

# Sno-Isle Libraries

## BOARD OF TRUSTEES

### Board of Trustees

Kelli Smith, *President* • Rose Olson, *Vice President* • Paul Ryan, *Secretary* • Michael Adams • Jennifer DePrey • Susan Kostick • Martin Munguia

### Executive Director

Lois Langer Thompson

**January 23, 2023, 5:30 p.m.**

Mountlake Terrace Library

23300 58th Ave W

Mountlake Terrace, WA 98043

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 157 975 210#

### Meeting Agenda

#### 1) Call to Order

#### 2) Land Acknowledgement

#### 3) Roll Call

#### 4) \*Approval of Agenda

#### 5) \*Consent Agenda Items

- a) Approval of the November 21, 2022 regular meeting minutes
- b) Approval of the January 5, 2023 special meeting minutes
- c) Approval of the November 2022 payroll, benefits, and vouchers
- d) Approval of the December 2022 payroll, benefits, and vouchers

#### 6) Public Comment

#### 7) New Business

- a) \*Amend October 2022 meeting minutes [Attachment 1](#)

#### 8) Staff Reports

- a) Emerging Library Use – Director of Community Libraries Diane Lai and Director of Technical Service Nick Fuchs [Attachment 2](#)
- b) Financial Update – Finance Manager Nicole Wehl [Attachment 3](#)

#### 9) Executive Director's Report

- a) Executive Director's report [Attachments 4-7](#)

#### 10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Smith [Attachment 8](#)
- b) Board Development / Administration – Chair Ryan
- c) Sno-Isle Libraries Foundation – Trustees Kostick and Olson

#### 11) \*Adjournment

\*Denotes Board of Trustees action item.

*To request accommodations for an event, email [accessibility@sno-isle.org](mailto:accessibility@sno-isle.org) or visit [sno-isle.org](http://sno-isle.org).*

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

November 21, 2022

Meeting Minutes

Lynnwood Library

## Call to Order

President Kostick called the meeting to order at 5:33 p.m., followed by a land acknowledgement.

## Attendees

**Members present:** Susan Kostick, Kelli Smith, Rose Olson, Martin Munguia, and Michael Adams

**Members present via teleconference:** Paul Ryan and Jennifer DePrey

**Staff present:** Barb Adams, David Adkins-Brown, Sandra Beck, Michelle Callihan, Michael Delury, David Durante, Baha Farkish, Bryan Gabehart, Cassie Hanson, Lindsay Hanson, Alisha Hendren, Rebecca Loney, Antoinette Morales-Tanner, Chila Oglesby, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman

## Approval of Agenda

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

## Consent Agenda

- a) Approval of the October 24, 2022 regular meeting minutes
- b) Approval of the October 2022 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee Olson 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.

## Public Hearing

Per RCW 84.55.120, President Kostick convened the Sno-Isle Libraries' annual public hearing to consider increases in the property tax revenue for the Library District's 2023 budget. The public hearing was convened at 5:35 p.m. There being no public comment, the public hearing was closed at 5:36 p.m.

## Unfinished Business

### 2023 Proposed Meeting Schedule

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the 2023 Board meeting schedule as presented. The motion passed.

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### Election of 2023 Officers

Nominating Committee Chair Munguia presented the following slate of officers for 2023:

- Kelli Smith – President
- Rose Olson – Vice President
- Paul Ryan – Secretary

There were no additional nominations.

With no additional nominations from the floor, Secretary Olson cast a unanimous ballot for the 2023 slate of officers as presented by the Nominating Committee, and that the slate be declared elected by acclamation. The slate was declared elected by acclamation.

### New Business

#### Resolution 22-05

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve Resolution 22-05: a resolution of the Board of Trustees of the Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy. The motion passed.

#### Adoption of the 2023 Budget

Trustee Adams moved the Sno-Isle Libraries Board of Trustees approve the 2022 budget as presented. The motion passed.

#### Executive Director's Report

Executive Director Thompson highlighted information from the Executive Director's report, including attendance at Arlington and Marysville city council meetings and LCFA governing board meetings, power outages at community libraries, and capital projects.

#### Financial Update

Finance Manager Nicole Wehl provided the September and October 2022 financial reports.

### President, Trustee Committees, and Foundation Representative Reports

#### President's Report

President Kostick provided information on the following:

- President Kostick attended SILCON 2023, the virtual development day for Sno-Isle staff. President Kostick especially appreciated keynote speaker Wendy Gates Corbett's session titled "The Energy of Belonging."
- President Kostick held a call with the state auditor's office to answer questions and provide Board perspective on audit issues.
- The Executive Committee met on November 15 with Human Resources Director Barb Adams to prepare for the Executive Session.

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

### Sno-Isle Libraries Foundation

Trustee Olson provided information on the following:

- The Foundation Board welcomed five new directors at the November 14 meeting: Rim Benoud-Schmitz, Colin McMahon Sami Postma, Jeanne Thorsen, and Ryan Willis.
- The Foundation Board approved the 2023 budget.
- Data migration from donor software Exceed to Bloomerang was completed last month. While the effort took a lot of resources, the new database is more adaptable.
- The new Foundation Specialist will start on December 5.
- The top priority of the Foundation is fundraising. Communications about year-end campaigns will be sent soon, including information about the Employee Giving Campaign and Giving Tuesday.

### Board Member Reports

- Trustee Munguia reported on the community transit restructuring of the bus network in anticipation of the light rail, ensuring access to libraries.
- Trustee Smith met with Chy Ross, Assistant Director of Capital Strategy and Planning, who provided an update on the Darrington Library Project.
- Trustee Ryan commended Human Resources Specialist Miranda Blum and Circulation and Delivery Services Manager Carolyn Bly for their work with the Supported Page position and for Sno-Isle Libraries being named Large Employer of the Year by the Community Employment Alliance.

### Executive Session

President Kostick announced at 6:18 p.m. that the Board would meet in Executive Session for 20 minutes as authorized under RCW 42.30.110(1)(g) to discuss the performance of a public employee. The Board expected to take action on the Executive Director contract when the regular meeting reconvened.

At 6:38 p.m., President Kostick announced that the executive session would be extended for 10 minutes to reconvene at 6:48 p.m. At 6:48 p.m., the President Kostick reconvened the regular meeting.

### Executive Director Contract

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

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

## Adjournment

Trustee Smith moved to adjourn the November 21, 2022 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Kostick adjourned the meeting at 6:50 PM.

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President

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Secretary

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

January 5, 2023

Special Meeting Minutes

Sno-Isle Libraries Service Center and videoconference

### Call to Order

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

### Attendees

**Members present via videoconference:** Jennifer DePrey, Susan Kostick, and Kelli Smith. Rose Olson joined at 12:03 p.m.

**Members present via telephone:** Paul Ryan

**Staff present:** Barb Adams, Alisha Hendren, Meredith Kraft, Diane Lai, Rebecca Loney, and Lois Langer Thompson

### Approval of Agenda

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

### New Business

#### 2022 Joint Levy Certification for 2023 Taxes

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees certify the 2022 joint levy rate for 2023 taxes at \$0.3108676229 per \$1,000 of assessed value and direct staff to send the certification results to the Snohomish and Island County Assessors' Offices. The motion passed.

### Adjournment

Trustee Ryan moved to adjourn the January 5, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 12:05 p.m.

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President

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Secretary

**Sno-Isle Libraries**  
**November 2022 Payroll and November 2022 Vouchers**

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Direct Deposits, Manual Check 747 and Employee Deductions	\$ 2,497,649.99
Vendor Checks 77312, 77320, 77395, 77483, 77674, 77740 and 77754 through 77763, Plus Electronic Fund Transfers	<u>\$ 783,507.20</u>
Total Payroll and Benefits	\$ 3,281,157.19
 Accounts Payable Checks 77278 through 77763 less checks listed above, plus Electronic Transfers	 <u>\$ 1,327,452.92</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,608,610.11</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees January 23, 2023.



Finance Director

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

**Sno-Isle Libraries**  
**November 2022 Payroll and November 2022 Vouchers**  
**Reconciliation of Actual Expenditures to Expenditure Summary**

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**November 2022 Payroll**

Employee Pay - Direct Deposit	\$ 1,793,856.65	
Employee Pay - Manual Check 747	\$ 19,644.54	
Plus: Employee Deductions	\$ 684,148.80	
<b>Sub-Total Gross Payroll</b>		<b>\$ 2,497,649.99</b>

Vendor Checks 77312, 77320, 77395, 77483, 77674, 77740 and 77754 through 77763	\$ 195,398.24	*
Electronic Funds Transfer- Employer Federal Taxes	\$ 220,310.29	
Electronic Funds Transfer - Empower - 457 Plan	\$ 8,873.32	
Electronic Funds Transfer - Mission Square - 457 Plan	\$ 50,003.39	
Electronic Funds Transfer - PERS - Retirement Plan	\$ 373,186.41	
Electronic Funds Transfer - Navia - FSA	\$ 10,727.59	
Electronic Funds Transfer - Navia - HRA/MRA	\$ 4,990.90	
Electronic Funds Transfer - Premera - Medical	\$ 161,396.48	
Electronic Funds Transfer - Washington State Support Registry	\$ 736.84	
Less: Employee Benefit Deductions	\$ (242,116.26)	
<b>Sub-Total Benefits - Employer Expense</b>		<b>\$ 783,507.20</b>
<b>Total Payroll and Benefits</b>		<b>\$ 3,281,157.19</b>

**November 2022 Accounts Payable**

Checks 77278 through 77763 less checks listed above	\$ 1,327,020.52	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$ 432.40	
<b>Sub-Total Accounts Payable</b>		<b>\$ 1,327,452.92</b>
<b>Total Payroll, Benefits and Accounts Payable</b>		<b>\$ 4,608,610.11</b>

**Adjustments**

Paycom Direct Service Fee	\$ 17,496.43	
Refunds and Credits	\$ 1,048.24	
Replenish Petty Cash (expensed in prior months)	\$ (610.19)	
Refund Interest	\$ 0.22	
Bank Service Charge	\$ 191.16	
Travel & Business Expense Reimbursement paid in Payroll	\$ 6,265.55	
<b>Total Adjustments</b>		<b>\$ 24,391.41</b>

**November 2022 Total Expenditures** **\$ 4,633,001.52** \*\*\*

* Benefit invoices paid through Accounts Payable Checks	\$ 195,398.24
** Regular invoices paid through Accounts Payable Checks	\$ 1,327,020.52
<b>Total Accounts Payable Check Payments</b>	<b>\$ 1,522,418.76</b>

