

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

Eric Howard

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

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 393 393 617#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the October 28, 2024 regular meeting minutes
- b) Approval of the October 2024 payroll, benefits, and vouchers

6) Public Comment

7) Unfinished Business

- a) *Resolution 24-06: Adoption of the Sno-Isle Intercounty Rural Library District's 2025 Operating Budget – Executive Director Eric Howard and Finance Director Janella Lewis [Attachments 1-4](#)

8) New Business

- a) *Election of 2025 Officers – Committee Chair Adams

9) Staff Reports

- a) Financial Update – Finance Director Janella Lewis [Attachment 5](#)

10) Executive Director's Report

- a) Executive Director's report [Attachments 6-7](#)

11) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2024 calendar [Attachment 8](#)
- b) Sno-Isle Libraries Foundation – Trustee Munguia

12) *Adjournment

*Denotes Board of Trustees action item.

To request accommodation for an event, email accessibility@sno-isle.org or visit sno-isle.org.

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Executive Director

Lois Langer Thompson

October 28, 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, Martin Munguia, and Paul Ryan.

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, David Durante, Baha Farkish, Bryan Gabehart, Meredith Kraft, Diane Lai, Jason Latham, Janella Lewis, Rebecca Loney, Phil Spirito, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda

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

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

Public Comment

Former King County Library System Executive Director Lisa Rosenblum reflected on Executive Director Thompson's role as a visionary and strategic leader for Sno-Isle Libraries and expressed congratulations on her upcoming retirement.

Unfinished Business

Proposed 2025 Board of Trustees Regular Meeting Schedule

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees adopt the 2025 regular meeting schedule as presented. Executive Director Thompson reviewed the 2025 regular meeting schedule that was previously presented at the September 23, 2024 regular meeting. The motion passed.

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Executive Director

Lois Langer Thompson

2025 Proposed Budget

Executive Director Thompson and Finance Director Lewis presented the 2025 proposed budget, highlighting the timeline, budget goals, sources of revenues, and proposed expenditures. The Board engaged in a discussion around staffing, salaries and benefits, and use of the reserve funds. Final review and approval of the 2025 budget will occur at the November 25, 2024 Board of Trustees meeting.

Public Hearing

Sno-Isle Intercounty Rural Library District Operating Budget

Per RCW 84.55.120, President Olson convened the Sno-Isle Libraries annual public hearing to consider increases in the property tax revenue for the Library District's 2025 budget. The public hearing was convened at 6:21 p.m. There being no public comment, the public hearing was closed at 6:22 p.m.

New Business

Resolution 24-05 Regarding the Property Tax Levy

Trustee Munguia moved to adopt resolution 24-05: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy. Finance Director Lewis provided background on the process for review and approval of the property tax levy. The motion passed.

Staff Reports

Financial Update

Finance Director Janella Lewis presented the October 2024 financial report.

Executive Director's Report

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

- A meeting with Mountlake Terrace Mayor Kyoko Matsumoto Wright and City Manager Jeff Niten.
- A meeting with Senator Marko Liias.
- The 2024 annual meetings for the Coupeville and Camano Island Capital Facility areas.
- The Hispanic Heritage Month celebration at the Lynnwood Library.

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

- A meeting with Washington State Library Public and Tribal Library Consultant Jeanne Williams.

Executive Director Thompson closed her remarks by expressing thanks to the Board of Trustees, Leadership Team, and library district staff for supporting her leadership during her six years at Sno-Isle Libraries.

Committee and Trustees' Reports

Officer Nominating Committee Report

Committee Chair Adams reported that the current year's officers have agreed to serve another term. The Board will take formal action at the November 25, 2024 regular meeting.

Sno-Isle Libraries Foundation Liaison Report

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

- The topics discussed at the Foundation's recent Board of Directors meeting, highlighting the following:
 - The Addendum to the Memorandum of Understanding between the Foundation and Sno-Isle Libraries.
 - A review of the proposed 2025 Foundation budget
 - A strategic planning presentation by consultant Kristin Barsness.
- A strategic planning retreat held on October 26 to develop a vision for future projects the Foundation might support and determine fundraising goals.
- The upcoming fundraiser event "Let's Talk About Food" on November 15 at the Edmonds Library.

President's Report

President Olson thanked Executive Director Thompson for her leadership at Sno-Isle Libraries and expressed appreciation for her work with the Board of Trustees. The Board engaged in a discussion reflecting on the highlights during the years Lois Langer Thompson served as Executive Director and thanked her for her contributions to the communities in Snohomish and Island Counties.

Adjournment

Trustee Ryan moved to adjourn the October 28, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:53 p.m.

President

Secretary

Sno-Isle Libraries
October 2024 Payroll and October 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,668,741.31
Vendor Checks 84491 and 84611 through 84621, plus Electronic Transfers	<u>\$ 1,018,465.29</u>
Total Payroll and Benefits	\$ 3,687,206.60
Accounts Payable Checks 84281 through 84621 less checks listed above, plus Electronic Transfers	<u>\$ 2,569,188.11</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 6,256,394.71</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 November 25, 2024.

