

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

October 28, 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: 726 973 360#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the September 23, 2024 regular meeting minutes
- b) Approval of the October 15, 2024 special meeting minutes
- c) Approval of the September 2024 payroll, benefits, and vouchers

6) Public Comment

7) Unfinished Business

- a) *Proposed 2025 Board of Trustees Regular Meeting Schedule – Executive Director Lois Langer Thompson [Attachment 1](#)
- b) 2025 Proposed Budget – Executive Director Lois Langer Thompson and Finance Director Janella Lewis [Attachments 2-5](#)

8) Public Hearing

- a) Public hearing on the Sno-Isle Intercounty Rural Library District 2024 operating budget

9) New Business

- a) *Resolution 24-05: Regarding the Property Tax Levy – Finance Director Janella Lewis [Attachment 6](#)

10) Staff Reports

- a) Financial Update – Finance Director Janella Lewis [Attachment 7](#)

11) Executive Director's Report

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

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12) Committee and Trustees' Reports

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

13) 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

September 23, 2024

Meeting Minutes

Sno-Isle Libraries Service Center

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, Michael Adams, Jennifer DePrey, Griselda Guevara-Cruz, Susan Kostick, and Martin Munguia.

President Olson confirmed quorum.

Staff present: David Durante, Baha Farkish, Bryan Gabehart, Lindsay Hanson, Meredith Kraft, Jason Latham, Janella Lewis, Rebecca Loney, Chila Oglesby, Phil Spirito, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

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

Consent Agenda

- a) Approval of the 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

Trustee Munguia 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.

Sno-Isle Libraries

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New Business

2025 Budget Introduction

Executive Director Thompson presented the 2025 budget philosophy, timeline, and the focus on equity, accessibility, and organizational sustainability. The 2025 budget preliminary estimates will be presented for discussion at the October 15, 2024 special meeting.

Resolution 24-03 Charging Fees for Public Records

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees adopt Resolution 24-03 relating to charge fees for public records. Planning and Fund Development Director Rebecca Loney presented an overview of the resolution and led a discussion with the Trustees. The motion passed.

Resolution 24-04 Public Disclosure Indexing

Trustee Adams moved the Sno-Isle Libraries Board of Trustees adopt Resolution 24-04 to declare public disclosure indexing as unduly burdensome. Planning and Fund Development Director Rebecca Loney presented an overview of the resolution and led a discussion with the Trustees. The motion passed.

Acceptance of Art for Darrington Library

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees accept the donation of the *Tango Moon* sculpture for the Darrington Library. Executive Director Lois Langer Thompson presented information about the donation and the artist, Georgia Gerber. The motion passed.

Staff Reports

Self-service Hours

Assistant Director of Information Technology Jason Latham and Assistant Director of Community Libraries David Brown shared an update on the Self-service Hours pilot taking place at the Camano Island, Coupeville, Granite Falls, and Lake Stevens libraries. Staff will gather data for the pilot through 2025 to evaluate the initiative.

Financial Update

Finance Director Janella Lewis presented the September 2024 financial report.

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

Executive Director's Report

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

Enhance Library Services

- Ongoing work on the Services to Spanish Speakers initiative.
- A successful Mariner Fest event with over 2,200 attendees.
- Staff engagement with kids and families at back-to-school events in Monroe, Marysville, Camano Island, and Arlington libraries.
- Partnership with the Snohomish School District and the Snohomish Community Food Bank to bring the Kids' Café food truck to the Snohomish Library parking lot.
- Community engagement programs in the month of August, including:
 - Sultan Library participation in the Party in the Park event to raise awareness about teen suicide.
 - A Camano Island Library program, *Stop the Bleed*, where participants learned how to act as an immediate responder.
 - A Stanwood Library program about supernatural investigations held in partnership with the Community Resource Center of Stanwood-Camano.
 - Stanwood Library and Library on Wheels outreach at the Stanwood City Touch-a-Truck event.
 - The Darrington Library "Making Your Money Count" program held in partnership with Everett Goodwill which featured the Digital Equity Bus.
 - A Dementia Friends event at the Darrington Library in partnership with the University of Washington Memory and Brain Wellness Center.
 - Stay-and-plays held at the Lakewood/Smokey Point Library.
 - A Water Wise Gardening program held at the Lakewood/Smokey Point Library.

Create Inspiring Spaces

- Capital project updates for the Darrington Mill Creek, , Lake Stevens, Langley, and Mariner libraries.
- Library improvement projects at the Coupeville, Lakewood/ Smokey Point Monroe, and Snohomish libraries.,.
- Access and security improvements at the Granite Falls Library in support of Self-service Hours operations.

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Invest in our People and our Organization

- Internal rollout of the demographic report and subsequent community library engagement strategy meetings.
- The release of the Workforce Diversity Advisory Committee's final recommendations, which are now with the Human Resources Department.
- Planning efforts for the 2025 all-staff day, SILCON.
- Instructional design and facilitation support for "Leading Through Challenging Times" supervisor conversation groups.
- Person-in-charge (PIC) training, which included the following subjects:
 - PIC Process and Customer Conduct.
 - Communicating with Customers Effectively and De-escalating Conflict and Hostility in the Library.
 - What do I do? Strategies for Addressing Sexual Harassment from Patrons in the Library.
- Ongoing review of administrative policies to ensure compliance with the collective bargaining agreement.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The recent Executive Committee meeting, during which the 2024 calendar, Public Records Act Resolutions, and Executive Director onboarding were discussed.
- The appointment of Trustee Adams as the chair of the Officer Nominating Committee.
- Attendance at the Lake Stevens Library Groundbreaking event, which was also attended by Trustees Kostick and Ryan.

Trustee Nominating Committee Report

Committee Chair DePrey reported on the Board's request to Snohomish County Council regarding the appointment of Marysville resident Kay Crull to the 2025 vacant position on the Sno-Isle Libraries Board of Trustees.

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Sno-Isle Libraries Foundation Liaison Report

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

- A recent presentation by Sno-Isle staff regarding the demographics study.
- A meeting between Sno-Isle Libraries Executive Director Lois Langer Thompson and Foundation Executive Director Christina Kourteva to discuss the 2025 addendum to the memorandum of understanding.
- The Foundation's upcoming strategic planning retreat.
- The transition to Mailchimp for donor emails.
- The Foundation Board's approval of the Policy Management Policy.
- Financial contributions from the Foundation for the Mariner Fest event.

Adjournment

Trustee Munguia moved to adjourn the September 23, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:41 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

October 15, 2024

Special Meeting Minutes

Sno-Isle Libraries Service Center

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, Michael Adams, Griselda Guevara-Cruz, Susan Kostick, and Paul Ryan.

Members present via videoconference: Jennifer DePrey and Martin Munguia.

President Olson confirmed quorum.

Staff present: Barb Adams, Sandra Barnhart, Casey Gabehart, Bryan Gabehart, Meredith Kraft, Diane Lai, Janella Lewis, Rebecca Loney, 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.

Unfinished Business

2025 Budget Discussion

Executive Director Lois Langer Thompson and Finance Director Janella Lewis presented an overview of the proposed 2025 budget. The Board discussed the 2025 budget goals and projected changes to expenditures and funding sources. Staff will present the proposed budget at the October 28, 2024 regular meeting of the Board of Trustees.

Adjournment

Trustee Munguia moved to adjourn the October 15, 2024 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:16 p.m.

President

Secretary

Sno-Isle Libraries
September 2024 Payroll and September 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,736,194.14
Vendor Checks 84068, 84156, 84229 and 84270 through 84280, plus Electronic Transfers	<u>\$ 892,138.41</u>
Total Payroll and Benefits	\$ 3,628,332.55
Accounts Payable Checks 84030 through 84280 less checks listed above, plus Electronic Transfers	<u>\$ 1,334,346.35</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,962,678.90</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 October 28, 2024.