\*\*\* Equals Expenditure Summary Total



**Vouchers  
November 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
11/25/2022	73814	Void	-750.00
11/25/2022	74237	Void	-300.00
11/25/2022	77026	Void	-35.25
11/10/2022	77202	Void	-225.00
11/30/2022	76499	Void	-1,236.63
11/1/2022	77278	Lifemoves Health LLC	7,500.00
11/3/2022	77279	Amazon (530958)	217.92
11/3/2022	77280	Amazon Capital Services, Inc	278.56
11/3/2022	77281	AT&T Mobility (6463)	43.23
11/3/2022	77282	Baker & Taylor Books (277930)	5,550.75
11/3/2022	77283	Bank of America (842425)	2,782.85
11/3/2022	77284	Beacon Publishing Inc	850.00
11/3/2022	77285	Carahsoft Technology Corporation	2,075.08
11/3/2022	77286	Cascade Natural Gas	28.83
11/3/2022	77287	Comcast	3,706.89
11/3/2022	77288	EBSCO	1,055.55
11/3/2022	77289	Gale/Cengage Learning	1,722.97
11/3/2022	77290	Ingram Library Services	24,264.49
11/3/2022	77291	KeyBank National Association	725.80
11/3/2022	77292	Lithtex NW	595.35
11/3/2022	77293	Midwest Tape	9,757.09
11/3/2022	77294	NW Safety Consultants, LLC	1,616.00
11/3/2022	77295	Office Depot, INC	1,316.83
11/3/2022	77296 - 77304	Remit Overrun	0.00
11/3/2022	77305	Overdrive Inc	52,205.85
11/3/2022	77306	Paper Roll Products	1,061.23
11/3/2022	77307	Petty Cash	610.19
11/3/2022	77308	Puget Sound Energy	402.71
11/3/2022	77309	PUD No 1 of Snohomish County	1,562.46
11/3/2022	77310	Refresher Training, LLC	7,500.00
11/3/2022	77311	Ringsquared	181.73
11/3/2022	77312	Robert Half	3,892.89
11/3/2022	77313	Safeguard Business Systems, Inc.	797.63
11/3/2022	77314	Salish Networks	1,214.20
11/3/2022	77315	Uline	1,222.69
11/3/2022	77316	U S Bank Equipment Finance	627.44
11/3/2022	77317	Espinoza, Mirella	525.00
11/3/2022	77318	Wave Business	10,345.36
11/3/2022	77319	WCP Solutions	75.82
11/3/2022	77320	Wellable LLC	231.00
11/3/2022	77321	Whidbey Telecom	600.59
11/3/2022	77322	Wong, Jane	750.00

**Vouchers  
November 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
11/3/2022	77323	World Book Inc	6,490.00
11/3/2022	77324	Ziplay Fiber	11,879.96
11/10/2022	77325	Leslie Moore	1,151.38
11/10/2022	77326	AAA Fire Protection, Inc	354.58
11/10/2022	77327	Air Care System	10,025.20
11/10/2022	77328	Alderwood Water District	175.76
11/10/2022	77329	Allied Universal	15,162.30
11/10/2022	77330	Amazon Capital Services, Inc	1,057.82
11/10/2022	77331	Amber Kai Morgan	150.00
11/10/2022	77332	Astrum Health, LLC	1,000.00
11/10/2022	77333	Blecha, Peter	500.00
11/10/2022	77334	Burke Museum	90.00
11/10/2022	77335	City of Arlington	184.30
11/10/2022	77336	City of Granite Falls	118.13
11/10/2022	77337	City of Marysville	3,451.10
11/10/2022	77338	City of Monroe	1,193.37
11/10/2022	77339	City of Sultan	170.88
11/10/2022	77340	Clinton Water Dist	69.72
11/10/2022	77341	CloudSDS, Inc	681.25
11/10/2022	77342	Co3 Consulting, LLC	1,500.00
11/10/2022	77343	Crystal Mt. Pure Drinking Water	67.88
11/10/2022	77344	Dae Won LLC	7,892.49
11/10/2022	77345	Daily Journal of Commerce	101.20
11/10/2022	77346	Del Sol Inc	95,256.29
11/10/2022	77347	Demco Inc (8048)	783.38
11/10/2022	77348	Devin C. Hughes Enterprises, LLC	750.00
11/10/2022	77349	EBSCO	878.07
11/10/2022	77350	FATBEAM, LLC	4,979.00
11/10/2022	77351	Frix Technologies LLC	1,262.89
11/10/2022	77352	Gansango Dance	530.00
11/10/2022	77353	Harshman, Gabrial	150.00
11/10/2022	77354	Hillis Clark Martin & Peterson	588.00
11/10/2022	77355	Interlibrary Loan, Hillsboro Brookwood Library	24.95
11/10/2022	77356	Iron Mountain	605.06
11/10/2022	77357	Island Disposal Inc	125.18
11/10/2022	77358	Jackson, April C.	295.00
11/10/2022	77359	Jimmy's Roofing	3,740.58
11/10/2022	77360	Kendall of Marysville	180.71
11/10/2022	77361	Kumospace, Inc.	1,250.00
11/10/2022	77362	Lamar Transit, LLC	2,920.00
11/10/2022	77363	Lithtex NW	270.52
11/10/2022	77364	Masters, Sandra L	700.00

**Vouchers  
November 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
11/10/2022	77365	Microix	1,923.75
11/10/2022	77366	Newegg.com	296.53
11/10/2022	77367	Remit Overrun	0.00
11/10/2022	77368	Office Depot, INC	2,224.44
11/10/2022	77369 - 77379	Remit Overrun	0.00
11/10/2022	77380	Overdrive Inc	159,619.82
11/10/2022	77381	Pacific Publishing Co Inc	293.25
11/10/2022	77382	Paper Roll Products	596.53
11/10/2022	77383	PetroCard Systems Inc	2,425.03
11/10/2022	77384	Ping, Jessica	3,000.00
11/10/2022	77385	Platt Electric Supply	225.27
11/10/2022	77386	PODS Enterprises, LLC	451.95
11/10/2022	77387	Prime Self Storage	814.00
11/10/2022	77388	PUD No 1 of Snohomish County	889.70
11/10/2022	77389	Puget Sound Energy	1,340.13
11/10/2022	77390	Puget Sound Mobile Detail	790.25
11/10/2022	77391	Rentacrate Enterprises LLC	11,785.77
11/10/2022	77392	Rev.com, Inc	681.00
11/10/2022	77393	Ricoh USA Inc - 31001	782.16
11/10/2022	77394	Ricoh USA Inc - 650073	22,523.09
11/10/2022	77395	Robert Half	3,486.65
11/10/2022	77396	S-R Broadcasting Co Inc	3,264.28
11/10/2022	77397	Seahurst Electric	3,469.22
11/10/2022	77398	Shred-it	3,125.16
11/10/2022	77399	Silver Kite Community Arts	320.00
11/10/2022	77400	Silver Lake Water & Sewer	162.13
11/10/2022	77401	Simply Magic	1,000.00
11/10/2022	77402	Skagit Publishing	324.61
11/10/2022	77403	Smarsh, Inc	54.38
11/10/2022	77404	Sprague Pest Solutions	576.46
11/10/2022	77405	Sterling Volunteers	102.00
11/10/2022	77406	T Mobile	154.82
11/10/2022	77407	Teresa Wippel Communications LLC	425.00
11/10/2022	77408	Timeless Design	19,078.64
11/10/2022	77409	Uline	1,477.61
11/10/2022	77410	Unisys Corporation	7,015.17
11/10/2022	77411	Verizon Communications Inc	310.12
11/10/2022	77412	Visionary Office Furniture	2,436.74
11/10/2022	77413	Wave Business	10,345.36
11/10/2022	77414	WCP Solutions	81.43
11/10/2022	77415	Wendy Lee Lynds	0.00
11/10/2022	77416	Whaley, Lori Tsugawa	124.32

**Vouchers  
November 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
11/10/2022	77417	Ziply Fiber	4,343.65
11/17/2022	77418	Air Care System	12,600.20
11/17/2022	77419	Amazon Capital Services, Inc	762.86
11/17/2022	77420	Antonelis-Lapp, Jeffrey Raymond	100.00
11/17/2022	77421	Asavie Technologies Inc	1,540.43
11/17/2022	77422	Baker & Taylor Books (277930)	7,893.34
11/17/2022	77423	Bibliocommons Inc.	16,810.36
11/17/2022	77424	Bibliotheca LLC	3,185.87
11/17/2022	77425	Brodart Company	30.78
11/17/2022	77426	Brodart (Supplies)	43.42
11/17/2022	77427	BuildingWork, LLC	12,606.20
11/17/2022	77428	Camano Hill Water Co.	129.84
11/17/2022	77429	Cedar Grove Organics Recycling LLC	404.15
11/17/2022	77430	Center Point Large Print	738.90
11/17/2022	77431	City of Lynnwood	1,421.40
11/17/2022	77432	City of Sultan	1,239.55
11/17/2022	77433	Del Sol Inc	7,286.00
11/17/2022	77434	Jennifer DePrey	183.75
11/17/2022	77435	EBSCO	39,713.96
11/17/2022	77436	Economic Alliance Snohomish County	5,000.00
11/17/2022	77437	Engaged Patrons	1,850.00
11/17/2022	77438	Gale/Cengage Learning	13,484.23
11/17/2022	77439	The Hanover Insurance Company	10,181.70
11/17/2022	77440	Historic Whidbey	1,100.00
11/17/2022	77441	HP Inc	5,504.83
11/17/2022	77442	ID Label, Inc	4,483.37
11/17/2022	77443	Remit Overrun	0.00
11/17/2022	77444	Ingram Library Services	36,842.75
11/17/2022	77445	Island Disposal Inc	34.60
11/17/2022	77446	Kanopy	8,135.00
11/17/2022	77447	Susan Kostick	213.85
11/17/2022	77448	Lamar Transit, LLC	300.00
11/17/2022	77449	Lois Ann Landgrebe	350.00
11/17/2022	77450	Language Exchange	1,256.00
11/17/2022	77451	Lemay Mobile Shredding	343.68
11/17/2022	77452	Lithtex NW	255.26
11/17/2022	77453	Kathy Lynott	400.00
11/17/2022	77454	Midwest Library Service	1,731.03
11/17/2022	77455	Remit Overrun	0.00
11/17/2022	77456	Midwest Tape	21,480.71
11/17/2022	77457	MSR Design	18,590.12
11/17/2022	77458	O'Donnell, Kristi	200.00

**Vouchers**  
**November 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
11/17/2022	77459	Office Depot, INC	763.92
11/17/2022	77460 -77471	Remit Overrun	0.00
11/17/2022	77472	Overdrive Inc	51,865.66
11/17/2022	77473	Pacific Tree Management LLC	17,876.97
11/17/2022	77474	Paper Roll Products	301.57
11/17/2022	77475	Pitney Bowes	434.62
11/17/2022	77476	Prime Self Storage	814.00
11/17/2022	77477	Puget Sound Energy	1,498.95
11/17/2022	77478	PUD No 1 of Snohomish County	666.50
11/17/2022	77479	Republic Services 197	828.20
11/17/2022	77480	Ricoh USA Inc - 31001	9,074.31
11/17/2022	77481	Ricoh USA Inc - 650073	588.21
11/17/2022	77482	Right Systems Inc	2,120.53
11/17/2022	77483	Robert Half	3,252.65
11/17/2022	77484	Salas O'Brien	1,468.29
11/17/2022	77485	Seattle Times	6,650.00
11/17/2022	77486	Smokey Point NW LLC	7,660.17
11/17/2022	77487	Sound Publishing	2,899.00
11/17/2022	77488	Sprague Pest Solutions	316.36
11/17/2022	77489	State Auditor's Office	928.00
11/17/2022	77490	Syncwords, Inc	6,352.50
11/17/2022	77491	Thryv, Inc	113.90
11/17/2022	77492	Remit Overrun	0.00
11/17/2022	77493	Timeless Design	7,754.21
11/17/2022	77494	Tsai Fong Books Inc	106.07
11/17/2022	77495	U S Yellow Pages	229.00
11/17/2022	77496	Verizon Wireless (660108)	17,810.71
11/17/2022	77497	Walter E Nelson Co of Western WA	9,761.81
11/17/2022	77498	Warren, Meghana Aum	4,500.00
11/17/2022	77499	Waste Management	3,730.46
11/17/2022	77500	Whidbey Telecom	600.59
11/17/2022	77501	Washington State Ferries	586.45
11/25/2022	77502	Sno-Isle Refund Account	182.88
11/30/2022	77503-77671	Void - Printing Error	0.00
11/30/2022	77672	Alldata	30,360.00
11/30/2022	77673	Allied Universal	40,858.65
11/30/2022	77674	Amazon Capital Services, Inc	1,479.66
11/30/2022	77675	Janelle Tarasewicz	1,775.00
11/30/2022	77676	Baker & Taylor Books (277930)	1,809.59
11/30/2022	77677	Blackstone Publishing	68.90
11/30/2022	77678	Bank of America (0958)	3,785.28
11/30/2022	77679	Bank of America (2175)	3,945.64

