

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

March 25, 2024, 5:30 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 695 575 512#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the February 26, 2024 regular meeting minutes
- b) Approval of the February 2024 payroll, benefits, and vouchers

6) Public Comment

7) New Business

- a) *Mill Creek Reserve Fund Resolution 24-01 – Finance Manager Nicole Wehl [Attachment 1](#)
- b) *Declaration of Surplus Assets – Finance Manager Carla Ikehara [Attachment 2](#)

8) Staff Reports

- a) Human Resources 2023 Report - Human Resources Director Barb Adams [Attachment 3](#)
- b) Financial Update – Finance Manager Nicole Wehl [Attachment 4](#)

9) Executive Director's Report

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

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2024 Calendar [Attachment 6](#)
- 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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February 26, 2024

Meeting Minutes

Mukilteo Library

Call to Order

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

Attendees

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

President Olson confirmed quorum.

Staff present: David Brown, Michelle Callihan, Jane Crawford, David Durante, Casey Gabehart, Bryan Gabehart, Cassie Hanson, Carla Ikehara, Meredith Kraft, Diane Lai, Chila Oglesby, Lois Langer Thompson, and Bryan Tidwell.

Approval of Agenda

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

Consent Agenda

- a) Approval of the January 22, 2024 regular meeting minutes
- b) Approval of the January 22, 2024 special meeting minutes
- c) Approval of the January 2024 payroll, benefits, and vouchers

Trustee Ryan 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.

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New Business

Sno-Isle Libraries Board of Trustees Bylaws

Trustee Kostick, Management Committee Chair, highlighted the proposed changes to the bylaws, which were primarily for the sake of clarification and to ensure that the bylaws accurately reflect current board practices. The Management Committee previously reviewed these changes at the February 7 committee meeting. Trustee Munguia moved the Sno-Isle Libraries Board of Trustees adopt the bylaws as presented. The motion passed.

Staff Reports

Emerging Services

Assistant Director Community Libraries David Brown and Lakewood/Smokey Point Library Manager Cassie Hanson presented the innovative work of the Discovery & Design team in the Lakewood and Smokey Point communities.

Financial Update

Finance Manager Carla Ikehara provided the February 2024 financial report.

Executive Director's Report

Executive Director Thompson highlighted information from the Executive Director's report, including:

- A report on the Public Libraries of Washington Winter Meeting, during which the topics of library capital improvement grants and artificial intelligence were presented.

Enhance Library Services

- The reintroduction of a rotating art display in the Arlington Library, in partnership with the Arlington Arts Council.
- A recent field trip of students from the Snohomish County Head Start class to the Arlington Library, where they participated in reading to therapy dogs as a part of the Waggin' Tales program.
- A partnership with Evergreen Recovery Centers' HOST program offering drop-in programs where attendees received Naloxone kits and administration instruction.
- The popularity of Spanish, Japanese, and Russian storytimes.
- The Mixed Media Art adult program at the Camano Island Library, presented by local artist Dottie Burton.

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- A display and web video created at the Lynnwood Library by the West African Center.
- A recent partnership with the Monroe Correctional Facility to provide withdrawn library materials to the facility in accordance with Sno-Isle Libraries *Collection Development Policy*.
- Outreach work by the Sultan Library staff to the local senior center to provide library resources and technology assistance.

Optimize Funding

- An upcoming meeting with Sno-Isle Libraries Director of Planning and Fund Development Rebecca Loney, Foundation Executive Director Christina Kourteva, and Foundation Board President Jeanne Thorsen to finalize the 2024 addendum to the MOU.

Create Inspiring Spaces

- Information about the Arlington Library facility, including work with City partners to address a technical zoning issue. This work is supportive of remodel and expansion plans for the Arlington Library.
- A construction update about remodel work at the Langley Library. Library services are being provided in a temporary location until renovation is complete. The current construction timeline is 9-12 months to completion.

Invest in our People and our Organization

- The staff rollout of updated social media guidelines.
- The 2023 award recipients for the Employee Recognition Event on March 21, which have been shared with staff and Trustees.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- Updates to the Board of Trustees 2024 calendar, including the addition of committee meetings in March.

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Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on agenda items from the previous Foundation Board of Directors meeting, which included:

- A presentation on artificial intelligence by Technical Services Director Nick Fuchs.
- A report from Board President Jeanne Thorsen about the memorandum of understanding between the Library District and the Foundation.
- The upcoming Trudy Sundberg Lecture Series, which will feature scholar and musician Dr. Lyla June Johnston and Native American artist John Halliday.

Library Legislative Day

Trustees DePrey and Olson discussed their participation in the 2024 Washington Library Legislative Day in Olympia, WA where Trustees and staff met with legislators to discuss the value of libraries and the impact of legislation.

Adjournment

Trustee DePrey moved to adjourn the February 26, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:16 p.m.

