

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

September 23, 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: 859 252 193#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the July 18, 2024 special meeting minutes
- b) Approval of the July 22, 2024 regular meeting minutes
- c) Approval of August 27, 2024 special meeting minutes
- d) Approval of September 5, 2024 special meeting minutes
- e) Approval of the July 2024 payroll, benefits, and vouchers
- f) Approval of the August 2024 payroll, benefits, and vouchers

6) Public Comment

7) New Business

- a) 2025 Budget Introduction – Executive Director Lois Langer Thompson [Attachments 1-2](#)
- b) *Resolution 24-03 relating to charging fees for public records – Director of Planning and Fund Development Rebecca Loney [Attachments 3-4](#)
- c) *Resolution 24-04 to declare public disclosure indexing as unduly burdensome – Director of Planning and Fund Development Rebecca Loney [Attachment 5](#)
- d) *Acceptance of Art for Darrington Library – Executive Director Lois Langer Thompson [Attachment 6](#)
- e) Proposed 2025 Board of Trustees Regular Meeting Schedule – Executive Director Lois Langer Thompson [Attachment 7](#)

8) Staff Reports

- a) Self-Service Hours – Assistant Directors David Brown and Jason Latham [Attachment 8](#)
- b) Financial Update – Finance Director Janella Lewis [Attachments 9-10](#)

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9) Executive Director's Report

- a) Executive Director's report [Attachment 11](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) 2025 Officer Nominating Committee appointment
 - ii) Board of Trustees 2024 Calendar [Attachment 12](#)
- b) Trustee Nominating Committee – Chair DePrey
- c) 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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Lois Langer Thompson

July 18, 2024

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 12:17 p.m., followed by a land acknowledgment.

Attendees

Members present via videoconference: Rose Olson, Michael Adams, Susan Kostick, Martin Munguia, and Paul Ryan

President Olson confirmed quorum.

Staff present: Barb Adams, Jason Latham, Meredith Kraft, and Lois Langer Thompson.

Approval of Agenda

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

Executive Session

President Olson announced at 12:18 pm. that the Board would meet in executive session to review a collective bargaining agreement as allowed by RCW 42.30.140(4)(a) and to discuss the performance of a public employee as allowed by RCW 42.30.110(1)(g) until 12:58pm

The Board expected to take further action following the executive session.

Trustee Adams joined the meeting during the executive session.

At 12:58 p.m., President Olson announced that the executive session would be extended for a period of 12 minutes until 1:10 p.m.

At 1:10 p.m., President Olson reconvened the regular session.

New Business

Collective Bargaining Agreement

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees accept the Collective Bargaining Agreement proposal between Sno-Isle Intercounty Rural Library District and Sno-Isle Libraries Employees United (SILEU) as presented in the executive session and authorize President Olson and Executive Director Thompson to sign on behalf of the Library District. The motion passed.

DRAFT

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

Executive Director Contract

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

Adjournment

Trustee Ryan moved to adjourn the July 18, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 1:14 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

July 22, 2024

Meeting Minutes

Darrington 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, Susan Kostick, and Paul Ryan.

Members present via videoconference: Michael Adams, Griselda Guevara-Cruz, and Martin Munguia.

President Olson confirmed quorum.

Staff present: Barb Adams, Samit Bordoloi, Asheley Bryson, David Durante, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Tricia Lee, Janella Lewis, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda

- a) Approval of the June 24, 2024 regular meeting minutes
- b) Approval of the June 2024 payroll, benefits, and vouchers

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

Public Comment

There were no public comments to the Board.

Trustee Adams joined the meeting.

New Business

Resolution 24-02 Appointment of Audit Officers

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees adopt Resolution 24-02 regarding the appointment of audit officers presented. Executive Director Thompson reviewed the updated appointments due to organizational changes. The motion passed.

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

Staff Reports

Community Demographics Analysis

Assistant Director of Equity, Inclusion, and Development Tricia Lee and Equity, Diversity, and Inclusion Manager Samit Bordoloi shared highlights of the community demographic analysis that was prepared by BERK Consulting, Inc. The report includes profiles of the library district service area, both counties, and each community. The report will be used to strengthen equity-based decision-making for the Library District.

Financial Update

Finance Director Janella Lewis and Assistant Director of Finance Nicole Wehl presented the July 2024 financial report.

Executive Director's Report

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

Enhance Library Services

- Updated graphics on the self-checkout screens.
- Community engagement at the Lakewood Suds & Duds provided by Lakewood/Smokey Point staff on Friday afternoons.
- A three-part children's program at the Camano Island Library, *Art Adventures in Literacy*. A local art teacher guides children on bringing their favorite book characters to life using their own vision.
- Staff invited a digital risk professional to present information about Cyber Terrorism, Cyber Warfare, and Cyber Crime. They highlighted what can happen and what countermeasures may mitigate risks. Twenty-four people attended the evening program.
- Programs at the Stanwood Library presented by Bob Kanegis who presented to children and adults about storytelling.
- Increasing attendance at Lushootseed storytimes at the Darrington Library.
- A Carnival of Dragons program hosted at the Granite Falls Library with 175 attendees who learned about dragon lore around the world and made crafts to take home.
- Storytimes at the Lake Stevens Boys and Girls Club provided by Lake Stevens staff, which help staff connect children with books and other library resources during the summer.
- The successful return of the annual plant share program at the Sultan Library.

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Create Inspiring Spaces

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

Invest in our People and our Organization

- The completion of the first Collective Bargaining Agreement.
- The introduction of the Service Change Framework, which is currently being applied to exploring opportunities around interns and services to Spanish speakers.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The extension of Executive Director Thompson's contract through November 1.

Trustee Nominating Committee Report

Committee Chair DePrey reported on the following:

- The committee received over 90 applications for the vacant Trustee position.
- The committee was in the process of reviewing applications and selecting candidates for interviews, which would take place in August.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the work of the Sno-Isle Libraries Foundation:

- A fundraising event at a Foundation Board Member's home.
- The June 6 program with Nancy Pearl hosted by the Foundation.
- The Foundation's 2023 Impact Report, which is now available on the Foundation's website.
- The receipt of the \$10,000 gift to the Foundation to support the purchase of a 3D printer for the Stanwood Library and future building improvements.
- The reappointment of Board Member Heather Croteau.
- Recent work on the Gift Acceptance and Conflict of Interest Foundation Board policies.

Adjournment

Trustee DePrey moved to adjourn the July 22, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:28 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

August 27, 2024

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 7:40 a.m., followed by a land acknowledgment.

Attendees

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

President Olson confirmed quorum.

Staff present: Barb Adams, Meredith Kraft, and Lois Langer Thompson.

Approval of Agenda

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

Executive Session

President Olson announced at 7:43 a.m. that the Board would meet in executive session to evaluate the qualifications of an applicant for public employment as allowed by RCW 42.30.110(1)(g) until 2:00 p.m.

The Board was not expected to take further action following the executive session.

Trustee Adams joined the meeting at the beginning of the executive session.

At 2:00 p.m., President Olson announced that the executive session would be extended for a period of 30 minutes until 2:30 p.m.

At 2:30 p.m., President Olson announced that the executive session would be extended for a period of 15 minutes until 2:45 p.m.

At 2:45 p.m., President Olson announced that the executive session would be extended for a period of 5 minutes until 2:50 p.m.

At 2:50 p.m., the President Olson reconvened the regular session. Trustee Adams was not present.

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Executive Director

Lois Langer Thompson

Adjournment

Trustee Ryan moved to adjourn the August 27, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 2:51 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

September 5, 2024

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 12:01 p.m., followed by a land acknowledgment.

Attendees

Members present via videoconference: Rose Olson, Michael Adams, Griselda Guevara-Cruz, Susan Kostick, Martin Munguia, and Paul Ryan.

President Olson confirmed quorum.

Staff present: Barb Adams, David Durante, Nick Fuchs, Diane Lai, Jason Latham, Rebecca Loney, Meredith Kraft, Lois Langer Thompson, and Shanda Zimmerman.

Approval of Agenda

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

Executive Session

President Olson announced at 12:03 pm. that the Board would meet in executive session to evaluate the qualifications of applicants for public employment as allowed by RCW 42.30.110(1)(g) until 12:18 p.m.

The Board expected to take further action following the executive session.

At 12:18 p.m., President Olson reconvened the regular session.

New Business

Action regarding applicants for public employment

Trustee Munguia moved the Board of Trustees select Eric Howard for the position of Executive Director of the Sno-Isle Libraries Intercounty Rural Library District and extend them a 3-year employment contract beginning November 1, 2024 with an annual salary of \$230,000. The motion passed.

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Executive Director

Lois Langer Thompson

Adjournment

Trustee Ryan moved to adjourn the September 6, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 12:21 p.m.

President

Secretary

Sno-Isle Libraries
July 2024 Payroll and July 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,580,437.50
Vendor Checks 83453, 83541, 83635, 83700 through 83709 and 83716, plus Electronic Transfers	<u>\$ 875,631.19</u>
Total Payroll and Benefits	\$ 3,456,068.69
Accounts Payable Checks 83443 through 83756 less checks listed above, plus Electronic Transfers	<u>\$ 2,682,091.44</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 6,138,160.13</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees September 23, 2024.



Finance Director

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

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

July 2024 Payroll

Employee Pay - Direct Deposit	\$	1,858,604.10	
Plus: Employee Deductions	\$	721,833.40	
Sub-Total Gross Payroll			\$ 2,580,437.50
Vendor Checks 83453, 83541, 83635, 83700 through 83709 and 83716	\$	207,751.55 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	234,422.01	
Electronic Funds Transfer - Canopy Wellbeing	\$	1,811.62	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,648.14	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	58,470.76	
Electronic Funds Transfer - PERS - Retirement Plan	\$	367,320.83	
Electronic Funds Transfer - Navia - FSA	\$	12,758.87	
Electronic Funds Transfer - Navia - HRA/MRA	\$	12,762.44	
Electronic Funds Transfer - Premera - Medical	\$	247,545.32	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(273,597.19)	
Sub-Total Benefits - Employer Expense			\$ 875,631.19
Total Payroll and Benefits			\$ 3,456,068.69

July 2024 Accounts Payable

Checks 83443 through 83756 less checks listed above	\$	2,676,142.35 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	5,949.09	
Sub-Total Accounts Payable			\$ 2,682,091.44
Total Payroll, Benefits and Accounts Payable			\$ 6,138,160.13

Adjustments

Paycom Direct Service Fee	\$	19,588.50	
Refunds and Credits	\$	1,411.78	
Retainage Deposits	\$	28,257.19	
Refund Interest	\$	5.97	
Bank Service Charge	\$	543.39	
Travel & Business Expense Reimbursement paid in Payroll	\$	10,742.16	
Total Adjustments			\$ 60,548.99

July 2024 Total Expenditures **\$ 6,198,709.12** ***

* Benefit invoices paid through Accounts Payable Checks	\$	207,751.55	
** Regular invoices paid through Accounts Payable Checks	\$	2,676,142.35	
Total Accounts Payable Check Payments	\$	<u>2,883,893.90</u>	