**Vouchers  
November 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
11/30/2022	77680	Bank of America (2945)	2,843.72
11/30/2022	77681	Bank of America (3414)	5,521.38
11/30/2022	77682	Bank of America (3736)	1,580.88
11/30/2022	77683	Bank of America (4867)	541.69
11/30/2022	77684	Bank of America (7423)	39.99
11/30/2022	77685	Bank of America (8208)	2,961.61
11/30/2022	77686	Brodart Company	43.42
11/30/2022	77687	Camano Commons	1,000.00
11/30/2022	77688	Cascade Natural Gas	174.33
11/30/2022	77689	CDW Government Inc	9,407.84
11/30/2022	77690	City of Langley	554.62
11/30/2022	77691	Comcast	3,706.89
11/30/2022	77692	Crystal Springs	118.16
11/30/2022	77693	Daily Journal of Commerce	248.40
11/30/2022	77694	Door Pros Inc	405.42
11/30/2022	77695	EBSCO	717.44
11/30/2022	77696	E - Rate Expertise Inc	1,875.00
11/30/2022	77697	Gale/Cengage Learning	2,921.23
11/30/2022	77698	Remit Overrun	0.00
11/30/2022	77699	Ingram Library Services	37,691.03
11/30/2022	77700	Iron Mountain	605.06
11/30/2022	77701	Jackson, April C.	80.00
11/30/2022	77702	L2	966.00
11/30/2022	77703	Midwest Library Service	611.33
11/30/2022	77704	Midwest Tape	3,621.32
11/30/2022	77705	Martin Munguia	1,236.63
11/30/2022	77706	OCLC Inc (34299)	263.90
11/30/2022	77707	Office Depot, INC	1,273.12
11/30/2022	77708 - 77727	Remit Overrun	0.00
11/30/2022	77728	Overdrive Inc	87,225.02
11/30/2022	77729	Paper Roll Products	751.56
11/30/2022	77730	PetroCard Systems Inc	2,474.16
11/30/2022	77731	PODS Enterprises, LLC	164.65
11/30/2022	77732	Puget Sound Energy	1,418.26
11/30/2022	77733	PUD No 1 of Snohomish County	15,656.39
11/30/2022	77734	Rentacrate Enterprises LLC	5,796.28
11/30/2022	77735	Reserve Account	20,000.00
11/30/2022	77736	Resourceful Compliance	1,078.80
11/30/2022	77737	Ricoh USA Inc - 31001	425.15
11/30/2022	77738	Ricoh USA Inc - 650073	459.70
11/30/2022	77739	Ringsquared	80.84
11/30/2022	77740	Robert Half	6,799.81

**Vouchers  
November 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
11/30/2022	77741	Salish Networks	1,214.20
11/30/2022	77742	Schaeffer, Cynthia Jo	300.00
11/30/2022	77743	Silver Kite Community Arts	320.00
11/30/2022	77744	Sprague Pest Solutions	209.80
11/30/2022	77745	Summit Law Group, PLLC	5,028.00
11/30/2022	77746	TechPower Solutions, Inc	1,791.60
11/30/2022	77747	Timeless Design	5,733.06
11/30/2022	77748	Uline	363.54
11/30/2022	77749	United Parcel Service	400.00
11/30/2022	77750	Visionary Office Furniture	1,419.93
11/30/2022	77751	Walter E Nelson Co of Western WA	3,822.24
11/30/2022	77752	Dae Won LLC	7,892.49
11/30/2022	77753	Ziply Fiber	12,367.49
11/30/2022	77754	Assured Partners of WA, LLC	7,247.74
11/30/2022	77755	Canopy Wellbeing	1,112.50
11/30/2022	77756	Delta Dental of Washington	33,243.97
11/30/2022	77757	Kaiser Permanente	84,966.22
11/30/2022	77758	Lifewise Assurance Company	30,207.60
11/30/2022	77759	Lincoln National Life Ins Company	8,723.45
11/30/2022	77760	Navia Benefit Solutions Client Pay	2,084.20
11/30/2022	77761	Premiera Blue Cross	9,326.88
11/30/2022	77762	Snohomish County Superior Court Clerk	250.00
11/30/2022	77763	Sno-Isle Library Foundation	360.00
			<u>1,522,418.76</u>

**Sno-Isle Libraries**  
**December 2022 Payroll and December 2022 Vouchers**

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Direct Deposits, Employee Deductions	\$ 2,356,485.81
Vendor Checks 77940, 78004, 78066, 78090 through 78099, 78124 and 78130, Plus Electronic Fund Transfers	<u>\$ 877,105.36</u>
Total Payroll and Benefits	\$ 3,233,591.17
 Accounts Payable Checks 77764 through 78140 less checks listed above, plus Electronic Transfers	 <u>\$ 1,956,289.68</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,189,880.85</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees January 23, 2023.



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Finance Director



**Sno-Isle Libraries**  
**December 2022 Payroll and December 2022 Vouchers**  
**Reconciliation of Actual Expenditures to Expenditure Summary**

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**December 2022 Payroll**

Employee Pay - Direct Deposit	\$	1,715,954.64	
Plus: Employee Deductions	\$	640,531.17	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,356,485.81</b>

Vendor Checks 77940, 78004, 78066, 78090 through 78099, 78124 and 78130	\$	209,401.47	*	
Electronic Funds Transfer- Employer Federal Taxes	\$	205,128.67		
Electronic Funds Transfer - Empower - 457 Plan	\$	8,759.07		
Electronic Funds Transfer - Mission Square - 457 Plan	\$	47,929.87		
Electronic Funds Transfer - PERS - Retirement Plan	\$	358,191.88		
Electronic Funds Transfer - Navia - FSA	\$	11,144.22		
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,249.66		
Electronic Funds Transfer - Premera - Medical	\$	269,950.97		
Electronic Funds Transfer - Washington State Support Registry	\$	736.84		
Less: Employee Benefit Deductions	\$	(240,387.29)		
<b>Sub-Total Benefits - Employer Expense</b>				<b>\$ 877,105.36</b>
<b>Total Payroll and Benefits</b>				<b>\$ 3,233,591.17</b>

**December 2022 Accounts Payable**

Checks 77764 through 78140 less checks listed above	\$	1,955,625.43	**	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	664.25		
<b>Sub-Total Accounts Payable</b>				<b>\$ 1,956,289.68</b>
<b>Total Payroll, Benefits and Accounts Payable</b>				<b>\$ 5,189,880.85</b>

**Adjustments**

Paycom Direct Service Fee	\$	17,704.00		
Refunds and Credits	\$	960.17		
Bank Service Charge	\$	225.33		
Travel & Business Expense Reimbursement paid in Payroll	\$	9,257.76		
<b>Total Adjustments</b>				<b>\$ 28,147.26</b>

**December 2022 Total Expenditures** **\$ 5,218,028.11** \*\*\*

* Benefit invoices paid through Accounts Payable Checks	\$	209,401.47	
** Regular invoices paid through Accounts Payable Checks	\$	1,955,625.43	
<b>Total Accounts Payable Check Payments</b>	\$	<u>2,165,026.90</u>	

\*\*\* Equals Expenditure Summary Total

**Vouchers**  
**December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/8/2022	77764	Justine Easley	284.93
12/8/2022	77765	Christine Mattas DBA Christine Day	500.00
12/8/2022	77766	Nagpal, Bharti	60.00
12/8/2022	77767	Pritchard, Patricia	425.00
12/8/2022	77768	Seattle Kids Yoga, LLC	250.00
12/8/2022	77769	Simply Magic	750.00
12/8/2022	77770	Stage 2 Studios	450.00
12/8/2022	77771	Staudinger, Christopher	300.00
12/15/2022	77772	Alisha Hendren	368.40
12/15/2022	77773	Leslie Franzen	50.00
12/15/2022	77774	Rebecca Loney	564.44
12/15/2022	77775	Acore Shelving & Products Inc	943.00
12/15/2022	77776	Air Care System	6,118.88
12/15/2022	77777	Alderleaf Wilderness College	300.00
12/15/2022	77778	Allied Universal	2,692.80
12/15/2022	77779	Amazon (530958)	62.94
12/15/2022	77780	Remit Overrun	0.00
12/15/2022	77781	Amazon Capital Services, Inc	3,571.96
12/15/2022	77782	Baker & Taylor Books (277930)	2,502.68
12/15/2022	77783	Bats Northwest	100.00
12/15/2022	77784	Bibliocommons Inc.	1,089.87
12/15/2022	77785	Blackstone Publishing	72.48
12/15/2022	77786	Brodart Company	38.74
12/15/2022	77787	BuildingWork, LLC	24,246.48
12/15/2022	77788	Casey, Maria	375.00
12/15/2022	77789	CDW Government Inc	429.92
12/15/2022	77790	City of Arlington	183.58
12/15/2022	77791	City of Brier	148.66
12/15/2022	77792	City of Granite Falls	118.13
12/15/2022	77793	City of Monroe	1,020.55
12/15/2022	77794	City of Snohomish	3,208.82
12/15/2022	77795	City of Sultan	170.88
12/15/2022	77796	Continuant, Inc	1,034.26
12/15/2022	77797	Cortes, Marco	350.00
12/15/2022	77798	Crank, Alicia	500.00
12/15/2022	77799	Crestline Specialties, Inc	1,643.57
12/15/2022	77800	Crystal Mt. Pure Drinking Water	30.41
12/15/2022	77801	Daily Journal of Commerce	133.40
12/15/2022	77802	Void	0.00
12/15/2022	77803	Espinoza, Mirella	525.00
12/15/2022	77804	Everett Safe & Lock	198.87
12/15/2022	77805	Gale/Cengage Learning	2,077.91