President

Secretary

Sno-Isle Libraries
February 2024 Payroll and February 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,597,264.00
Vendor Checks 82026, 82106, 82134, 82156 and 82237 through 82247, plus Electronic Transfers	<u>\$ 951,703.01</u>
Total Payroll and Benefits	\$ 3,548,967.01
Accounts Payable Checks 81992 through 82247 less checks listed above, plus Electronic Transfers	<u>\$ 2,031,552.15</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,580,519.16</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 March 25, 2024



Finance Manager

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

Sno-Isle Libraries
February 2024 Payroll and February 2024 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

February 2024 Payroll

Employee Pay - Direct Deposit	\$	1,867,798.21	
Plus: Employee Deductions	\$	729,465.79	
Sub-Total Gross Payroll			\$ 2,597,264.00
Vendor Checks 82026, 82106, 82134, 82156 and 82237 through 82247	\$	202,068.29	*
Electronic Funds Transfer- Employer Federal Taxes	\$	237,409.75	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,648.14	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	55,795.27	
Electronic Funds Transfer - PERS - Retirement Plan	\$	368,353.14	
Electronic Funds Transfer - Navia - FSA	\$	13,517.40	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,607.39	
Electronic Funds Transfer - Premera - Medical	\$	330,364.96	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(269,798.17)	
Sub-Total Benefits - Employer Expense			\$ 951,703.01
Total Payroll and Benefits			\$ 3,548,967.01

February 2024 Accounts Payable

Checks 81992 through 82247 less checks listed above	\$	2,031,296.94	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	255.21	
Sub-Total Accounts Payable			\$ 2,031,552.15
Total Payroll, Benefits and Accounts Payable			\$ 5,580,519.16

Adjustments

Paycom Direct Service Fee	\$	18,907.38	
Refunds and Credits	\$	1,390.95	
Petty Cash Expense	\$	16.46	
Bank Service Charge	\$	1,054.33	
Travel & Business Expense Reimbursement paid in Payroll	\$	3,713.35	
Total Adjustments			\$ 25,082.47
February 2024 Total Expenditures			\$ 5,605,601.63 ***

* Benefit invoices paid through Accounts Payable Checks	\$	202,068.29
** Regular invoices paid through Accounts Payable Checks	\$	2,031,296.94
Total Accounts Payable Check Payments	\$	<u>2,233,365.23</u>

*** Equals Expenditure Summary Total

Vouchers February 2024

Date	Check Number	Payee	Check Amount
2/15/2024	81899	SCCFOA - Void Reissue on check 82079	-60.00
2/12/2024	81992	Void	0.00
2/12/2024	81993	Void	0.00
2/12/2024	81994	Imagine Children's Museum	289.22
2/12/2024	81995	Void	0.00
2/12/2024	81996	Prime Self Storage	2,308.00
2/15/2024	81997	Lois Haight	200.94
2/15/2024	81998	Ruth Zander	845.00
2/15/2024	81999	Jessica Russell	237.92
2/15/2024	82000	8X8 Inc	8,478.45
2/15/2024	82001	Accurate Installation & Design	23,439.50
2/15/2024	82002	Allied Universal	13,802.40
2/15/2024	82003	Remit Overrun	0.00
2/15/2024	82004	Amazon Capital Services, Inc	2,262.80
2/15/2024	82005	Asavie Technologies Inc	815.18
2/15/2024	82006	Remit Overrun	0.00
2/15/2024	82007	Remit Overrun	0.00
2/15/2024	82008	Baker & Taylor Books (277930)	22,485.60
2/15/2024	82009	Bank of America (842425)	1,114.73
2/15/2024	82010	Beacon Publishing Inc	1,667.50
2/15/2024	82011	Bibliotheca LLC	8,445.68
2/15/2024	82012	Blackstone Publishing	1,955.04
2/15/2024	82013	Brown, Maia S.	120.00
2/15/2024	82014	Burke Museum	250.00
2/15/2024	82015	Candid	2,995.00
2/15/2024	82016	Center Point Large Print	738.90
2/15/2024	82017	City of Langley	10,137.40
2/15/2024	82018	City of Lynnwood	11,591.61
2/15/2024	82019	City of Snohomish	3,091.46
2/15/2024	82020	Clinton Chamber of Commerce	50.00
2/15/2024	82021	Clinton Community Hall	40.00
2/15/2024	82022	Commercial Fire Protection, Inc.	645.29
2/15/2024	82023	Del Sol Inc	78,540.18
2/15/2024	82024	EAP, Inc. dba CLC	6,759.00
2/15/2024	82025	EBSCO	202.55
2/15/2024	82026	Employment Security Dept.	2,034.72
2/15/2024	82027	Faber Construction Corporation	338,296.92
2/15/2024	82028	Gale/Cengage Learning	47,879.90
2/15/2024	82029	Graphicsland, Inc.	699.44
2/15/2024	82030	Harbour Pointe Maint Assoc	1,088.54
2/15/2024	82031	Hartt, Jack William	50.00
2/15/2024	82032	Hearing, Speech, and Deaf Center	190.00

