: We champion the free flow of information and diverse perspectives, fostering a culture of learning, creativity, and critical thinking.
- Responsible Artificial Intelligence (AI): Monitor AI technologies and legislation that balance the development of useful AI tools with protection of authorship and copyright. Libraries will continue to ensure transparency and educate the public about potential impacts of generative AI.

Sno-Isle Libraries monitors federal, state, and local legislation that may impact items on the above list or that are identified as having an impact on libraries, library funding, library staff, and community partners.

Board of Trustees

Committee Review of Board Policies 2024 Timeline

By Date

| Policy | Committee Month | Approval Month | Board Committee |
|---------------------------------|-----------------|----------------|------------------|
| Bylaws | February 2024 | February 2024 | Management |
| Library Facility Ownership | February 2024 | February 2024 | Management |
| Site Selection & Acquisition | February 2024 | February 2024 | Management |
| Customer Use of Library Spaces | March 2024 | April 2024 | Library Services |
| Donation | March 2024 | April 2024 | Library Services |
| Library Card & Lending | May 2024 | May 2024 | Library Services |
| Strategic Alliances | May 2024 | June 2024 | Management |
| Volunteer | May 2024 | June 2024 | Library Services |
| Friends of the Library | May 2024 | June 2024 | Library Services |
| Equity | May 2024 | July 2024 | Management |
| Library Administrative Policies | May 2024 | July 2024 | Management |

By Committee – Management Committee

| Policy | Committee Month | Approval Month | Board Committee |
|---------------------------------|-----------------|----------------|-----------------|
| Bylaws | January 2024 | February 2024 | Management |
| Library Facility Ownership | February 2024 | February 2024 | Management |
| Site Selection & Acquisition | February 2024 | February 2024 | Management |
| Strategic Alliances | May 2024 | June 2024 | Management |
| Equity | May 2024 | July 2024 | Management |
| Library Administrative Policies | May 2024 | July 2024 | Management |

By Committee – Library Services Committee

| Policy | Committee Month | Approval Month | Board Committee |
|--------------------------------|-----------------|----------------|------------------|
| Customer Use of Library Spaces | March 2024 | April 2024 | Library Services |
| Donation | March 2024 | April 2024 | Library Services |
| Library Card & Lending | May 2024 | May 2024 | Library Services |
| Volunteer | May 2024 | June 2024 | Library Services |
| Friends of the Library | May 2024 | June 2024 | Library Services |

By Committee – Ad hoc

| Policy | Committee Month | Approval Month | Board Committee |
|--------|-----------------|----------------|-----------------|
| Naming | Underway | TBD | Ad hoc |

Policy Update

REPORT TO THE BOARD

December 2023

| Board Policy | Date Approved | Next Review |
|--|---------------|-------------|
| <u>Art in Public Spaces</u> | Sep 2023 | Sep 2027 |
| <u>Business Expense Reimbursement</u> | May 2023 | May 2027 |
| <u>Capitalized Asset/Small and Attractive Asset Management</u> | Jul 2021 | Jul 2025 |
| <u>Collection Development</u> | Mar 2023 | Mar 2027 |
| <u>Confidentiality of Library Records & Customer Files</u> | Jul 2020 | Jul 2024 |
| <u>Conflict of Interest</u> | Nov 2021 | Nov 2025 |
| <u>Customer Use of Library Spaces</u> | Apr 2020 | Apr 2024 |
| <u>Debt Management</u> | Jul 2023 | Jul 2027 |
| <u>Donation</u> | Jul 2020 | Jul 2024 |
| <u>Equity</u> | Jul 2020 | Jul 2024 |
| <u>Friends of the Library</u> | Apr 2020 | Apr 2024 |
| <u>Internet Use</u> | Feb 2023 | Feb 2027 |
| <u>Library Administrative Policies</u> | Jul 2020 | Jul 2024 |
| <u>Library Card & Lending</u> | May 2022 | May 2026 |
| <u>Library Facility Ownership</u> | Jan 2020 | Jan 2024 |
| <u>Meeting Room Use</u> | Jun 2023 | Jun 2027 |
| <u>Policy Management</u> | Apr 2023 | Apr 2027 |
| <u>Public Records</u> | Apr 2023 | Apr 2027 |
| <u>Purchasing and Public Works</u> | Oct 2022 | Oct 2026 |
| <u>Site Selection and Acquisition</u> | Feb 2020 | Feb 2024 |
| <u>Strategic Alliances</u> | Jun 2020 | Jun 2024 |
| <u>Unreserved and Reserved Fund</u> | May 2023 | May 2027 |
| <u>Volunteer</u> | Jun 2020 | Jun 2024 |