**Vouchers  
December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/15/2022	77806	Geist, Anthony L.	750.00
12/15/2022	77807	Glass Fix, LLC	860.98
12/15/2022	77808	Hillis Clark Martin & Peterson	196.00
12/15/2022	77809	HP Inc	4,069.98
12/15/2022	77810	Remit Overrun	0.00
12/15/2022	77811	Ingram Library Services	61,452.88
12/15/2022	77812	Island Disposal Inc	183.59
12/15/2022	77813	Void	0.00
12/15/2022	77814	Kanopy	8,739.00
12/15/2022	77815	Kathy Lynott	677.44
12/15/2022	77816	KSER Foundation	2,000.00
12/15/2022	77817	Lamar Transit, LLC	3,220.00
12/15/2022	77818	Language Exchange	40.00
12/15/2022	77819	Latin American Periodicals, LLC	440.66
12/15/2022	77820	Lithtex NW	715.85
12/15/2022	77821	Liu, Michelle	64.48
12/15/2022	77822	Mad Science of Sno-King	457.00
12/15/2022	77823	Martin Munguia	23.13
12/15/2022	77824	MarysvilleTulalip Chamber of Commerce	2,475.00
12/15/2022	77825	Maryville College	75.00
12/15/2022	77826	Midwest Library Service	1,131.13
12/15/2022	77827	Remit Overrun	0.00
12/15/2022	77828	Midwest Tape	20,695.27
12/15/2022	77829	Milne Electric Inc	4,404.69
12/15/2022	77830	MSR Design	44,786.12
12/15/2022	77831	Mukilteo Water & Waste District	3,546.99
12/15/2022	77832	Remit Overrun	0.00
12/15/2022	77833	Office Depot, INC	5,109.75
12/15/2022	77834 - 77853	Remit Overrun	0.00
12/15/2022	77854	Overdrive Inc	68,568.36
12/15/2022	77855	Pacific Publishing Co Inc	293.25
12/15/2022	77856	Paper Roll Products	595.77
12/15/2022	77857	PetroCard Systems Inc	2,382.62
12/15/2022	77858	Pitney Bowes	967.45
12/15/2022	77859	Postmaster - Sultan	312.00
12/15/2022	77860	Public Libraries of Washington	6,800.00
12/15/2022	77861	PUD No 1 of Snohomish County	1,525.18
12/15/2022	77862	Puget Sound Energy	2,218.22
12/15/2022	77863	Republic Services 197	823.03
12/15/2022	77864	Rev.com, Inc	120.00
12/15/2022	77865	Rife, Jordan Mevay	90.00
12/15/2022	77866	Ringsquared	52.74

**Vouchers  
December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/15/2022	77867	S-R Broadcasting Co Inc	2,768.58
12/15/2022	77868	Seattle Aquarium	150.00
12/15/2022	77869	Seattle Mandolin Orchestra	450.00
12/15/2022	77870	Seattle Times	6,650.00
12/15/2022	77871	SHI International	1,606.82
12/15/2022	77872	Shred-it	202.22
12/15/2022	77873	Silver Lake Water & Sewer	162.13
12/15/2022	77874	Smarsh, Inc	27.19
12/15/2022	77875	Sound Publishing	106.44
12/15/2022	77876	Sprague Pest Solutions	209.52
12/15/2022	77877	State Auditor's Office	11,368.00
12/15/2022	77878	Sterling Volunteers	51.00
12/15/2022	77879	Teresa Wippel Communications LLC	425.00
12/15/2022	77880	The Harmonica Pocket	400.00
12/15/2022	77881 - 77883	Remit Overrun	0.00
12/15/2022	77884	Timeless Design	47,150.14
12/15/2022	77885	Town of Coupeville	703.85
12/15/2022	77886	Transource Services Corp	2,421.48
12/15/2022	77887	Uline	2,386.33
12/15/2022	77888	Verizon Communications Inc	310.12
12/15/2022	77889	Visionary Office Furniture	360.03
12/15/2022	77890	WA Library Assoc (23607)	10,000.00
12/15/2022	77891	Wa-Gro Foundation	350.00
12/15/2022	77892	Walter E Nelson Co of Western WA	12,038.19
12/15/2022	77893	Washington State Ferries	586.75
12/15/2022	77894	Waste Management	4,659.80
12/15/2022	77895	WCP Solutions	702.39
12/15/2022	77896	Ziply Fiber	4,611.50
12/15/2022	77897	Zoobean	7,345.00
12/22/2022	77898	Christina Kourteva	134.39
12/26/2022	77899	4imprint Inc	3,833.56
12/26/2022	77900	8X8 Inc	16,713.56
12/26/2022	77901	Ace Equipment Rentals	328.08
12/26/2022	77902	Allied Universal	21,741.30
12/26/2022	77903	Asavie Technologies Inc	1,846.53
12/26/2022	77904	Association of Washington Cities	500.00
12/26/2022	77905	AT&T Mobility (6463)	43.23
12/26/2022	77906	Backstage Library Works, Inc	5,000.00
12/26/2022	77907	Bannick, Paul	413.80
12/26/2022	77908	CDW Government Inc	750.35
12/26/2022	77909	Cedar Grove Organics Recycling LLC	359.40
12/26/2022	77910	Costco Wholesale	60.00

**Vouchers  
December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/26/2022	77911	Del Sol Inc	61,805.95
12/26/2022	77912	Delta Connects	274.34
12/26/2022	77913	Demco Inc (8048)	619.76
12/26/2022	77914	Goldfinch Brothers	4,545.47
12/26/2022	77915	HP Inc	1,902.70
12/26/2022	77916	Innovative Interfaces, Inc	5,000.00
12/26/2022	77917	Innovative Users Group	110.00
12/26/2022	77918	Island Disposal Inc	50.24
12/26/2022	77919	JanWay Company	263.00
12/26/2022	77920	Jennifer DePrey	73.75
12/26/2022	77921	Joan Helen Green	375.00
12/26/2022	77922	Remit Overrun	0.00
12/26/2022	77923	Language Exchange	13,481.08
12/26/2022	77924	Lemay Mobile Shredding	148.57
12/26/2022	77925	Lithtex NW	173.62
12/26/2022	77926	OCLC Inc (34299)	283.16
12/26/2022	77927 - 77932	Remit Overrun	0.00
12/26/2022	77933	Overdrive Inc	18,906.23
12/26/2022	77934	Paper Roll Products	312.97
12/26/2022	77935	PUD No 1 of Snohomish County	1,256.23
12/26/2022	77936	Puget Sound Energy	4,648.74
12/26/2022	77937	Purple Communications, Inc	4,943.75
12/26/2022	77938	Ricoh USA Inc - 31001	7,707.59
12/26/2022	77939	Ricoh USA Inc - 650073	24,110.82
12/26/2022	77940	Robert Half	11,297.00
12/26/2022	77941	Ryan, Paul	9.13
12/26/2022	77942	Silver Kite Community Arts	350.00
12/26/2022	77943	Smokey Point NW LLC	7,660.17
12/26/2022	77944	Sound Publishing	3,202.68
12/26/2022	77945	Sprague Pest Solutions	263.51
12/26/2022	77946	Summit Law Group, PLLC	646.00
12/26/2022	77947	T Mobile	541.85
12/26/2022	77948	Thryv, Inc	113.90
12/26/2022	77949	Remit Overrun	0.00
12/26/2022	77950	Timeless Design	6,717.24
12/26/2022	77951	U S Bank Equipment Finance	654.94
12/26/2022	77952	Uline	302.66
12/26/2022	77953	Walter E Nelson Co of Western WA	55.91
12/26/2022	77954	Wave Business	10,345.36
12/26/2022	77955	WCP Solutions	156.56
12/26/2022	77956	Whidbey Telecom	600.59
12/27/2022	77957	Sno-Isle Refund Account	220.17

**Vouchers  
December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/29/2022	77958	Amazon (530958)	43.50
12/29/2022	77959	Remit Overrun	0.00
12/29/2022	77960	Amazon Capital Services, Inc	7,421.85
12/29/2022	77961	Apple Inc	468.04
12/29/2022	77962	Bank of America (0958)	3,169.36
12/29/2022	77963	Bank of America (2175)	8,416.24
12/29/2022	77964	Bank of America (2945)	1,319.97
12/29/2022	77965	Bank of America (3736)	2,129.04
12/29/2022	77966	Bank of America (4867)	6,484.82
12/29/2022	77967	Bank of America (7423)	351.99
12/29/2022	77968	Bank of America (8208)	5,765.41
12/29/2022	77969	Bibliotheca LLC	3,766.55
12/29/2022	77970	Brodart (Supplies)	45.34
12/29/2022	77971	Brodart Company	137.28
12/29/2022	77972	BUC Information Services	434.28
12/29/2022	77973	Camano Commons	1,000.00
12/29/2022	77974	Cascade Natural Gas	480.23
12/29/2022	77975	Center Point Large Print	738.90
12/29/2022	77976	City of Edmonds	10,869.33
12/29/2022	77977	City of Marysville	1,957.05
12/29/2022	77978	Delta Connects	7,269.09
12/29/2022	77979	E - Rate Expertise Inc	1,537.50
12/29/2022	77980	Everything Branded USA Inc	599.00
12/29/2022	77981	Gale/Cengage Learning	8,986.66
12/29/2022	77982	Gorilla Mad Film Wraps LLC	22,241.91
12/29/2022	77983	Grow With Play Corporation	208.66
12/29/2022	77984	Remit Overrun	0.00
12/29/2022	77985	Ingram Library Services	37,745.00
12/29/2022	77986	Jandi Enterprises Inc	1,500.00
12/29/2022	77987	Kendall of Marysville	223.14
12/29/2022	77988	Lakeshore Learning Materials	83.05
12/29/2022	77989	Les Schwab - Marysville	1,966.23
12/29/2022	77990	Midwest Library Service	1,311.21
12/29/2022	77991	Remit Overrun	0.00
12/29/2022	77992	Office Depot, INC	3,315.84
12/29/2022	77993 - 77997	Remit Overrun	0.00
12/29/2022	77998	Overdrive Inc	22,113.27
12/29/2022	77999	Paper Roll Products	154.43
12/29/2022	78000	PetroCard Systems Inc	1,992.75
12/29/2022	78001	PUD No 1 of Snohomish County	9,854.04
12/29/2022	78002	Puget Sound Energy	1,052.88
12/29/2022	78003	Ricoh USA Inc - 31001	425.15

**Vouchers  
December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/29/2022	78004	Robert Half	5,676.36
12/29/2022	78005	SHI International	29,902.80
12/29/2022	78006	Sno-Isle Library Foundation	233.59
12/29/2022	78007	Snohomish Co Finance	33.00
12/29/2022	78008	State Auditor's Office	1,683.45
12/29/2022	78009	Tsai Fong Books Inc	309.32
12/29/2022	78010	Tulalip Resort Casino	4,004.04
12/29/2022	78011	Uline	2,620.90
12/29/2022	78012	Unisys Corporation	13,996.45
12/29/2022	78013	WCP Solutions	91.64
12/29/2022	78014	WEX	45.20
12/31/2022	78015	4imprint Inc	505.05
12/31/2022	78016	Allied Universal	15,644.25
12/31/2022	78017	Amazon Capital Services, Inc	167.63
12/31/2022	78018	American Library Association	844.00
12/31/2022	78019	Apple Inc	53.46
12/31/2022	78020	Bibliotheca LLC	605.84
12/31/2022	78021	Brainfuse Inc	120,000.00
12/31/2022	78022	Cascade Natural Gas	40.67
12/31/2022	78023	Cerium Networks Inc	3,010.07
12/31/2022	78024	City of Granite Falls	118.13
12/31/2022	78025	Comcast	3,706.89
12/31/2022	78026	Continuant, Inc	87.28
12/31/2022	78027	Crystal Mt. Pure Drinking Water	23.35
12/31/2022	78028	Delinea Inc.	82.33
12/31/2022	78029	EBSCO	115,000.00
12/31/2022	78030	Everett Safe & Lock	123.89
12/31/2022	78031	Gale/Cengage Learning	44,515.72
12/31/2022	78032	Graphicsland, Inc.	473.96
12/31/2022	78033	Guardian Security	3,945.31
12/31/2022	78034	Harbour Pointe Maint Assoc	1,088.54
12/31/2022	78035	Ingram Library Services	13,258.61
12/31/2022	78036	Iron Mountain	605.06
12/31/2022	78037	Johnston Architects, LLC	44,071.39
12/31/2022	78038	Kanopy	9,547.00
12/31/2022	78039	KSER Foundation	1,000.00
12/31/2022	78040	Lamar Transit, LLC	2,920.00
12/31/2022	78041	Language Testing International	1,176.00
12/31/2022	78042	Lithtex NW	820.90
12/31/2022	78043	Midwest Library Service	432.83
12/31/2022	78044	Midwest Tape	13,266.56
12/31/2022	78045	Milne Electric Inc	1,140.10