Vouchers February 2024

Date	Check Number	Payee	Check Amount
2/15/2024	82033	Hillis Clark Martin & Peterson	1,316.00
2/15/2024	82034	Holaday-Parks, Inc	11,416.23
2/15/2024	82035	Remit Overrun	0.00
2/15/2024	82036	Ingram Library Services	53,732.30
2/15/2024	82037	Inscight Education	85.00
2/15/2024	82038	Insight Direct USA, Inc	8,347.63
2/15/2024	82039	Island Disposal Inc	207.97
2/15/2024	82040	Joan Helen Green	350.00
2/15/2024	82041	Johnston Architects, LLC	715.00
2/15/2024	82042	Kanopy	6,959.00
2/15/2024	82043	Kitsap Regional Library	795.00
2/15/2024	82044	LeMay Mobile Shredding	62.37
2/15/2024	82045	Library Journals, LLC	5,000.00
2/15/2024	82046	Loney, Andrea J.	475.00
2/15/2024	82047	Marsh, Isabel	175.00
2/15/2024	82048	MBI	268,023.95
2/15/2024	82049	Midwest Library Service	1,882.11
2/15/2024	82050	Midwest Tape	23,857.54
2/15/2024	82051	Mukilteo Water & Waste District	3,257.30
2/15/2024	82052	Multnomah County Library	24.95
2/15/2024	82053	Northwest Center	550.00
2/15/2024	82054	OCLC Inc (34299)	1,074.73
2/15/2024	82055	Remit Overrun	0.00
2/15/2024	82056	Office Depot, INC	3,002.95
2/15/2024	82057	Oregon Laminations Company	1,735.95
2/15/2024	82058-82065	Remit Overrun	0.00
2/15/2024	82066	Overdrive Inc	153,797.28
2/15/2024	82067	Pacific Publishing Co Inc	239.25
2/15/2024	82068	Paper Roll Products	2,012.36
2/15/2024	82069	Pitney Bowes	967.45
2/15/2024	82070	Prime Self Storage	30.00
2/15/2024	82071	PUD No 1 of Snohomish County	751.22
2/15/2024	82072	Puget Sound Energy	2,570.08
2/15/2024	82073	QA Group	1,440.45
2/15/2024	82074	Ricoh USA Inc - 31001	1,101.93
2/15/2024	82075	Ricoh USA Inc - 650073	21,132.80
2/15/2024	82076	Rupert Inc	1,181.25
2/15/2024	82077	S-R Broadcasting Co Inc	840.00
2/15/2024	82078	Safe Citizens Project LLC	1,170.00
2/15/2024	82079	SCCFOA	60.00
2/15/2024	82080	Seattle Times	6,750.00
2/15/2024	82081	Sentrum Marketing, LLC	2,670.20

Vouchers February 2024

Date	Check Number	Payee	Check Amount
2/15/2024	82082	Sharps Compliance Inc	1,867.55
2/15/2024	82083	Signarama Lynnwood	3,792.81
2/15/2024	82084	Silver Lake Water & Sewer	200.70
2/15/2024	82085	SMJ Studio	4,033.25
2/15/2024	82086	Sound Publishing	2,981.25
2/15/2024	82087	Spiral Binding, LLC	271.27
2/15/2024	82088	Sprague Pest Solutions	471.67
2/15/2024	82089	State Auditor's Office	4,378.50
2/15/2024	82090	Sterling Volunteers	51.00
2/15/2024	82091	The Backyard Whidbey	75.00
2/15/2024	82092	The Backyard Whidbey	75.00
2/15/2024	82093	Thryv, Inc	112.47
2/15/2024	82094	Timeless Design	17,327.15
2/15/2024	82095	Town of Coupeville	173.26
2/15/2024	82096	Traffic Sign Corporation	582.14
2/15/2024	82097	Tsai Fong Books Inc	3,455.54
2/15/2024	82098	U S Yellow Pages	229.00
2/15/2024	82099	Uline	234.02
2/15/2024	82100	Verizon Communications Inc	330.79
2/15/2024	82101	Walter E Nelson Co of Western WA	7,112.13
2/15/2024	82102	Washington State Ferries	605.30
2/15/2024	82103	Waste Management	4,713.42
2/15/2024	82104	Wave Business	9,022.77
2/15/2024	82105	WCP Solutions	436.11
2/15/2024	82106	Wellable LLC	263.00
2/15/2024	82107	Whidbey Telecom	763.51
2/15/2024	82108	Ziplay Fiber	750.00
2/16/2024	82109	BuildingWork, LLC	89,425.80
2/16/2024	82110	MSR Design	8,730.04
2/22/2024	82111	Void	0.00
2/22/2024	82112	Danielle Dreger	447.20
2/22/2024	82113	Nicole Wehl	786.20
2/22/2024	82114	A-1 Mobile Lock & Key	109.90
2/22/2024	82115	Amazon Capital Services, Inc	2,222.04
2/22/2024	82116	Andrew Feriante	300.00
2/22/2024	82117	Architectural Acoustics LLC	2,276.30
2/22/2024	82118	Baker & Taylor Books (277930)	2,736.54
2/22/2024	82119	Bank of America (0958)	1,148.81
2/22/2024	82120	Bank of America (1458)	1,795.91
2/22/2024	82121	Bank of America (2945)	2,655.18
2/22/2024	82122	Bank of America (3736)	2,367.90
2/22/2024	82123	Bank of America (5953)	613.04