Janella Lewis 10/14/2024

Finance Director

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

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

September 2024 Payroll

Employee Pay - Direct Deposit	\$	1,947,263.12	
Plus: Employee Deductions	\$	788,931.02	
Sub-Total Gross Payroll			\$ 2,736,194.14
Vendor Checks 84068, 84156, 84229 and 84270 through 84280, plus Electronic Transfers	\$	203,996.14 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	247,141.42	
Electronic Funds Transfer - Canopy Wellbeing	\$	1,777.51	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,651.86	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	60,844.33	
Electronic Funds Transfer - PERS - Retirement Plan	\$	387,747.77	
Electronic Funds Transfer - Navia - FSA	\$	13,642.19	
Electronic Funds Transfer - Navia - HRA/MRA	\$	8,064.66	
Electronic Funds Transfer - Premera - Medical	\$	262,822.84	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(300,287.15)	
Sub-Total Benefits - Employer Expense			\$ 892,138.41
Total Payroll and Benefits			\$ 3,628,332.55

September 2024 Accounts Payable

Checks 84030 through 84280 less checks listed above, plus Electronic Transfers	\$	1,330,904.96 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	3,441.39	
Sub-Total Accounts Payable			\$ 1,334,346.35
Total Payroll, Benefits and Accounts Payable			\$ 4,962,678.90

Adjustments

Paycom Direct Service Fee	\$	19,910.58	
Refunds and Credits	\$	1,086.23	
Petty Cash Expense	\$	21.80	
Bank Service Charge	\$	567.97	
Travel & Business Expense Reimbursement paid in Payroll	\$	5,976.42	
Total Adjustments			\$ 27,563.00
September 2024 Total Expenditures			\$ 4,990,241.90 ***

* Benefit invoices paid through Accounts Payable Checks	\$	203,996.14	
** Regular invoices paid through Accounts Payable Checks	\$	1,330,904.96	
Total Accounts Payable Check Payments	\$	<u>1,534,901.10</u>	

*** Equals Expenditure Summary Total

**Vouchers
September 2024**

Date	Check Number	Payee	Check Amount
9/5/2024	84030	Allied Universal	\$15,816.32
9/5/2024	84031	Baker & Taylor Books (277930)	4,185.03
9/5/2024	84032	Beacon Publishing Inc	637.50
9/5/2024	84033	Blackstone Publishing	497.86
9/5/2024	84034	Brodart Company	1,299.03
9/5/2024	84035	Casey, Maria	492.21
9/5/2024	84036	Cornell Lab of Ornithology	540.00
9/5/2024	84037	Dae Won LLC	8,063.78
9/5/2024	84038	Gale/Cengage Learning	1,830.78
9/5/2024	84039	Grainger	85.52
9/5/2024	84040	Ingram Library Services	16,931.83
9/5/2024	84041	Intersection Media, LLC	1,880.00
9/5/2024	84042	Kanopy	5,924.00
9/5/2024	84043	Library Furniture International, Inc	2,371.00
9/5/2024	84044	MBI	15,021.94
9/5/2024	84045	Midwest Tape	15,649.23
9/5/2024	84046	MSR Design	30,875.75
9/5/2024	84047	North Sound Media	840.00
9/5/2024	84048	Orbis Cascade Alliance	7,896.85
9/5/2024	84049-84051	Remit Overrun	0.00
9/5/2024	84052	Overdrive Inc	129,918.48
9/5/2024	84053	ParentMap	3,192.50
9/5/2024	84054	Platt Electric Supply	320.12
9/5/2024	84055	Pony Up Parking Lots, Inc.	28,074.76
9/5/2024	84056	Puget Sound Mobile Detail	354.25
9/5/2024	84057	Rentacrate Enterprises LLC	1,244.84
9/5/2024	84058	Rupert Inc	13,492.50
9/5/2024	84059	Shred-it	114.90
9/5/2024	84060	Skagit Publishing	385.00
9/5/2024	84061	Smokey Point Place IV, LLC	3,511.50
9/5/2024	84062	South Whidbey School District	85.00
9/5/2024	84063	Sprague Pest Solutions	233.97
9/5/2024	84064	Tsai Fong Books Inc	24.89
9/5/2024	84065	Uline	158.30
9/5/2024	84066	Verizon Communications Inc	310.12
9/5/2024	84067	Walter E Nelson Co of Western WA	278.97
9/5/2024	84068	Wellable LLC	286.00
9/12/2024	84069	Void	0.00
9/12/2024	84070	Void	0.00
9/12/2024	84071	Void	0.00
9/12/2024	84072	Baker & Taylor Books (277930)	21,250.12
9/12/2024	84073	Ballydidean Farm Sanctuary	150.00

**Vouchers
September 2024**

Date	Check Number	Payee	Check Amount
9/12/2024	84074	Bickford	1,732.19
9/12/2024	84075	Brodart Company	1,316.73
9/12/2024	84076	Camano Hill Water Co.	138.17
9/12/2024	84077	Camano Preparedness Group	100.00
9/12/2024	84078	Cascade Natural Gas	13.00
9/12/2024	84079	Central Puget Sound Regional Transit	20,000.00
9/12/2024	84080	Cerium Networks Inc	10,003.31
9/12/2024	84081	City of Arlington	208.20
9/12/2024	84082	City of Granite Falls	151.10
9/12/2024	84083	City of Lynnwood	2,070.31
9/12/2024	84084	City of Marysville	1,983.52
9/12/2024	84085	City of Monroe	2,104.18
9/12/2024	84086	City of Sultan	201.74
9/12/2024	84087	Clinton Water Dist	76.88
9/12/2024	84088	Cortes, Marco	875.00
9/12/2024	84089	Cortes, Marco	350.00
9/12/2024	84090	Crystal Springs	95.85
9/12/2024	84091	Daily Journal of Commerce	142.80
9/12/2024	84092	Deep Rooted Music, LLC - Eric Ode	435.00
9/12/2024	84093	Del Sol Inc	77,504.94
9/12/2024	84094	Erin Eggenburg	500.00
9/12/2024	84095	Gale/Cengage Learning	176.70
9/12/2024	84096	Herd Freed Hartz, Inc.	34,297.81
9/12/2024	84097	Ingram Library Services	33,850.20
9/12/2024	84098	Insight Direct USA, Inc	8,269.45
9/12/2024	84099	Iron Mountain Incorporated	998.77
9/12/2024	84100	Island Disposal Inc	158.18
9/12/2024	84101	Kendall of Marysville	341.47
9/12/2024	84102	Lamar Transit, LLC	2,545.00
9/12/2024	84103	Seven Star Women's Kung Fu, Inc	400.00
9/12/2024	84104	Midwest Library Service	1,923.06
9/12/2024	84105	Midwest Tape	5,521.85
9/12/2024	84106	Milne Electric Inc	952.00
9/12/2024	84107	MSR Design	11,045.00
9/12/2024	84108	My Neighborhood News Network	425.00
9/12/2024	84109	North by Northwest Paranormal LLC	400.00
9/12/2024	84110	Northwest Trek Wildlife Park	75.00
9/12/2024	84111	OCLC Inc (34299)	5,668.28
9/12/2024	84112	Online Labels, LLC	191.90
9/12/2024	84113-84115	Remit Overrun	0.00
9/12/2024	84116	Overdrive Inc	63,237.74
9/12/2024	84117	Paint With Melissa LLC	1,140.00