 11/14/2024

Finance Director

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

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

October 2024 Payroll

Employee Pay - Direct Deposit	\$	1,907,967.50	
Plus: Employee Deductions	\$	760,773.81	
Sub-Total Gross Payroll			\$ 2,668,741.31
Vendor Checks 84491 and 84611 through 84621	\$	214,925.05 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	241,301.98	
Electronic Funds Transfer - Canopy Wellbeing	\$	1,811.62	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,152.82	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	60,378.44	
Electronic Funds Transfer - PERS - Retirement Plan	\$	378,670.44	
Electronic Funds Transfer - Navia - FSA	\$	12,867.19	
Electronic Funds Transfer - Navia - HRA/MRA	\$	10,955.38	
Electronic Funds Transfer - Premera - Medical	\$	386,496.53	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(294,831.00)	
Sub-Total Benefits - Employer Expense			\$ 1,018,465.29
Total Payroll and Benefits			\$ 3,687,206.60

October 2024 Accounts Payable

Checks 84281 through 84621 less checks listed above, plus Electronic Transfers	\$	2,568,352.85 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	835.26	
Sub-Total Accounts Payable			\$ 2,569,188.11
Total Payroll, Benefits and Accounts Payable			\$ 6,256,394.71

Adjustments

Paycom Direct Service Fee	\$	19,815.73	
Refunds and Credits	\$	1,386.70	
Retainage Deposits	\$	35,740.74	
Petty Cash Expense	\$	2.95	
Refund Interest			
Bank Service Charge	\$	229.80	
Travel & Business Expense Reimbursement paid in Payroll	\$	13,139.50	
Total Adjustments			\$ 70,315.42

October 2024 Total Expenditures **\$ 6,326,710.13** ***

* Benefit invoices paid through Accounts Payable Checks	\$	214,925.05	
** Regular invoices paid through Accounts Payable Checks	\$	2,568,352.85	
Total Accounts Payable Check Payments	\$	<u>2,783,277.90</u>	

*** Equals Expenditure Summary Total

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/3/2024	84281	Carla Ikehara	225.00
10/3/2024	84282	Anne Verba	1,520.18
10/3/2024	84283	Jane Crawford	207.71
10/3/2024	84284	Barbara Adams	347.38
10/3/2024	84285	Krista Klein	895.08
10/3/2024	84286	A-1 Mobile Lock & Key	56.05
10/3/2024	84287	Remit Overrun	0.00
10/3/2024	84288	Amazon Capital Services, Inc	6,957.44
10/3/2024	84289	Baker & Taylor Books (277930)	7,192.34
10/3/2024	84290	Beacon Publishing Inc	637.50
10/3/2024	84291	Bickford	293.27
10/3/2024	84292	Blackstone Publishing	233.64
10/3/2024	84293	Brodart Company	426.01
10/3/2024	84294	Burke Museum	80.00
10/3/2024	84295	Camano Preparedness Group	100.00
10/3/2024	84296	Casey, Maria	550.00
10/3/2024	84297	Casey, Maria	450.00
10/3/2024	84298	Casey, Maria	350.00
10/3/2024	84299	Casey, Maria	450.00
10/3/2024	84300	Cedar Grove Organics Recycling LLC	749.00
10/3/2024	84301	City of Lake Stevens	121,266.65
10/3/2024	84302	Corey Oil & Propane Co	301.88
10/3/2024	84303	Cortes, Marco	175.00
10/3/2024	84304	Dae Won LLC	8,063.78
10/3/2024	84305	EBSCO	63.79
10/3/2024	84306	Evergreen State Fairgrounds	1,000.00
10/3/2024	84307	Gale/Cengage Learning	1,637.73
10/3/2024	84308	Imagine Children's Museum	244.36
10/3/2024	84309	Remit Overrun	0.00
10/3/2024	84310	Ingram Library Services	50,449.47
10/3/2024	84311	Iron Mountain Incorporated	998.77
10/3/2024	84312	Kanopy	6,267.00
10/3/2024	84313	Language Exchange	910.00
10/3/2024	84314	Midwest Library Service	491.62
10/3/2024	84315	Midwest Tape	6,036.28
10/3/2024	84316	Void	0.00
10/3/2024	84317	North Sound Media	1,050.00
10/3/2024	84318	Northwest Railway Museum	225.00
10/3/2024	84319	Office Depot, INC	1,535.88
10/3/2024	84320 - 84322	Remit Overrun	0.00
10/3/2024	84323	Overdrive Inc	65,763.04
10/3/2024	84324	Pacific Tree Management LLC	4,409.54

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/3/2024	84325	Paper Roll Products	306.37
10/3/2024	84326	PawsWithCause	220.00
10/3/2024	84327	Perez, Claudio Talavera	75.00
10/3/2024	84328	Perez, Claudio Talavera	75.00
10/3/2024	84329	Perez, Claudio Talavera	75.00
10/3/2024	84330	Permacard	6,474.41
10/3/2024	84331	PetroCard Systems Inc	1,606.56
10/3/2024	84332	Platt Electric Supply	229.87
10/3/2024	84333	Premier Tents, Inc.	3,136.36
10/3/2024	84334	Ricoh USA Inc - 31001	2,747.75
10/3/2024	84335	Ricoh USA Inc - 650073	527.24
10/3/2024	84336	Right Systems Inc	73,970.78
10/3/2024	84337	Rupert Inc	7,057.50
10/3/2024	84338	Salish Networks	1,214.28
10/3/2024	84339	SHI International	81,540.24
10/3/2024	84340	Shred-it	230.23
10/3/2024	84341	Silver Kite Community Arts Consulting, LLC	400.00
10/3/2024	84342	Silver Kite Community Arts Consulting, LLC	400.00
10/3/2024	84343	Silver Kite Community Arts Consulting, LLC	450.00
10/3/2024	84344	Skagit Publishing	388.00
10/3/2024	84345	Sno-Isle Refund Account	198.75
10/3/2024	84346	Sprague Pest Solutions	119.55
10/3/2024	84347	TechSmith Corporation	185.08
10/3/2024	84348	Thomson Reuters - West	738.61
10/3/2024	84349	Trojan Storage of Marysville	360.00
10/3/2024	84350	Tsai Fong Books Inc	1,548.64
10/3/2024	84351	Void	0.00
10/3/2024	84352	Uline	147.12
10/3/2024	84353	Wa-Gro Foundation	500.00
10/3/2024	84354	Void	0.00
10/3/2024	84355	Wave Business	9,124.84
10/3/2024	84356	Whidbey Telecom	720.92
10/3/2024	84357	Ziply Fiber	290.63
10/10/2024	84358	Merredith Kraft	787.07
10/10/2024	84359	Lois Langer Thompson	1,079.96
10/10/2024	84360	8X8 Inc	7,984.32
10/10/2024	84361	A-1 Mobile Lock & Key	436.48
10/10/2024	84362	Air Care System	2,549.02
10/10/2024	84363	Allied Universal	14,909.44
10/10/2024	84364	Amazon Capital Services, Inc	3,284.00
10/10/2024	84365	American Distributing Co.	396.80
10/10/2024	84366	AT&T Mobility (6463)	43.23