Vouchers February 2024

Date	Check Number	Payee	Check Amount
2/22/2024	82124	Bank of America (7423)	2,075.53
2/22/2024	82125	Bank of America (8208)	2,983.43
2/22/2024	82126	Blackstone Publishing	447.30
2/22/2024	82127	Bluespace Interiors	11,848.77
2/22/2024	82128	Brodart Company	136.74
2/22/2024	82129	Cedar Grove Organics Recycling LLC	380.60
2/22/2024	82130	City of Edmonds	5,956.79
2/22/2024	82131	City of Mountlake Terrace	9,490.74
2/22/2024	82132	City of Oak Harbor	22,410.96
2/22/2024	82133	Commercial Fire Protection, Inc.	1,001.84
2/22/2024	82134	Express Employment Professionals	2,083.20
2/22/2024	82135	Gale/Cengage Learning	391.03
2/22/2024	82136	Void	0.00
2/22/2024	82137	ID Label, Inc	654.06
2/22/2024	82138	Ingram Library Services	12,736.34
2/22/2024	82139	Kidder Mathews Inc.	2,500.00
2/22/2024	82140	Language Exchange	834.19
2/22/2024	82141	Lithtex NW	887.46
2/22/2024	82142	Midwest Tape	3,713.30
2/22/2024	82143	Moss Adams LLP	2,500.00
2/22/2024	82144	Mukilteo Chamber	225.00
2/22/2024	82145	Remit Overrun	0.00
2/22/2024	82146	Office Depot, INC	3,522.53
2/22/2024	82147-82150	Remit Overrun	0.00
2/22/2024	82151	Overdrive Inc	146,045.94
2/22/2024	82152	Paper Roll Products	160.80
2/22/2024	82153	Playaway Products, LLC	17,613.73
2/22/2024	82154	Ricoh USA Inc - 31001	1,049.96
2/22/2024	82155	Ricoh USA Inc - 650073	16,990.67
2/22/2024	82156	Robert Half	4,741.82
2/22/2024	82157	Shred-it	108.61
2/22/2024	82158	Smarsh, Inc	8.13
2/22/2024	82159	Smokey Point Place IV, LLC	10,510.98
2/22/2024	82160	Void	0.00
2/22/2024	82161	Sprague Pest Solutions	210.23
2/22/2024	82162	Springshare LLC	6,610.00
2/22/2024	82163	The Daily Herald	500.00
2/22/2024	82164	The Hanover Insurance Group	11,252.63
2/22/2024	82165	Timeless Design	18,647.62
2/22/2024	82166	U S Bank Equipment Finance	299.97
2/22/2024	82167	Uline	2,198.74
2/22/2024	82168	United States Liability Insurance Company	930.00

Vouchers February 2024

Date	Check Number	Payee	Check Amount
2/22/2024	82169	Verizon Wireless (660108)	11,843.69
2/22/2024	82170	Visionary Office Furniture	3,961.58
2/22/2024	82171	Walter E Nelson Co of Western WA	4,206.90
2/22/2024	82172	WLA	2,348.00
2/22/2024	82173	Workpointe, Inc.	321.51
2/22/2024	82174	WWU - Extended Ed	1,177.10
2/22/2024	82175	Ziply Fiber	11,879.96
2/22/2024	82176	Void	0.00
2/22/2024	82177	Void	0.00
2/22/2024	82178	Snohomish Co Treasurer	480.00
2/22/2024	82179	Snohomish Co Treasurer	908.00
2/23/2024	82180	Rickey Barnett	431.20
2/28/2024	82181	Trojan Storage of Marysville	310.00
2/29/2024	82182	Allied Universal	13,802.40
2/29/2024	82183	Backstage Library Works, Inc	450.00
2/29/2024	82184	Baker & Taylor Books (277930)	19,264.66
2/29/2024	82185	Blackstone Publishing	127.62
2/29/2024	82186	Bank of America (2175)	5,801.73
2/29/2024	82187	Brodart Company	2,645.15
2/29/2024	82188	Camano Commons	1,250.00
2/29/2024	82189	Cascade Natural Gas	371.17
2/29/2024	82190	City of Arlington	189.83
2/29/2024	82191	City of Brier	168.34
2/29/2024	82192	City of Marysville	1,600.56
2/29/2024	82193	City of Monroe	932.21
2/29/2024	82194	City of Sultan	201.74
2/29/2024	82195	Crystal Springs	75.12
2/29/2024	82196	Gale/Cengage Learning	857.34
2/29/2024	82197	Gorilla Mad Film Wraps LLC	5,764.26
2/29/2024	82198	Hearing, Speech, and Deaf Center	570.00
2/29/2024	82199	Imagine Children's Museum	245.68
2/29/2024	82200	Ingram Library Services	23,711.64
2/29/2024	82201	Island Disposal Inc	65.75
2/29/2024	82202	Keybank Refund Acct	426.43
2/29/2024	82203	Lamar Transit, LLC	3,625.45
2/29/2024	82204	Lithtex NW	1,441.08
2/29/2024	82205	Midwest Library Service	409.65
2/29/2024	82206	Midwest Tape	2,648.41
2/29/2024	82207	Marysville Fire District	7,461.05
2/29/2024	82208	One Diversified, LLC	70,032.26
2/29/2024	82209-82212	Remit Overrun	0.00
2/29/2024	82213	Overdrive Inc	46,522.87

