

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Rose Olson, *President* • Paul Ryan, *Vice President* • Jennifer DePrey, *Secretary* • Michael Adams • Kay Crull • Griselda Guevara-Cruz • Susan Kostick

Executive Director

Eric Howard

January 27, 2025, 5:30 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Join the meeting now](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 301 905 813#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) Executive Director's Report

- a) Executive Director's Report [Attachment 1](#)

6) *Consent Agenda Items

- a) Approval of the November 25, 2024 regular meeting minutes
- b) Approval of the January 7, 2025 special meeting minutes
- c) Approval of the November 2024 payroll, benefits, and vouchers
- d) Approval of the December 2024 payroll, benefits, and vouchers

7) Public Comment

8) New Business

- a) *Resolution 25-01 Honoring Rebecca Loney – Executive Director Eric Howard [Attachment 2](#)
- b) *Resolution 25-02 Honoring Dan Gottlieb – Executive Director Eric Howard [Attachment 3](#)
- c) *Resolution 25-03 Appointment of Audit Officer – Finance Director Janella Lewis [Attachment 4](#)
- d) *Resolution 25-04 Petty Cash and Imprest Funds – Finance Director Janella Lewis [Attachment 5](#)
- e) *Declaration of Surplus Asset – Finance Director Janella Lewis [Attachment 6](#)

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9) Staff Reports

- a) Financial Update – Finance Director Janella Lewis [Attachments 7-8](#)
- b) Workforce Diversity Advisory Group Update – Mariner Library Manager Bryan Gabehart, Arlington Library Manager Monica Jackson, & Assistant Director of Human Resources Melinda Armstrong [Attachment 9](#)
- c) 2024 State of the Collection – Assistant Director of Collection Development Jessica Russell [Attachment 10](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2025 calendar [Attachment 11](#)
 - ii) Committee Appointments
- b) Sno-Isle Libraries Foundation – Trustee Kostick

11) *Adjournment

*Denotes Board of Trustees action item.

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

Executive Director

REPORT TO THE BOARD

January 27, 2025

Eric Howard
Executive Director

Throughout the long history of public libraries in America is a story about your community and the power of resilience, growth and change. Whether it's a pandemic, a natural disaster or a political shift, be it Republican or Democrat, public libraries have always provided a powerful dual function. They provide both a stabilizing force that not only supports communities but also simultaneously offers one of the most fertile platforms to build community.

No matter how the world may change, public libraries always support the values of free expression and compassion while seeking to meet the needs of the community it serves. In so doing, our Library always extends the invitation to residents to fire up their curiosity about their community and discover the world within Snohomish and Island Counties. That invitation asks us, what do you want to build and transform? What do you wish to discover? How do you find joy?

There is yet another powerful duality within the DNA of public libraries. We are proud to offer cutting edge tools to support innovation; and yet, there are few better antidotes to a world that often seems to change too fast than the public library which entices us to slow down, to connect to our neighbors and to think deeply about our past, present and future.

There are too many events and services to enumerate in this report. But here are a few that exemplify our mission:

- **Darrington Library** hosted its second wool weaving program in partnership with the Sauk-Suiattle tribe on Saturday, December 14. Every seat was full and several people on the waiting list came just to observe. Attendees listened to beautiful Salish music while learning how to weave different yarn patterns using looms loaned to our library by the tribe's museum.
- **Oak Harbor Library** is lending their microfiche collection of historic Island County newspapers to Ancestry.com to support a partnership between our organizations, collaborating to digitize the entire collection. Ancestry will provide an electronic portal and link to the materials once the digitization is complete, allowing expanded access to library and Ancestry customers. Links to the newly digitized collection will be provided on the Sno-Isle Libraries website, as well as in Ancestry.com.

Executive Director

REPORT TO THE BOARD

- **Arlington Library's** teen librarian visited with 130 seventh-grade students at Post Middle School in December. They created an interactive game for students with exciting booktalks. The teachers were thrilled that this outreach resulted in so many students successfully finding something new and interesting to check out and read over winter break.
- On December 10th, fifty attendees filled the **Stanwood Library** Meeting room for a talk given by local (Bellevue, WA) award-winning author and photographer Paul Bannick discussing his experiences with the Snowy Owl. Bannick's photography has won awards in several prestigious contests, including those hosted by Audubon Magazine and the International Conservation Photography Awards and his goal is for his photography and discussions to inspire education and conservation.