Vouchers September 2024

Date	Check Number	Payee	Check Amount
9/12/2024	84118	Paper Roll Products	315.70
9/12/2024	84119	Perez, Claudio Talavera 9/14/2024	75.00
9/12/2024	84120	Perez, Claudio Talavera 9/21/2024	75.00
9/12/2024	84121	PetroCard Systems Inc	1,839.98
9/12/2024	84122	Primal Tree Service	1,091.00
9/12/2024	84123	Puget Sound Energy	1,160.90
9/12/2024	84124	PUD No 1 of Snohomish County	3,807.22
9/12/2024	84125	Rentacrate Enterprises LLC	405.85
9/12/2024	84126	Republic Services 197	943.84
9/12/2024	84127	Salish Networks	1,214.27
9/12/2024	84128	Seattle Times	6,750.00
9/12/2024	84129	Sharing Wheels Community Bike Shop	50.00
9/12/2024	84130	Silver Kite Community Arts Consulting, LLC	375.00
9/12/2024	84131	Silver Kite Community Arts Consulting, LLC	400.00
9/12/2024	84132	Silver Kite Community Arts Consulting, LLC	450.00
9/12/2024	84133	Silver Lake Water & Sewer	118.85
9/12/2024	84134	Skagit Valley College	1,900.00
9/12/2024	84135	Snohomish County Planning & Development Services	236.90
9/12/2024	84136	Sno-Isle Refund Account	349.56
9/12/2024	84137	Sound Publishing	3,035.81
9/12/2024	84138	Sprague Pest Solutions	335.49
9/12/2024	84139	Sterling Volunteers	17.00
9/12/2024	84140	Town of Coupeville	150.00
9/12/2024	84141	Tsai Fong Books Inc	792.60
9/12/2024	84142	Uline	5,738.93
9/12/2024	84143	Valdez Construction, Inc.	123,104.27
9/12/2024	84144	Walter E Nelson Co of Western WA	107.56
9/12/2024	84145	Waste Management	5,091.32
9/12/2024	84146	Wave Business	9,125.47
9/12/2024	84147	WCP Solutions	978.28
9/12/2024	84148	Winslow, Nikki	1,543.17
9/12/2024	84149	Washington State Ferries	720.40
9/12/2024	84150	Ziply Fiber	290.63
9/12/2024	84151	8X8 Inc	7,977.28
9/12/2024	84152	Alderwood Water District	269.89
9/12/2024	84153	Aunt Flow Corp.	900.00
9/19/2024	84154	Void	0.00
9/19/2024	84155	Void	0.00
9/19/2024	84156	4imprint Inc	2,296.55
9/19/2024	84157	8X8 Inc	7,969.04
9/19/2024	84158	A-1 Mobile Lock & Key	18.13
9/19/2024	84159	Air Care System	5,928.16

**Vouchers
September 2024**

Date	Check Number	Payee	Check Amount
9/19/2024	84160	Remit Overrun	0.00
9/19/2024	84161	Amazon Capital Services, Inc	1,522.51
9/19/2024	84162	Asavie Technologies Inc	1,644.90
9/19/2024	84163	AT&T Mobility (6463)	43.23
9/19/2024	84164	Baker & Taylor Books (277930)	1,173.36
9/19/2024	84165	Blackstone Publishing	272.58
9/19/2024	84166	Brodart Company	873.85
9/19/2024	84167	CDW Government Inc	1,795.46
9/19/2024	84168	Center Point Large Print	756.90
9/19/2024	84169	City of Langley	356.13
9/19/2024	84170	City of Sultan	1,217.52
9/19/2024	84171	CloudSDS, Inc	600.00
9/19/2024	84172	Community Transit	50.00
9/19/2024	84173	Dick's Towing Inc	248.69
9/19/2024	84174	Duck Duck Books	256.04
9/19/2024	84175	Gale/Cengage Learning	3,493.05
9/19/2024	84176	Goldsby, Michael	300.00
9/19/2024	84177	Henry E Buehner	115.54
9/19/2024	84178	Hillis Clark Martin & Peterson	3,464.00
9/19/2024	84179	Holaday-Parks, Inc	768.38
9/19/2024	84180	Horner, Katie Elizabeth McLain	600.00
9/19/2024	84181	Howard, Eric	1,354.18
9/19/2024	84182	Imagicorps Inc.	3,568.64
9/19/2024	84183	Ingram Library Services	45,084.43
9/19/2024	84184	Johnston Architects, LLC	235.00
9/19/2024	84185	Lamar Transit, LLC	735.00
9/19/2024	84186	LeMay Mobile Shredding	341.53
9/19/2024	84187	Lithtex NW	1,476.57
9/19/2024	84188	Midwest Library Service	891.81
9/19/2024	84189	Midwest Tape	2,661.81
9/19/2024	84190	Milne Electric Inc	4,936.26
9/19/2024	84191	O'Donnell, Kristi	750.00
9/19/2024	84192	Remit Overrun	0.00
9/19/2024	84193	Office Depot, INC	2,696.59
9/19/2024	84194-84197	Remit Overrun	0.00
9/19/2024	84198	Overdrive Inc	86,935.47
9/19/2024	84199	Pacific Copy & Printing	2,618.40
9/19/2024	84200	Paper Roll Products	497.55
9/19/2024	84201	Pins By Design LLC	4,601.81
9/19/2024	84202	Playaway Products, LLC	2,903.47
9/19/2024	84203	PUD No 1 of Snohomish County	5,875.38
9/19/2024	84204	Puget Sound Energy	686.70

**Vouchers
September 2024**

Date	Check Number	Payee	Check Amount
9/19/2024	84205	Ricoh USA Inc - 31001	11,863.07
9/19/2024	84206	Ricoh USA Inc - 650073	20,009.64
9/19/2024	84207	Rusk, Douglas James	250.00
9/19/2024	84208	Snohomish Co Finance	20.00
9/19/2024	84209	Snohomish County Planning & Development Services	97.85
9/19/2024	84210	Sprague Pest Solutions	287.61
9/19/2024	84211	State Auditor's Office	278.00
9/19/2024	84212	StitchDX, LLC	11,250.00
9/19/2024	84213	The Hanover Insurance Group	12,772.50
9/19/2024	84214	Thryv, Inc	110.90
9/19/2024	84215	Timeless Design	23,735.22
9/19/2024	84216	U S Yellow Pages	229.00
9/19/2024	84217	Verizon Wireless (660108)	13,213.46
9/19/2024	84218	Walter E Nelson Co of Western WA	7,053.27
9/19/2024	84219	WCP Solutions	129.83
9/19/2024	84220	Werner, Lance	2,091.53
9/19/2024	84221	Whidbey Telecom	709.34
9/19/2024	84222	Ziply Fiber	24,129.84
9/19/2024	84223	Krista Klein	2,167.20
9/26/2024	84224	Ponz Manantan	1,430.51
9/26/2024	84225	Joy Feldman	1,001.47
9/26/2024	84226	Janella Lewis	1,126.88
9/26/2024	84227	A-1 Mobile Lock & Key	41.76
9/26/2024	84228	Allied Universal	13,844.48
9/26/2024	84229	Amazon Capital Services, Inc	1,938.47
9/26/2024	84230	American Library Association	218.00
9/26/2024	84231	Casey, Maria	450.00
9/26/2024	84232	Clive Public Library	11.44
9/26/2024	84233	Comcast	693.22
9/26/2024	84234	De-el Enterprises, Inc	1,450.64
9/26/2024	84235	E.J. Harris Photography	1,401.94
9/26/2024	84236	Guardian Security	1,122.33
9/26/2024	84237	Hennig, Jeanine Tullos	125.00
9/26/2024	84238	Void	0.00
9/26/2024	84239	Insight Direct USA, Inc	172.33
9/26/2024	84240	Intersection Media, LLC	1,880.00
9/26/2024	84241	Leonard, Dion	700.00
9/26/2024	84242	Martin Munguia	1,932.60
9/26/2024	84243	Marysville Barker Real Estate LLC	6,117.68
9/26/2024	84244	News Bank Inc	30,110.00
9/26/2024	84245	Remit Overrun	0.00
9/26/2024	84246	Office Depot, INC	2,565.34
9/26/2024	84247	One Diversified, LLC	511.92
9/26/2024	84248	Paint With Melissa LLC	300.00
9/26/2024	84249	Paper Roll Products	306.26