*** Equals Expenditure Summary Total

**Vouchers
July 2024**

Date	Check Number	Payee	Check Amount
7/30/2024	80083	English, Camper - Void, reissue on check 83724	-\$400.00
7/11/2024	82896	Void	-350.00
7/22/2024	83353	Ospina, Alejandro Cano Void, reissue on check 83669	-200.00
7/25/2024	83410	Void	-400.00
7/11/2024	83443	Carla Ikehara	571.06
7/11/2024	83444	Rickey Barnett	1,652.66
7/11/2024	83445	Susan Hempstead	2,417.85
7/11/2024	83446	Accurate Installation & Design	5,180.00
7/11/2024	83447	Alderleaf Wilderness College	400.00
7/11/2024	83448	Alderleaf Wilderness College	400.00
7/11/2024	83449	Ali, Peter	400.00
7/11/2024	83450	Void	0.00
7/11/2024	83451	Void	0.00
7/11/2024	83452	Void	0.00
7/11/2024	83453	Beacon Hill Staffing Group LLC	5,458.32
7/11/2024	83454	Beacon Publishing Inc	637.50
7/11/2024	83455	Blackstone Publishing	596.72
7/11/2024	83456	Bramblewood Farm LLC	100.00
7/11/2024	83457	Brodart Company	120.11
7/11/2024	83458	Camano Preparedness Group	100.00
7/11/2024	83459	Carahsoft Technology Corporation	8,827.35
7/11/2024	83460	Co3 Consulting, LLC	350.00
7/11/2024	83461	Cortes, Marco	525.00
7/11/2024	83462	Darland, Callie	150.00
7/11/2024	83463	Del Sol Inc	90,518.94
7/11/2024	83464	Dobson, Ian	650.00
7/11/2024	83465	EBSCO	7,919.00
7/11/2024	83466	Ednetics, Inc.	600.72
7/11/2024	83467	Gale/Cengage Learning	3,797.61
7/11/2024	83468	Government Finance Officers Association	150.00
7/11/2024	83469	Graphicsland, Inc.	477.04
7/11/2024	83470	Guardian Security	3,853.57
7/11/2024	83471	Hearing, Speech, and Deaf Center	3,054.04
7/11/2024	83472	Hillis Clark Martin & Peterson	4,337.00
7/11/2024	83473	Howard, James Corbitt, IV	2,100.00
7/11/2024	83474	Imagine Children's Museum	262.84
7/11/2024	83475	Imagine Children's Museum	420.56
7/11/2024	83476	Remit Overrun	0.00
7/11/2024	83477	Ingram Library Services	56,478.56
7/11/2024	83478	Insight Direct USA, Inc	6,980.09
7/11/2024	83479	Iron Mountain Incorporated	998.77
7/11/2024	83480	Jackson, April C.	770.00

**Vouchers
July 2024**

Date	Check Number	Payee	Check Amount
7/11/2024	83481	Joan Helen Green	300.00
7/11/2024	83482	Kanegis, Robert	2,975.00
7/11/2024	83483	Kanopy	5,569.00
7/11/2024	83484	Kenyon Disend, PLLC	140.00
7/11/2024	83485	Language Exchange	40.00
7/11/2024	83486	Les Schwab - Marysville	1,027.86
7/11/2024	83487	Lithtex NW	20,929.29
7/11/2024	83488	Lorito Books Inc	221.93
7/11/2024	83489	Mad Science of Sno-King	503.88
7/11/2024	83490	Marsh, Isabel	175.00
7/11/2024	83491	Midwest Library Service	392.72
7/11/2024	83492	Midwest Tape	18,142.19
7/11/2024	83493	MSR Design	35,312.86
7/11/2024	83494	Mukilteo School District No. 6	1,250.00
7/11/2024	83495	My Neighborhood News Network	425.00
7/11/2024	83496	OCLC Inc (34299)	197.60
7/11/2024	83497-83505	Remit Overrun	0.00
7/11/2024	83506	Overdrive Inc	204,592.29
7/11/2024	83507	Pacific Publishing Co Inc	293.25
7/11/2024	83508	Paper Roll Products	313.42
7/11/2024	83509	ParentMap	3,192.50
7/11/2024	83510	PetroCard Systems Inc	2,068.69
7/11/2024	83511	Philadelphia Insurance Companies	48,911.00
7/11/2024	83512	Proquest LLC (6216)	9,288.38
7/11/2024	83513	PUD No 1 of Snohomish County	4,927.21
7/11/2024	83514	Rev.com, Inc	19.64
7/11/2024	83515	Ricoh USA Inc - 31001	1,010.92
7/11/2024	83516	Ricoh USA Inc - 650073	389.98
7/11/2024	83517	Rupert Inc	20,747.50
7/11/2024	83518	S-R Broadcasting Co Inc	1,050.00
7/11/2024	83519	Salish Networks	1,214.27
7/11/2024	83520	Sandys, Diana Amaranta	250.00
7/11/2024	83521	Seattle Hand Drummers	237.50
7/11/2024	83522	Seattle Times	6,750.00
7/11/2024	83523	Sentrum Marketing, LLC	1,470.50
7/11/2024	83524	Sharing Wheels Community Bike Shop	400.00
7/11/2024	83525	Shred-it	115.77
7/11/2024	83526	Silver Kite Community Arts Consulting, LLC	400.00
7/11/2024	83527	Skagit Publishing	545.00
7/11/2024	83528	Sprague Pest Solutions	176.36
7/11/2024	83529	Stewart, Nancy	400.00
7/11/2024	83530	T Mobile	13,265.67

**Vouchers
July 2024**

Date	Check Number	Payee	Check Amount
7/11/2024	83531	T Mobile	166.69
7/11/2024	83532	Talewise LLC	400.00
7/11/2024	83533	The Fractal Phase	875.00
7/11/2024	83534	The Harmonica Pocket	500.00
7/11/2024	83535	Thomas & Associates	87,661.02
7/11/2024	83536	Uline	1,716.29
7/11/2024	83537	University of Washington	1,575.00
7/11/2024	83538	Walter E Nelson Co of Western WA	8,366.22
7/11/2024	83539	Wave Business	9,051.57
7/11/2024	83540	WCP Solutions	1,262.49
7/11/2024	83541	Wellable LLC	285.00
7/11/2024	83542	Whidbey Telecom	698.79
7/11/2024	83543	Woodland Park Zoo	150.00
7/11/2024	83544	Vander Veen Construction Inc.	296,297.40
7/11/2024	83545	Allied Universal	13,636.48
7/11/2024	83546	AT&T Mobility (6463)	43.23
7/11/2024	83547	Baker & Taylor Books (277930)	7,104.47
7/18/2024	83548	4imprint Inc	19,969.35
7/18/2024	83549	8X8 Inc	7,968.19
7/18/2024	83550	Alderwood Water District	141.02
7/18/2024	83551	Ali, Peter	400.00
7/18/2024	83552	Allied Universal	13,528.32
7/18/2024	83553	American Library Association	499.00
7/18/2024	83554	Asavie Technologies Inc	1,719.94
7/18/2024	83555	Bacho, Peter	600.00
7/18/2024	83556	Baker & Taylor Books (277930)	6,135.20
7/18/2024	83557	Blackstone Publishing	489.60
7/18/2024	83558	Brodart Company	393.90
7/18/2024	83559	Camano Hill Water Co.	130.86
7/18/2024	83560	CDW Government Inc	726.74
7/18/2024	83561	Center Point Large Print	756.90
7/18/2024	83562	City of Arlington	191.78
7/18/2024	83563	City of Granite Falls	127.10
7/18/2024	83564	City of Marysville	1,510.12
7/18/2024	83565	City of Monroe	1,340.26
7/18/2024	83566	City of Sultan	201.74
7/18/2024	83567	Clinton Water Dist	51.41
7/18/2024	83568	Diversified Communications	199.00
7/18/2024	83569	Everything Branded USA Inc	8,760.00
7/18/2024	83570	Freeland Water Dist	169.67
7/18/2024	83571	Gale/Cengage Learning	905.58
7/18/2024	83572	Garcia, Eric J.	300.00

**Vouchers
July 2024**

Date	Check Number	Payee	Check Amount
7/18/2024	83573	Gorilla Mad Film Wraps LLC	27,124.16
7/18/2024	83574	Imagine Children's Museum	247.60
7/18/2024	83575	Imagine Children's Museum	245.08
7/18/2024	83576	Remit Overrun	0.00
7/18/2024	83577	Ingram Library Services	42,027.02
7/18/2024	83578	Island County of Washington	100.00
7/18/2024	83579	Island Disposal Inc	158.18
7/18/2024	83580	Joan Helen Green	350.00
7/18/2024	83581	Joan Helen Green	400.00
7/18/2024	83582	Joan Helen Green	350.00
7/18/2024	83583	Lake Stevens Sewer District	511.18
7/18/2024	83584	Lamar Transit, LLC	3,280.00
7/18/2024	83585	Language Testing International Inc.	98.00
7/18/2024	83586	Last Leaf Productions	350.00
7/18/2024	83587	Midwest Library Service	873.24
7/18/2024	83588	Midwest Tape	2,238.19
7/18/2024	83589	Multi-Cultural Books & Videos	5,330.14
7/18/2024	83590	Ng, Sammy	200.00
7/18/2024	83591	One Diversified, LLC	63,642.77
7/18/2024	83592-83594	Remit Overrun	0.00
7/18/2024	83595	Overdrive Inc	69,116.58
7/18/2024	83596	PetroCard Systems Inc	1,787.14
7/18/2024	83597	Playaway Products, LLC	3,149.40
7/18/2024	83598	Primal Tree Service	6,423.10
7/18/2024	83599	PUD No 1 of Snohomish County	1,070.11
7/18/2024	83600	Puget Sound Energy	824.30
7/18/2024	83601	Puget Sound Mobile Detail	563.20
7/18/2024	83602	Republic Services 197	961.90
7/18/2024	83603	Seattle Hand Drummers	475.00
7/18/2024	83604	Seven Star Women's Kung Fu, Inc	400.00
7/18/2024	83605	Silver Lake Water & Sewer	156.07
7/18/2024	83606	Sno-Isle Refund Account	225.54
7/18/2024	83607	Snohomish Co Finance	77.00
7/18/2024	83608	Sound Publishing	1,660.00
7/18/2024	83609	Spiral Binding, LLC	323.37
7/18/2024	83610	Sprague Pest Solutions	307.50
7/18/2024	83611	The Harmonica Pocket	500.00
7/18/2024	83612	Thryv, Inc	108.90
7/18/2024	83613	Timeless Design	18,647.62
7/18/2024	83614	Tsai Fong Books Inc	79.64
7/18/2024	83615	Uline	215.25
7/18/2024	83616	University of Washington	550.00