| Board Documents | Date Approved | Next Review |
|--|---------------|-------------|
| Code of Conduct for Trustees | Apr 2021 | April 2025 |
| Bylaws | June 2022 | June 2026 |

| Administrative Policies and Guidelines | Date Approved | Next Review |
|--|---------------|-------------|
| Customer Conduct Administrative Policy | 2020 | 2024 |
| Debt Management Administrative Policy (in process) | TBD | 2028 |
| Public Records Request Administrative Policy | 2021 | 2025 |
| Security Camera Use Administrative Policy Describes use of security cameras to support Expanded Library Access (ELA) and welcoming environments as expressed in Customer Use of Library Spaces Board policy. | 2023 | 2027 |
| Unreserved and Reserved Fund Administrative Policy (in process) | TBD | 2028 |
| Collection Development Guidelines Provides framework and selection criteria for implementing Collection Development Board policy. | 2023 | 2027 |
| Public Bulletin Board and Community Information Distribution Guidelines Provides guidance for staff to embrace the Library District's role as a community information hub and manage the unique and varied spaces in each community library in support of the Customer Use of Library Spaces and Equity Board policies. | 2023 | 2027 |
| Social Media Guidelines | 2020 | 2024 |

| Employment Practices Policies | | Date Approved | Next Review |
|-------------------------------|---|---------------|-------------|
| 1-1 | Employee Recruitment, Selection, and Appointment/Affirmative Action | 2020 | 2024 |
| 1-2 | Employment of Relatives | 2020 | 2024 |
| 1-3 | Status of Employees Clarified language regarding regular and temporary status/assignments. | 2023 | 2027 |
| 1-4 | Hours of Work and Overtime/Compensatory Time | 2020 | 2024 |
| 1-5 | Emergency Closures | 2021 | 2025 |
| 1-6 | Accessibility and Accommodations This policy (previously titled Americans with Disabilities Act) has been rewritten. The previous version was associated with Title II of the ADA, which addresses access to services, programs, and activities and is more relevant to members of the public. The new version is associated with Title I of the ADA, which pertains to employment. | 2023 | 2027 |
| 1-7 | Lay-Off and Recall | 2020 | 2024 |
| 1-8 | Employee Digital Access Updated language in policy and policy name from "electronic" resources to "digital" resources/access. Updated policy provisions to reflect current digital environment and security considerations. | 2023 | 2027 |
| 1-9 | Employee Use of Collection | 2022 | 2026 |
| 1-10 | Electronic Fleet Tracking | 2020 | 2024 |
| 1-11 | Remote Work | 2021 | 2025 |

| Personnel Practices Policies | | Date Approved | Next Review |
|------------------------------|---|---------------|-------------|
| 2-1 | OPEN | N/A | N/A |
| 2-2 | Employee Performance Planning and Review | 2021 | 2025 |
| 2-3 | Code of Ethics and Business Conduct Added section pertaining to senior-level employees in alignment with the Conflict of Interest Board policy. Revised language and reorganized content. | 2023 | 2027 |
| 2-4 | Progressive Corrective Action Scheduled review of this policy is on hold pending collective bargaining. | 2019 | 2023 |
| 2-5 | Distributions and Solicitations Updated language for improved clarity and conciseness. | 2023 | 2027 |
| 2-6 | Smoke-and Vapor-Free Workplace | 2020 | 2024 |
| 2-7 | Discrimination, Harassment, and Bullying | 2021 | 2025 |
| 2-8 | Authorized Expenditures for Light Refreshments | 2021 | 2025 |
| 2-9 | Substance Abuse Added for compliance with RCW 49.44.230(1)(b), "An employee may possess any of the employee's private property within the employee's vehicle, unless possession of such property is otherwise prohibited by law." | 2023 | 2027 |
| 2-10 | Peer Review Dispute Resolution | 2022 | 2026 |
| 2-11 | Whistleblower Updated language for improved clarity and conciseness. | 2023 | 2027 |
| 2-12 | Workplace Violence Prevention Added provisions addressing defensive measures during an emergency and personal protection spray devices. Revised language and reorganized content. Added for compliance with RCW 49.44.230(1)(b), "An employee may possess any of the employee's private property within the employee's vehicle, unless possession of such property is otherwise prohibited by law." | 2023 | 2027 |
| 2-13 | Cell Phones Added security and public records request information for personal devices. | 2023 | 2027 |
| 2-14 | Social Media Reorganized content, added provision regarding employees serving as social media administrators as part of their work, and replaced content duplicated from policy 1-8: Employee Digital Access with references to policy 1-8. | 2023 | 2027 |
| 2-15 | Multilingual Pay | 2022 | 2026 |