Vouchers September 2024

Date	Check Number	Payee	Check Amount
9/26/2024	84250	Prime Self Storage	1,109.00
9/26/2024	84251	PUD No 1 of Snohomish County	2,067.34
9/26/2024	84252	Rentacrate Enterprises LLC	524.78
9/26/2024	84253	Roddy, Mary	250.00
9/26/2024	84254	Shred-it	469.64
9/26/2024	84255	Smokey Point Place IV, LLC	12,516.95
9/26/2024	84256	South Whidbey School District	2,014.88
9/26/2024	84257	Sprague Pest Solutions	232.21
9/26/2024	84258	Stage 2 Studios	450.00
9/26/2024	84259	Stern, David	400.00
9/26/2024	84260	Summit Law Group, PLLC	3,636.00
9/26/2024	84261	T Mobile	15,767.45
9/26/2024	84262	T Mobile	166.69
9/26/2024	84263	Visionary Office Furniture	1,859.06
9/26/2024	84264	Walter E Nelson Co of Western WA	7,493.16
9/26/2024	84265	WEX	86.75
9/26/2024	84266-24268	Remit Overrun	0.00
9/26/2024	84269	Overdrive Inc	48,712.88
9/30/2024	84270	Assured Partners of WA, LLC	4,887.88
9/30/2024	84271	Delta Dental of Washington	32,913.50
9/30/2024	84272	Dept of Labor & Industries	150.17
9/30/2024	84273	Kaiser Permanente	92,341.55
9/30/2024	84274	LifeWise Assurance Co.	38,664.91
9/30/2024	84275	Lincoln National Life Ins Company	7,696.52
9/30/2024	84276	Navia Benefit Solutions Client Pay	2,092.80
9/30/2024	84277	Premera Blue Cross	8,793.98
9/30/2024	84278	Sno-Isle Library Foundation	452.00
9/30/2024	84279	Snohomish County Superior Court Clerk	250.00
9/30/2024	84280	WSCCCE, AFSCME, AFL-CIO	12,603.06
9/26/2024	TransF_0924_01	Bank of America (5953)	457.07
9/26/2024	TransF_0924_02	Bank of America (7423)	5,201.66
9/26/2024	TransF_0924_03	Bank of America (3736)	3,493.37
9/26/2024	TransF_0924_04	Bank of America (0161)	1,767.10
9/26/2024	TransF_0924_05	Bank of America (8208)	1,477.85
9/26/2024	TransF_0924_06	Bank of America (2175)	1,593.73
9/26/2024	TransF_0924_07	Bank of America (7150)	328.46
9/26/2024	TransF_0924_08	Bank of America (0958)	2,979.54
9/26/2024	TransF_0924_09	Bank of America (1458)	1,269.30
9/26/2024	TransF_0924_10	Bank of America (2945)	544.00
9/26/2024	TransF_0924_11	Bank of America (5088)	3,589.13
9/26/2024	TransF_0924_12	Bank of America (7067)	578.00
9/26/2024	TransF_0924_13	Bank of America (5659)	971.23
			\$1,534,901.10

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*

2025 Budget Timeline

2024 TIMELINE FOR 2025 BUDGET

OCTOBER 15, 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 29, 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.

2025 Proposed Budget

OCTOBER 28, 2024

Introduction

The 2025 proposed budget was developed in alignment with the goals presented at the September 2024 Board of Trustees meeting.

The yearly budget forecasting indicates the Library District is in a strong financial position through thoughtful management of expenditures, securing new funding streams, and using a holistic and strategic approach to managing the budget. *Appendix A*

Based upon the plan developed following the successful 2018 levy lid lift, we are on track with our proposed 2025 operating budget to build financial stability and manage the impact on library customers and staff.

2025 Budget Goals

Principles

- Equity
- Accessibility
- Organizational Sustainability

Strategies

- Focus on outcomes for customers and communities
- Evolving library services
- Conservative fiscal approach
- Redirecting funds based on community demographics

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 Proposed Budget

OCTOBER 28, 2024

Sources of Funds

	Adopted 2024 Budget	Proposed 2025 Budget	Increase/ (Decrease)
Beginning Cash	\$ 28,000,000	\$ 28,000,000	\$ -
Transfers from Reserves Funds	\$ 3,887,000		\$ (3,887,000)
Revenue			
Taxes			
Property Tax	\$ 65,441,650	\$ 67,230,900	\$ 1,789,250
Other taxes	\$ 550,000	\$ 627,000	\$ 77,000
	\$ 65,991,650	\$ 67,857,900	\$ 1,866,250
Grants			
Washington State Grants	\$ 6,529,000	\$ 5,400,000	\$ (1,129,000)
Federal Grants	\$ 638,000	\$ 2,000,000	\$ 1,362,000
General Grants	\$ 200,000	\$ -	\$ (200,000)
	\$ 7,367,000	\$ 7,400,000	\$ 33,000
Other			
Investments	\$ 1,000,000	\$ 1,300,000	\$ 300,000
Donations	\$ 425,000	\$ 553,700	\$ 128,700
E-Rate	\$ 300,000	\$ 300,000	\$ -
Miscellaneous	\$ 305,361	\$ 374,000	\$ 68,639
	\$ 2,030,361	\$ 2,527,700	\$ 497,339
Total Revenue	\$ 75,389,011	\$ 77,785,600	\$ 2,396,589
Total Sources of Funds	\$ 107,276,011	\$ 105,785,600	\$ (1,490,411)

2025 Proposed Budget

OCTOBER 28, 2024

Sources of Funds Overview

Beginning Cash \$28 million

Beginning Cash is the target cash balance in the Library District's General Operating Fund at year end that carries forward into 2025. Levied property taxes are due on April 30 and October 31 each year. Ending each year with ample cash allows for the funding of library services until the receipt of first-half property taxes in April.

Transfers from Reserve Funds \$0

There are no planned transfers from reserve funds in 2025.

Total Revenue \$77.8 million

Total revenue includes taxes, grants, and other revenue.

Taxes \$67.9 million

Property Tax Revenue \$67.2 million

- The library is subject to a statutory levy growth limit of 101% or 100% plus the rate of annual inflation (implicit price deflator), whichever is less. This year the implicit price deflator is greater than 1%.

Other taxes \$627k

- Other taxes include timber and excise taxes, and a small increase is anticipated.

Grants \$7.4 million

Washington State grants \$5.4 million

- Grants for Lake Stevens and Mariner libraries.

Federal grants \$2.0 million

- American Rescue Plan Act (ARPA) grants for HVAC and Digital Equity.
- Federal Emergency Management Agency (FEMA) grant for cybersecurity.

Other \$2.5 million

Investments \$1.3 million

- Increase of \$300k in investment revenue based on reserve funds balances and projected interest rates.

Donations \$554k

- Increase of \$129k in support from the Foundation. Most of the Foundation growth in 2025 will be offset by additional FTE costs.

E-Rate \$300k

- No change in the *Universal Service Administrative Company* (USAC) E-Rate.

Miscellaneous \$374k

- Increase of \$69k from rebates received from vendors, customers paying for lost materials, print and copier services, contract fees from cities, and other general revenue.