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/10/2024	84367	Aunt Flow Corp.	1,200.00
10/10/2024	84368	Axper	4,692.00
10/10/2024	84369	Baker & Taylor Books (277930)	831.64
10/10/2024	84370	Blackstone Publishing	116.82
10/10/2024	84371	Brodart (Supplies)	561.67
10/10/2024	84372	BuildingWork, LLC	110,962.63
10/10/2024	84373	Carahsoft Technology Corporation	631.06
10/10/2024	84374	Cascade Natural Gas	28.08
10/10/2024	84375	CDW Government Inc	89.77
10/10/2024	84376	Center Point Large Print	756.90
10/10/2024	84377	City of Granite Falls	127.10
10/10/2024	84378	City of Snohomish	3,824.96
10/10/2024	84379	Cortes, Marco	525.00
10/10/2024	84380	Crystal Springs	35.85
10/10/2024	84381	Daily Journal of Commerce	69.60
10/10/2024	84382	De-el Enterprises, Inc	69.01
10/10/2024	84383	Del Sol Inc	116,204.31
10/10/2024	84384	Demco Inc (8048)	883.50
10/10/2024	84385	Door Pros Inc	2,478.46
10/10/2024	84386	Engineered Products	150.08
10/10/2024	84387	Erin Eggenburg	500.00
10/10/2024	84388	Freeland Water Dist	302.33
10/10/2024	84389	Gale/Cengage Learning	8,643.43
10/10/2024	84390	Hearing, Speech, and Deaf Center	1,153.60
10/10/2024	84391	HF Group LLC	917.75
10/10/2024	84392	Ingram Library Services	26,146.40
10/10/2024	84393	Insight Direct USA, Inc	8,275.25
10/10/2024	84394	Jimmy's Roofing	1,789.45
10/10/2024	84395	Johnston Architects, LLC	470.00
10/10/2024	84396	Kendall of Marysville	249.62
10/10/2024	84397	Lamar Transit, LLC	2,545.00
10/10/2024	84398	Language Exchange	260.00
10/10/2024	84399	LETI	1,200.00
10/10/2024	84400	Lithtex NW	621.10
10/10/2024	84401	Lynden Sheet Metal, Inc.	552.50
10/10/2024	84402	Midwest Library Service	499.67
10/10/2024	84403	Midwest Tape	17,836.43
10/10/2024	84404	City of Mount Vernon School District 320	100.00
10/10/2024	84405	Mukilteo Water & Waste District	5,412.13
10/10/2024	84406	Northwest Publishing Inc.	1,050.00
10/10/2024	84407	OCLC Inc (34299)	178.38
10/10/2024	84408	Remit Overrun	0.00

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/10/2024	84409	Office Depot, INC	2,907.07
10/10/2024	84410 - 84413	Remit Overrun	0.00
10/10/2024	84414	Overdrive Inc	172,168.01
10/10/2024	84415	Pacific Publishing Co Inc	293.25
10/10/2024	84416	Paper Roll Products	632.80
10/10/2024	84417	ParentMap	2,087.50
10/10/2024	84418	Patch My PC LLC	6,491.45
10/10/2024	84419	Puget Sound Energy	1,215.82
10/10/2024	84420	PUD No 1 of Snohomish County	5,583.90
10/10/2024	84421	Puget Sound Mobile Detail	724.85
10/10/2024	84422	Reptile Lady LLC	663.40
10/10/2024	84423	Ricoh USA Inc - 31001	496.76
10/10/2024	84424	Seattle Times	6,750.00
10/10/2024	84425	Seattle Universal Math Museum	300.00
10/10/2024	84426	Sentrum Marketing, LLC	4,942.20
10/10/2024	84427	Silver Lake Water & Sewer	142.30
10/10/2024	84428	Sound Publishing	2,940.00
10/10/2024	84429	Sprague Pest Solutions	172.76
10/10/2024	84430	T Mobile	15,767.45
10/10/2024	84431	T Mobile	166.69
10/10/2024	84432	Town of Coupeville	1,573.26
10/10/2024	84433	Tsai Fong Books Inc	6,758.31
10/10/2024	84434	Uline	5,598.85
10/10/2024	84435	Vander Veen Construction Inc.	301,439.80
10/10/2024	84436	Verizon Communications Inc	310.12
10/10/2024	84437	Visionary Office Furniture	2,484.21
10/10/2024	84438	Walter E Nelson Co of Western WA	1,273.89
10/10/2024	84439	Waste Management	4,754.96
10/10/2024	84440	WCP Solutions	1,149.26
10/10/2024	84441	Washington State Ferries	734.70
10/15/2024	84442	Blake, Kendare	300.00
10/15/2024	84443	Cision US, Inc.	22,653.09
10/15/2024	84444	City of Arlington	213.52
10/15/2024	84445	City of Sultan	201.74
10/15/2024	84446	Constancy Press LLC	200.00
10/15/2024	84447	For The People	275.00
10/15/2024	84448	Happy Valley Bats	75.00
10/15/2024	84449	Hearing, Speech, and Deaf Center	2,138.19
10/15/2024	84450	Heavenly Soap	250.00
10/15/2024	84451	Holiday-Parks, Inc	2,986.12
10/15/2024	84452	Island Disposal Inc	259.90
10/15/2024	84453	Jackson, April C.	500.00