If you review our Sno-Isle Libraries [calendar of events](#), I guarantee you will find something that gives you joy and connects you more deeply to our community. You will find something that rouses your curiosity and stirs your imagination.

Here are a few suggestions:

- Saturday February 1st: Mariner Future Fest, Presented by ChildStrive, Sno-Isle Libraries, & Sound Transit from 10am to 2pm. Congressman Rick Larsen is attending and donating surplus books from the Library of Congress.
- Saturday, February 1st: African Drum Circle with the Washington West African Center at the Mukilteo Library from 4pm-5pm.

There are many more programs throughout our Library District throughout the month of February that await you.

Whether your child is a young scientist eager for a daring dissection at the Granite Falls Library or if you are seeking to learn how to age in place (check out the Clinton Community library for a special program on that topic) or you're seeking to enhance your employment readiness (see the Lakewood/Smoke Community library) there is something for you. And one last pitch. I hope you will join us on February 25th as we unite our two-county system with the launch of the 2nd annual Sno-Isle Reads Together.

Executive Director

REPORT TO THE BOARD

Next Steps:

Since I started at Sno-Isle Libraries in November my attention has been focused on the amazing team that brings the Library District's plethora of services to the public. I have met with staff from 15 of our 23 branches and joined our Wheels team for a discussion about our extensive mobile services. I also met with the teams that support our district-wide work including IT, HR, Facilities, Capital Projects, Programs, Marketing/Government Relations, and Finance departments. I will continue my library staff listening tour through the spring.

Since our November Board meeting, I have met Mayor Mike Rosen and City Director of Community, Culture, and Economic Development Todd Tatum with the City of Edmonds. I also met with Martin Yamamoto, City Manager, City of Mill Creek. The pace of my community and media visits will increase in the spring as I complete my listening tour with staff.

The Library District is also pursuing several important projects worthy of your attention this month and into the spring.

- The Lake Stevens Library construction is now underway.
- We are also readying for the reopening of the Langley Library in the spring.
- In addition to our many services and books, it's also critically important to remember that our libraries are warming centers, a service that highlights our goal to support community resilience.

We have several important presentations by staff for the January 27th Board meeting:

- Highlighting a new direction for strengthening our workforce by rethinking strategies for recruitment.
- Special focus on our collections.

We continue to meet our growing demand for our library items by developing new strategies on everything from how we adjust customer holds to supporting the diverse interests for our items.

We also continue to expand the thirst for our library through savvy marketing, including Sno-Isle book recommendations that are published every other month in The Seattle Times.

Please check out our [calendar of events](#) and I hope to see you soon at your community library.

Eric

Sno-Isle Libraries

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Executive Director

Eric Howard

November 25, 2024

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 5:31 p.m., followed by a land acknowledgment.

Attendees

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

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, David Durante, Baha Farkish, Eric Howard, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Janella Lewis, and Nicole Wehl.

Approval of Agenda

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

Consent Agenda

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

Trustee Munguia moved 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.

Unfinished Business

Resolution 24-06: Adoption of the Sno-Isle Intercounty Rural Library District's 2025 Operating Budget

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve Resolution 24-06: a resolution of the Board of Trustees of Sno-Isle Intercounty Library District on the subject of the Library District's 2025 operating budget. Finance Director Janella Lewis reviewed the timeline of the 2025 operating budget approval process and highlighted that there were no changes to the budget version that was proposed at the October 28, 2024 regular meeting. The motion passed.

Sno-Isle Libraries

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New Business

Election of 2025 Officers

Trustee Kostick presented the following list of officers for 2024:

- Rose Olson – President
- Paul Ryan – Vice President
- Jennifer DePrey – Secretary

Trustee Kostick called for additional nominations from the floor. With no additional nominations, the list of officers for 2025 was declared elected by acclamation.

Staff Reports

Financial Update

Finance Director Janella Lewis presented the November 2024 financial report.

Executive Director's Report

Deputy Director David Durante highlighted information from the Executive Director's report.

Committee and Trustees' Reports

Sno-Isle Libraries Foundation Liaison Report

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

- The topics discussed at the Foundation's recent Board of Directors meeting, highlighting the approval of the Foundation's 2025 budget.
- The Foundation's upcoming strategic planning retreat.
- Recruitment work for new members of the Board of Directors.
- Fundraising goals for the Foundation's end-of-year campaigns.