2025 Proposed Budget

OCTOBER 28, 2024

Use of Funds

	Adopted 2024 Budget	Proposed 2025 Budget	Increase/ (Decrease)
Operations			
Salaries and Benefits	\$ 44,579,160	\$ 48,700,000	\$ 4,120,840
Materials	\$ 6,702,520	\$ 6,912,000	\$ 209,480
Professional & Contract Services	\$ 3,732,018	\$ 3,530,900	\$ (201,118)
Software & Licensing Fees	\$ 1,754,650	\$ 1,704,900	\$ (49,750)
Office & Operating Supplies	\$ 645,800	\$ 639,350	\$ (6,450)
Equipment & Furnishings	\$ 1,430,500	\$ 603,500	\$ (827,000)
Strategic Initiatives	\$ 750,000	\$ 750,000	\$ -
Communications Equipment & Services	\$ 859,500	\$ 822,000	\$ (37,500)
Maintenance & Repairs	\$ 798,300	\$ 1,328,300	\$ 530,000
Utilities	\$ 532,800	\$ 547,000	\$ 14,200
Rentals & Leases	\$ 486,838	\$ 581,600	\$ 94,762
Training	\$ 270,000	\$ 242,000	\$ (28,000)
Insurance	\$ 239,600	\$ 271,100	\$ 31,500
Services & Programming	\$ 844,325	\$ 967,400	\$ 123,075
	\$ 63,626,011	\$ 67,600,050	\$ 3,974,039
Capital Outlay			
Architecture & Engineering Services	\$ 1,500,000	\$ 1,320,000	\$ (180,000)
Buildings & Improvements	\$ 8,100,000	\$ 10,490,550	\$ 2,390,550
Equipment & Furnishings	\$ 750,000	\$ 1,175,000	\$ 425,000
Land	\$ 3,000,000	\$ -	\$ (3,000,000)
Vehicles	\$ -	\$ -	\$ -
	\$ 13,350,000	\$ 12,985,550	\$ (364,450)
Total Expenditures	\$ 76,976,011	\$ 80,585,600	\$ 3,609,589
Transfer To Reserve Funds	\$ 1,300,000	\$ 4,900,000	\$ 3,600,000
Ending Cash	\$ 29,000,000	\$ 20,300,000	\$ (8,700,000)
Total Use of Funds	\$ 107,276,011	\$ 105,785,600	\$ (1,490,411)

2025 Proposed Budget

OCTOBER 28, 2024

Use of Funds Overview

Total Expenditures \$80.6 million

Total expenditures include operations and capital outlay.

Operations \$67.6 million

Salaries and Benefits \$48.7 million

- Increase of \$4.1 million based on:
 - Total proposed full-time equivalents (FTE) of 394 including the proposed increase of 2.0 (FTE) for Sno-Isle Libraries Foundation.
 - 3.8% Cost of living increase for all staff.
 - Reflection of 4.6% increase for represented staff in 2024 not included in 2024 salaries and benefits.
 - Anniversary increases for staff within pay range. *Appendix B*
 - Employee Benefits. *Appendix C*
 - Increase of 20% for Premera medical coverage.
 - Increase of 10% for Kaiser Permanente medical coverage.
 - Increase of 4% for Delta Dental coverage.

Materials \$6.9 million

- Increase of \$125k for the opening day collection for the new Lake Stevens Library.
- Increase of \$75k to address some of the collection cost increases.

Professional & Contract Services \$3.5 million

- Overall decrease of \$201k in selected professional services based on anticipated need in 2025.
- Decrease in architectural services, bank service fees, financial audit services, Human Resources Information System (HRIS), consulting, and record storage & retrieval.
- Increase in catalog content tools, copier services, Human Resources consulting, Integrated Library System (ILS) support, landscaping, and legal consulting.

Software & Licensing Fees \$1.7 million

- Decrease of \$50k for Enterprise Resource Planning software to support work scheduled to be completed in 2026.

Office & Operating Supplies \$640k

- Overall decrease of \$6k.
- Increase of \$57k in custodial and building supplies, barcode labels, copier/printer paper and postage and shipping charges.
- Decrease of \$63k due to transferring costs for staff recognition to the Training (SILCON) budget.

Equipment & Furnishings \$604k

- Decrease in library furniture purchases based on 2025 anticipated costs.

Strategic Initiatives \$750k

- Support for emerging services expenditures including Mobile STEM, Tribal partnerships, Community partnerships, Teen Interns, and other emerging services.

2025 Proposed Budget

OCTOBER 28, 2024

Communication Equipment and Services \$822k

- Reduction of \$38k based on updated data costs for public hotspots.

Maintenance & Repairs \$1.3 million

- Increase of \$530k for ongoing building maintenance and repair.

Utilities \$547k

- Increase of \$14k in electric, gas, and recycling costs.

Rentals & Leases \$582k

- Increase of \$95k in copier and printer leases and library facility leases.

Training \$242k

- The training budget originally showed an increase due to SILCON and training requests. Estimated actual costs are reduced for an overall decrease of \$28k.

Insurance \$271k

- Increase of \$32k in premiums for commercial, liability, and cybersecurity coverages.

Services and Programming \$967k

- Increase of \$123k for gas for library vehicles, association dues, Board retreats and travel, mileage and ferry expenditures, advertising, and community engagement.

Capital Outlay \$13 million

Architecture and Engineering \$1.3 million

- Decrease of \$180k based on anticipated requirements for 2025.

Building and Improvements \$10.5 million

- Increase of \$2.4 million for Langley and Lake Stevens

Equipment and Furnishings \$1.2 million

- Increase of \$425k for Langley and Lake Stevens

Land \$0

- Decrease of \$3 million following purchase of land in 2024.

Vehicles \$0

- No change from 2024

2025 Proposed Budget

OCTOBER 28, 2024

Transfers to Reserve Funds \$4.9 million

Building Reserve Fund \$3 million

- Increase the Building Reserve Fund to support future capital projects including the Arlington Capital Project.

Levy Rate Stabilization \$1 million

- Increase the Levy Rate Stabilization Fund to support the long-range funding strategy.

Self-Insurance Reserve Fund \$300k

- Increase the Self-Insurance Reserve Fund to meet the policy target/objective.

Vacation and Sick Pay Liability Reserve Fund \$300k

- Increase the Vacation and Sick Pay Liability Reserve Fund to meet the policy target/objective.

Ending Cash \$20.3 million

Ending Cash is the balance in the Library District's General Operating Fund at year end. Decrease of \$8.7 million to more accurately reflect required 2026 Beginning Cash and to invest in Reserve Funds in 2025.

2025 Proposed Budget

OCTOBER 28, 2024

Unreserved and Reserve Funds

Unreserved Funds - Board Restricted - Balances and Transfers

Fund	Balance Actual 12/31/2023	Adopted Activity 2024	Projected Balance 12/31/2024	Adopted Activity 2025	Projected Balance 12/31/2025
Building	\$5,676,000	(\$3,500,000)	\$2,176,000	\$3,000,000	\$5,176,000
Equipment Technology Refresh	\$530,000	\$300,000	\$830,000	\$300,000	\$1,130,000
Land Acquisition	\$2,198,018	\$0	\$2,198,018	\$0	\$2,198,018
Levy Rate Stabilization	\$23,592,916	\$1,000,000	\$24,592,916	\$1,000,000	\$25,592,916
Unemployment Compensation	\$40,000	\$0	\$40,000	\$0	\$40,000
	\$32,036,934	(\$2,200,000)	\$29,836,934	\$4,300,000	\$34,136,934

Reserved Funds – Board Policy Restricted with Required Sufficiency – Overview

Fund	Policy Target/Objective	2024 Approved	2025 Proposed
Emergency	60-90 days of operating expense (excluding materials).	64 days	60 days
Self-Insurance	At least 16 weeks of program expenditures.	19 weeks	17 weeks
Vacation & Sick Pay Liability	At least 60% of the year-end Vacation & Sick Pay liability.	66%	61%

Reserved Funds – Board Policy Restricted with Required Sufficiency – Balances and Transfers

Fund	Balance Actual 12/31/2023	Adopted Activity 2024	Projected Balance 12/31/2024	Proposed Activity 2025	Projected Balance 12/31/2025
Emergency	\$10,000,000	\$0	\$10,000,000	\$0	\$10,000,000
Self-Insurance	\$1,500,000	\$0	\$1,500,000	\$300,000	\$1,800,000
Vacation & Sick Pay Liability	\$1,300,000	\$0	\$1,300,000	\$300,000	\$1,600,000
	\$12,800,000	\$0	\$12,800,000	\$600,000	\$13,400,000

2025 Proposed Budget

OCTOBER 28, 2024

Reserved Funds – Board and Entity Restricted – Transfers and Balances

Fund	Balance Actual 12/31/2023	Adopted Activity 2024	Forecasted 2024 interest	Projected Balance 12/31/2024	Proposed Activity 2025	Projected Balance** 12/31/2025
Darrington Rural Partial County Library District	\$149,506		13,245	\$162,750	\$0	\$162,750
Edmonds Building	\$102,416	(\$61,209)	5,354	\$46,561	\$0	\$46,561
Lake Stevens Building	\$1,483	(\$1,483)	-	\$0	\$0	\$0
Lynnwood Building	\$1,227,873		67,014	\$1,294,888	\$0	\$1,294,888
Mill Creek Building*	\$340,646	(\$324,308)	(\$16,338)	\$0	\$0	\$0
	\$1,821,925	(387,000)	69,275	1,504,199	-	\$1,504,199

*Interest gain for Mill Creek Building moved to operating account for Mill Creek Library.