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/15/2024	84454	Johnston Architects, LLC	2,277.70
10/15/2024	84455	Kendall of Marysville	472.72
10/15/2024	84456	Language Exchange	130.00
10/15/2024	84457	LeMay Mobile Shredding	144.72
10/15/2024	84458	Leonard, Dion	1,750.00
10/15/2024	84459	Lotto, Gabriel	100.00
10/15/2024	84460	Main, Andrea	200.00
10/15/2024	84461	Microix	1,923.75
10/15/2024	84462	MSR Design	3,207.48
10/15/2024	84463	My Neighborhood News Network	425.00
10/15/2024	84464	National Coalition for Dialogue & Deliberation (NCDD)	24,200.00
10/15/2024	84465	Void	0.00
10/15/2024	84466	Northwest Center	550.00
10/15/2024	84467 -84470	Remit Overrun	0.00
10/15/2024	84471	Overdrive Inc	82,183.48
10/15/2024	84472	Paper Roll Products	1,397.86
10/15/2024	84473	PawsWithCause	165.00
10/15/2024	84474	PetroCard Systems Inc	1,927.34
10/15/2024	84475	Pilchuck Audubon Society	250.00
10/15/2024	84476	Piyali Biswas De	400.00
10/15/2024	84477	PUD No 1 of Snohomish County	407.49
10/15/2024	84478	Puget Sound Energy	47.97
10/15/2024	84479	RDH Building Science Inc.	1,475.25
10/15/2024	84480	Republic Services 197	961.90
10/15/2024	84481	Sno-Isle Refund Account	32.96
10/15/2024	84482	Sprague Pest Solutions	492.20
10/15/2024	84483	Springshare LLC	5,672.50
10/15/2024	84484	State Auditor's Office	7,089.00
10/15/2024	84485	Sterling Volunteers	34.00
10/15/2024	84486	Talewise LLC	450.00
10/15/2024	84487	Timeless Design	18,647.62
10/15/2024	84488	Tulalip Resort Casino	32,755.85
10/15/2024	84489	Uline	1,811.55
10/15/2024	84490	Verizon Wireless (660108)	14,073.82
10/15/2024	84491	Wellable LLC	311.00
10/15/2024	84492	Winkler, Daniel	385.00
10/15/2024	84493	Ziplay Fiber	16,842.51
10/24/2024	84494	Tara Holgate	472.20
10/24/2024	84495	American Library Assoc - RDA Toolkit	79.00
10/24/2024	84496	Asavie Technologies Inc	1,544.16
10/24/2024	84497	Bank of America (842425)	1,086.52
10/24/2024	84498	Bluespace Interiors	26,385.08
10/24/2024	84499	BuildingWork, LLC	25,349.00
10/24/2024	84500	Carrera-Infante, Estela	300.00
10/24/2024	84501	CDW Government Inc	565.97
10/24/2024	84502	Creoworks	28,190.08

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/24/2024	84503	Ednetics, Inc.	2,646.42
10/24/2024	84504	Hillis Clark Martin & Peterson	3,164.00
10/24/2024	84505	Imagine Children's Museum	245.68
10/24/2024	84506	Intersection Media, LLC	1,880.00
10/24/2024	84507	KeyBank National Association	514.30
10/24/2024	84508	Language Exchange	130.00
10/24/2024	84509	MBI	3,083.67
10/24/2024	84510	North by Northwest Paranormal LLC	1,100.00
10/24/2024	84511	One Diversified, LLC	57,891.03
10/24/2024	84512 - 84514	Remit Overrun	0.00
10/24/2024	84515	Overdrive Inc	66,245.72
10/24/2024	84516	Pacific Science Center	250.00
10/24/2024	84517	Ricoh USA Inc - 31001	1,741.74
10/24/2024	84518	Ricoh USA Inc - 650073	9,718.23
10/24/2024	84519	South Whidbey School District	90.00
10/24/2024	84520	Summit Law Group, PLLC	115.50
10/24/2024	84521	Swank Movie Licensing USA	640.00
10/24/2024	84522	Uline	141.88
10/24/2024	84523	Valdez Construction, Inc.	247,627.84
10/24/2024	84524	WCP Solutions	963.57
10/24/2024	84525	Zoobean Inc.	7,712.00
10/30/2024	84526	Void	0.00
10/30/2024	84527	Void	0.00
10/31/2024	84528	Void	0.00
10/30/2024	84529	Void	0.00
10/30/2024	84530	Vanessa Gutierrez	14.00
10/30/2024	84531	Janella Lewis	92.40
10/30/2024	84532	Lois Langer Thompson	173.85
10/30/2024	84533	Danielle Armstrong	108.07
10/30/2024	84534	Katie Leone	2,174.60
10/30/2024	84535	Air Care System	13,686.68
10/30/2024	84536	Alderwood Water District	98.06
10/30/2024	84537	Allied Universal	15,175.68
10/30/2024	84538	Remit Overrun	0.00
10/30/2024	84539	Amazon Capital Services, Inc	4,660.15
10/30/2024	84540	American Distributing Co.	54.55
10/30/2024	84541	Backstage Library Works, Inc	186.50
10/30/2024	84542	Baker & Taylor Books (277930)	6,772.12
10/30/2024	84543	Beacon Publishing Inc	637.50
10/30/2024	84544	Blackstone Publishing	1,174.54
10/30/2024	84545	Briggs, Kara	25.00
10/30/2024	84546	Brodart Company	1,208.79
10/30/2024	84547	Camano Commons	1,250.00
10/30/2024	84548	Carrera-Infante, Estela	75.00
10/30/2024	84549	Central Paving, LLC	52,246.55
10/30/2024	84550	City of Brier	701.70