**Vouchers
July 2024**

Date	Check Number	Payee	Check Amount
7/18/2024	83617	Valdez Construction, Inc.	586,618.95
7/18/2024	83618	Verizon Communications Inc	310.12
7/18/2024	83619	Washington State Ferries	868.30
7/18/2024	83620	Washington West African Center	600.00
7/18/2024	83621	Waste Management	4,663.16
7/18/2024	83622	Willson, Margaret	260.00
7/18/2024	83623	Zipty Fiber	16,779.96
7/25/2024	83624	Void	0.00
7/25/2024	83625	Marissa Burkey	96.84
7/25/2024	83626	Nicole Wehl	69.68
7/25/2024	83627	Accurate Installation & Design	5,250.00
7/25/2024	83628	Remit Overrun	0.00
7/25/2024	83629	Amazon Capital Services, Inc	4,497.07
7/25/2024	83630	American Library Association	74.50
7/25/2024	83631	Apex Facility Resources, Inc.	106,654.03
7/25/2024	83632	Backstage Library Works, Inc	177.60
7/25/2024	83633	Baker & Taylor Books (277930)	18,008.28
7/25/2024	83634	Bank of America (842425)	1,519.56
7/25/2024	83635	Beacon Hill Staffing Group LLC	3,032.40
7/25/2024	83636	Blackstone Publishing	766.65
7/25/2024	83637	Bluespace Interiors	3,612.14
7/25/2024	83638	Brodart Company	400.64
7/25/2024	83639	Carahsoft Technology Corporation	1,747.37
7/25/2024	83640	Cascade Natural Gas	40.42
7/25/2024	83641	Cedar Grove Organics Recycling LLC	261.20
7/25/2024	83642	City of Langley	356.13
7/25/2024	83643	City of Lynnwood	2,044.40
7/25/2024	83644	Comcast	693.22
7/25/2024	83645	Crystal Springs	65.85
7/25/2024	83646	Demco Inc (8048)	214.78
7/25/2024	83647	Douglass Consulting, LLC	150.00
7/25/2024	83648	Gale/Cengage Learning	1,427.49
7/25/2024	83649	Gorilla Mad Film Wraps LLC	1,513.82
7/25/2024	83650	Growing Roots Together	200.00
7/25/2024	83651	Howard, James Corbitt, IV	250.00
7/25/2024	83652	Imagine Children's Museum	245.08
7/25/2024	83653	Remit Overrun	0.00
7/25/2024	83654	Ingram Library Services	45,237.83
7/25/2024	83655	Jimmy's Roofing	2,571.01
7/25/2024	83656	KeyBank National Association	601.17
7/25/2024	83657	KSER Foundation	2,340.00
7/25/2024	83658	LeMay Mobile Shredding	124.72
7/25/2024	83659	Mad Science of Sno-King	522.44

**Vouchers
July 2024**

Date	Check Number	Payee	Check Amount
7/25/2024	83660	Marysville Barker Real Estate LLC	6,117.68
7/25/2024	83661	Void	0.00
7/25/2024	83662	Miho & Diego Duo	500.00
7/25/2024	83663	Milne Electric Inc	7,536.57
7/25/2024	83664	Museum of Pop Culture	173.00
7/25/2024	83665	Multi-Cultural Books & Videos	3,798.01
7/25/2024	83666	Remit Overrun	0.00
7/25/2024	83667	Office Depot, INC	3,693.44
7/25/2024	83668	One Diversified, LLC	3,487.56
7/25/2024	83669	Ospina, Alejandro Cano	200.00
7/25/2024	83670-83673	Remit Overrun	0.00
7/25/2024	83674	Overdrive Inc	51,787.76
7/25/2024	83675	PawsWithCause	275.00
7/25/2024	83676	PBC Guru LLC	8,500.00
7/25/2024	83677	PetroCard Systems Inc	1,900.07
7/25/2024	83678	Prime Self Storage	1,139.00
7/25/2024	83679	Proquest LLC (6216)	27,835.43
7/25/2024	83680	Puget Sound Energy	360.25
7/25/2024	83681	PUD No 1 of Snohomish County	7,897.08
7/25/2024	83682	Ricoh USA Inc - 31001	10,605.53
7/25/2024	83683	Ricoh USA Inc - 650073	24,110.68
7/25/2024	83684	North Sound Media	855.00
7/25/2024	83685	Seattle Kids Yoga, LLC	375.00
7/25/2024	83686	Smokey Point Place IV, LLC	11,968.67
7/25/2024	83687	South Whidbey School District	2,014.88
7/25/2024	83688	Sprague Pest Solutions	635.14
7/25/2024	83689	Timeless Design	5,825.94
7/25/2024	83690	Trahan, Roberta N	150.00
7/25/2024	83691	Traveling Lantern Theatre Company	990.00
7/25/2024	83692	Trojan Storage of Marysville	360.00
7/25/2024	83693	Tsai Fong Books Inc	1,222.99
7/25/2024	83694	Uline	395.39
7/25/2024	83695	VECA Electric & Technologies, LLC	4,667.36
7/25/2024	83696	Verizon Wireless (660108)	13,303.00
7/25/2024	83697	Walter E Nelson Co of Western WA	7,246.66
7/25/2024	83698	Western Neon Inc.	481.91
7/25/2024	83699	A Wild Braid	235.00
7/31/2024	83700	Assured Partners of WA, LLC	4,845.64
7/31/2024	83701	Delta Dental of Washington	33,004.54
7/31/2024	83702	Employment Security Dept.	5,996.82
7/31/2024	83703	Kaiser Permanente	94,347.62
7/31/2024	83704	LifeWise Assurance Co.	38,664.91
7/31/2024	83705	Lincoln National Life Ins Company	7,540.32
7/31/2024	83706	Navia Benefit Solutions Client Pay	2,047.60
7/31/2024	83707	Premera Blue Cross	8,793.98
7/31/2024	83708	Snohomish County Superior Court Clerk	250.00

**Vouchers
July 2024**

Date	Check Number	Payee	Check Amount
7/31/2024	83709	Sno-Isle Library Foundation	452.00
7/31/2024	83710	PUD No 1 of Snohomish County	1,240.00
7/31/2024	83711	Jessica Russell	198.67
7/31/2024	83712	Air Care System	16,061.83
7/31/2024	83713	Allied Universal	14,901.12
7/31/2024	83714	Anderson, Lisa S.	150.00
7/31/2024	83715	Baker & Taylor Books (277930)	7,167.48
7/31/2024	83716	Beacon Hill Staffing Group LLC	3,032.40
7/31/2024	83717	Blackstone Publishing	1,168.79
7/31/2024	83718	Brodart Company	478.11
7/31/2024	83719	Burke Museum	87.04
7/31/2024	83720	Camano Commons	1,250.00
7/31/2024	83721	Carahsoft Technology Corporation	799.27
7/31/2024	83722	E - Rate Expertise Inc	5,500.00
7/31/2024	83723	Economic Alliance Snohomish County	1,200.00
7/31/2024	83724	English, Camper	400.00
7/31/2024	83725	Gale/Cengage Learning	886.76
7/31/2024	83726	Graphicsland, Inc.	1,352.19
7/31/2024	83727	Ingram Library Services	6,919.87
7/31/2024	83728	Intersection Media, LLC	20,198.45
7/31/2024	83729	Iron Mountain Incorporated	998.77
7/31/2024	83730	Lamar Transit, LLC	5,938.17
7/31/2024	83731	Midwest Tape	18,858.40
7/31/2024	83732	OCLC Inc (34299)	69,834.00
7/31/2024	83733	One Diversified, LLC	17,495.72
7/31/2024	83734	Online Labels, LLC	142.79
7/31/2024	83735-83737	Remit Overrun	0.00
7/31/2024	83738	Overdrive Inc	34,174.73
7/31/2024	83739	Pacific Copy & Printing	1,609.23
7/31/2024	83740	PBS Engineering and Environmental Inc.	1,738.91
7/31/2024	83741	Perez, Claudio Talavera	75.00
7/31/2024	83742	Perez, Claudio Talavera	75.00
7/31/2024	83743	PUD No 1 of Snohomish County	5,505.43
7/31/2024	83744	Puget Sound Energy	493.41
7/31/2024	83745	Puget Sound Mobile Detail	708.50
7/31/2024	83746	Ricoh USA Inc - 31001	9,290.40
7/31/2024	83747	Sentrum Marketing, LLC	534.20
7/31/2024	83748	SHI International	3,954.24
7/31/2024	83749	Shred-it	939.52
7/31/2024	83750	Silver Kite Community Arts Consulting, LLC	400.00
7/31/2024	83751	Sprague Pest Solutions	118.97
7/31/2024	83752	The Clearwater School	10,750.00
7/31/2024	83753	U S Bank Equipment Finance	299.97
7/31/2024	83754	Visionary Office Furniture	1,388.29
7/31/2024	83755	WCP Solutions	1,888.09
7/31/2024	83756	WEX	40.72

**Vouchers
July 2024**


Date	Check Number	Payee	Check Amount
7/18/2024	TransF_0724_11	Bank of America (0958)	1,123.34
7/18/2024	TransF_0724_12	Bank of America (7423)	1,392.77
7/18/2024	TransF_0724_13	Bank of America (7067)	1,421.08
7/18/2024	TransF_0724_14	Bank of America (3736)	1,429.66
7/18/2024	TransF_0724_15	Bank of America (8208)	1,576.71
7/18/2024	TransF_0724_16	Bank of America (5088)	2,674.74
7/18/2024	TransF_0724_17	Bank of America (7150)	5,375.86
7/18/2024	TransF_0724_18	Bank of America (2175)	1,890.10
7/18/2024	TransF_0724_19	Bank of America (5953)	278.67
7/18/2024	TransF_0724_20	Bank of America (1458)	3,173.29
7/19/2024	TransF_0724_21	Bank of America (5659)	169.00
			<hr/>
			\$2,883,893.90
			<hr/> <hr/>

Sno-Isle Libraries
August 2024 Payroll and August 2024 Vouchers

Direct Deposits, Manual Checks, Employee Deductions	\$ 3,306,052.60
Vendor Checks 83763, 83837, 83923 and 84019 through 84028, plus Electronic Transfers	<u>\$ 1,247,790.79</u>
Total Payroll and Benefits	\$ 4,553,843.39
Accounts Payable Checks 83757 through 84029 less checks listed above, plus Electronic Transfers	<u>\$ 2,488,515.84</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 7,042,359.23</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees September 23, 2024.