| Employee Benefits Policies | | Date Approved | Next Review |
|----------------------------|---|---------------|-------------|
| 3-1 | Holidays Clarified language regarding Christmas Eve Sunday closure scheduling impacts; no change to how these closures/impacts are handled. "... employees who would have been scheduled to work that Sunday may be scheduled to work a different day or use appropriate accruals." | 2023 | 2025 |
| 3-2 | Vacation Corrected to reflect established practice of crediting employees with their former service when rehired within 12 months of separation. (Previous practice, changed in April 2016 and still in policy, was 6 months.) Scheduled review of this policy is on hold pending collective bargaining. | 2019 | 2023 |
| 3-3 | Sick Leave | 2022 | 2026 |
| 3-4 | Medical Leaves of Absence Previously Bereavement Leave; Bereavement Leave reorganized into policy 3-5: Non-Medical Leaves of Absence. From previous policy 3-12: Leaves of Absence: <ul style="list-style-type: none"> • Family and Medical Leave (FMLA) - wording clarifications. • General Medical Leave of Absence (GML) - expanded to include family care and bonding for employees not eligible for FMLA, added provisions for continuation of benefits and job restoration. • Pregnancy Disability Leave - updated to account for Washington Paid Family and Medical Leave and expanded GML. • Domestic Violence/Sexual Assault Leave - wording clarifications. • Benefits During Unpaid Medical Leaves of Absence - updated to reflect reorganization of leaves policies. | 2023 | 2027 |
| 3-5 | Non-Medical Leaves of Absence Previously Discretionary Leave of Absence; reorganized into 3-5: Non-Medical Leaves of Absence. 3-4: Bereavement Leave and 3-12: Leaves of Absence also reorganized into 3-5: Non-Medical Leaves of Absence. <ul style="list-style-type: none"> • Bereavement - added cousin to family member definition. • Discretionary Leave - added additional details to request procedures, removed minimum duration. • Jury Duty - rewrote to better account for part-time and evening schedules, provide for ensuring employees are not expected to complete more than eight hours of jury duty and work total in a day. • Military Leave - no changes. • Military Spouse/Domestic Partner Leave - no changes. | 2023 | 2027 |

| Employee Benefits Policies | | Date Approved | Next Review |
|----------------------------|--|---------------|-------------|
| 3-6 | OPEN | N/A | N/A |
| 3-7 | Business Expense Reimbursement Added provisions for volunteers and Friends of the Library members carpooling in Library-owned vehicles on Library-related business. Only employees may drive Library-owned vehicles. | 2023 | 2025 |
| 3-8 | Continuing Education Funding and Reimbursement | 2020 | 2024 |
| 3-9 | OPEN | N/A | N/A |
| 3-10 | HIPAA Privacy Policy | 2020 | 2024 |
| 3-11 | Career Mobility and Development Scheduled review of this policy is on hold pending collective bargaining. | 2019 | 2023 |
| 3-12 | OPEN Previously Leaves of Absence; reorganized into policies 3-4: Medical Leaves of Absence and 3-5: Non-Medical Leaves of Absence. | N/A | N/A |
| 3-13 | Recognition Policy and Program Updated December 2022. <ul style="list-style-type: none"> • Customer Service and Managerial Excellence award amounts increased from \$50 to \$200. • Individual Director's Award and Trustees' Award amounts increased from \$100 to \$200. • Team award amounts increased from \$25 per person (\$250 maximum) to \$50 per person (\$500 maximum). • Retirees who separate after their milestone anniversary but before the Recognition Event will be invited to the Recognition Event. • Year of Service gifts will be given during an employee's anniversary month instead of at the Recognition Event. | 2022 | 2024 |

BOARD OF TRUSTEES 2024 CALENDAR

JANUARY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

JANUARY

President (prior to January Board meeting)

- Committee appointments

Executive (January 8)

- 2024 Board of Trustees calendar
- 2024 Organizational and Leadership outcomes
- Proposed committee structure
- 2024 Conferences