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/30/2024	84551	City of Marysville	2,241.71
10/30/2024	84552	City of Monroe	947.66
10/30/2024	84553	City of Mountlake Terrace	9,812.82
10/30/2024	84554	Comcast Business	693.22
10/30/2024	84555	Constancy Press LLC	225.00
10/30/2024	84556	Demco Inc (8048)	6,308.10
10/30/2024	84557	EBSCO	5,738.76
10/30/2024	84558	Edmonds Chamber of Commerce	332.00
10/30/2024	84559	Andrew Feriante	300.00
10/30/2024	84560	Gale/Cengage Learning	3,695.96
10/30/2024	84561	Gorilla Mad Film Wraps LLC	7,637.10
10/30/2024	84562	Handy, Amy	500.00
10/30/2024	84563	The Hanover Insurance Group	12,797.84
10/30/2024	84564	Remit Overrun	0.00
10/30/2024	84565	Ingram Library Services	86,162.48
10/30/2024	84566	Johnston Architects, LLC	11,331.45
10/30/2024	84567	Kendall of Marysville	112.13
10/30/2024	84568	Kota, Priyanka	200.00
10/30/2024	84569	KSER Foundation	2,340.00
10/30/2024	84570	Marysville Barker Real Estate LLC	6,117.68
10/30/2024	84571	Midwest Library Service	1,025.87
10/30/2024	84572	Midwest Tape	6,904.83
10/30/2024	84573	Multi-Cultural Books & Videos	3,244.67
10/30/2024	84574	OCLC Inc (34299)	1,540.33
10/30/2024	84575	Remit Overrun	0.00
10/30/2024	84576	Office Depot, INC	3,118.85
10/30/2024	84577	One Diversified, LLC	5,912.09
10/30/2024	84578 - 84581	Remit Overrun	0.00
10/30/2024	84582	Overdrive Inc	56,913.62
10/30/2024	84583	Pacific Copy & Printing	103.04
10/30/2024	84584	Paper Roll Products	782.37
10/30/2024	84585	Perez, Claudio Talavera	75.00
10/30/2024	84586	PetroCard Systems Inc	2,055.45
10/30/2024	84587	Platt Electric Supply	273.49
10/30/2024	84588	Prime Self Storage	1,139.00
10/30/2024	84589	Puget Sound Energy	1,088.28
10/30/2024	84590	PUD No 1 of Snohomish County	6,596.27
10/30/2024	84591	Rupert Inc	21,325.00
10/30/2024	84592	Salish Networks	1,214.28
10/30/2024	84593	Sentrum Marketing, LLC	156.50
10/30/2024	84594	Shred-it	582.98
10/30/2024	84595	Silver Kite Community Arts Consulting, LLC	400.00
10/30/2024	84596	Smokey Point Place IV, LLC	14,302.37
10/30/2024	84597	South Whidbey School District	75.00
10/30/2024	84598	South Whidbey School District	2,014.88
10/30/2024	84599	Sprague Pest Solutions	173.18

**Vouchers
October 2024**

Date	Check Number	Payee	Check Amount
10/30/2024	84600	State Auditor's Office	3,755.70
10/30/2024	84601	Stewart, Nancy	400.00
10/30/2024	84602	Sunbelt Rentals, Inc	1,799.51
10/30/2024	84603	Trojan Storage of Marysville	360.00
10/30/2024	84604	Tsai Fong Books Inc	412.25
10/30/2024	84605	Uline	442.25
10/30/2024	84606	Visionary Office Furniture	1,825.66
10/30/2024	84607		0.00
10/30/2024	84608	Walter E Nelson Co of Western WA	5,149.92
10/30/2024	84609	WLA	150.00
10/30/2024	84610	Dae Won LLC	8,240.21
10/31/2024	84611	Assured Partners of WA, LLC	4,885.20
10/31/2024	84612	Delta Dental of Washington	33,553.98
10/31/2024	84613	WSCCCE, AFSCME, AFL-CIO	12,448.58
10/31/2024	84614	Employment Security Dept.	13,360.21
10/31/2024	84615	Kaiser Permanente	92,341.55
10/31/2024	84616	LifeWise Assurance Co.	38,664.91
10/31/2024	84617	Lincoln National Life Ins Company	7,750.14
10/31/2024	84618	Navia Benefit Solutions Client Pay	2,113.50
10/31/2024	84619	Premera Blue Cross	8,793.98
10/31/2024	84620	Snohomish County Superior Court Clerk	250.00
10/31/2024	84621	Sno-Isle Library Foundation	452.00
10/30/2024	TransF_1024-1	Bank of America (1458)	2,061.04
10/30/2024	TransF_1024-10	Bank of America (7423)	6,110.32
10/30/2024	TransF_1024-11	Bank of America (8208)	1,477.85
10/30/2024	TransF_1024-12	Bank of America (8948)	1,995.00
10/30/2024	TransF_1024-13	Bank of America (5953)	245.65
10/30/2024	TransF_1024-14	Bank of America (3736)	904.13
10/30/2024	TransF_1024-2	Bank of America (3670)	572.41
10/30/2024	TransF_1024-3	Bank of America (0161)	1,018.30
10/30/2024	TransF_1024-4	Bank of America (0958)	622.84
10/30/2024	TransF_1024-5	Bank of America (2945)	871.10
10/30/2024	TransF_1024-6	Bank of America (5088)	4,773.61
10/30/2024	TransF_1024-7	Bank of America (5659)	236.09
10/30/2024	TransF_1024-8	Bank of America (6169)	52.50
10/30/2024	TransF_1024-9	Bank of America (7150)	434.20
			\$2,783,277.90

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.