President's Report

President Olson thanked Trustee Munguia for his service to the Board of Trustees after having served fourteen years. The Board engaged in a discussion on the highlights of Trustee Munguia's two terms as a Trustee, remarking on his consistent strong presence in Board matters, service to both Snohomish and Island county residents, and support of Sno-Isle Libraries staff. Trustee Munguia reflected on his time as a Sno-Isle Libraries Trustee, noting increased staff attendance at Board meetings and continued engagement with the Mariner Community Campus project.

President Olson shared a progress update regarding the Trustee appointment of recommended applicant Kay Crull.

DRAFT

Sno-Isle Libraries

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Eric Howard

Adjournment

Trustee Munguia moved to adjourn the November 25, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:17 p.m.

President

Secretary

Sno-Isle Libraries

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Eric Howard

January 7, 2025

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members present via videoconference: Rose Olson, Kay Crull, Jennifer DePrey, Griselda Guevara-Cruz, Susan Kostick, and Paul Ryan

President Olson confirmed quorum.

Staff present: Barb Adams, David Durante, Baha Farkish, Eric Howard, Jason Latham, Janella Lewis, and Shanda Zimmerman

Approval of Agenda

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

New Business

2024 Joint Levy Certification for 2025 Taxes

Trustee Crull moved the Sno-Isle Libraries Board of Trustees certify the 2024 joint levy rate for 2025 taxes at \$0.3153421757 per thousand dollars of assessed value and direct staff to send the certification results to the Snohomish and Island County Assessors' Offices. Finance Director Lewis provided information about the joint levy rate certification process. The motion passed.

Adjournment

Trustee Crull moved to adjourn the January 7, 2025 special meeting of the Sno-Isle Libraries Board of Trustees. Jennifer seconded. The motion passed. President Olson adjourned the meeting at 12:07 p.m.

President

Secretary

Sno-Isle Libraries
November 2024 Payroll and November 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,700,551.85
Vendor Checks 84642, 84700, 84728, 84888, 84889 and 84910 through 84919 plus Electronic Transfers	<u>\$ 885,581.82</u>
Total Payroll and Benefits	\$ 3,586,133.67
Accounts Payable Checks 84622 through 84919 less checks listed above, plus Electronic Transfers	<u>\$ 1,460,494.98</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,046,628.65</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees January 27, 2025.

Janella Lewis 1/17/2025

Finance Director

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

November 2024 Payroll

Employee Pay - Direct Deposit	\$	1,930,649.32	
Plus: Employee Deductions	\$	769,902.53	
Sub-Total Gross Payroll			\$ 2,700,551.85
Vendor Checks 84642, 84700, 84728, 84888, 84889 and 84910 through 84919	\$	203,751.02 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	238,789.29	
Electronic Funds Transfer - Canopy Wellbeing	\$	1,811.62	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,242.82	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	62,594.96	
Electronic Funds Transfer - PERS - Retirement Plan	\$	377,835.46	
Electronic Funds Transfer - Navia - FSA	\$	13,308.87	
Electronic Funds Transfer - Navia - HRA/MRA	\$	3,014.04	
Electronic Funds Transfer - Premera - Medical	\$	274,248.05	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(295,751.15)	
Sub-Total Benefits - Employer Expense			\$ 885,581.82
Total Payroll and Benefits			\$ 3,586,133.67

November 2024 Accounts Payable

Checks 84622 through 84919 less checks listed above, plus Electronic Transfers	\$	1,457,381.79 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	3,113.19	
Sub-Total Accounts Payable			\$ 1,460,494.98
Total Payroll, Benefits and Accounts Payable			\$ 5,046,628.65

Adjustments

Paycom Direct Service Fee	\$	19,493.03	
Refunds and Credits	\$	876.94	
Retainage Deposits	\$	12,153.26	
Petty Cash Expense	\$	73.62	
Bank Service Charge	\$	276.57	
Travel & Business Expense Reimbursement paid in Payroll	\$	7,865.02	
Total Adjustments			\$ 40,738.44

November 2024 Total Expenditures

\$ 5,087,367.09 ***

* Benefit invoices paid through Accounts Payable Checks	\$	203,751.02	
** Regular invoices paid through Accounts Payable Checks	\$	1,457,381.79	
Total Accounts Payable Check Payments	\$	1,661,132.81	