Vouchers February 2024

Date	Check Number	Payee	Check Amount
2/29/2024	82214	Paper Roll Products	177.67
2/29/2024	82215	PetroCard Systems Inc	4,025.50
2/29/2024	82216	Pins By Design LLC	697.15
2/29/2024	82217	Proquest LLC (6216)	13,008.01
2/29/2024	82218	Puget Sound Energy	5,594.58
2/29/2024	82219	PUD No 1 of Snohomish County	18,346.52
2/29/2024	82220	Republic Services 197	875.41
2/29/2024	82221	Rev.com, Inc	99.83
2/29/2024	82222	Ricoh USA Inc - 31001	8,063.63
2/29/2024	82223	Ricoh USA Inc - 650073	463.32
2/29/2024	82224	Seattle Hand Drummers	237.50
2/29/2024	82225	Sentrum Marketing, LLC	1,653.90
2/29/2024	82226	Shred-it	448.06
2/29/2024	82227	Silver Kite Community Arts Consulting, LLC	850.00
2/29/2024	82228	Snohomish Co Finance	20.00
2/29/2024	82229	Sprague Pest Solutions	354.54
2/29/2024	82230	Tsai Fong Books Inc	1,830.83
2/29/2024	82231	VECA Electric & Technologies, LLC	11,066.67
2/29/2024	82232	Walter E Nelson Co of Western WA	3,061.13
2/29/2024	82233	Dae Won LLC	8,063.78
2/29/2024	82234	ZiPLY Fiber	7,901.41
2/29/2024	82235	City of Langley	110.00
2/29/2024	82236	City of Langley	16,907.67
2/29/2024	82237	Assured Partners of WA, LLC	4,553.43
2/29/2024	82238	Canopy Wellbeing	1,807.83
2/29/2024	82239	Delta Dental of Washington	32,806.08
2/29/2024	82240	Kaiser Permanente	96,395.85
2/29/2024	82241	Lifewise Assurance Company	37,813.26
2/29/2024	82242	Lincoln National Life Ins Company	7,275.96
2/29/2024	82243	Navia Benefit Solutions Client Pay	2,020.60
2/29/2024	82244	Premiera Blue Cross	8,600.28
2/29/2024	82245	SB&C, Ltd.	960.26
2/29/2024	82246	Snohomish County Superior Court Clerk	250.00
2/29/2024	82247	Sno-Isle Library Foundation	462.00
			<u>2,233,365.23</u>

RESOLUTION 24-01
of the
Sno-Isle Libraries Board of Trustees

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

WHEREAS, Sno-Isle Intercounty Rural Library District, doing business as Sno-Isle Libraries (the "Library District"), will undertake renovations and other improvements to the Mill Creek Library to increase accessibility, resiliency, and sustainability of the library facility for the community (the "Mill Creek Library Upgrade Project"); and

WHEREAS, the City of Mill Creek (the City) has determined that the Mill Creek Library Upgrade Project is in the best interest of the City and has consented to the Mill Creek Upgrade Project; and

WHEREAS, Addendum 3 to the Annexation agreement states, "The Reserve Fund shall be used, first, to pay costs of the Library Upgrade Project, and any remainder may be used, with the mutual consent of the Library District and the City, to pay for maintenance, furnishings, equipment and improvements to the Library Building, or for expansion, major renovation or replacement of the Library Building.

THEREFORE, IT IS RESOLVED that Sno-Isle Libraries Board of Trustees authorizes up to \$350,000 in the Library District's Reserve Fund (the remaining balance of the Fund).