Memo

November 25, 2024

To: Board of Trustees
From: Eric Howard, Executive Director
Subject: 2025 Proposed Operating Budget and October 2024 Financial Report

I am delighted to present the 2025 Budget for Sno-Isle Libraries. We first introduced this to you in September, with a review of the proposed budget on October 15 and October 28, with the goal to adopt the budget November 25. In order to meet the property tax levy deadlines for Snohomish and Island Counties, the deadline to adopt the budget for Sno-Isle Libraries is November 30th.

Our Finance Director, Janella Lewis, will also be presenting the October 2024 Financial Report. This report does not change the budget that is being submitted.

As a recap of what has been discussed, the Board decided to approve the two new additional FTE's for the Foundation, offset by increased donations to the Library District. No changes have been made to the budget since the last time the budget was presented.

Our message throughout has been to target three budget goals: equity, accessibility, and organizational sustainability. Staff focused on outcomes for customers and communities, evolving library services, being conservative with our financial plan, and directing funds to align with community demographics.

While revenues for 2025 are estimated to increase by \$2 million, the cost of salaries and benefits are estimated to increase by \$2.9 million. And there are additional cost increases due to inflation and rising costs across all departments.

The proposed balanced budget achieves organizational priorities by supporting:

- A cost-of-living adjustment based on the June 2024 consumer price index of 3.8% for all staff.
- Anniversary increases for staff who are not at the top of their salary range.
- No reduction in library staff.
- Additional staff for the Foundation, offset by increased donations to the Library District.

Based upon the plan developed following the successful 2018 levy lid lift, we are on track with our financial forecasts and our proposed 2025 operating budget.

The proposed 2025 budget aligns our organizational goals of investing in our staff and optimizing our financial stewardship.

2025 Proposed Budget

NOVEMBER 25, 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

NOVEMBER 25, 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

NOVEMBER 25, 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

NOVEMBER 25, 2024

Use of Funds

	Adopted 2024 Budget	Proposed 2025 Budget	Increase/ <u>(Decrease)</u>
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

NOVEMBER 25, 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

NOVEMBER 25, 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

NOVEMBER 25, 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.

Equipment Technology Refresh \$300k

- Increase the Equipment Technology Refresh Fund to support future technology lifecycle replacement consistent with a four-year lifecycle strategy.

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

NOVEMBER 25, 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	Proposed 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

NOVEMBER 25, 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
Lynwood 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

NOVEMBER 25, 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

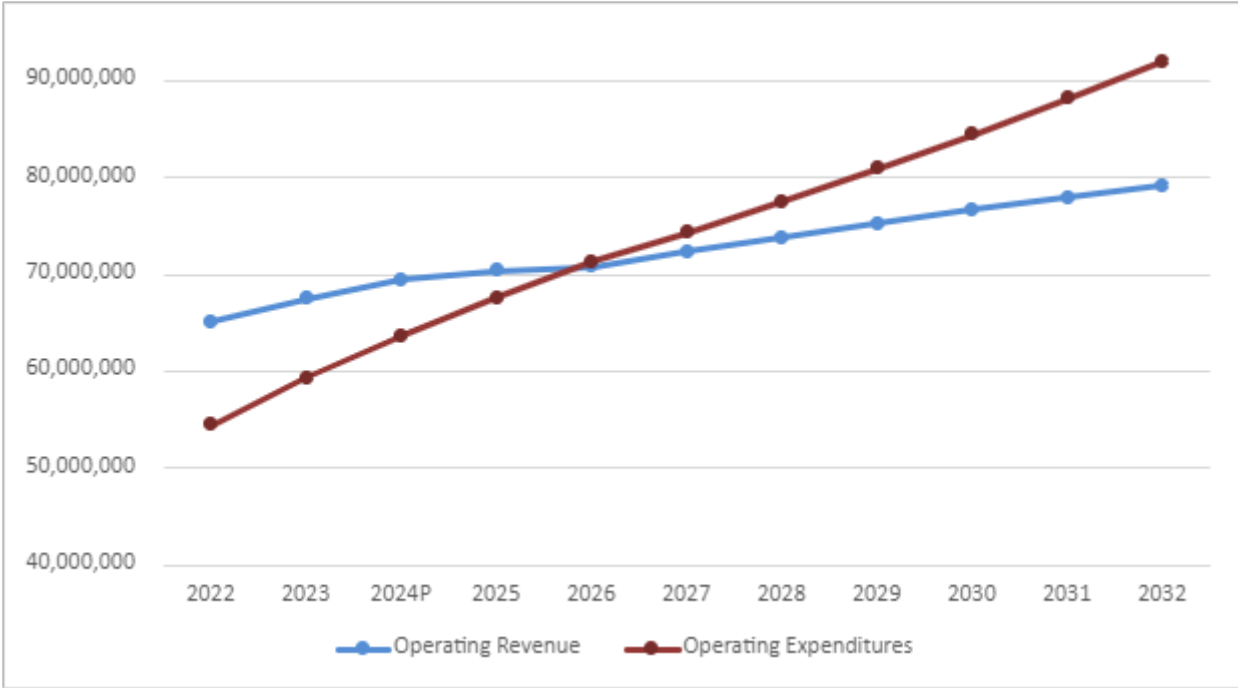
	2024 Adopted	2025 Proposed
Operations	\$ 63,626,011	\$ 67,600,050
Capital Outlay	\$ 13,350,000	\$ 12,985,550
Total Expenditures	\$ 76,976,011	\$ 80,585,600
Transfer to Reserves	\$ 1,300,000	\$ 4,900,000
Ending Cash	\$ 29,000,000	\$ 20,300,000
Total	\$ 107,276,011	\$ 105,785,600

2025 Proposed Budget

NOVEMBER 25, 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

NOVEMBER 25, 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

NOVEMBER 25, 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.