*** Equals Expenditure Summary Total

**Vouchers
November 2024**

Date	Check Number	Payee	Check Amount
11/7/2024	84622	8X8 Inc	\$7,985.89
11/7/2024	84623	Abila	1,636.50
11/7/2024	84624	Alderleaf Wilderness College	400.00
11/7/2024	84625	Allied Universal	14,909.44
11/7/2024	84626	AT&T Mobility (6463)	43.23
11/7/2024	84627	Aunt Flow Corp.	1,200.00
11/7/2024	84628	Baker & Taylor Books (277930)	7,084.25
11/7/2024	84629	Blackstone Publishing	188.79
11/7/2024	84630	Bluespace Interiors	7,009.63
11/7/2024	84631	Brodart Company	460.87
11/7/2024	84632	Carahsoft Technology Corporation	5,290.50
11/7/2024	84633	Carrera-Infante, Estela	150.00
11/7/2024	84634	Cascade Natural Gas	123.71
11/7/2024	84635	CDW Government Inc	823.65
11/7/2024	84636	City of Edmonds	21,416.24
11/7/2024	84637	City of Granite Falls	127.10
11/7/2024	84638	Clinton Community Hall	40.00
11/7/2024	84639	Clinton Water Dist	66.14
11/7/2024	84640	Dunn Faillace, Georgia Irene	200.00
11/7/2024	84641	Ednetics, Inc.	8,854.46
11/7/2024	84642	Express Employment Professionals	558.00
11/7/2024	84643	Fastsigns	202.20
11/7/2024	84644	FATBEAM, LLC	4,979.00
11/7/2024	84645	Gale/Cengage Learning	10,782.60
11/7/2024	84646	Sarri Gilman	375.00
11/7/2024	84647	Joan Helen Green	400.00
11/7/2024	84648	Hearing, Speech, and Deaf Center	600.00
11/7/2024	84649	HF Group LLC	535.50
11/7/2024	84650	HP Inc	17,401.45
11/7/2024	84651	Remit Overrun	0.00
11/7/2024	84652	Ingram Library Services	65,355.57
11/7/2024	84653	Photojj LLC	1,737.50
11/7/2024	84654	J. J. Keller & Associates, Inc.	28.04
11/7/2024	84655	Kanopy	6,654.00
11/7/2024	84656	Lamar Transit, LLC	3,280.00
11/7/2024	84657	Language Exchange	260.00
11/7/2024	84658	Lithtex NW	531.69
11/7/2024	84659	MBI	8,196.03
11/7/2024	84660	Midwest Library Service	1,327.46
11/7/2024	84661	Midwest Tape	29,239.67
11/7/2024	84662	New York Times Company	13,743.60
11/7/2024	84663	OCLC Inc (34299)	2,103.26

**Vouchers
November 2024**

Date	Check Number	Payee	Check Amount
11/7/2024	84664	Online Labels, LLC	197.35
11/7/2024	84665-84667	Remit Overrun	0.00
11/7/2024	84668	Overdrive Inc	43,920.92
11/7/2024	84669	Pacific Copy & Printing	900.99
11/7/2024	84670	Pacific Publishing Co Inc	293.25
11/7/2024	84671	Padgett, Brittany	125.00
11/7/2024	84672	Pounds, Derek	200.00
11/7/2024	84673	Puget Sound Energy	1,854.44
11/7/2024	84674	PUD No 1 of Snohomish County	9,180.29
11/7/2024	84675	Recycle Away, LLC	5,288.18
11/7/2024	84676	Ricoh USA Inc - 31001	9,054.89
11/7/2024	84677	Ricoh USA Inc - 650073	2,293.54
11/7/2024	84678	North Sound Media	840.00
11/7/2024	84679	Seattle Times	6,750.00
11/7/2024	84680	Sharps Compliance Inc	147.96
11/7/2024	84681	Shred-it	114.02
11/7/2024	84682	Silver Kite Community Arts Consulting, LLC	450.00
11/7/2024	84683	Skagit Publishing	463.00
11/7/2024	84684	Sound Publishing	2,622.25
11/7/2024	84685	Sprague Pest Solutions	409.20
11/7/2024	84686	Stanwood Camano Arts Advocacy Comission	110.00
11/7/2024	84687	Taylor, Lisa	350.00
11/7/2024	84688	Thryv, Inc	110.90
11/7/2024	84689	T Mobile	15,767.45
11/7/2024	84690	T Mobile	279.20
11/7/2024	84691	Tsai Fong Books Inc	969.31
11/7/2024	84692	Tucker, Brittany	125.00
11/7/2024	84693	Uline	735.64
11/7/2024	84694	Vander Veen Construction Inc.	244.03
11/7/2024	84695	Verizon Communications Inc	310.12
11/7/2024	84696	Walter E Nelson Co of Western WA	7,648.92
11/7/2024	84697	Waste Management	4,945.50
11/7/2024	84698	Wave Business	9,124.84
11/7/2024	84699	WCP Solutions	610.43
11/7/2024	84700	Wellable LLC	317.00
11/7/2024	84701	Wuratsaakupu, Weyodi OldBear	200.00
11/7/2024	84702	Whidbey Telecom	738.68
11/7/2024	84703	World Book Inc	4,145.48
11/7/2024	84704	WyCom Systems Inc	395.00
11/7/2024	84705	Ziply Fiber	3,982.82
11/7/2024	84706	Jessica Russell	227.47
11/7/2024	84707	Michelle Cervantes	14.07