OPEN MEETING

Special Meeting (January 4)

- Joint levy certification

Regular Meeting (January 22)

- 2024 Board of Trustees calendar
- Committee appointments
- *Vision assessment – staff presentation*

Work Session (January 22)

- Philanthropic campaign report discussion

FEBRUARY

Executive (February 12)

- Trustee employee recognition award review

Management Committee (February)

- Library Facility Ownership Policy
- Site Selection & Acquisition Policy
- Bylaws update

Regular Meeting (February 26)

- Auditor's report
- Library Facilities Ownership Policy
- Site Selection & Acquisition Policy
- Bylaws update
- *Intellectual Freedom – staff presentation*

MARCH

Library Services Committee (March)

- Customer Use of Library Spaces Policy
- Donation Policy

Employee Recognition Event (March 21)

- *President presents Trustee Award*
- *Board members invited to attend*

Regular Meeting (March 25)

- Human Resources Annual Report
- *Emerging Services – staff presentation*

BOARD OF TRUSTEES 2024 CALENDAR

JANUARY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

| | | |
|--------------|--|--|
| APRIL | President (April) <ul style="list-style-type: none">Trustee Nominating Committee appointments Executive (April) <ul style="list-style-type: none">Executive Director quarterly check-inTrustee vacancy process (information) Trustee Nominating (April) <ul style="list-style-type: none">Process review | Regular Meeting (April 29) <ul style="list-style-type: none">Trustee Nominating Committee appointmentsTrustee vacancy process (information)Customer Use of Library Spaces PolicyDonation Policy<i>Partnerships – staff presentation</i> |
| MAY | Library Services Committee (May) <ul style="list-style-type: none">Volunteer PolicyFriends of the Library PolicyLibrary Card & Lending Management Committee (May) <ul style="list-style-type: none">Strategic Alliances PolicyEquity PolicyLibrary Administrative Policies Policy | Regular Meeting (May 28) <ul style="list-style-type: none">Library Card & Lending<i>Workforce Diversity Advisory Group – staff presentation</i> |
| JUNE | Trustee Nominating (June) <ul style="list-style-type: none">Candidate review | Regular Meeting (June 24) <ul style="list-style-type: none">Strategic Alliances PolicyVolunteer PolicyFriends of the Library Policy |

BOARD OF TRUSTEES 2024 CALENDAR

JANUARY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

| | | |
|------------------|---|--|
| JULY | Executive (July) <ul style="list-style-type: none">Executive Director quarterly check-inConfirm process for Executive Director review Trustee Nominating (July) <ul style="list-style-type: none">Candidate interviews | Regular Meeting (July 22) <ul style="list-style-type: none">Trustee candidate recommendationEquity PolicyLibrary Administrative Policies Policy |
| SEPTEMBER | President (September) <ul style="list-style-type: none">Officer Nominating Committee appointments | Regular Meeting (September 23) <ul style="list-style-type: none">2024 Officer Nominating Committee appointment<i>2024 Budget introduction – David Durante</i> |
| OCTOBER | Executive (October) <ul style="list-style-type: none">Executive Director quarterly check-inFinalize process for Executive Director review Officer Nominating (October) <ul style="list-style-type: none">2025 officer nomination | Special Meeting (October 15) <ul style="list-style-type: none">2025 preliminary budget discussion Regular Meeting (October 28) <ul style="list-style-type: none">2025 meeting schedule (first review)2025 budget proposalOfficer slate announcementPublic hearing on 2025 levyResolution regarding the 2025 levy |
| NOVEMBER | Executive (November) <ul style="list-style-type: none">Preparation for Executive Session | Regular Meeting (November 25) <ul style="list-style-type: none">Resolution regarding the 2025 budgetElection of officers2025 meeting schedule adoptionExecutive Session |

BOARD OF TRUSTEES 2024 CALENDAR

JANUARY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

DECEMBER

President (December)

- Meet with Executive Director to discuss review and contract.
- Onboard new Trustee with Executive Director
- Assign mentor to new Trustee

Other Meetings

Date to be determined.

- Board retreat
- Board-to-Board event

Other Events

- Washington Library Association Conference. March 1-3, 2024. Spokane, WA
- Public Library Association. April 3-5. Columbus, OH
- American Library Association Conference. June 27-July 2. Chicago, IL
- SILCON (Sno-Isle Libraries Conference - staff day) 2024. Fall 2024