Finance Director

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

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

August 2024 Payroll

Employee Pay - Direct Deposit	\$	2,341,413.73	
Employee Pay - Manual Check August	\$	2,536.93	
Plus: Employee Deductions	\$	962,101.94	
Sub-Total Gross Payroll			\$ 3,306,052.60
Vendor Checks 83763, 83837, 83923 and 84019 through 84028	\$	210,471.64 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	295,642.42	
Electronic Funds Transfer - Canopy Wellbeing	\$	1,807.83	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,857.95	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	66,581.96	
Electronic Funds Transfer - PERS - Retirement Plan	\$	444,559.44	
Electronic Funds Transfer - Navia - FSA	\$	13,617.20	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,958.53	
Electronic Funds Transfer - Premera - Medical	\$	532,689.12	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(332,132.14)	
Sub-Total Benefits - Employer Expense			\$ 1,247,790.79
Total Payroll and Benefits			\$ 4,553,843.39

August 2024 Accounts Payable

Checks 83757 through 84029 less checks listed above, plus Electronic Transfers	\$	2,485,268.50 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	3,247.34	
Sub-Total Accounts Payable			\$ 2,488,515.84
Total Payroll, Benefits and Accounts Payable			\$ 7,042,359.23

Adjustments

Paycom Direct Service Fee	\$	20,494.70	
Refunds and Credits	\$	(590.80)	
Retainage Deposits	\$	45,082.39	
Mariner Land Purchase	\$	4,348,068.06	
Bank Service Charge	\$	572.60	
Travel & Business Expense Reimbursement paid in Payroll	\$	5,569.89	
Total Adjustments			\$ 4,419,196.84

August 2024 Total Expenditures **\$ 11,461,556.07** ***

* Benefit invoices paid through Accounts Payable Checks	\$	210,471.64	
** Regular invoices paid through Accounts Payable Checks	\$	2,485,268.50	
Total Accounts Payable Check Payments	\$	<u>2,695,740.14</u>	

*** Equals Expenditure Summary Total

Vouchers August 2024

Date	Check Number	Payee	Check Amount
8/8/2024	81690	Jandi Enterprises Inc - Void, reissued on check 83840	-\$1,250.00
8/21/2024	83555	Bacho, Peter - Void, reissued on check 83910	-600.00
8/8/2024	83662	Void	-500.00
8/8/2024	83757	Accurate Installation & Design	477.75
8/8/2024	83758	Alonzo, Alma R.	335.00
8/8/2024	83759	Remit Overrun	0.00
8/8/2024	83760	Amazon Capital Services, Inc	2,169.81
8/8/2024	83761	Anderson, Lisa S.	200.00
8/8/2024	83762	Baker & Taylor Books (277930)	5,685.98
8/8/2024	83763	Beacon Hill Staffing Group LLC	6,064.80
8/8/2024	83764	Beacon Publishing Inc	637.50
8/8/2024	83765	BiblioCommons Corp.	271,757.70
8/8/2024	83766	Blackstone Publishing	1,197.66
8/8/2024	83767	Brodart Company	1,350.87
8/8/2024	83768	BuildingWork, LLC	72,829.74
8/8/2024	83769	Burke Museum	500.00
8/8/2024	83770	Camano Preparedness Group	100.00
8/8/2024	83771	Carahsoft Technology Corporation	10,307.55
8/8/2024	83772	City of Langley	267.30
8/8/2024	83773	Cortes, Marco	525.00
8/8/2024	83774	Creative Dance Center	175.00
8/8/2024	83775	Cybulskie, Daniele	250.00
8/8/2024	83776	Dae Won LLC	8,063.78
8/8/2024	83777	David Block Williams	300.00
8/8/2024	83778	Demco Inc (8048)	107.68
8/8/2024	83779	Dino O'Dell	1,160.00
8/8/2024	83780	FATBEAM, LLC	4,979.00
8/8/2024	83781	Gale/Cengage Learning	1,912.58
8/8/2024	83782	Hearing, Speech, and Deaf Center	600.00
8/8/2024	83783	Holden, Brad	350.00
8/8/2024	83784	Imagine Children's Museum	266.20
8/8/2024	83785	Ingram Library Services	31,628.89
8/8/2024	83786	Insight Direct USA, Inc	31,494.36
8/8/2024	83787	Jimmy's Roofing	1,823.06
8/8/2024	83788	Joan Helen Green	300.00
8/8/2024	83789	Johnston Architects, LLC	1,742.50
8/8/2024	83790	Kanopy	5,724.00
8/8/2024	83791	Kinokuniya Book Stores of America Co Ltd	2,206.08
8/8/2024	83792	Knecht Creative LLC	414.38
8/8/2024	83793	Kouidou-Giles, Sophia	600.00
8/8/2024	83794	Midwest Tape	18,067.67
8/8/2024	83795	Milne Electric Inc	6,871.77

**Vouchers
August 2024**

Date	Check Number	Payee	Check Amount
8/8/2024	83796	Mountlake Terrace Chamber of Commerce	5,000.00
8/8/2024	83797	Multi-Cultural Books & Videos	2,025.16
8/8/2024	83798	Museum of Flight	600.00
8/8/2024	83799	Ng, Sammy	200.00
8/8/2024	83800	North Sound Media	840.00
8/8/2024	83801-83802	Remit Overrun	0.00
8/8/2024	83803	Office Depot, INC	4,735.58
8/8/2024	83804-83806	Remit Overrun	0.00
8/8/2024	83807	Overdrive Inc	129,625.65
8/8/2024	83808	Pacific Publishing Co Inc	293.25
8/8/2024	83809	Paper Roll Products	1,251.11
8/8/2024	83810	PawsWithCause	440.00
8/8/2024	83811	Penworthy	865.12
8/8/2024	83812	Perez, Claudio Talavera	75.00
8/8/2024	83813	Perez, Claudio Talavera	75.00
8/8/2024	83814	Perez, Claudio Talavera	75.00
8/8/2024	83815	Permacard	3,553.17
8/8/2024	83816	Puget Sound Finance Officers Association	85.00
8/8/2024	83817	Quipu Group LLC	3,509.00
8/8/2024	83818	Rev.com, Inc	27.82
8/8/2024	83819	Salish Networks	1,214.27
8/8/2024	83820	Scrap University LLC	150.00
8/8/2024	83821	Seattle Kokon Taiko	595.00
8/8/2024	83822	Seattle Times	6,750.00
8/8/2024	83823	Sentrum Marketing, LLC	244.60
8/8/2024	83824	Void	0.00
8/8/2024	83825	Silver Kite Community Arts Consulting, LLC	400.00
8/8/2024	83826	Silver Kite Community Arts Consulting, LLC	375.00
8/8/2024	83827	Skagit Publishing	225.00
8/8/2024	83828	Sound Water Stewards of Island County	200.00
8/8/2024	83829	South Whidbey School District	165.00
8/8/2024	83830	Summit Law Group, PLLC	3,497.50
8/8/2024	83831	T Mobile	15,748.36
8/8/2024	83832	T Mobile	166.69
8/8/2024	83833	Uline	463.01
8/8/2024	83834	Walter E Nelson Co of Western WA	229.72
8/8/2024	83835	Wave Business	9,125.47
8/8/2024	83836	WCP Solutions	939.47
8/8/2024	83837	Wellable LLC	285.00
8/8/2024	83838	Whidbey Telecom	717.99
8/8/2024	83839	Ziply Fiber	290.63
8/8/2024	83840	Jandi Enterprises Inc	1,250.00

**Vouchers
August 2024**

Date	Check Number	Payee	Check Amount
8/15/2024	83841	A-1 Mobile Lock & Key	58.25
8/15/2024	83842	Allied Universal	14,901.12
8/15/2024	83843	Remit Overrun	0.00
8/15/2024	83844	Amazon Capital Services, Inc	2,872.01
8/15/2024	83845	AT&T Mobility (6463)	43.23
8/15/2024	83846	Baker & Taylor Books (277930)	447.22
8/15/2024	83847	BiblioCommons Corp.	6,076.58
8/15/2024	83848	Bluespace Interiors	7,009.64
8/15/2024	83849	Brodart Company	1,168.71
8/15/2024	83850	CDW Government Inc	415.33
8/15/2024	83851	Center Point Large Print	756.90
8/15/2024	83852	City of Arlington	187.32
8/15/2024	83853	City of Edmonds	22,813.94
8/15/2024	83854	City of Granite Falls	127.10
8/15/2024	83855	City of Lake Stevens	9,283.18
8/15/2024	83856	City of Monroe	1,425.27
8/15/2024	83857	City of Snohomish	3,291.95
8/15/2024	83858	City of Sultan	201.74
8/15/2024	83859	Crystal Springs	55.48
8/15/2024	83860	Darland, Callie	150.00
8/15/2024	83861	Gale/Cengage Learning	11,324.57
8/15/2024	83862	Hashimoto, Molly	471.56
8/15/2024	83863	Highlight Quartet, LLC	350.00
8/15/2024	83864	Ingram Library Services	25,114.37
8/15/2024	83865	Island Disposal Inc	240.84
8/15/2024	83866	Kendall of Marysville	4,604.03
8/15/2024	83867	Knecht Creative LLC	414.37
8/15/2024	83868	Lamar Transit, LLC	3,280.00
8/15/2024	83869	Les Schwab - Marysville	2,475.97
8/15/2024	83870	Lewellen Associates, LLC	540.00
8/15/2024	83871	Library Journals, LLC	66.75
8/15/2024	83872	Midwest Tape	5,987.12
8/15/2024	83873	Mukilteo Water & Waste District	4,676.28
8/15/2024	83874	My Neighborhood News Network	425.00
8/15/2024	83875-83878	Remit Overrun	0.00
8/15/2024	83879	Overdrive Inc	89,377.37
8/15/2024	83880	ParentMap	3,767.50
8/15/2024	83881	PetroCard Systems Inc	2,480.37
8/15/2024	83882	Pitney Bowes	967.45
8/15/2024	83883	Pitney Bowes Bank Inc Reserve Account	20,000.00
8/15/2024	83884	Project Girl Mentoring Program	3,000.00
8/15/2024	83885	PUD No 1 of Snohomish County	901.00