**Vouchers
November 2024**

Date	Check Number	Payee	Check Amount
11/14/2024	84708	Alsaqa, Jordan	250.00
11/14/2024	84709-84710	Remit Overrun	0.00
11/14/2024	84711	Amazon Capital Services, Inc	8,223.89
11/14/2024	84712	Architectural Acoustics LLC	21,437.00
11/14/2024	84713	Asavie Technologies Inc	1,247.41
11/14/2024	84714	Baker & Taylor Books (277930)	393.37
11/14/2024	84715	Blackstone Publishing	449.64
11/14/2024	84716	Briggs, Kara	100.00
11/14/2024	84717	Brodart Company	258.83
11/14/2024	84718	California Department of Motor Vehicles	50.00
11/14/2024	84719	Carrera-Infante, Estela	75.00
11/14/2024	84720	Cassandra Overby Creative Services LLC	250.00
11/14/2024	84721	Constancy Press LLC	150.00
11/14/2024	84722	Cortes, Marco	700.00
11/14/2024	84723	Crystal Springs	70.23
11/14/2024	84724	Del Sol Inc	86,091.89
11/14/2024	84725	Demco Inc (8048)	183.32
11/14/2024	84726	E.J. Harris Photography	408.00
11/14/2024	84727	EBSCO	45,952.26
11/14/2024	84728	Express Employment Professionals	558.00
11/14/2024	84729	Gale/Cengage Learning	2,413.09
11/14/2024	84730	Gavigan, Kathryn M	350.00
11/14/2024	84731	Hillis Clark Martin & Peterson	4,116.00
11/14/2024	84732	Imagicorps Inc.	9,871.17
11/14/2024	84733	Imagine Children's Museum	244.36
11/14/2024	84734	Ingram Library Services	25,015.64
11/14/2024	84735	Lamar Transit, LLC	735.00
11/14/2024	84736	LeMay Mobile Shredding	217.08
11/14/2024	84737	Midwest Tape	24,326.15
11/14/2024	84738	Milliman, Inc	3,374.99
11/14/2024	84739	Morris, Jennifer Haase	125.00
11/14/2024	84740	My Neighborhood News Network	425.00
11/14/2024	84741	Northwest Center	550.00
11/14/2024	84742	OCLC Inc (34299)	211.12
11/14/2024	84743	Remit Overrun	0.00
11/14/2024	84744	Office Depot, INC	4,111.09
11/14/2024	84745-84746	Remit Overrun	0.00
11/14/2024	84747	Overdrive Inc	27,739.21
11/14/2024	84748	Paper Roll Products	304.42
11/14/2024	84749	Perez, Claudio Talavera	75.00
11/14/2024	84750	Perez, Claudio Talavera	75.00
11/14/2024	84751	Pilchuck Audubon Society	250.00