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on March 25th, 2024, pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Martin Munguia, Trustee

Memo

BOARD OF TRUSTEES

March 25, 2024

Declaration of surplus assets

The Sno-Isle Libraries *Capitalized Asset / Small and Attractive Asset Management Board of Trustees Policy* states:

When Sno-Isle Libraries determines it no longer needs a Capital Asset, a majority of the Board of Trustees members present at a duly called meeting must declare the asset surplus before it can be removed from inventory. Sno-Isle Libraries may then sell, donate or dispose of surplus assets in a cost effective and responsible manner.

2009 Dodge Caravan

VIN 2D4HN11E59R659167

Sno-Isle Libraries has set a fleet rotation schedule. The 2009 Dodge Caravan is at the end of its useful life and if declared surplus by the Board of Trustees will be removed from our inventory based on the options approved in the policy.

Triumph 5551-06 Hydraulic Paper Cutter

Serial Number: 6311416

The Triumph 5551-06 Hydraulic Paper Cutter was manufactured in 2011 and has been replaced by a newer and more effective paper cutter. If declared surplus by the Board of Trustees, it will be removed from our inventory based on the options approved in the policy.

Human Resources

2023 ANNUAL REPORT

Approved FTE – Summary (as of December 31, 2023)

Full-time equivalent (FTE) refers to the number of position hours equal to full time positions.

	Employees	FTE
Full-Time	298	298
Part-Time (28 or fewer hours)	173	72
Vacant	N/A	22
Total	471	392

Race of Applicants (Self-reported)

Race	Applicants
White	48%
Not answered	26%
I do not wish to self-identify	7%
Hispanic or Latino	7%
Asian	6%
Two or more races	3%
Black or African American	2%
Native American or Alaska Native	1%
Native Hawaiian or other Pacific Islanders	0%

Race of Current Staff (Self-reported)

The percentage of BIPOC (black, indigenous, and people of color) staff has increased from 9.4% in 2013 to 19.3% in 2023.

Race	Current staff
White	75%
Not answered	4%
I do not wish to self-identify	3%
Hispanic or Latino	6%
Asian	6%
Two or more races	4%
Black or African American	1%
Native American or Alaska Native	1%
Native Hawaiian or other Pacific Islanders	0%

Human Resources

2023 ANNUAL REPORT

Employment Activity

	2022	2023
Total job vacancies	125	116
Completed applications	2,091	2,672

Recruitment Methods

Employment newsletters are sent directly to interested subscribers who are linked directly to jobs on the Library District's website.

Sno-Isle Libraries Website	44%
Online Job Board (LinkedIn etc.)	35%
Other	10%
Sno-Isle Newsletter	6%
Referral	5%

Reasons for Separation

Retirement and other employment have been the top two reasons for separation for the past three years.

Retirement	18
Other Employment	15
Moving	0
Personal Reasons	5
Involuntary	5
Medical	4
Returned to School	1
Resigned (no reason given)	1
Laid Off	0
Job Dissatisfaction	0
Total	49

Records Management

2023 ANNUAL REPORT

Sno-Isle Libraries has seen a significant increase in the number of public records requests received in 2023. There has been a shift from primarily procurement requests to a focus on requests related to library system information and staff emails. Requests have been broad, complex in nature, and large compared to previous years. This has been a common theme for state and local agencies, including surrounding library systems.

Requests by Category

	2022	2023
Procurement	19	18
Library System Information	3	9
Human Resources	2	6
Accounting	0	5
Board of Trustees	0	2
Legal	0	1
Incidents	1	0
Policy	1	0
Collections	1	1
Email Communications	0	14
Miscellaneous	1	1
Total	28	47

Requests

Six requesters submitted multiple public records requests, with a single requestor submitting thirteen requests in 2023.