**Vouchers
August 2024**

Date	Check Number	Payee	Check Amount
8/15/2024	83886	Puget Sound Energy	479.51
8/15/2024	83887	Republic Services 197	1,018.00
8/15/2024	83888	Ricoh USA Inc - 31001	7,994.79
8/15/2024	83889	Seattle Opera	200.00
8/15/2024	83890	Sharing Wheels Community Bike Shop	250.00
8/15/2024	83891	Sharps Compliance Inc	147.83
8/15/2024	83892	Silver Lake Water & Sewer	118.85
8/15/2024	83893	Sno-Isle Refund Account	145.20
8/15/2024	83894	Snohomish Co Finance	34.00
8/15/2024	83895	Sound Publishing	2,300.00
8/15/2024	83896	Sprague Pest Solutions	345.73
8/15/2024	83897	Sterling Volunteers	17.00
8/15/2024	83898	Thryv, Inc	110.90
8/15/2024	83899	Timeless Design	21,770.18
8/15/2024	83900	Town of Coupeville	1,818.78
8/15/2024	83901	Tsai Fong Books Inc	687.07
8/15/2024	83902	Valdez Construction, Inc.	230,682.44
8/15/2024	83903	Verizon Communications Inc	310.12
8/15/2024	83904	Visionary Office Furniture	2,717.44
8/15/2024	83905	Walter E Nelson Co of Western WA	4,275.82
8/15/2024	83906	Washington State Ferries	711.20
8/15/2024	83907	Waste Management	4,645.98
8/22/2024	83908	Amazon Capital Services, Inc	1,025.80
8/22/2024	83909	Asavie Technologies Inc	1,682.61
8/22/2024	83910	Bacho, Peter	600.00
8/22/2024	83911	Backstage Library Works, Inc	736.30
8/22/2024	83912	Baker & Taylor Books (277930)	5,937.54
8/22/2024	83913	Blackstone Publishing	271.68
8/22/2024	83914-83918	Void	0.00
8/22/2024	83919	Brodart Company	1,039.21
8/22/2024	83920	CHAI - Cultural Heritage Association of Indians	500.00
8/22/2024	83921	City of Brier	301.68
8/22/2024	83922	Clinton Community Hall	40.00
8/22/2024	83923	Dept of Enterprise Services	534.86
8/22/2024	83924	EBSCO	24,020.00
8/22/2024	83925	Fastsigns	1,204.97
8/22/2024	83926	Gale/Cengage Learning	6,631.08
8/22/2024	83927	Grainger	84.51
8/22/2024	83928	Graphicsland, Inc.	4,887.04
8/22/2024	83929	Ingram Library Services	30,084.58
8/22/2024	83930	Language Testing International Inc.	98.00
8/22/2024	83931	Midwest Tape	4,486.22

Vouchers August 2024

Date	Check Number	Payee	Check Amount
8/22/2024	83932	OCLC Inc (34299)	11,405.44
8/22/2024	83933	Office Depot, INC	1,456.65
8/22/2024	83934-83936	Remit Overrun	0.00
8/22/2024	83937	Overdrive Inc	48,562.00
8/22/2024	83938	Pacific Copy & Printing	187.90
8/22/2024	83939	Paper Roll Products	327.35
8/22/2024	83940	Penworthy	1,018.98
8/22/2024	83941	PUD No 1 of Snohomish County	4,062.42
8/22/2024	83942	Puget Sound Energy	173.09
8/22/2024	83943	Race Forward	1,000.00
8/22/2024	83944	South Island Pumping	2,815.74
8/22/2024	83945	South Whidbey School District	135.00
8/22/2024	83946	Sprague Pest Solutions	424.30
8/22/2024	83947	Summit Law Group, PLLC	1,705.50
8/22/2024	83948	Swank Movie Licensing USA	640.00
8/22/2024	83949	The Hanover Insurance Group	38,299.50
8/22/2024	83950	Tsai Fong Books Inc	1,740.50
8/22/2024	83951	U S Bank Equipment Finance	627.44
8/22/2024	83952	Uline	391.33
8/22/2024	83953	Verizon Wireless (660108)	13,357.80
8/22/2024	83954	Walter E Nelson Co of Western WA	5,188.62
8/22/2024	83955	Washington State Parks & Recreation Commission	3,000.00
8/22/2024	83956	Ziplay Fiber	16,717.41
8/22/2024	TransF_0824_1	Bank of America (0161)	3,400.67
8/22/2024	TransF_0824_10	Bank of America (6169)	174.00
8/22/2024	TransF_0824_11	Bank of America (7067)	3,312.70
8/22/2024	TransF_0824_12	Bank of America (8208)	1,477.85
8/22/2024	TransF_0824_13	Bank of America (7423)	713.17
8/22/2024	TransF_0824_14	Bank of America (7150)	4,910.64
8/22/2024	TransF_0824_2	Bank of America (1458)	174.30
8/22/2024	TransF_0824_3	Bank of America (0958)	546.20
8/22/2024	TransF_0824_4	Bank of America (2175)	1,405.94
8/22/2024	TransF_0824_5	Bank of America (2945)	3,795.30
8/22/2024	TransF_0824_6	Bank of America (3670)	636.89
8/22/2024	TransF_0824_7	Bank of America (5659)	328.43
8/22/2024	TransF_0824_8	Bank of America (5088)	4,505.38
8/22/2024	TransF_0824_9	Bank of America (5953)	1,087.58
8/28/2024	TransF_0824_15	Bank of America (3736)	2,501.35
8/29/2024	83957	Dawn Kaestner	457.16
8/29/2024	83958	Air Care System	10,087.45
8/29/2024	83959	Ali, Peter	400.00
8/29/2024	83960	Allied Universal	14,035.84
8/29/2024	83961	Remit Overrun	0.00
8/29/2024	83962	Amazon Capital Services, Inc	2,647.63
8/29/2024	83963	Baker & Taylor Books (277930)	5,350.75

**Vouchers
August 2024**

Date	Check Number	Payee	Check Amount
8/29/2024	83964	Better Impact USA, Inc	804.00
8/29/2024	83965	BuildingWork, LLC	69,536.73
8/29/2024	83966	Camano Commons	1,250.00
8/29/2024	83967	Cascade Natural Gas	13.78
8/29/2024	83968	City of Marysville	2,209.94
8/29/2024	83969	City of Oak Harbor	44,111.75
8/29/2024	83970	Clinton Community Hall	40.00
8/29/2024	83971	Colony Labs, Inc.	10,440.00
8/29/2024	83972	Comcast	693.22
8/29/2024	83973	Cort Party Rental	8,559.43
8/29/2024	83974	De-el Enterprises, Inc	3,420.39
8/29/2024	83975	Del Sol Inc	95,167.25
8/29/2024	83976	Gale/Cengage Learning	431.92
8/29/2024	83977	Guardian Security	33,059.18
8/29/2024	83978	Ingram Library Services	36,893.17
8/29/2024	83979	Johnston Architects, LLC	435.00
8/29/2024	83980	Kouidou-Giles, Sophia	300.00
8/29/2024	83981	Lakewood School District #306	210.00
8/29/2024	83982	LeMay Mobile Shredding	122.88
8/29/2024	83983	Lorito Books Inc	887.42
8/29/2024	83984	Marysville Barker Real Estate LLC	6,117.68
8/29/2024	83985	Midwest Tape	5,915.24
8/29/2024	83986	OCLC Inc (34299)	5,251.81
8/29/2024	83987	Remit Overrun	0.00
8/29/2024	83988	Office Depot, INC	4,858.91
8/29/2024	83989	One Diversified, LLC	63,158.29
8/29/2024	83990-93994	Remit Overrun	0.00
8/29/2024	83995	Overdrive Inc	79,293.42
8/29/2024	83996	Paper Roll Products	788.60
8/29/2024	83997	Perez, Claudio Talavera	75.00
8/29/2024	83998	PetroCard Systems Inc	2,027.02
8/29/2024	83999	Playaway Products, LLC	15,942.70
8/29/2024	84000	Prime Self Storage	1,139.00
8/29/2024	84001	PUD No 1 of Snohomish County	5,900.56
8/29/2024	84002	Puget Sound Energy	484.45
8/29/2024	84003	Ricoh USA Inc - 31001	9,207.21
8/29/2024	84004	Ricoh USA Inc - 650073	21,581.32
8/29/2024	84005	Sentrum Marketing, LLC	4,246.00
8/29/2024	84006	SHI International	860.80
8/29/2024	84007	Shred-it	470.52
8/29/2024	84008	Smokey Point Place IV, LLC	12,516.95
8/29/2024	84009	South Whidbey School District	2,014.88
8/29/2024	84010	Sprague Pest Solutions	935.57
8/29/2024	84011	Timeless Design	3,722.90
8/29/2024	84012	Trojan Storage of Marysville	360.00
8/29/2024	84013	Truck Trails Northwest LLC	1,836.43

**Vouchers
August 2024**

Date	Check Number	Payee	Check Amount
8/29/2024	84014	Tsai Fong Books Inc	417.24
8/29/2024	84015	Uline	694.71
8/29/2024	84016	Value Line Publishing	25,950.00
8/29/2024	84017	Vander Veen Construction Inc.	385,890.00
8/29/2024	84018	Walter E Nelson Co of Western WA	1,069.87
8/30/2024	84019	Assured Partners of WA, LLC	4,894.70
8/30/2024	84020	Delta Dental of Washington	32,869.01
8/30/2024	84021	WSCCCE, AFSCME, AFL-CIO	12,555.10
8/30/2024	84022	Kaiser Permanente	93,262.53
8/30/2024	84023	LifeWise Assurance Co.	38,494.58
8/30/2024	84024	Lincoln National Life Ins Company	10,002.52
8/30/2024	84025	Navia Benefit Solutions Client Pay	2,051.30
8/30/2024	84026	Premera Blue Cross	8,755.24
8/30/2024	84027	Snohomish County Superior Court Clerk	250.00
8/30/2024	84028	Sno-Isle Library Foundation	452.00
8/30/2024	84029	Michelle Callihan	1,555.20
			<u>1,555.20</u>
			<u><u>\$2,695,740.14</u></u>

2025 Budget Introduction

REPORT TO THE BOARD

September 23, 2024

Introduction

The 2025 proposed budget is being developed based on the proposed 2025 budget goals and the Library District's Strategic Goals.

2025 Budget Goals

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

- Equity
- Accessibility
- Organizational sustainability

Sno-Isle Libraries Strategic Goals

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

2025 Budget Introduction

REPORT TO THE BOARD

Budget Background

2024 Budget Summary

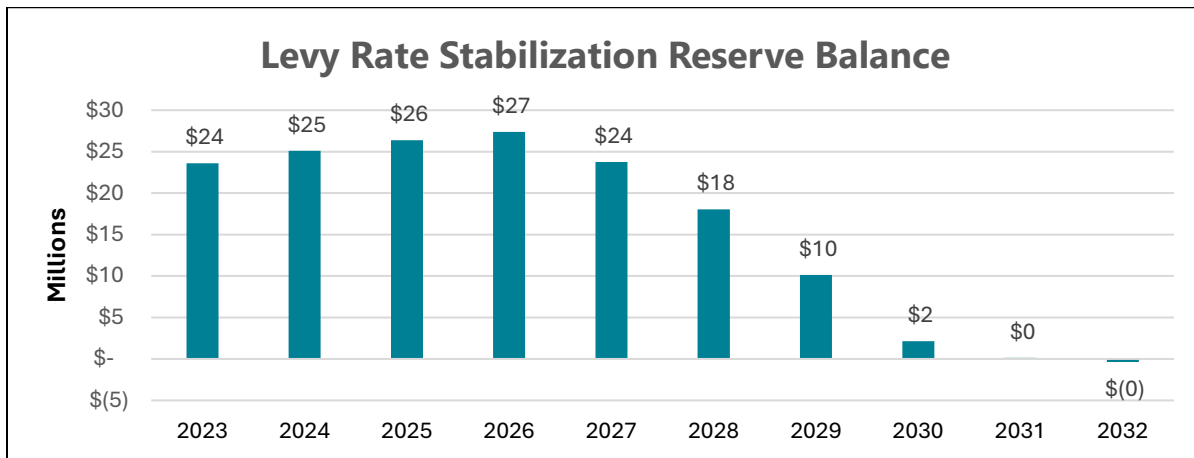
Source of Funds

	<u>2024 Adopted</u>
Beginning Cash	\$28,000,000
Transfers from Reserves	\$3,887,000
Total Revenue	\$75,389,011
Total	\$107,276,011