**Vouchers  
December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/31/2022	78046	News Bank Inc	12,581.00
12/31/2022	78047	O'Donnell, Kristi	210.00
12/31/2022	78048 - 78055	Remit Overrun	0.00
12/31/2022	78056	Overdrive Inc	23,798.21
12/31/2022	78057	Paper Roll Products	150.33
12/31/2022	78058	Petty Cash	929.00
12/31/2022	78059	Premier Tents, Inc.	5,080.69
12/31/2022	78060	PUD No 1 of Snohomish County	7,941.90
12/31/2022	78061	Puget Sound Energy	3,800.60
12/31/2022	78062	Rentacrate Enterprises LLC	5,989.49
12/31/2022	78063	Rev.com, Inc	142.50
12/31/2022	78064	Ricoh USA Inc - 31001	5.09
12/31/2022	78065	Ricoh USA Inc - 650073	1,523.92
12/31/2022	78066	Robert Half	7,358.88
12/31/2022	78067	S-R Broadcasting Co Inc	840.00
12/31/2022	78068	Scholastic Library Publishing	17,260.00
12/31/2022	78069	Seattle Times	6,750.00
12/31/2022	78070	Secretary of State	14,000.00
12/31/2022	78071	SHI International	435.48
12/31/2022	78072	Shred-it	1,071.77
12/31/2022	78073	Services	236.90
12/31/2022	78074	Sprague Pest Solutions	688.09
12/31/2022	78075	Susan Kostick	60.00
12/31/2022	78076	The Hanover Insurance Company	10,181.70
12/31/2022	78077 - 78081	Void	0.00
12/31/2022	78082	Tsai Fong Books Inc	381.80
12/31/2022	78083	Uline	165.46
12/31/2022	78084	Visionary Office Furniture	5,368.56
12/31/2022	78085	Walter E Nelson Co of Western WA	410.22
12/31/2022	78086	Ziply Fiber	12,372.24
12/31/2022	78087	Ekahau, Inc	1,740.14
12/31/2022	78088	Office Depot, INC	667.83
12/31/2022	78089	Lois Langer Thompson	560.70
12/31/2022	78090	Assured Partners of WA, LLC	7,243.85
12/31/2022	78091	Canopy Wellbeing	1,325.00
12/31/2022	78092	Delta Dental of Washington	33,014.58
12/31/2022	78093	Dept of Labor & Industries	33.05
12/31/2022	78094	Kaiser Permanente	87,956.89
12/31/2022	78095	Lincoln National Life Ins Company	9,142.64
12/31/2022	78096	Navia Benefit Solutions Client Pay	2,074.90
12/31/2022	78097	Premiera Blue Cross	9,909.76
12/31/2022	78098	Sno-Isle Library Foundation	370.00



**Vouchers  
December 2022**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
12/31/2022	78099	Snohomish County Superior Court Clerk	250.00
12/31/2022	78100	Laura Edgerton	128.23
12/31/2022	78101	Air Care System	605.51
12/31/2022	78102	Allied Universal	1,958.40
12/31/2022	78103	AT&T Mobility (6463)	43.23
12/31/2022	78104	Axper	4,692.00
12/31/2022	78105	Bank of America (0958)	1,118.81
12/31/2022	78106	Bank of America (2945)	1,663.90
12/31/2022	78107	Bank of America (3736)	1,764.31
12/31/2022	78108	Bank of America (4867)	1,455.90
12/31/2022	78109	Bank of America (7423)	121.02
12/31/2022	78110	BuildingWork, LLC	17,548.15
12/31/2022	78111	Del Sol Inc	59,067.75
12/31/2022	78112	Delta Connects	6,818.35
12/31/2022	78113	Ednetics, Inc.	4,200.96
12/31/2022	78114	Espinoza, Mirella	875.00
12/31/2022	78115	Johnston Architects, LLC	32,072.50
12/31/2022	78116	MSR Design	34,168.52
12/31/2022	78117	Overdrive Inc	6,201.92
12/31/2022	78118	Pacific Tree Management LLC	2,806.75
12/31/2022	78119	Patron Point, Inc.	21,523.80
12/31/2022	78120	Pony Up Parking Lots, Inc.	279,939.01
12/31/2022	78121	PUD No 1 of Snohomish County	868.18
12/31/2022	78122	Ricoh USA Inc - 31001	20.38
12/31/2022	78123	Ricoh USA Inc - 650073	11,005.54
12/31/2022	78124	Robert Half	3,540.96
12/31/2022	78125	Silver Lake Water & Sewer	149.77
12/31/2022	78126	T Mobile	135.47
12/31/2022	78127	Vernon Library Supplies Inc	39.92
12/31/2022	78128	Washington State Ferries	633.65
12/31/2022	78129	Ziply Fiber	4,349.12
12/31/2022	78130	Lifewise Assurance Company	30,207.60
12/31/2022	78131 - 78135	Void	0.00
12/31/2022	78136 - 78139	Remit Overrun	0.00
12/31/2022	78140	Timeless Design	34,016.12
			<hr/>
			<b>2,165,026.90</b>

# Executive Director

## Memo to the Board of Trustees

January 20, 2023

Lois Langer Thompson  
Executive Director

### Amend Something Previously Adopted

The complete motion to “approve the Purchasing & Public Works Policy and Resolution 22-04 Small Works Roster Process as amended” was not included in the October regular meeting minutes, which were approved in the consent agenda at the November 2022 regular meeting.

As the minutes for the October 2022 regular meeting do not fully reflect the action of the Board of the Trustees, the minutes need to be amended using Robert’s Rules of Order to Amend Something Previously Adopted.

#### Suggested motion:

I move the Sno-Isle Libraries Board of Trustees amend the previously approved October 2022 meeting minutes to:

*Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy and Resolution 22-04 Small Works Roster Process as presented. Trustee Smith proposed an amendment to the motion to add competitive to “alternative competitive procurement methods”. Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy and Resolution 22-04 Small Works Roster Process as amended. The motion passed.*

#### **Background: October 2022 approved minutes**

New Business

Purchasing & Public Works Policy

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy as presented. Trustee Smith proposed an amendment to the motion. Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy with consideration of the amendment. The motion passed.



A photograph of three young women in a library. The woman on the left has long dark curly hair and glasses, wearing a red and white patterned jacket. The woman in the middle has dark hair and is wearing a black and white checkered shirt. The woman on the right has dark hair and glasses, wearing a grey jacket. They are all smiling and looking at a book held by the woman on the right. The background shows library shelves filled with books and a banner that says "HAPPY NEW YEAR".