	2014	2023
Total Requests	2	47

Financial Update

FINANCE DEPARTMENT

March 25, 2024

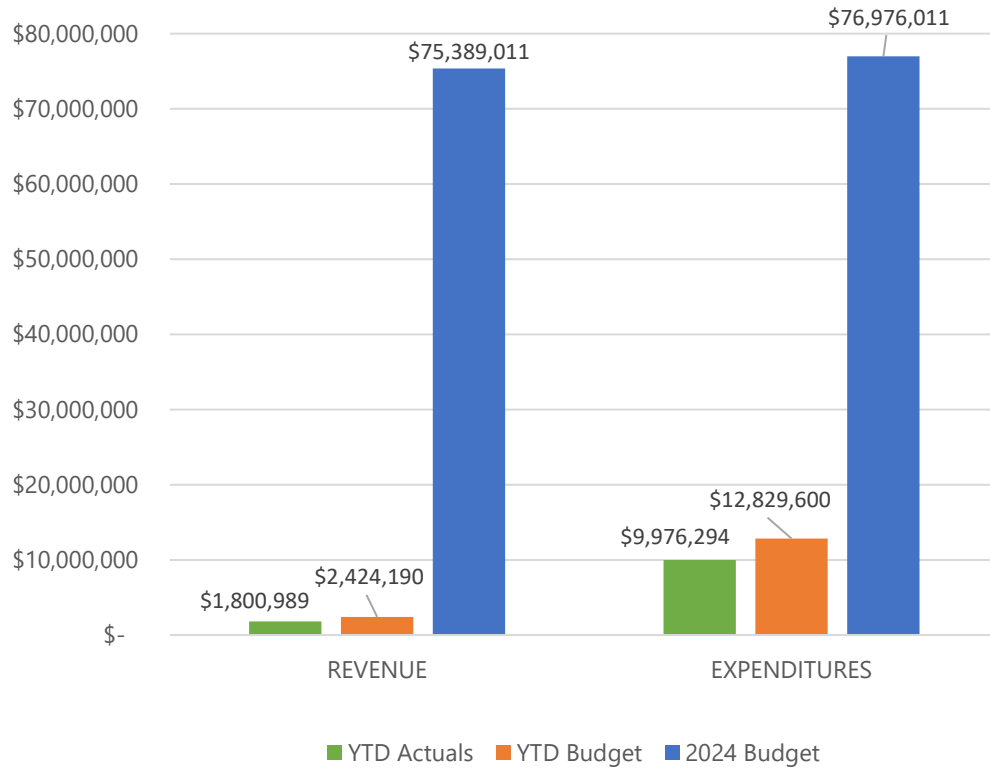
February 2024 Revenue Summary

- Total revenue received in February was \$1.4M compared to the monthly budget of \$1.4M. Year to date (YTD) total revenue was \$1.8M compared to the YTD budget of \$2.4M.
- General property tax receipts for February were \$927k compared to the monthly budget of \$536k.
- Timber tax and associated excise tax revenues for February were \$197k compared to the monthly budget of \$104k.
- Grant revenue for February was \$0k compared to the monthly budget of \$614k.
- Investment Interest for February was \$169k compared to the monthly budget of \$83k.
- Print/copy services, lost materials revenue, and donations for February were collectively \$20k compared to the monthly budget of \$40k.
- Other Revenue for February was \$79k compared to the monthly budget of \$46k.

February 2024 Expenditures Summary

- Total expenditures for February were \$5.6M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$10.0M compared to the YTD budget of \$12.8M.
- Salaries & Benefits for February were \$3.5M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for February were \$617k compared to the monthly budget of \$559k.
- Employee training expenditures for February were \$16k compared to the monthly budget of \$23k.
- Capital expenditures for February were \$760k compared to the monthly budget of \$1.1M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for February were \$663k compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 2/1/2024 Through 2/29/2024
(In Whole Numbers)

		Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures					
10.0	Salaries & Benefits	3,548,967	7,007,873	7,429,940	44,579,160	15.72%
20.0	Materials	617,150	1,039,669	1,117,080	6,702,520	15.51%
26.0	Professional & Contract Services	239,907	391,403	621,980	3,732,018	10.48%
35.0	Equipment & Furnishings	87,922	115,774	238,440	1,430,500	8.09%
38.0	Maintenance & Repair	44,631	71,645	133,120	798,300	8.97%
41.0	Software License & Maint Fees	29,127	62,336	292,480	1,754,650	3.55%
42.0	Communications	42,161	96,919	143,240	859,500	11.27%
43.0	Office & Operating Supplies	34,930	48,931	107,640	645,800	7.57%
44.0	Utilities	66,966	103,862	88,840	532,800	19.49%
45.0	Rentals & Leases	62,273	114,155	81,140	486,838	23.44%
46.0	Insurance	12,183	24,251	39,940	239,600	10.12%
48.0	Employee Training / Travel	16,179	21,210	45,000	270,000	7.85%
49.0	Miscellaneous	40,626	69,188	140,760	844,325	8.19%
50.0	Strategic Initiatives / Innovation	2,549	2,549	125,000	750,000	0.33%
61.0	Capital - Land	0	0	500,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	371,187	384,300	1,350,000	8,100,000	4.74%
62.5	Capital - A&E	93,347	125,782	250,000	1,500,000	8.38%
64.0	Capital - Furnishings & Equipment	295,497	296,447	125,000	750,000	39.52%
	Total Expenditures	5,605,602	9,976,294	12,829,600	76,976,011	12.96%

Sno-Isle Regional Library System

Statement of Revenues

Revenue Summary

From 2/1/2024 Through 2/29/2024

(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	927,221	1,069,842	728,570	65,451,650	1.63%
02.0	Timber Tax / Sales	197,137	267,409	129,400	540,000	49.52%
02.5	Grants	0	0	1,227,840	7,367,000	0.00%
03.0	Print/Copy Services	1,823	3,812	2,000	12,000	31.76%
04.0	Services/City Contract Fees	0	0	700	4,200	0.00%
05.0	Lost Materials Paid	4,065	9,068	5,840	35,000	25.90%
06.0	Investment Interest	168,730	353,817	166,660	1,000,000	35.38%
07.0	Donations Private Sources	14,460	17,595	70,820	425,000	4.13%
08.0	Other Revenue	79,393	79,447	92,360	554,161	14.33%
	Total Revenues	<u>1,392,828</u>	<u>1,800,989</u>	<u>2,424,190</u>	<u>75,389,011</u>	<u>2.39%</u>

Executive Director

BOARD REPORT

March 2024

Lois Langer Thompson
Executive Director

Board Meetings

- Economic Alliance of Snohomish County (EASC) Board of Trustees.
- Snohomish County Broadband Action Team (BAT).