Use of Funds

	<u>2024 Adopted</u>
Operations	\$63,626,011
Capital Outlay	\$13,350,000
Transfers to Reserves	\$1,300,000
Ending Cash	\$29,000,000
Total	\$107,276,011

Levy Rate Stabilization – Unrestricted (Designated) Fund



2025 Budget Introduction

REPORT TO THE BOARD

Total Revenue / Beginning Cash / Reserves Summary

	<u>Proposed</u> <u>2024 Budget</u>
Beginning Cash	\$ 28,000,000
Transfers from Reserves	\$ 3,887,000
Total Transfer from Reserves and Beg. Cash	\$ 31,887,000
Revenues	
Taxes	
General Property	\$ 65,441,650
Other taxes	\$ 550,000
Total Other Taxes	\$ 65,991,650
Grants	
State Grants	\$ 6,529,000
Federal Grants	\$ 638,000
General Grants	\$ 200,000
Total Grants	\$ 7,367,000
Other	
Investments	\$ 1,000,000
Donations	\$ 425,000
E-rate Program	\$ 300,000
Miscellaneous	\$ 305,361
Total Other Revenues	\$ 2,030,361
Total Revenue	\$ 75,389,011
Total Revenue / Beginning Cash / Reserves	\$ 107,276,011

2025 Budget Introduction

REPORT TO THE BOARD

Total Expenditures / Reserves / Ending Cash Summary

	Adopted 2024 Budget
Operations	
Salaries and Benefits	\$ 44,579,160
Materials	\$ 6,702,520
Professional & Contract Services	\$ 3,787,018
Software & Licensing Fees	\$ 1,699,650
Office & Operating Supplies	\$ 645,800
Equipment & Furnishings	\$ 1,430,500
Strategic & Development Initiatives	\$ 750,000
Communications	\$ 859,500
Maintenance & Repairs	\$ 798,300
Utilities	\$ 532,800
Rentals & Leases	\$ 486,838
Training	\$ 270,000
Insurance	\$ 244,600
Miscellaneous	\$ 839,325
Operations Expenditures	\$ 63,626,011
Capital Outlay	
A&E Services	\$ 1,500,000
Buildings & Improvements	\$ 8,100,000
Equipment & Furnishings	\$ 750,000
Vehicles	\$ -
Land	\$ 3,000,000
Capital Outlay Expenditures	\$ 13,350,000
Total Expenditures	\$ 76,976,011
Transfer To Reserves	\$ 1,300,000
Ending Cash	\$ 29,000,000
Total Expenditures / Ending Cash / Reserves	\$ 107,276,011

2025 Budget Timeline

2024 TIMELINE FOR 2025 BUDGET

SEPTEMBER 23, 2024

Date	Milestone	Meeting Type
September 23, 2024	Staff present 2025 budget introduction.	Regular meeting
October 15, 2024	Board of Trustees hold 2025 budget work session.	Special meeting
October 28, 2024	Staff present overview of proposed 2025 budget. Board holds public hearing on the regular property tax levy. RCW 84.55.120 Board passes resolution regarding the regular property tax levy. RCW 84.55.010	Regular meeting
November 25, 2024	Board conducts final review and adoption of 2025 budget. RCW 27.12.210	Regular meeting
November 30, 2024	Staff submit 2025 budget to Snohomish and Island counties. RCW 84.52.020	N/A
January 2025	Board of Trustees approve Joint Levy Certification for 2025 taxes. WAC 458-19-010	Special meeting

The timeline is subject to change.

Public Records Policy

Sno-Isle Libraries Board Policy

Purpose

To comply with Washington State law regarding public records, commonly known as the Public Records Act, Sno-Isle Libraries (Library District) will have an administrative policy with procedures and guidelines to establish the process for requesting and accessing Library District public records.

Scope

Library District public records are available for public inspection and duplication, except as otherwise specified by applicable law.

Exemptions#

The Library District may deny access to a public record that is exempt from public disclosure under the provisions of the law. In particular, any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library customer, is exempt from public disclosure. Other public records are also legally exempt from public disclosure. If a document is exempt from public disclosure, the Library District will specify the reason for exemption.

Implementation

This policy will be implemented by the Public Records Officer, as delegated by the Executive Director.

Requests for Public Records#

Requests to inspect or copy public records shall be made pursuant to the [Sno-Isle Libraries Public Records Request Administrative Policy](#).

Copying / Fees#

Sno-Isle Libraries will set a fee schedule based on applicable law.

Public Records Policy

Sno-Isle Libraries Board Policy

Associated Policies and Laws

- Washington State [chapter 42.56 RCW](#) Public Records Act
- [WAC 44-14-07001 General rules for charging for copies](#)
- American Library Association [Library Bill of Rights](#)
- [Sno-Isle Libraries Administrative Policy. Public Records Request](#)

Process

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

Policy History

Date approved: ~~April 24, 2023~~TBD

Next review date: 2027

Date Adopted: 2009

#

Resolution 24-03
Of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT RELATING
TO CHARGING FEES FOR PUBLIC RECORDS**

WHEREAS, in 2017, the Washington State Legislature amended RCW 42.56 adding new requirements for agencies using the statutory default copy fee schedule and for agencies determining the actual cost for providing copies of public records; and,

WHEREAS, the Washington State Legislature amended RCW 42.56.120 at Chap. 304, 2017 Laws, Sec. 3 to require that effective July 23, 2017, an agency need not calculate the actual costs it charges for providing public records if the agency has rules or regulations declaring the reasons for doing so would be unduly burdensome; and,

WHEREAS, to the extent an agency has not determined the actual cost of copying public records, an agency may use the statutory default copy fee schedule set forth in RCW 42.56.120; and,

WHEREAS, the Library District lacks the necessary funds and staff resources to conduct a comprehensive study to determine its actual copying costs, and to conduct such a study would interfere with the Library District's other essential agency functions; and,

WHEREAS, through the 2017 Legislative process the public and requestors of public records were informed of and commented on authorized fees and costs, including for electronic records, provided in RCW 42.56.120; and,

WHEREAS, the Library District finds that it is in the public interest to adopt the statutory default copy fee schedule in order to preserve and update fees in accordance with the legislatively adopted schedule,

NOW, THEREFORE, IT IS RESOLVED that based on the findings set forth above and pursuant to RCW 42.56.120, the Board of Trustees of the Sno-Isle Intercounty Rural Library District do hereby order and direct:

1. No fee shall be charged for the inspection of public records.
2. The Sno-Isle Intercounty Rural Library District is not required to conduct a comprehensive study to determine its actual copying costs for public records due to the above findings that the requirement is unduly burdensome.
3. The Sno-Isle Intercounty Rural Library District shall charge fees for copies of records pursuant to the default statutory fees in RCW 42.56.120.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on September 23, 2024, pursuant to notice given as required by law.
Sno-Isle Libraries Board of Trustees

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Martin Munguia, Trustee

Resolution 24-04
Of the
Sno-Isle Libraries Board of Trustees
RCW 42.56

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY
DISTRICT TO DECLARE PUBLIC DISCLOSURE INDEXING AS UNDULY
BURDENSOME AS REQUIRED BY RCW 42.56**

WHEREAS, RCW 42.56.070(4), requires all public agencies to maintain and make available a current index of public records; and,

WHEREAS, the RCW also states that if maintaining such an index would be unduly burdensome or interfere with agency operations, an agency must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome; and,

WHEREAS, the RCW further provides that in spite of such an unduly burdensome order, all indexes maintained by the Library District must be made available to provide identifying information on those records which are to be made available for public inspection; and,

WHEREAS, anticipated Library District revenues do not allow for additional staff members for the sole purpose of creating and maintaining such an all-inclusive index; and,

WHEREAS, the development and maintenance of a Library District index would be extremely costly and would provide little benefit to the public when compared to the expense of creating and maintaining such a Library District-wide index; and,

WHEREAS, the Library District is composed of multiple departments, which maintain separate databases and/or record-keeping systems for indexing records and information; and

WHEREAS, the Library District's records are diverse, complex, and stored in multiple computer systems, formats, and/or databases, making it difficult if not impossible to maintain an accurate, all-inclusive index; and

WHEREAS, the Library District has an established policy for assisting people who request public records and a practice of providing public records upon request in accordance with RCW 42.56;

NOW, THEREFORE, BE IT RESOLVED that based on the findings set forth above and pursuant to RCW 42.56.070, the Board of Trustees of the Sno-Isle Intercounty Rural Library District do hereby order and direct:

1. The Sno-Isle Intercounty Rural Library District is not required to maintain a current index of public records due to the above findings that the requirement is unduly burdensome, costly, and that such a list would be difficult, if not impossible, to maintain; and,
2. The Sno-Isle Intercounty Rural Library District shall make available for public inspection and/or copying all public records and any indexes of public records maintained by the Library District pursuant to RCW 42.56.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on September 23, 2024, pursuant to notice given as required by law.

Sno-Isle Libraries Board of Trustees

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Martin Munguia, Trustee

Request to Accept Donated Art

DARRINGTON LIBRARY

September 23, 2024

The Sno-Isle Libraries Art in Public Spaces policy notes that the Board of Trustees recognizes that the presence of art in public library spaces enhances the library experience and stimulates creativity, imagination, and interest.

The Darrington Library has a community member who is interested in purchasing and donating a bronze sculpture for the Darrington Library. The community member, who wishes to remain anonymous, is a long-standing member of the Friends of the Darrington Library, and a strong advocate for libraries and library service in the Darrington community.

Asheley Bryson, the Darrington Library Manager, engaged with key stakeholders in the community including Mayor Dan Rankin, local architect, designer, and former Sno-Isle Libraries Board of Trustees member Kelli Smith, and members of the City of Darrington's Public Works Department. According to Manager Bryson, community consensus is that the sculpture will add to the library's welcoming environment and would not present a safety hazard.

The identified work of art is a sculpture in bronze titled *Tango Moon*, and created by Whidbey Island artist, Georgia Gerber. The dimensions of the sculpture are 32"H x 21"W x 18"D.

The proposed location for the sculpture is on the southwest corner of the library's new outdoor patio. In this location, the art will be publicly visible, accessible, and establish a focal point that will enhance the outdoor space around it.

The style, nature and durability of the art is appropriate in scale, material, form and content for the library environment. In fact, Gerber's high-quality works of art can be found outside the entrances of other Sno-Isle community libraries, including Mukilteo, Mountlake Terrace, and Clinton.

The cost of the selected sculpture is approximately \$7,800 and will be covered entirely by the anonymous donor. The cost for installation is estimated not to exceed \$100 and will be completed by the Library District's Facilities department.