# EMERGING LIBRARY SERVICES & COLLECTION 2023

Diane Lai, *Director of Community Libraries*

Nick Fuchs, *Director of Technical Services*



# DISCUSSION TOPICS



Embracing EDI on the Website



Expanding Library Access



Balancing Library Programming

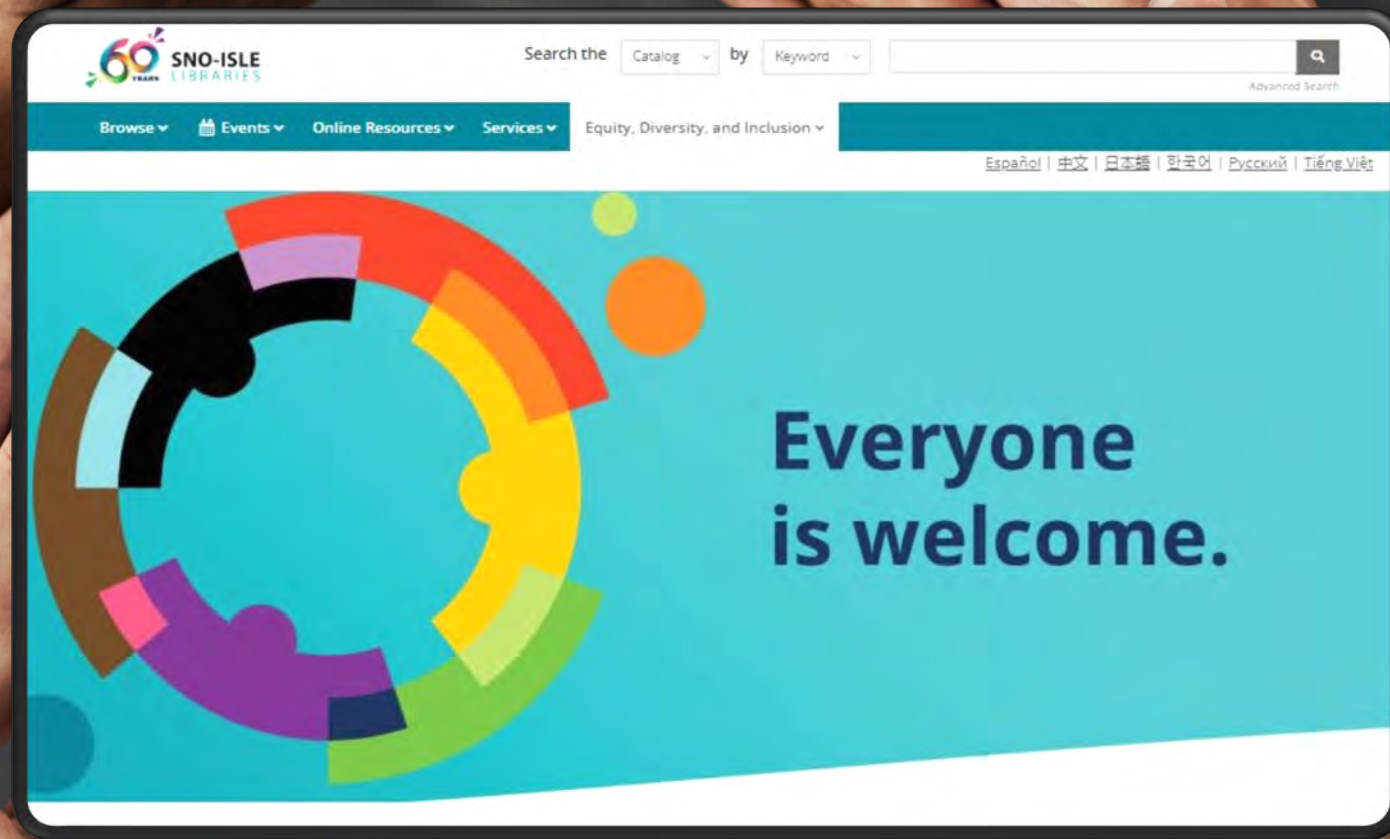


Bridging the Digital Divide



Balancing Collection Funds





Understanding  
Customers



Redesign  
Webpage



Increase  
Usage

EMBRACING EDI ON THE WEB





# EXPANDED ACCESS



MISSION



PURPOSE



SERVICES



STAFFING



TIMELINE



EVALUATION





IN-PERSON AND ONLINE  
PROGRAMS



STRATEGY THAT IS  
INTENTIONAL AND  
FLEXIBLE

BALANCED PROGRAMMING





INCREASE PARTNERSHIPS AND  
IN-COMMUNITY PROGRAMMING



ASSIST CUSTOMERS WITH  
DIGITAL SKILLS LEARNING

BRIDGING THE DIGITAL DIVIDE 



# BALANCING COLLECTION FUNDS







**Jessica  
Russell**

Assistant Director



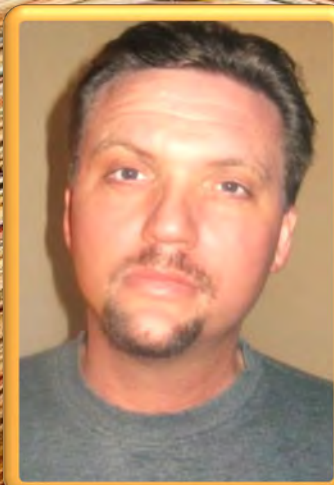
**Lorraine  
Burdick**

Children



**Michael  
Hawkins**

Digital  
Resources



**Darren  
Nelson**

Non-Fiction



**Grant  
Perrigo**

Collection  
Maintenance



**Kim  
Pittman**

Adult Fiction



**Bridget  
Sievers**

Teen/DVD  
(Development  
Position)

COLLECTION SERVICES LIBRARIANS





# MATERIAL TYPES



## Physical



Books



Audiobooks/  
Music CDs



DVDs



Periodicals

## Digital

Bridge\*



MP3  
Books

Books



Audio



Video



Periodicals

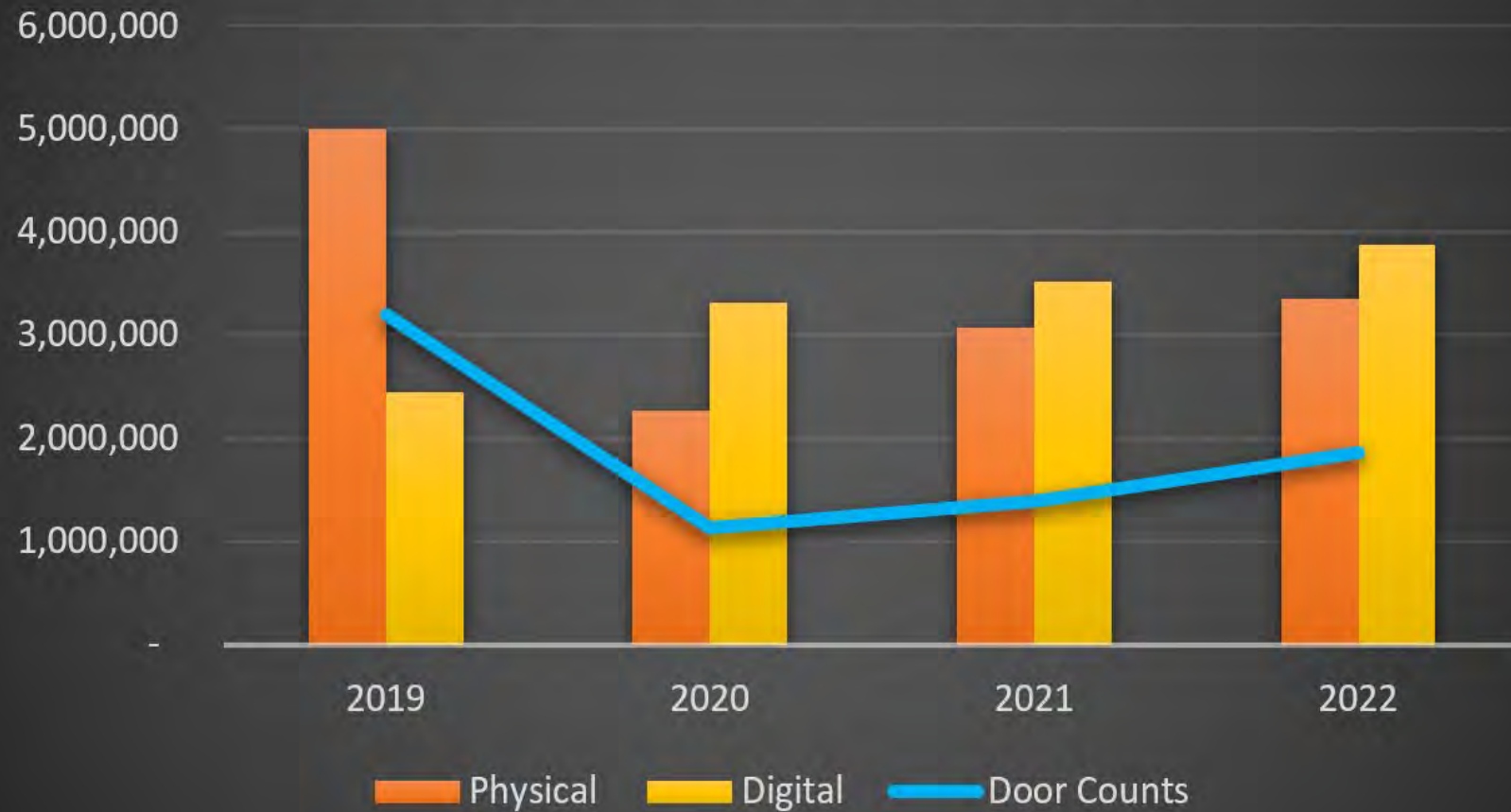


Databases



\*Materials that may aid in bridging the digital divide.

## Checkouts & Door Counts



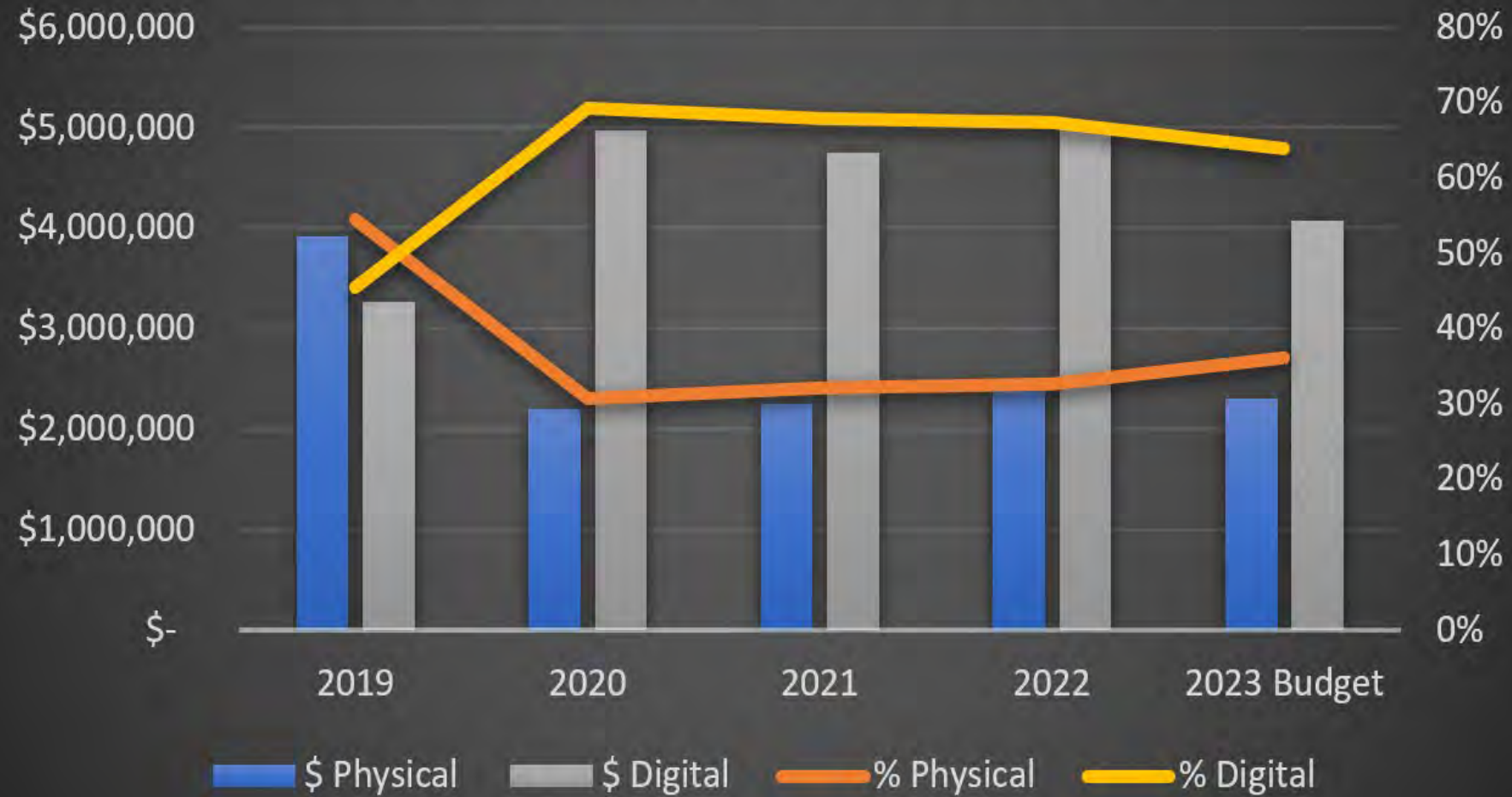
CUSTOMER  
BEHAVIOR







## Actuals with 2023 Budget



COLLECTION SPENDING 



# Financial Update

## FINANCE DEPARTMENT

### 2022 Fiscal Year Summary

January 2023

### 2022 Fiscal Year Revenue Summary

Total revenue received year end was \$65.6 million compared to the approved 2022 budget of \$66.6M.

- Property tax revenue was \$62.5M and was \$70k less than the approved 2022 budget.
- Timber tax and associated excise tax revenues were \$696K and exceeded the approved 2022 budget by \$21k. The favorability is driven by higher than anticipated Timber Sales and Leasehold Excise Tax revenue.
- Print/copy services, lost materials revenue, and donations were \$217k and were collectively \$133k below the approved 2022 budget due to capital project schedule changes that moved approved Foundation donations into 2023.
- Investment Income was \$535k above the approved 2022 budget of \$350k due to higher investment and reserve balances.
- E-Rate revenue of \$325k exceeded the approved 2022 budget by \$125k due to timing of projects.
- Insurance Recoveries of \$32k were due to the Edmonds Library building insurance claim.
- Other revenue of \$913k was \$1.5M below budget due to capital project schedule changes that moved State grant reimbursements into 2023.