Other Meetings

- Library District and City of Everett staff meeting regarding annexation.
- Economic Alliance of Snohomish County Legislative Wrap Up.

Library and Community Events

- Employee Recognition Event
- Trudy Sundberg Lecture Series

Library Updates

- Strategic goals.

BOARD OF TRUSTEES 2024 CALENDAR

MARCH 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
JANUARY	<p>President (prior to January Board meeting)</p> <ul style="list-style-type: none">Committee appointments <p>Executive (January 8)</p> <ul style="list-style-type: none">2024 Board of Trustees calendar2024 Organizational and Leadership outcomesProposed committee structure2024 Conferences	<p>Special Meeting (January 4)</p> <ul style="list-style-type: none">Joint levy certification <p>Regular Meeting (January 22)</p> <ul style="list-style-type: none">Auditor's report2024 Board of Trustees calendarCommittee appointments<i>Vision assessment – staff presentation</i> <p>Work Session (January 22)</p> <ul style="list-style-type: none">Philanthropic campaign report discussion
FEBRUARY	<p>Executive (February 12)</p> <ul style="list-style-type: none">Trustee employee recognition award review <p>Management Committee (February 7)</p> <ul style="list-style-type: none">Library Facility Ownership PolicyBylaws update	<p>Regular Meeting (February 26)</p> <ul style="list-style-type: none">Bylaws update<i>Emerging Services – staff presentation</i>
MARCH	<p>Executive Committee (March 14)</p> <ul style="list-style-type: none">Executive Director Search <p>Library Services Committee (March 26)</p> <ul style="list-style-type: none">Customer Use of Library Spaces PolicyDonation Policy <p>Management Committee (March 28)</p> <ul style="list-style-type: none">Library Facility Ownership PolicySite Selection & Ownership Policy	<p>Special Meeting (March 25)</p> <ul style="list-style-type: none">Executive Director Search process <p>Regular Meeting (March 25)</p> <ul style="list-style-type: none">Mill Creek Reserve Fund TransferDeclaration of Surplus AssetHuman Resources Annual Report

BOARD OF TRUSTEES 2024 CALENDAR

MARCH 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

APRIL

Executive (April)

- Executive Director quarterly check-in

Regular Meeting (April 29)

- Customer Use of Library Spaces Policy
- Donation Policy
- Library Facility Ownership Policy
- Site Selection & Ownership Policy
- *Partnerships – staff presentation*

MAY

Library Services Committee (May)

- Friends of the Library Policy
- Library Card & Lending
- Volunteer Policy

Management Committee (May)

- Equity Policy
- Library Administrative Policies Policy
- Strategic Alliances Policy

Regular Meeting (May 28)

- Equity Policy
- Library Card & Lending Policy
- *Workforce Diversity Advisory Group – staff presentation*

JUNE

Regular Meeting (June 24)

- Friends of the Library Policy
 - Strategic Alliances Policy
 - Volunteer Policy
 - *Intellectual Freedom – staff presentation*
-

BOARD OF TRUSTEES 2024 CALENDAR

MARCH 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY	President (July) <ul style="list-style-type: none">Trustee Nominating Committee appointments Executive (July) <ul style="list-style-type: none">Executive Director quarterly check-inTrustee vacancy process (information)Confirm process for Executive Director review.	Regular Meeting (July 22) <ul style="list-style-type: none">Trustee vacancy process (information)Library Administrative Policies PolicyLibrary Card & Lending Policy
AUGUST	Trustee Nominating (August) <ul style="list-style-type: none">Candidate review	
SEPTEMBER	President (September) <ul style="list-style-type: none">Officer Nominating Committee appointments Trustee Nominating (September) <ul style="list-style-type: none">Candidate interviews	Regular Meeting (September 23) <ul style="list-style-type: none">Trustee candidate recommendation2024 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

BOARD OF TRUSTEES 2024 CALENDAR

MARCH 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

NOVEMBER

Executive (November)

- Preparation for Executive Session

Regular Meeting (November 25)

- Resolution regarding the 2025 budget
- Election of officers
- 2025 meeting schedule adoption
- Executive Session

DECEMBER

President (December)

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

Employee Recognition Event (March 21)

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

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. San Diego, CA