The bronze sculpture is designed to weather outdoor conditions. Ongoing maintenance is minimal and will be included in the general facilities budget.

Request to Accept Donated Art

DARRINGTON LIBRARY

Tango Moon Bronze sculpture by Georgia Gerber, 32" H x 21" W x 18" D



Proposed location for sculpture, southwest corner of new outdoor patio



Sno-Isle Libraries

BOARD OF TRUSTEES 2025 MEETING SCHEDULE PROPOSAL

Date	Time	Type
January 27	5:30 P.M.	Regular
February 24	5:30 P.M.	Regular
March 24	5:30 P.M.	Regular
April 28	5:30 P.M.	Regular
May 27*	5:30 P.M.	Regular
June 23	5:30 P.M.	Regular
July 28	5:30 P.M.	Regular
September 15*	5:30 P.M.	Regular
October 27	5:30 P.M.	Regular
November 24	5:30 P.M.	Regular

*Moved from the fourth Monday due to the holiday.

*Draft
September 23, 2024*

Self-service Hours Overview

REPORT TO THE BOARD

September 23, 2024

As part of our vision that everyone in our community is connected to their library, Sno-Isle Libraries is pursuing additional access to library services through a variety of options including holds lockers, outreach, community engagement and self-service hours.

The goal of self-service hours is to provide customers with access to library services in our buildings outside regular staffed library hours. Sno-Isle uses two models: whole library access and meeting room access. This brief report presents the history, implementation, and results to date on this project.

In preparation for starting self-service hours, staff engaged with library systems across the country and visited the Timberland Library System in Washington. The team used a combination of data and community conversations to gather valuable customer insights. The research focused on specific libraries, and community feedback was crucial in developing the pilots at the Camano Island, Coupeville, Granite Falls, and Lake Stevens libraries.

A cross-departmental team, consisting of staff from Community Libraries, Facilities, and Information Technology, was established to create self-service hours. The initiative started with meeting room access at Camano Island and Coupeville, before extending whole library access to Lake Stevens and Granite Falls. The implementation process was comprehensive, involving the development of a customer onboarding procedure and the installation of required hardware and software for security and access.

A significant challenge faced in this project was integrating the technology. The team needed to combine five distinct systems to support two service models, and there was no existing product that met the requirements. The IT team created custom solutions to automate access for both the libraries and meeting rooms. The approach was to create a seamless experience for customers and staff and to ensure the service's scalability and reliability.

The team worked closely with Human Resources and union leadership to address staff schedules and operational expectations. Through the implementation process, staff learned that self-service hours work well with staffed open hours. Staff remained able to continue to work closely with customers in a meaningful way.

Self-service Hours Overview

REPORT TO THE BOARD

For the customer's experience, whole library access self-service hours begin each day at 6:00 a.m. and end at 10:00 p.m., including weekends and Federal holidays. Self-service hours have expanded library access by 109 hours each week at the two participating libraries. As of September 9, 2024, there were 93 customers registered and making use of self-service hours. Customers have expressed appreciation of the service stating self-service hours fit their personal schedules better and provide a quieter library experience for their study, research, and reading.

Per the Memorandum of Understanding between Sno-Isle Libraries and Sno-Isle Libraries United (SILEU), staff will gather data for the pilot at Lake Stevens and Granite Falls Libraries through 2025. Data will be used to continue initiative evaluation and determine adjustments to the service beyond the pilot stage.

Financial Update

FINANCE DEPARTMENT

September 23, 2024

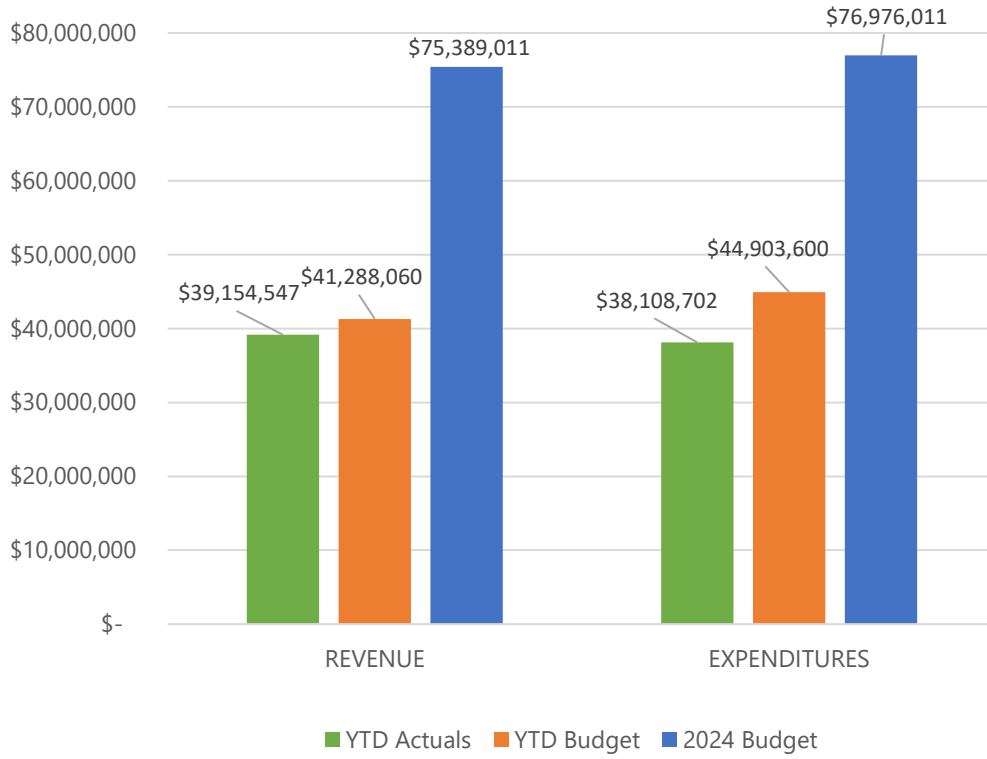
July 2024 Revenue Summary

- Total revenue received in July was \$1.8M compared to the monthly budget of \$1.0M. Year to date (YTD) total revenue was \$39.2 compared to the YTD budget of \$41.3M.
- General property tax receipts for July were \$183K compared to the monthly budget of \$226K. This included \$146K of Snohomish County property tax revenue, and \$37K Joint District property tax revenue.
- Timber tax and associated excise tax revenues for July were \$20K compared to the monthly budget of \$18K. This included \$615 Leasehold Excise Tax, \$15K Timber Harvest Excise Tax, and \$5K DNR revenue.
- Grant revenue for July was \$913K compared to the monthly budget of \$614K.
- Investment interest for July was \$183K compared to the monthly budget of \$83K.
- Print/copy services, lost materials revenue, and donations for July were collectively \$64K compared to the monthly budget of \$40K. The increase is due to \$49K from the Sno-Isle Library Foundation and \$7K from Friends of the Library.
- Other Revenue for July was \$443K compared to the monthly budget of \$46K. This included \$2K in surplus sales, \$28K in retainage deposits, \$5K in other revenue, and \$408K in revenue from City of Edmonds Insurance Recovery to repair water damage for the Edmonds Library.

July 2024 Expenditures Summary

- Total expenditures for July were \$6.2M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$38.1M compared to the YTD budget of \$44.9M.
- Salaries & Benefits for July were \$3.5M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for July were \$653K compared to the monthly budget of \$559K.
- Employee training expenditures for July were \$12K compared to the monthly budget of \$23K.
- Capital expenditures for July were \$1.1M compared to the monthly budget of \$1.1M. Expenditures are for land, building & improvements, architecture & engineering, and furnishings & equipment.
- All other expenditures (professional & contract services, equipment & furnishing, maintenance & repairs, software license & maintenance fees, communications, office & operating supplies, utilities, rentals & leases, insurance and miscellaneous) for July were \$977k compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 7/1/2024 Through 7/31/2024
(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	183,656	35,132,700	35,491,390	65,451,650	53.67%
02.0	Timber Tax / Sales	20,027	510,589	314,900	540,000	94.55%
02.5	Grants	913,280	1,374,019	4,297,440	7,367,000	18.65%
03.0	Print/Copy Services	2,785	15,069	7,000	12,000	125.57%
04.0	Services/City Contract Fees	0	0	2,450	4,200	0.00%
05.0	Lost Materials Paid	4,827	29,474	20,440	35,000	84.21%
06.0	Investment Interest	182,568	1,280,866	583,310	1,000,000	128.08%
07.0	Donations Private Sources	56,633	112,434	247,870	425,000	26.45%
08.0	Other Revenue	35,028	291,217	323,260	554,161	52.55%
09.1	Insurance Recoveries	408,179	408,179	0	0	0.00%
	Total Revenues	<u>1,806,984</u>	<u>39,154,547</u>	<u>41,288,060</u>	<u>75,389,011</u>	<u>51.94%</u>

Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 7/1/2024 Through 7/31/2024
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures					
10.0	3,456,069	24,527,628	26,004,790	44,579,160	55.02%
20.0	653,234	4,028,834	3,909,780	6,702,520	60.10%
26.0	315,846	1,802,612	2,176,930	3,732,018	48.30%
35.0	97,096	1,150,837	834,540	1,430,500	80.44%
38.0	42,623	334,135	465,920	798,300	41.85%
41.0	28,874	724,399	1,023,680	1,754,650	41.28%
42.0	55,216	372,324	501,340	859,500	43.31%
43.0	85,378	371,767	376,740	645,800	57.56%
44.0	33,726	284,879	310,940	532,800	53.46%
45.0	47,651	388,346	283,990	486,838	79.76%
46.0	136,572	180,860	139,790	239,600	75.48%
48.0	12,273	103,614	157,500	270,000	38.37%
49.0	122,637	418,842	492,660	844,325	49.60%
50.0	11,406	20,742	437,500	750,000	2.76%
61.0	46,250	271,250	1,750,000	3,000,000	9.04%
62.0	913,407	2,136,161	4,725,000	8,100,000	26.37%
62.5	33,462	514,655	875,000	1,500,000	34.31%
64.0	106,990	476,817	437,500	750,000	63.57%
	<u>6,198,709</u>	<u>38,108,701</u>	<u>44,903,600</u>	<u>76,976,011</u>	<u>49.51%</u>