### 2022 Fiscal Year Expenditure Summary

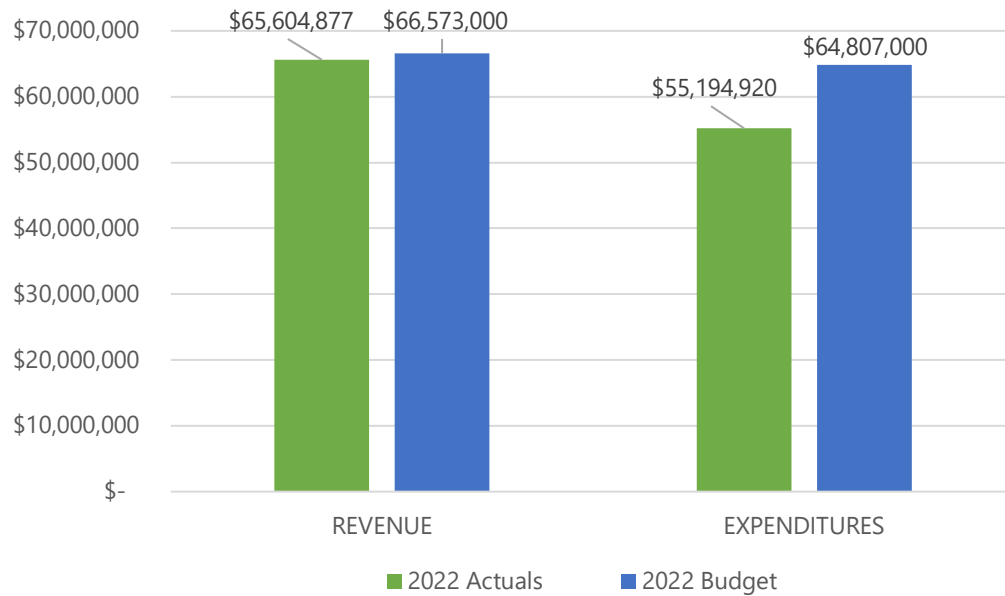
Total expenditures at year-end were \$55.2M compared to the approved 2022 budget of \$64.8M.

- Salaries and Benefits were \$38.7M compared to the approved 2022 budget of \$40.8M. The difference of \$2.1M was driven by attrition and vacancies. There were 31 vacant Full Time Equivalent Employees (FTEs) on December 31, 2022. The approved FTE for 2022 was 392.
- Materials spending of \$7.38M was \$35k below the approved 2022 budget of \$7.42M.
- Other expense categories were collectively \$2.3M under the approved 2022 budget driven by lower spend in Communications, IT, Facilities and HR than anticipated.
- Capital A&E, Buildings & Improvements, Furnishings, Equipment expenditures were \$672k at year end compared to the total 2022 approved budget of \$5.9M, due to reassessment of capital framework and capital projects selected for implementation.

# Financial Update

## FINANCE DEPARTMENT

### 2022 Year-End Summary:





# Financial Update

## FINANCE DEPARTMENT

### 2022 Year-End Reserves

#### Unrestricted Reserve Fund Balances As of December 31, 2022

	2021 Year End	2022	2022 Year End
<u>Unrestricted Reserves</u>	<u>Balance</u>	<u>Activity</u>	<u>Balance</u>
Emergency	\$ 10,000,000		\$ 10,000,000
Self-Insurance	1,000,000	\$ 500,000	1,500,000
Unemployment Compensation	40,000		40,000
Levy Rate Stabilization	14,852,916	4,540,000	19,392,916
Vacation & Sick Pay Liability	2,200,000		2,200,000
Building	9,250,000	(3,574,000)	5,676,000
Equipment [Technology Refresh]	1,700,000	300,000	2,000,000
Land Acquisition	2,198,018		2,198,018
<b>Total General Reserve Funds</b>	<b>\$ 41,240,934</b>	<b>\$ 1,766,000</b>	<b>\$ 43,006,934</b>

#### Restricted Building Fund Balances As of December 31, 2022

	2021 Year End	2022	2022 Year End
<u>Unrestricted Reserves</u>	<u>Balance</u>	<u>Activity</u>	<u>Balance</u>
Darrington Partial County Library District*	\$ 232,864	\$ (20,637)	\$ 212,227
Edmonds	847,393	13,815	861,208
Mill Creek	319,220	5,088	324,308
Lynnwood	1,148,608	18,836	1,167,444
Lake Stevens	1,483	(0)	1,483
Snohomish (LCFA Dissolved)	75,309	988	76,297
<b>Total Restricted Building Funds</b>	<b>\$ 2,624,877</b>	<b>\$ 18,090</b>	<b>\$ 2,642,967</b>

\*Note on changes to funds

1. Funds transferred to operating budget for use in Darrington capital project.

Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 11/1/2022 Through 11/30/2022  
(In Whole Numbers)

		<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Used</u>
	Expenditures					
10.0	Salaries & Benefits	3,281,157	35,475,337	37,373,050	40,770,000	87.01%
20.0	Materials	598,679	6,753,022	6,801,630	7,420,000	91.01%
26.0	Professional & Contract Services	299,628	2,712,774	2,970,770	3,240,000	83.72%
35.0	Equipment & Furnishings	12,376	382,673	750,640	819,000	46.72%
38.0	Maintenance & Repair	43,172	417,192	564,190	615,000	67.83%
41.0	Software License & Maint Fees	46,541	1,129,678	1,461,020	1,594,000	70.87%
42.0	Communications	84,034	539,094	565,180	616,000	87.51%
43.0	Office & Operating Supplies	58,831	363,157	773,850	844,000	43.02%
44.0	Utilities	37,700	438,982	496,210	541,000	81.14%
45.0	Rentals & Leases	67,961	507,694	448,360	489,000	103.82%
46.0	Insurance	10,182	189,269	181,500	198,000	95.59%
48.0	Employee Training / Travel	44,996	223,514	230,120	251,000	89.04%
49.0	Miscellaneous	47,745	570,072	677,160	738,000	77.24%
50.0	Strategic Initiatives / Innovation	0	0	687,500	750,000	0.00%
62.0	Capital - Bldgs & Improvements	0	197,529	5,255,140	5,733,000	3.44%
64.4	Capital - Vehicles	0	76,903	173,250	189,000	40.68%
	Total Expenditures	<u>4,633,002</u>	<u>49,976,892</u>	<u>59,409,570</u>	<u>64,807,000</u>	<u>77.12%</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 11/1/2022 Through 11/30/2022  
(In Whole Numbers)

		<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>
	Revenues					
01.0	Property Taxes	5,268,201	61,762,412	61,783,630	62,606,150	98.65%
02.0	Timber Tax / Sales	77,655	675,270	614,400	675,000	100.04%
03.0	Print/Copy Services	1,448	17,897	11,000	12,000	149.14%
04.0	Services/City Contract Fees	0	1,925	3,520	3,850	50.00%
05.0	Lost Materials Paid	3,685	53,039	32,120	35,000	151.54%
06.0	Investment Interest	118,246	758,251	320,870	350,000	216.64%
07.0	Donations Private Sources	6,602	133,350	275,000	300,000	44.45%
08.0	Other Revenue	5,279	1,144,292	2,375,120	2,591,000	44.16%
09.1	Insurance Recoveries	0	31,831	0	0	0.00%
	Total Revenues	<u>5,481,116</u>	<u>64,578,268</u>	<u>65,415,660</u>	<u>66,573,000</u>	<u>97.00%</u>

Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 12/1/2022 Through 12/31/2022  
(In Whole Numbers)

		<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Used</u>
	Expenditures					
10.0	Salaries & Benefits	3,233,591	38,708,929	40,770,000	40,770,000	94.94%
20.0	Materials	631,633	7,384,655	7,420,000	7,420,000	99.52%
26.0	Professional & Contract Services	135,597	2,848,372	3,240,000	3,240,000	87.91%
35.0	Equipment & Furnishings	33,674	416,346	819,000	819,000	50.83%
38.0	Maintenance & Repair	320,307	737,499	615,000	615,000	119.91%
41.0	Software License & Maint Fees	110,212	1,239,891	1,594,000	1,594,000	77.78%
42.0	Communications	51,517	590,610	616,000	616,000	95.87%
43.0	Office & Operating Supplies	87,400	450,557	844,000	844,000	53.38%
44.0	Utilities	60,129	499,111	541,000	541,000	92.25%
45.0	Rentals & Leases	51,930	559,624	489,000	489,000	114.44%
46.0	Insurance	10,182	199,451	198,000	198,000	100.73%
48.0	Employee Training / Travel	11,114	234,628	251,000	251,000	93.47%
49.0	Miscellaneous	83,355	653,427	738,000	738,000	88.54%
50.0	Strategic Initiatives / Innovation	0	0	750,000	750,000	0.00%
62.0	Capital - Bldgs & Improvements	23,848	221,377	5,733,000	5,733,000	3.86%
62.5	Capital - A&E	373,541	373,541	0	0	0.00%
64.4	Capital - Vehicles	0	76,903	189,000	189,000	40.68%
	Total Expenditures	<u>5,218,028</u>	<u>55,194,920</u>	<u>64,807,000</u>	<u>64,807,000</u>	<u>85.17%</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 12/1/2022 Through 12/31/2022  
(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	773,619	62,536,030	62,606,150	62,606,150	99.88%
02.0	Timber Tax / Sales	20,364	695,634	675,000	675,000	103.05%
03.0	Print/Copy Services	1,643	19,540	12,000	12,000	162.83%
04.0	Services/City Contract Fees	3,994	5,919	3,850	3,850	153.74%
05.0	Lost Materials Paid	3,466	56,505	35,000	35,000	161.44%
06.0	Investment Interest	126,974	885,225	350,000	350,000	252.92%
07.0	Donations Private Sources	21	135,457	300,000	300,000	45.15%
08.0	Other Revenue	94,444	1,238,736	2,591,000	2,591,000	47.80%
09.1	Insurance Recoveries	0	31,831	0	0	0.00%
	Total Revenues	<u>1,024,524</u>	<u>65,604,877</u>	<u>66,573,000</u>	<u>66,573,000</u>	<u>98.55%</u>

# Executive Director

## BOARD REPORT

January 2023

Lois Langer Thompson  
Executive Director

### Meetings with Elected Officials and Stakeholders

- Island County Commissioner Melanie Bacon
- Langley Main Street Association
- Marysville City Council
- United Way of Snohomish County President and CEO Craig Chambers
- Community Foundation of Snohomish County President and CEO Karri Matau
- Sno-Isle Libraries Foundation President Luke Distelhorst
- Darrington Rural Partial County Library District Board meeting

### Library Board of Trustees Meetings

- Board President
- Executive Committee
- Board Development / Administration Committee

### Board / Committee Meetings

- Economic Alliance of Snohomish County (EASC) Board meeting
- Sno-Isle Libraries Foundation Board meeting

### Library Visits

- Camano, Clinton, Coupeville, Darrington, Edmonds, Granite Falls, Langley, Lynnwood, Mariner, Mukilteo, Oak Harbor

### Library Updates

- Strategic goals – 2023 priorities
- Edmonds Annexation agreement amendment
- Friends of the Langley Library donation to the capital project

# EXECUTIVE DIRECTOR

## 2023 WORK PLAN

## ORGANIZATIONAL OUTCOMES

### Strategic Goals

#### **Enhance library services**

- Vision assessment pilot completed to understand community connectedness.
- Technology outreach project.
- Expanded library access.