RESOLUTION 24-06
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT
ADOPTING THE LIBRARY DISTRICT'S 2025 OPERATING BUDGET.**

WHEREAS, the Board of Trustees of the Sno-Isle Intercounty Rural Library District is required by Washington State Law to establish an annual budget containing estimates in detail of the amount of money necessary for the library to operate; and

WHEREAS, on November 25, 2024, following a public hearing held on October 28, 2024 on the 2025 preliminary operating budget, the Board of Trustees approved increasing the Taxing District's regular levy from what was levied the previous year with Resolution 24-05;

THEREFORE, IT IS RESOLVED that the Sno-Isle Libraries Board of Trustees adopt the final 2025 Operating Budget as presented and authorize the Executive Director or designee to carry out the planned expenditures.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on November 25, 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

November 25, 2024

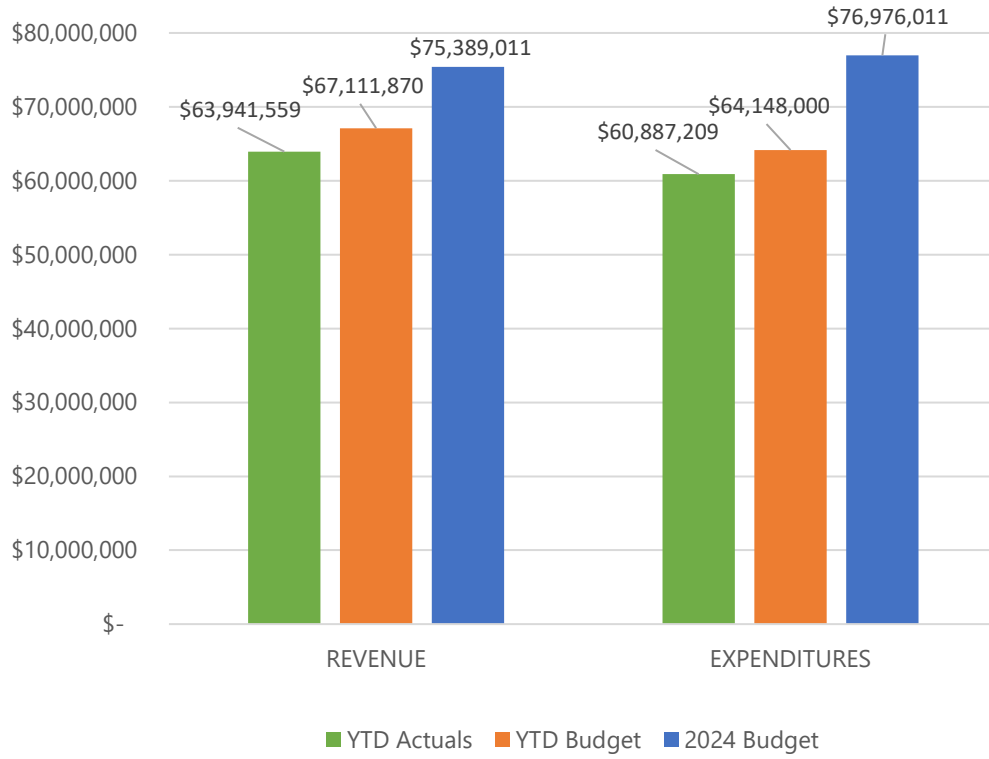
October 2024 Revenue Summary

- Total revenue received in October was \$23M compared to the monthly budget of \$23M. Year to date (YTD) total revenue was \$64M compared to the YTD budget of \$67M.
- General property tax receipts for October were \$23M compared to the monthly budget of \$22M. This included \$22.6M of Snohomish County property tax revenue, and \$118k Joint District property tax revenue. The bulk of property tax revenue is received in April and October each year.
- Timber tax and associated excise tax revenues for October were \$10k compared to the monthly budget of \$2k. This included \$10k in Leasehold and Timber Harvest Excise Tax and DNR revenue.
- Grant revenue for October was \$0 compared to the monthly budget of \$614k.
- Investment Interest for October was \$184K compared to the monthly budget of \$83k.
- Print/copy services, lost materials revenue, and donations for October were collectively \$73k compared to the monthly budget of \$40k. This includes a total of \$58K from the Sno-Isle Library Foundation and \$7k from Friends of the Library.
- Other Revenue for October was \$40k compared to the monthly budget of \$46k.