**The Projected Balance does not include forecasted interest revenue.

2025 Proposed Budget

OCTOBER 28, 2024

2025 Proposed Budget Summary

Source of Funds

	2024 Adopted	2025 Proposed
Beginning Cash	\$ 28,000,000	\$ 28,000,000
Transfer from Reserves	\$ 3,887,000	\$ -
<i>Total Beginning Cash and Transfer from Reserves</i>	<i>\$ 31,887,000</i>	<i>\$ 28,000,000</i>
Total Revenue	\$ 75,389,011	\$ 77,785,600
Total	\$ 107,276,011	\$ 105,785,600

Use of Funds

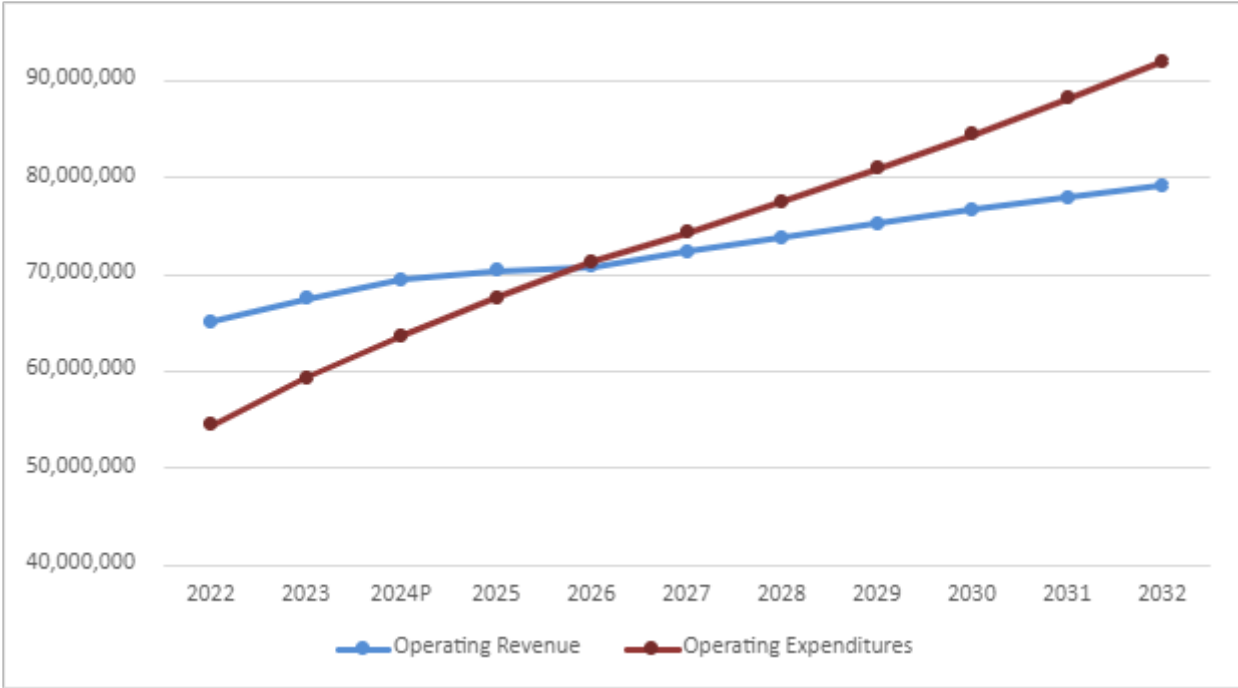
	2024 Adopted	2025 Proposed
Operations	\$ 63,626,011	\$ 67,600,050
Capital Outlay	\$ 13,350,000	\$ 12,985,550
Total Expenditures	\$ 76,976,011	\$ 80,585,600
Transfer to Reserves	\$ 1,300,000	\$ 4,900,000
Ending Cash	\$ 29,000,000	\$ 20,300,000
Total	\$ 107,276,011	\$ 105,785,600

2025 Proposed Budget

OCTOBER 28, 2024

Appendix A

Operating Revenue and Expenditures – Ten-year estimate*



*The ten-year estimate does not reflect state and federal grant revenue.

2025 Proposed Budget

OCTOBER 28, 2024

Appendix B

2025 Anniversary Increases – Overview

	First third of range	Second third of range	Top third of range	Maximum of range	Total
	6%	4%	2%		
Represented	123	58	98	107	386
Non-Represented	15	24	43	6	88
Total*	138	82	141	113	474

*Table does not include vacant FTE

2025 Proposed Budget

OCTOBER 28, 2024

Appendix C

2025 Employee Benefits

Health and Wellness

- Medical, Vision, and Prescription coverage.
 - 100% of the cost paid for employee coverage (20+ hours/week).
 - 50% of the cost paid for dependent coverage (20+ hours/week).
- Dental coverage.
 - 100% paid dental coverage for all employees.
 - 50% paid dental coverage for dependents (20+ hours/week).
- Employee Assistance Program.
 - Includes ten free counseling sessions.
- Medical Reimbursement Arrangement (MRA) & Health Reimbursement Arrangement (HRA)
 - \$1,000 per calendar year for Premera covered employees.
- Health Care and Daycare Flexible Spending Accounts.
- Wellness and financial resources and coaching.

Financial Security

- Pension plans for qualified employees.
- Social security.
- 457 Deferred Compensation Plan.
- Long-Term Disability (40 hours/week).
- Life and AD&D Insurance (20+ hours/week).
- ORCA Passport.
- Workers Compensation Insurance.
- Retirement resources.

Time off

- Paid vacation and sick leave for all employees.
- Eleven paid holidays and two floating holidays. *New in 2025 – Christmas Eve.*
- One paid day for inclement weather. *New in 2025*
- Medical Leaves of Absence.
- Non-Medical Leaves of Absence (Bereavement, Discretionary, Jury Duty, Military, Military Spouse/Domestic Partner)
- Washington Paid Family and Medical Leave.
 - Sno-Isle Libraries has chosen to pay the employee portion.

Sno-Isle Libraries Funding Request to Foundation

2025 PRELIMINARY REQUEST

October 28, 2024

Program	2024 Budget	2025 Request	Change
Summer Reading Program	\$ 25,000	\$ 25,000	\$ -
Third Graders Read Together	\$ 30,000	\$ 30,000	\$ -
World Languages Storytime	\$ 28,000	\$ 30,000	\$ 2,000
Silver Kite Programming for Adults	\$ 4,800	\$ 4,800	\$ -
Youth and Adult Online Programs	\$ 21,000	\$ 21,000	\$ -
Library Speaker Consortium	\$ 8,500	\$ 8,500	\$ -
Read-a-Rama	\$ 5,000	\$ 3,000	\$ (2,000)
Program Kits for System-wide reservations	\$ 21,500	\$ 21,500	\$ -
Sno-Isle Reads Together	\$ 25,000	\$ 25,000	\$ -
STARS Trainers	\$ 5,000	\$ 5,000	\$ -
Discover Passes	\$ 3,000	\$ 6,000	\$ 3,000
Strategic Programming Funds	\$ 5,000	\$ 10,250	\$ 5,250
Programming for libraries without Friends groups	\$ 2,400	\$ 2,400	\$ -
LibraryCall - Dial a Story service	\$ 3,000	\$ 1,500	\$ (1,500)
Community Collections	\$ 10,000	\$ 10,000	\$ -
Nysether Collection	\$ 12,000	\$ 12,500	\$ 500
Prime Time	\$ 76,000	\$ 76,000	\$ -
Limitless Network Grant Activities	\$ 25,000	\$ 25,000	\$ -
FAFSA Support Programs		\$ 5,000	\$ 5,000
Mariner Library Lease	\$ 45,000	\$ 50,000	\$ 5,000
Lakewood Smokey Point Library Lease	\$ 50,000	\$ 50,000	\$ -
Langley Renovation	\$ 15,000	\$ -	\$ (15,000)
Arlington Renovation		\$ -	\$ -
Capital Projects / Opportunity Fund		\$ 100,000	\$ 100,000
Total	\$ 420,200	\$ 522,450	\$ 102,250
Year	Donations	Library Support	Difference
2024	\$ 420,200	\$ 295,000	\$ 125,200
2025 estimate	\$ 522,450	\$ 592,063	\$ (69,613)