#### **Create inspiring spaces**

- Further connect with local community leaders to build support and engagement with the projects.
- Complete building ownership assessment and recommendation for review by Board of Trustees.
- Continued expansion of capital funding strategy to leverage private funding, board approved bonds, and increase in state and federal grants.
- Begin work on future projects identified within the capital framework as identified as other work is completed.

#### **Optimize library funding**

- Ensure long-term sustainability of budget.
- Ongoing reallocation to support strategic goals.
- Grow non-property tax funding.

#### **Invest in our people and our organization**

- Implement recommendations from *Welcoming Environments* and *Leading through Challenging Times* teams.
- Finalize continuity of operations plan for review and adoption.
- Expand EDI training for staff.
- Complete Administrative policy plan.
- Trustees review and approve all Board policies due for review in 2023.
- Adopt and implement *Sno-Isle Libraries Commitment to Sustainability and Community Resiliency*.

# Board and Administrative Policy Update

Report to the Board

October 2022

<b>Board policy</b>	<b>Date approved</b>	<b>Next review</b>
<a href="#">Business Expense Reimbursement</a>	Jun 2019	Jun 2023
<a href="#">Capitalized Asset/Small and Attractive Asset Management</a>	Jul 2021	Jul 2025
<a href="#">Collection Development</a>	Jul 2020	Jul 2024
<a href="#">Confidentiality of Library Records &amp; Customer Files</a>	Jul 2020	Jul 2024
<a href="#">Conflict of Interest</a>	Nov 2021	Nov 2025
<a href="#">Customer Use of Library Spaces</a>	Apr 2020	Apr 2024
<a href="#">Donation</a>	Jul 2020	Jul 2024
<a href="#">Equity</a>	Jul 2020	Jul 2024
<a href="#">Friends of the Library</a>	Apr 2020	Apr 2024
<a href="#">Internet Use and Safety</a>	Feb 2019	Feb 2023
<a href="#">Library Administrative Policies</a>	Jul 2020	Jul 2024
<a href="#">Library Card &amp; Lending</a>	Jul 2020	Jul 2024
<a href="#">Library Facility Ownership</a>	Jan 2020	Jan 2024
<a href="#">Meeting Room Use</a>	Apr 2020	Apr 2024
<a href="#">Policy Management</a>	Sep 2019	Sep 2023
<a href="#">Public Records</a>	Sep 2019	Sep 2023
<a href="#">Purchasing and Public Works</a>	Nov 2022	Oct 2026
<a href="#">Site Selection and Acquisition</a>	Feb 2020	Feb 2024
<a href="#">Strategic Alliances</a>	Jun 2020	Jun 2024
<a href="#">Unreserved and Reserved Fund</a>	Oct 2019	Oct 2023
<a href="#">Volunteer</a>	Jun 2020	Jun 2024
<b>Board documents</b>	<b>Date approved</b>	<b>Next review</b>
<a href="#">Code of Conduct for Trustees</a>	Apr 2021	April 2025
<a href="#">Bylaws</a>	June 2022	June 2026



Employment Practices Policies	Date Approved	Next Review	Status / Notes
1-1: Employee Recruitment, Selection, and Appointment/Affirmative Action	2020	2024	
1-2: Employment of Relatives	2020	2024	
1-3: Status of Employees	2019	2023	
1-4: Hours of Work and Overtime/Compensatory Time	2020	2024	Under review – travel time (L&I updates)
1-5: Emergency Closures	2021	2025	Under review – extended temporary closures
1-6: Americans with Disabilities Act	2011		Under review
1-7: Lay-Off and Recall	2020	2024	
1-8: Employee Electronic Access	2019	2023	
1-9: Employee Use of Collection	2022	2026	Updated to reflect that employees may pay for lost items online through Bibliocommons. Updated suspected policy violations reporting.
1-10: Electronic Fleet Tracking	2020	2024	
1-11: Remote Work	2021	2025	

<b>Personnel Practices Policies</b>	<b>Date Approved</b>	<b>Next Review</b>	<b>Status / Notes</b>
2-1: OPEN	N/A	N/A	
2-2: Employee Performance Planning and Review	2021	2025	
2-3: Code of Ethics and Business Conduct	2021	2025	Under review – align with Board policy (Leadership Team)
2-4: Progressive Corrective Action	2019	2023	
2-5: Distributions and Solicitations	2019	2023	
2-6: Smoke-and Vapor-Free Workplace	2020	2024	
2-7: Discrimination, Harassment, and Bullying	2021	2025	
2-8: Authorized Expenditures for Light Refreshments	2021	2025	
2-9: Substance Abuse	2022	2026	Revised for clarity and to refer to rather than duplicate provisions from policy 2-4 Progressive Corrective Action.
2-10: Peer Review Dispute Resolution	2022	2026	Reorganized information for clarity. Updated levels of management involved to reflect organizational changes in recent years.
2-11: Whistleblower	2019	2023	
2-12: Workplace Violence Prevention	2019	2023	
2-13: Cell Phones	2019	2023	
2-14: Social Media	2019	2023	
2-15: Multilingual Pay	2022	2026	New policy

<b>Employee Benefits Policies</b>	<b>Date Approved</b>	<b>Next Review</b>	<b>Status / Notes</b>
3-1: Holidays	2021	2025	
3-2: Vacation	2019	2023	
3-3: Sick Leave	2022	2026	Revised donated sick leave program.
3-4: Bereavement Leave	2022	2026	Added examples of qualifying reasons to take bereavement leave and information about how to request bereavement leave. Updated to reflect that WPFML added family leave for the loss of a child within 12 months of their birth/placement, and Sno-Isle's bereavement leave is in addition to any WPFML taken.
3-5: Discretionary Leave of Absence	2021	2025	Under review – updating & reorganizing 3-4, 3-5, and 3-12 into “Medical Leaves of Absence” and “Non-Medical Leaves of Absence” policies.
3-6: OPEN	N/A	N/A	
3-7: Business Expense Reimbursement	2022	2025	Clarified language regarding airfare reimbursement
3-8: Continuing Education Funding and Reimbursement	2020	2024	Under review – clarify funding process, approvals
3-9: OPEN	N/A	N/A	
3-10: HIPAA Privacy Policy	2020	2024	
3-11: Career Mobility and Development	2019	2023	
3-12: Leaves of Absence	2021	2025	Under review – updating & reorganizing 3-4, 3-5, and 3-12 into “Medical Leaves of Absence” and “Non-Medical Leaves of Absence” policies.
3-13: Recognition Policy and Program	2020	2024	Changed gifts given the month of an employee’s anniversary rather than year-end; invite retirees to recognition event if they separate prior to event and after reaching service milestone.

# Sno-Isle Libraries Commitment to Sustainability and Community Resiliency

Sno-Isle Libraries' commitment to sustainability and community resiliency is intertwined with our commitment to equity and fiscal stewardship. We recognize our role in enacting positive change.

Public libraries are community institutions that exist to share and re-use resources. Sno-Isle Libraries is committed to go beyond this and embrace the tenets of sustainability and community resilience.

## **Sno-Isle Libraries serves as an inspiration and catalyst for sustainability.**

We incorporate sustainable practices throughout our library buildings and our operations.

We inspire individuals and communities through library collections, exhibits, events, and advocacy.

## **Sno-Isle Libraries contributes to community resilience.**

We provide refuge for community members during periods of unhealthy climate conditions, such as wildfire smoke and extreme heat or cold, during open hours in our library buildings.

We participate in emergency preparedness and response activities with our local partners and communities and serve as gathering and distribution centers in response to disasters and emergencies.

We partner with government entities and community organizations to support climate adaptation and build resilient communities.

*Statement adopted by Sno-Isle Libraries Leadership Team on January 5, 2023*

# Board of Trustees 2023 Calendar

Draft

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### COMMITTEE MEETING

### OPEN MEETING

#### JANUARY

##### Executive (January 13)

- 2023 work plan for Board and Executive Director
- 2023 conference discussion
- Trustee nominating process (information)

##### Special Meeting (January 5)

- Joint levy certification

##### Regular Meeting (January 23)

- Board of Trustees 2023 Calendar
- Board retreat overview
- Committee appointments
- *Emerging Library Use – Diane Lai and Nick Fuchs*

#### FEBRUARY

##### Strategic Planning / Finance

- Board-to-Board event planning (with Foundation members)

##### Executive

- Trustee employee recognition award review

##### Special Meeting (February 4)

- Board retreat
  - Board evaluation
  - Collection Development Policy
  - Internet Use & Safety Policy

##### Regular Meeting (February 27)

- Internet Use & Safety Policy (if ready)
- Collection Development Policy (if ready)
- *Vision assessment – David Durante*

#### MARCH

##### Board Development / Administration

- Policy Management Policy
- Public Records Policy
- Art Policy
- Trustee nominating process

##### Regular Meeting (March 27)

- Reserve fund allocation
- *Role of the Board / legal requirements – David Durante and Dan Gottlieb*

# Board of Trustees 2023 Calendar

Draft

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### APRIL

#### Executive (April 11)

- Executive Director quarterly check-in

#### Special Meeting (TBD)

- Board-to-Board event

#### Regular Meeting (April 24)

- Trustee Nominating Committee appointments
- Trustee nominating process (information)
- Policy Management Policy
- Public Records Policy
- Art Policy
- *Staff development and benefits – Barb Adams and Tricia Lee*

### MAY

#### Board Development / Administration (with Foundation and Friends representatives)

- Board & Friends Forum planning (tentative for September)
- Naming Policy

#### Regular Meeting (May 22)

- *Communications and Marketing Strategy – David Durante*

### JUNE

#### Strategic Planning / Finance

- Business Expense Reimbursement Policy
- Debt Policy
- Meeting Room Policy
- Unreserved & Reserved Funds Policy

#### Trustee Nominating

- Candidate review

#### Regular Meeting (June 26)

- Naming Policy
- *Capital Framework and Capital Funding Strategy – David Durante and Rebecca Loney*

# Board of Trustees 2023 Calendar

Draft

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### JULY

#### Executive (July 11)

- Executive Director quarterly check-in

#### Trustee Nominating

- Interviews

#### Regular Meeting (July 24)

- Review and approve Trustee candidate recommendation
- Business Expense Reimbursement Policy
- Debt Policy
- Meeting Room Policy
- Unreserved & Reserved Funds Policy
- *EDI – David Durante and Tricia Lee*

### SEPTEMBER

#### Special Meeting

- Board & Friends Forum

#### Regular Meeting (September 18)

- 2024 budget introduction
- 2024 Officer Nominating Committee appointments
- *Budget kickoff – David Durante*

### OCTOBER

#### Executive (October 10)

- Executive Director quarterly check-in

#### Strategic Planning / Finance

- 2024 budget proposal overview

#### Nominating

- 2024 officer nomination

#### Regular Meeting (October 23)

- 2024 meeting schedule (first review)
- 2024 budget proposal overview
- Officer slate announced
- Public hearing on levy
- Approval of 2024 levy

### NOVEMBER

#### Strategic Planning / Finance

- 2024 budget review (if needed)

#### Regular Meeting (November 27)

- Public meeting on 2024 budget
- Approval of 2024 budget
- Election of officers
- 2024 meeting schedule adoption
- Executive Session – Executive Director annual review