Financial Update

FINANCE DEPARTMENT

September 23, 2024

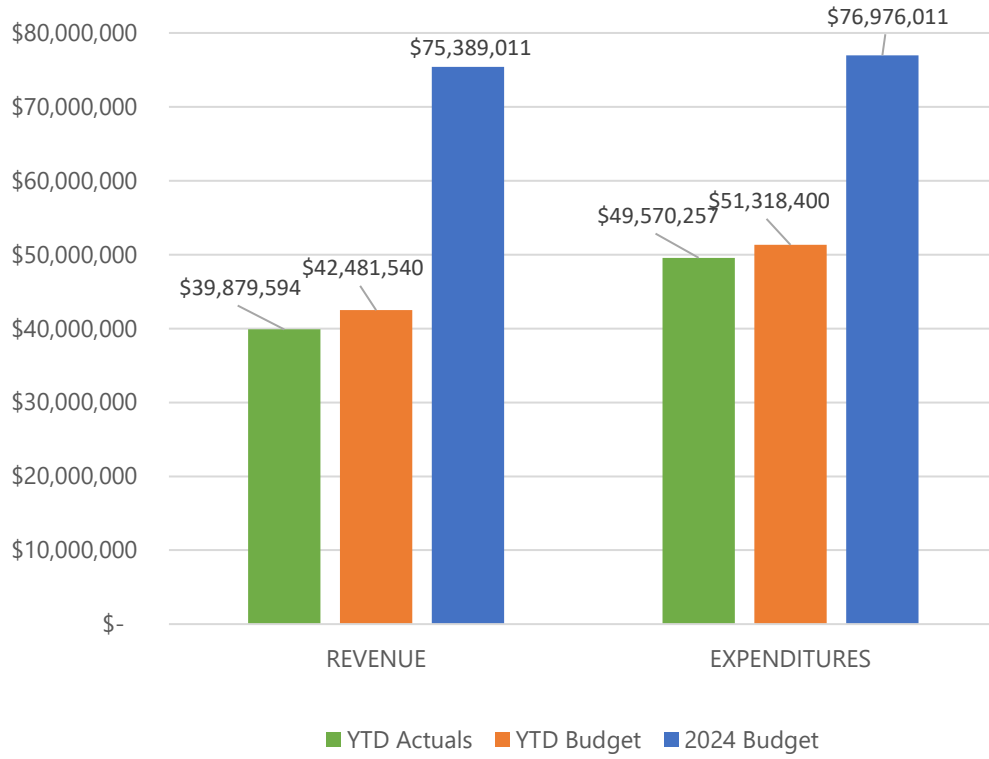
August 2024 Revenue Summary

- Total revenue received in August was \$725K compared to the monthly budget of \$1.2M. Year to date (YTD) total revenue was \$39.9 compared to the YTD budget of \$42.5M.
- General property tax receipts for August were \$279K compared to the monthly budget of \$318K. This included \$201K of Snohomish County property tax revenue, and \$79K Joint District property tax revenue.
- Timber tax and associated excise tax revenues for August were \$85K compared to the monthly budget of \$93K. This included \$70K Leasehold Excise Tax, \$13K Timber Harvest Excise Tax, and \$2K DNR revenue.
- Grant revenue for August was \$0 compared to the monthly budget of \$614K.
- Investment Interest for August was \$196K compared to the monthly budget of \$83K.
- Print/copy services, lost materials revenue, and donations for August were collectively \$26K compared to the monthly budget of \$40K. The increase is due to \$12K from the Sno-Isle Library Foundation and \$8K from Friends of the Library.
- Other Revenue for August was \$138K compared to the monthly budget of \$46K. This included \$0 in surplus sales, \$45K in retainage deposits, and \$93K in other revenue.

August 2024 Expenditures Summary

- Total expenditures for August were \$12M compared to the monthly budget of \$6M. Total expenditures YTD were \$50M compared to the YTD budget of \$77M.
- Salaries & Benefits for August were \$4.5M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for August were \$642K compared to the monthly budget of \$559K.
- Employee training expenditures for August were \$3K compared to the monthly budget of \$23K.
- Capital expenditures for August were \$5.2M compared to the monthly budget of \$1.1M. Expenditures are for land, building & improvements, architecture & engineering, and furnishings & equipment.
- All other expenditures (professional & contract services, equipment & furnishing, maintenance & repairs, software license & maintenance fees, communications, office & operating supplies, utilities, rentals & leases, insurance and miscellaneous) for August were \$1.1M compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary

From 8/1/2024 Through 8/31/2024
(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	279,514	35,412,214	35,809,260	65,451,650	54.10%
02.0	Timber Tax / Sales	85,267	595,856	407,400	540,000	110.34%
02.5	Grants	0	1,374,019	4,911,360	7,367,000	18.65%
03.0	Print/Copy Services	2,779	17,848	8,000	12,000	148.72%
04.0	Services/City Contract Fees	0	0	2,800	4,200	0.00%
05.0	Lost Materials Paid	3,452	32,925	23,360	35,000	94.07%
06.0	Investment Interest	195,967	1,476,832	666,640	1,000,000	147.68%
07.0	Donations Private Sources	19,869	132,304	283,280	425,000	31.13%
08.0	Other Revenue	138,200	429,417	369,440	554,161	77.48%
09.1	Insurance Recoveries	0	408,179	0	0	0.00%
	Total Revenues	<u>725,047</u>	<u>39,879,594</u>	<u>42,481,540</u>	<u>75,389,011</u>	<u>52.90%</u>

Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 8/1/2024 Through 8/31/2024
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	4,553,843	29,081,471	29,719,760	44,579,160	65.23%
20.0	Materials	642,141	4,670,974	4,468,320	6,702,520	69.68%
26.0	Professional & Contract Services	269,413	2,072,025	2,487,920	3,732,018	55.52%
35.0	Equipment & Furnishings	104,596	1,255,434	953,760	1,430,500	87.76%
38.0	Maintenance & Repair	63,113	397,248	532,480	798,300	49.76%
41.0	Software License & Maint Fees	314,404	1,038,803	1,169,920	1,754,650	59.20%
42.0	Communications	63,054	435,378	572,960	859,500	50.65%
43.0	Office & Operating Supplies	64,716	436,484	430,560	645,800	67.58%
44.0	Utilities	66,083	350,961	355,360	532,800	65.87%
45.0	Rentals & Leases	54,774	443,119	324,560	486,838	91.01%
46.0	Insurance	38,300	219,159	159,760	239,600	91.46%
48.0	Employee Training / Travel	3,230	106,844	180,000	270,000	39.57%
49.0	Miscellaneous	67,794	486,635	563,040	844,325	57.63%
50.0	Strategic Initiatives / Innovation	3,000	23,742	500,000	750,000	3.16%
61.0	Capital - Land	4,348,068	4,619,318	2,000,000	3,000,000	153.97%
62.0	Capital - Bldgs & Improvements	662,122	2,798,283	5,400,000	8,100,000	34.54%
62.5	Capital - A&E	142,906	657,562	1,000,000	1,500,000	43.83%
64.0	Capital - Furnishings & Equipment	0	476,817	500,000	750,000	63.57%
	Total Expenditures	11,461,556	49,570,257	51,318,400	76,976,011	64.40%

Executive Director

BOARD REPORT

August-September 2024

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Secretary of State Steve Hobbs – Community Leaders’ Lunch
- Secretary of State Steve Hobbs, Deputy Secretary of State Randy Bolerjack, and Library District staff – Gaming kit for Lake Stevens Library
- Foundation Board President Jeanne Thorsen
- Mill Creek Library walkthrough with City of Mill Creek and Sno-Isle Libraries staff
- Stanwood Mayor Sid Roberts with Deputy Director David Durante

Board meetings

- Sno-Isle Libraries Foundation Board meeting
- Trustee Nominating Committee
- Board of Trustees Executive Committee
- Economic Alliance of Snohomish County (EASC) Board special meeting

Library and Community Events

- Sound Transit Preview Ride
- Sound Transit Opening Day Celebration

Library Updates

- Strategic goals

BOARD OF TRUSTEES 2024 CALENDAR

SEPTEMBER 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)

- Auditor's report
- 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 7)

- Library Facility Ownership Policy
- Bylaws update

Regular Meeting (February 26)

- Bylaws update
- *Emerging Services – staff presentation*

MARCH

Executive Committee (March 14)

- Executive Director Search

Library Services Committee (March 26)

- Customer Use of Library Spaces Policy
- Donation Policy

Management Committee (March 28)

- Library Facility Ownership Policy
- Site Selection & Ownership Policy

Special Meeting (March 25)

- Executive Director Search process

Regular Meeting (March 25)

- Mill Creek Reserve Fund Transfer
- Declaration of Surplus Asset
- Human Resources Annual Report

BOARD OF TRUSTEES 2024 CALENDAR

SEPTEMBER 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

APRIL

Executive (April)

- Executive Director quarterly check-in
- Trustee vacancy process (information)

Regular Meeting (April 29)

- Trustee vacancy process (information)
- Customer Use of Library Spaces Policy
- Donation Policy
- Library Facility Ownership Policy
- Site Selection & Ownership Policy
- *Partnerships – staff presentation*

MAY

President (May)

- Trustee Nominating Committee appointments

Library Services Committee (May)

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

Management Committee (May)

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

Regular Meeting (May 28)

- Equity Policy
- Friends of the Library Policy
- Library Administrative Policies Policy
- Library Card & Lending Policy
- Strategic Alliances Policy
- Volunteer Policy

JUNE

Executive (June 17)

- Policy Timeline review
- Bylaws update

Regular Meeting (June 24)

- Policy Timeline review
- Bylaws update
- *Intellectual Freedom – staff presentation*
- *2023 Programming Report – staff presentation*

BOARD OF TRUSTEES 2024 CALENDAR

SEPTEMBER 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY	Trustee Nominating (July 11) <ul style="list-style-type: none">• Interview planning Trustee Nominating (July 26) <ul style="list-style-type: none">• Application review	Special Meeting (July 18) <ul style="list-style-type: none">• Collective Bargaining Agreement• Executive Director Contract Regular Meeting (July 22) <ul style="list-style-type: none">• Resolution regarding appointment of Audit Officers• <i>Sno-Isle Libraries Demographic Report – staff presentation</i>
AUGUST	Trustee Nominating (August 9-10) <ul style="list-style-type: none">• Candidate review and interviews	Special Meeting (August 27) <ul style="list-style-type: none">• Evaluation of applicants for public employment
SEPTEMBER	President (September) <ul style="list-style-type: none">• Officer Nominating Committee appointments Executive (September 5) <ul style="list-style-type: none">• Policy review• 2025 Meeting dates and times proposal• New Executive Director onboarding plan	Special Meeting (September 5) <ul style="list-style-type: none">• Executive Director appointment Regular Meeting (September 23) <ul style="list-style-type: none">• Trustee candidate recommendation• 2025 Officer Nominating Committee appointment• Resolution regarding indexing public records• Resolution regarding charging fees for public records• 2025 meeting dates and time (first review)• <i>Self-Service Hours – staff presentation</i>• <i>2025 Budget introduction – staff presentation</i>
OCTOBER	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">• Officer slate announcement• 2025 budget proposal• Public hearing on 2025 levy• Resolution regarding the 2025 levy• 2025 meeting dates and time (second review and adoption)• <i>Workforce Diversity Advisory Group – staff presentation</i>

BOARD OF TRUSTEES 2024 CALENDAR

SEPTEMBER 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

NOVEMBER

Regular Meeting (November 25)

- Resolution regarding the 2025 budget
- Election of officers

DECEMBER

President (December)

- 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 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