Date: October 16, 2024

To: Sno-Isle Libraries Board of Trustees

From: Chrisina Kourteva, Sno-Isle Libraries Executive Director

Subject: Foundation FTE Proposal

Over the last three years, the Sno-Isle Libraries Foundation (SILF) board and staff have worked on rebuilding and restructuring the Foundation, improving the infrastructure, and implementing new campaigns, policies, systems, and processes with the goal of building a stable organization poised for future growth and success. We've accomplished most of the short-term strategic goals we set in early 2022, resulting in significantly growing annual fundraising revenue (over 300% while staff remained at 1.6FTEs) and creating a stable organizational base to continue to raise more and better support the library's needs.

The next step for SILF is to focus on increasing and diversifying fundraising revenue while taking full advantage of the improved infrastructure and processes. Based on the current workload, existing opportunities, and ambitious goals we want to set for the Foundation, this will not be possible without first investing in sufficient staff and resources. With the proposed addition of two full-time, benefited team members (Philanthropy Manager and Annual Fund Specialist), SILF's team will have the capacity to focus on the following areas of growth/need:

- Preparing to support Sno-Isle Libraries (SIL) need for an upcoming levy lid lift campaign
- Preparing to support SIL's capital efforts with the understanding that additional staff to this request will be needed to create and manage a capital campaign
- Major and Planned Giving, including implementing a moves management system to keep moving donors up the giving pipeline
- Grant prospecting and writing
- Corporate support (includes program sponsorships, grants, establishing and building relationships with corporate funders – critical in ensuring continued corporate support)
- Significantly expanding SILF's marketing and communications as advised by SILF's marketing committee (lack of SILF's visibility continues to be a main challenge)
- Growing SILF's unrestricted endowment to ensure sufficient revenue is generated
- Expanding on SILF's ongoing campaigns and events
- Adequately managing SILF's increasing board and committee needs
- Adequately managing increased admin needs

- Allowing SILF to be flexible and nimble and take on new projects as opportunities present themselves

Each of these areas of growth comes with significant revenue-generating potential but also requires substantial staff time commitment. The proposed positions will enable SILF to focus on revenue-generating activities while allowing the Executive Director, presently involved with all aspects of SILF's day-to-day operations, to focus the majority of their time on high-level priorities, including but not limited to major donor engagement, capital projects, board engagement, committees, grants, identifying and pursuing new sources of revenue, attending community events, and building the profile of the Foundation in the community, which is a needed and high priority.

The two new positions will be revenue-generating and expected to pay for themselves in additional funding raised. Some specific job responsibilities might potentially change based on the SILF Board's upcoming strategic planning sessions to ensure they are aligned with SILF's new strategic plan and goals.

Note: SILF's 2025 Draft budget has been built with these two additional positions into consideration. Once the salaries, starting times, and actual costs for the positions are finalized, SILF will work with SIL on updating the 2025 Addendum to the MOU. SILF commits to ensure that the benefit it provides to SIL will be in excess of the funds SIL will provide to SILF in staffing and other support in 2025.

Job Descriptions

Philanthropy Manager - 1 FTE (proposed)

Major & Planned Giving Donor Development – 30%

- Assist the Executive Director in growing Major and Planned Giving. Set multi-year revenue goals, implement fundraising plans and strategies, measure and report on progress, and adjust work plans as needed to meet goals.
- Create a moves management system and donor portfolios for SILF staff and board to move donors up the giving ladder. Develop a donor recognition program.
- Oversee SILF's Planned Giving program, including the promotion of FreeWill, quarterly Estate Planning webinars, and engagement of SIL Planned Giving prospects and Legacy Giving Circle donors.

Grant research and writing – 30%

- Conduct grant research and coordinate meetings with foundations and corporations to identify funding opportunities for SIL's programs and initiatives.
- Write and submit grant proposals and reports. Liaise with key SIL staff to obtain input on grant proposals and reports.
- Develop collaborative relationships with representatives at foundations, corporations, and other institutions.

Corporate sponsorships & engagement – 20%

- Develop sponsorship opportunities and packets and secure sponsorships for programs, initiatives, and events, including solicitation, fulfillment, and relationship management.
- Develop multi-faceted solicitation and stewardship strategies and build relationships with businesses and corporations to deepen their philanthropic and programmatic support.

Support other initiatives and programs as needed – 20%

- Support SILF's needs based on SIL's changing priorities, including but not limited to new programs and projects, capital renovations, and levy lid lift campaigns.
- Champion and represent SILF at general outreach events to raise awareness and expand the foundation's presence in the community.
- Support SIL's marketing, communications, and events.
- Participate in SILF's committees.
- Admin and other duties as assigned.

Annual Fund Specialist - 1 FTE (proposed)

Annual Campaign Management – 30%

- Manage and grow SILF's Annual Campaign, including Library Giving Day, GiveBIG, Year-end Campaign, Employee Giving, Vehicle Donations, Donor Acquisitions, etc.
- Develop and grow new recurring campaigns, such as a Monthly Sustainer campaign.
- Create campaign communications and promotional materials.

Event Management – 30%

- Oversee the planning and execution of 4 annual author salons ensuring high-quality and impactful events.
- Lead the planning, coordination, and execution of SILF's new revenue-generating Annual Speaker Series ensuring fundraising goals are met.
- Oversee the planning of one-off fundraising and donor engagement events and activities year-round.
- Supervise event volunteers.

Marketing & Communications support – 20%

- Create Annual Campaign communications, including appeal letters and emails.
- Provide support with Quarterly e-newsletters, Impact Reports, social media, and website content.

Support Foundation initiatives and programs as needed – 20%

- Support SILF's needs based on SIL's changing priorities, including but not limited to new programs and projects, capital renovations, and a levy lid lift campaign.
- Champion and represent SILF at general outreach events to raise awareness and expand the foundation's presence in the community.
- Support SIL's marketing, communications, and events.
- Participate in SILF's committees.
- Admin and other duties as assigned.

Thank you for your consideration of this proposal. The Foundation board and staff are eager and committed to seeing the Foundation continue to thrive and ensure that Sno-Isle Libraries has the resources it needs to do its vital work in the community. We look forward to our continued collaboration with SIL's staff and trustees in supporting our libraries.