October 2024 Expenditures Summary

- Total expenditures for October were \$6M compared to the monthly budget of \$6M. Total expenditures YTD was \$61M compared to the YTD budget of \$64M.
- Salaries & Benefits for October were \$4M compared to the monthly budget of \$4M.
- Collection materials expenditures for October were \$692k compared to the monthly budget of \$558k.
- Employee training expenditures for October were \$77k compared to the monthly budget of \$22k.
- Capital expenditures for October were \$882k compared to the monthly budget of \$1M. Expenditures are for building & improvements, and architecture & engineering.
- 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 October were \$989k compared to the monthly budget of \$1M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0	3,687,207	3,714,970	36,397,010	37,149,700	44,579,160	81.64%
20.0	691,653	558,540	5,884,240	5,585,400	6,702,520	87.79%
26.0	262,073	310,990	2,585,280	3,109,900	3,732,018	69.27%
35.0	197,005	119,220	1,474,317	1,192,200	1,430,500	103.06%
38.0	97,056	66,560	542,978	665,600	798,300	68.01%
41.0	150,448	146,240	1,230,250	1,462,400	1,754,650	70.11%
42.0	60,152	71,620	560,884	716,200	859,500	65.25%
43.0	43,868	53,820	528,692	538,200	645,800	81.86%
44.0	47,329	44,420	427,082	444,200	532,800	80.15%
45.0	51,958	40,570	548,421	405,700	486,838	112.64%
46.0	12,798	19,970	244,730	199,700	239,600	102.14%
48.0	76,690	22,500	196,083	225,000	270,000	72.62%
49.0	66,361	70,380	622,096	703,800	844,325	73.67%
50.0	0	62,500	23,742	625,000	750,000	3.16%
61.0	0	250,000	4,619,318	2,500,000	3,000,000	153.97%
62.0	728,985	675,000	3,657,636	6,750,000	8,100,000	45.15%
62.5	153,128	125,000	852,611	1,250,000	1,500,000	56.84%
64.0	0	62,500	491,839	625,000	750,000	65.57%
Total Expenditures	6,326,710	6,414,800	60,887,209	64,148,000	76,976,011	79.10%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 10/1/2024 Through 10/31/2024
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd	
Revenues							
01.0	Property Taxes	22,714,914	22,098,450	58,950,612	58,817,770	65,451,650	90.06%
02.0	Timber Tax / Sales	10,061	1,600	610,499	463,000	540,000	113.05%
02.5	Grants	0	613,920	1,374,019	6,139,200	7,367,000	18.65%
03.0	Print/Copy Services	2,462	1,000	22,434	10,000	12,000	186.95%
04.0	Services/City Contract Fees	0	350	0	3,500	4,200	0.00%
05.0	Lost Materials Paid	5,642	2,920	42,899	29,200	35,000	122.56%
06.0	Investment Interest	184,072	83,330	1,849,578	833,300	1,000,000	184.95%
07.0	Donations Private Sources	65,369	35,410	212,405	354,100	425,000	49.97%
08.0	Other Revenue	40,368	46,180	470,934	461,800	554,161	84.98%
09.1	Insurance Recoveries	0	0	408,179	0	0	0.00%
	Total Revenues	<u>23,022,888</u>	<u>22,883,160</u>	<u>63,941,559</u>	<u>67,111,870</u>	<u>75,389,011</u>	<u>84.82%</u>

Executive Director

REPORT TO THE BOARD

November 25th, 2024

Eric Howard
Executive Director

Meetings with Elected officials and Stakeholders

- Snohomish County Council Member, Jared Mead - Chair County Council
- State Representative, Davina Duerr – Chair WA House Local Government Cmte
 - Legislative District 1 – Brier, Bothell, Kenmore, Woodinville
- State Representative, Keith Goehner – Ranking Minority Member (WAHOLGC)
 - Legislative District 12 – Monroe, Sultan, Skykomish, Leavenworth
- State Representative, Cyndy Jacobsen – Assistant Ranking Member (WAHOLGC)
 - Legislative District 25 - Puyallup

Board Meetings

- Sno-Isle Libraries Foundation
- Darrington RPCLD

Other Meetings / Library Events

- Sno-Isle Foundation *Let's Talk About Food*
- Library Visits with Trustees to: Brier, Camano, Clinton, Edmonds, Freeland, Lake Stevens, Lakewood Smokey Point, Marysville, Monroe, Mountlake Terrace, Mukilteo, Snohomish, Stanwood, and Sultan.

Library Updates

- Strategic goals

Memo

November 21, 2024

To: Board of Trustees
From: Eric Howard, Executive Director
Subject: November 2024 Executive Director's Report

I'd like to thank the Trustees for giving generously of their time to tour me around our Library system. I started at Sno-Isle Libraries just two weeks ago. In that time, I've met many of our wonderful staff, had the pleasure to walk through the nearly completed renovation of our Langley branch, meet with some of our elected officials to plan the development of the Mariner mixed-use project and I even managed to see some of my first snowflakes of the year while returning from a meeting at the Darrington branch. I also was able to enjoy a wonderful event at the Edmonds branch sponsored by the Foundation on food in our region, a favorite topic of mine and the perfect introduction to the area. Whether it was Mukilteo filled with teenagers after school or the Snohomish Library on a Sunday, each branch that I visited exuded a welcoming and engaging environment for our community. I'm thrilled to be here, and I look forward to learning more from staff, the community and our Trustees.

In order to better pursue that aim, I'll be doing further tours and will also be returning to some of the locations that I have already visited so that I can learn more from staff. After those visits, I'll be returning to many of the branches a third time beginning in early spring to hear directly from patrons and stakeholders. I'll be updating Trustees along the way with what I discover and will provide a presentation in the fall of 2025 with some of the key ideas that come out of those visits.

At our Board meeting this November 25th, we will be returning to the final budget that was reviewed by the Trustees prior to my arrival at Sno-Isles Libraries. I'm very pleased with the progress and analysis the staff has invested in the planning of our fiscal priorities in order to get us to our proposed balanced budget.

It's never too early to begin planning for the next one and as I continue with my tours this winter, the leadership team and I will begin with a series of mini-retreats so that we can begin prioritizing for FY 2026. We will also consider the next five to ten years of our fiscal future.

Thank you again and I look forward to seeing you at your favorite library.

BOARD OF TRUSTEES 2024 CALENDAR

NOVEMBER 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

NOVEMBER 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

NOVEMBER 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

NOVEMBER 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

NOVEMBER

Regular Meeting (November 25)

- Resolution regarding the 2025 budget
- Election of officers

DECEMBER

President (December)

- Onboard new Trustee with Executive Director
- Assign mentor to new Trustee

Employee Recognition Event (March 21)

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

Other Events

- Washington Library Association Conference. March 1-3, 2024. Spokane, WA
- Public Library Association. April 3-5. Columbus, OH
- American Library Association Conference. June 27-July 2. San Diego, CA