RESOLUTION 24-05
of the
Sno-Isle Libraries Board of Trustees
RCW 84.55.120

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT CONCERNING THE
PROPERTY TAX LEVY**

WHEREAS, the Sno-Isle Libraries Board of Trustees (the “Board”) of the Sno-Isle Intercounty Rural Library District (the “District”) has previously held a public hearing on October 28, 2024 regarding revenue sources for the District’s 2025 expenditures; and

WHEREAS, the Board has met and considered its budget for the calendar year 2025; and

WHEREAS, the District’s actual levy amount from the previous year was \$65,551,759.88; and

WHEREAS, the population of this district is more than 10,000;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Sno-Isle Intercounty Rural Library District that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$655,517.60, which is a percentage increase of 1.0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on October 28, 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

Financial Update

FINANCE DEPARTMENT

October 28, 2024

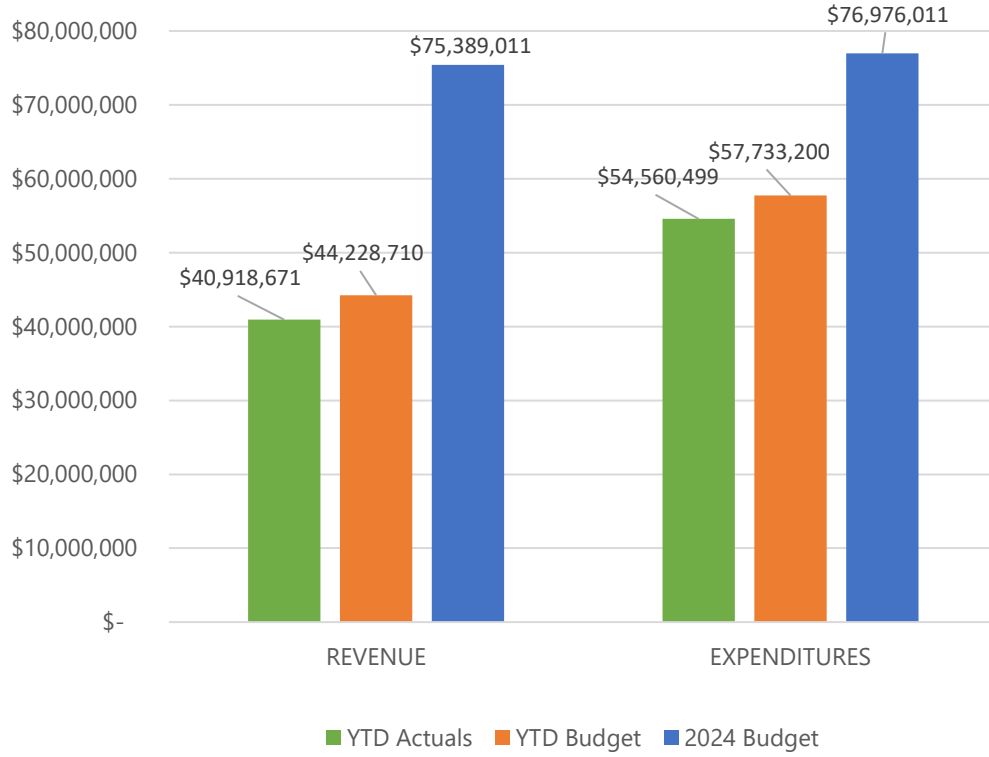
September 2024 Revenue Summary

- Total revenue received in September was \$1.04M compared to the monthly budget of \$1.7M. Year to date (YTD) total revenue was \$40.9M compared to the YTD budget of \$44.2M.
- General property tax receipts for September were \$823K compared to the monthly budget of \$910K. This included \$769K of Snohomish County property tax revenue, and \$54K Joint District property tax revenue.
- Timber tax and associated excise tax revenues for September were \$5K compared to the monthly budget of \$54K. This included \$3K Leasehold Excise Tax and \$2K Timber Harvest Excise Tax and DNR revenue.
- Grant revenue for September was \$0 compared to the monthly budget of \$614K.
- Investment Interest for September was \$189K compared to the monthly budget of \$83K.
- Print/copy services, lost materials revenue, and donations for September were collectively \$21K compared to the monthly budget of \$40K. The increase is due to a total of \$13K from the Sno-Isle Library Foundation and \$1K from Friends of the Library.
- Other Revenue for September was \$1K compared to the monthly budget of \$46K.

September 2024 Expenditures Summary

- Total expenditures for September were \$5M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$54.6M compared to the YTD budget of \$57.7M.
- Salaries & Benefits for September were \$3.6M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for September were \$521K compared to the monthly budget of \$559K.
- Employee training expenditures for September were \$13K compared to the monthly budget of \$23K.
- Capital expenditures for September were \$187K 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 September were \$640K compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 9/1/2024 Through 9/30/2024
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,628,333	32,709,804	33,434,730	44,579,160	73.37%
20.0	Materials	521,612	5,192,587	5,026,860	6,702,520	77.47%
26.0	Professional & Contract Services	251,183	2,323,208	2,798,910	3,732,018	62.25%
35.0	Equipment & Furnishings	21,879	1,277,312	1,072,980	1,430,500	89.29%
38.0	Maintenance & Repair	48,675	445,923	599,040	798,300	55.85%
41.0	Software License & Maint Fees	40,999	1,079,802	1,316,160	1,754,650	61.53%
42.0	Communications	65,354	500,732	644,580	859,500	58.25%
43.0	Office & Operating Supplies	48,340	484,823	484,380	645,800	75.07%
44.0	Utilities	28,792	379,753	399,780	532,800	71.27%
45.0	Rentals & Leases	53,343	496,463	365,130	486,838	101.97%
46.0	Insurance	12,773	231,932	179,730	239,600	96.79%
48.0	Employee Training / Travel	12,549	119,393	202,500	270,000	44.21%
49.0	Miscellaneous	69,100	555,735	633,420	844,325	65.82%
50.0	Strategic Initiatives / Innovation	0	23,742	562,500	750,000	3.16%
61.0	Capital - Land	0	4,619,318	2,250,000	3,000,000	153.97%
62.0	Capital - Bldgs & Improvements	130,367	2,928,650	6,075,000	8,100,000	36.15%
62.5	Capital - A&E	41,921	699,483	1,125,000	1,500,000	46.63%
64.0	Capital - Furnishings & Equipment	15,022	491,839	562,500	750,000	65.57%
	Total Expenditures	<u>4,990,242</u>	<u>54,560,499</u>	<u>57,733,200</u>	<u>76,976,011</u>	<u>70.88%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 9/1/2024 Through 9/30/2024
(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	823,483	36,235,698	36,719,320	65,451,650	55.36%
02.0	Timber Tax / Sales	4,582	600,438	461,400	540,000	111.19%
02.5	Grants	0	1,374,019	5,525,280	7,367,000	18.65%
03.0	Print/Copy Services	2,125	19,973	9,000	12,000	166.43%
04.0	Services/City Contract Fees	0	0	3,150	4,200	0.00%
05.0	Lost Materials Paid	4,331	37,257	26,280	35,000	106.44%
06.0	Investment Interest	188,674	1,665,506	749,970	1,000,000	166.55%
07.0	Donations Private Sources	14,732	147,036	318,690	425,000	34.59%
08.0	Other Revenue	1,150	430,566	415,620	554,161	77.69%
09.1	Insurance Recoveries	0	408,179	0	0	0.00%
	Total Revenues	<u>1,039,077</u>	<u>40,918,671</u>	<u>44,228,710</u>	<u>75,389,011</u>	<u>54.28%</u>

Executive Director

BOARD REPORT

October 2024

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Mountlake Terrace Mayor Kyoko Matsumoto Wright, City Manager Jeff Niten, and Assistant Director R.D. Burley
- Foundation Board President Jeanne Thorsen
- Senator Marko Liias, Deputy Director David Durante, and Assistant Director Susan Hempstead
- Snohomish County Council

Board meetings

- Coupeville Library Capital Facility Area (LCFA)
- Camano Library Capital Facility Area (LCFA)
- Sno-Isle Libraries Foundation Board meeting
- Sno-Isle Libraries Foundation retreat

Other meetings / Library events

- Public Library Directors of Washington fall meeting
- Washington State Library Public and Tribal Library Consultant Jeanne Williams, Assistant Director Susan Hempstead, and Community Engagement Manager Vanesa Gutierrez
- Hispanic Heritage Month celebration at Lynnwood Library

Library Updates

- Strategic goals

BOARD OF TRUSTEES 2024 CALENDAR

OCTOBER 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

OCTOBER 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

OCTOBER 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)

BOARD OF TRUSTEES 2024 CALENDAR

OCTOBER 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

NOVEMBER

Regular Meeting (November 25)

- Resolution regarding the 2025 budget
- Election of officers
- *Workforce Diversity Advisory Group – staff presentation*

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