Vouchers November 2024

Date	Check Number	Payee	Check Amount
11/14/2024	84752	Porter, Mary	300.00
11/14/2024	84753	Ricoh USA Inc - 650073	681.64
11/14/2024	84754	Rising Sons Media LLC	200.00
11/14/2024	84755	Romano, Craig	273.70
11/14/2024	84756	Sandys, Diana Amaranta	425.00
11/14/2024	84757	Seattle Universal Math Museum	300.00
11/14/2024	84758	Silver Kite Community Arts Consulting, LLC	400.00
11/14/2024	84759	Silver Kite Community Arts Consulting, LLC	400.00
11/14/2024	84760	Silver Kite Community Arts Consulting, LLC	400.00
11/14/2024	84761	Smarsh, Inc	24.38
11/14/2024	84762	Sno-Isle Refund Account	503.06
11/14/2024	84763	Snohomish County Dept of Conservation and Natural Resources	210.00
11/14/2024	84764	Sterling Volunteers	204.00
11/14/2024	84765	The Hanover Insurance Group	9,846.64
11/14/2024	84766	Thryv, Inc	112.43
11/14/2024	84767	Tsai Fong Books Inc	382.45
11/14/2024	84768	Tulalip Resort Casino	32,755.86
11/14/2024	84769	Uline	211.40
11/14/2024	84770	VECA Electric & Technologies, LLC	8,606.02
11/14/2024	84771	Verizon Wireless (660108)	9,620.23
11/14/2024	84772	Walter E Nelson Co of Western WA	434.46
11/14/2024	84773	Washington State University	75.00
11/14/2024	84774	Weber County	50.00
11/14/2024	84775	Wolf Haven International	278.40
11/14/2024	84776	WyCom Systems Inc	100.00
11/18/2024	84777	Krista Klein	1,393.06
11/21/2024	84778	Void	0.00
11/21/2024	84779	Tara Holgate	1,442.96
11/21/2024	84780	A-1 Mobile Lock & Key	21.98
11/21/2024	84781	Ace Equipment Rentals	328.08
11/21/2024	84782	Air Care System	8,629.39
11/21/2024	84783	Alderwood Water District	127.68
11/21/2024	84784	Allied Universal	14,110.72
11/21/2024	84785	Baker & Taylor Books (277930)	2,876.22
11/21/2024	84786	Brodart Company	84.99
11/21/2024	84787	BuildingWork, LLC	14,098.40
11/21/2024	84788	Camano Hill Water Co.	132.50
11/21/2024	84789	Cedar Grove Organics Recycling LLC	467.20
11/21/2024	84790	Center Point Large Print	756.90
11/21/2024	84791	City of Arlington	219.28
11/21/2024	84792	City of Langley	357.72
11/21/2024	84793	City of Lynnwood	1,914.87

**Vouchers
November 2024**

Date	Check Number	Payee	Check Amount
11/21/2024	84794	City of Marysville	1,352.32
11/21/2024	84795	City of Monroe	973.46
11/21/2024	84796	City of Sultan	201.74
11/21/2024	84797	Demco Inc (8048)	5,668.32
11/21/2024	84798	Diaz Ramirez, Maria Magdalena	175.00
11/21/2024	84799	EBSCO	1,979.74
11/21/2024	84800	Ednetics, Inc.	27,218.27
11/21/2024	84801	Fastsigns	1,657.50
11/21/2024	84802	FSi Engineers	1,423.75
11/21/2024	84803	Gale/Cengage Learning	2,035.04
11/21/2024	84804	Grainger	359.66
11/21/2024	84805	Ingram Library Services	20,698.29
11/21/2024	84806	Island Disposal Inc	157.88
11/21/2024	84807	Johnston Architects, LLC	317.50
11/21/2024	84808	Kendall of Marysville	248.63
11/21/2024	84809	Lake Stevens Sewer District	119.60
11/21/2024	84810	Lakeshore Learning Materials, LLC	1,654.87
11/21/2024	84811	Marysville Barker Real Estate LLC	6,117.68
11/21/2024	84812	Milne Electric Inc	1,798.46
11/21/2024	84813	MSR Design	2,813.00
11/21/2024	84814	Multi-Cultural Books & Videos	8,595.79
11/21/2024	84815	Northsound Auto Group, LLC	62,946.24
11/21/2024	84816	NW Safety Consultants, LLC	1,948.00
11/21/2024	84817-84818	Remit Overrun	0.00
11/21/2024	84819	Overdrive Inc	37,257.68
11/21/2024	84820	Paper Roll Products	645.49
11/21/2024	84821	PetroCard Systems Inc	2,208.76
11/21/2024	84822	Prime Self Storage	1,139.00
11/21/2024	84823	PUD No 1 of Snohomish County	5,790.25
11/21/2024	84824	Puget Sound Energy	2,880.27
11/21/2024	84825	Puget Sound Mobile Detail	789.85
11/21/2024	84826	RDH Building Science Inc.	1,024.75
11/21/2024	84827	Republic Services 197	986.20
11/21/2024	84828	Ricoh USA Inc - 31001	503.14
11/21/2024	84829	Sentrum Marketing, LLC	496.40
11/21/2024	84830	Shred-it	334.67
11/21/2024	84831	Silver Lake Water & Sewer	150.87
11/21/2024	84832	Smokey Point Place IV, LLC	12,516.95
11/21/2024	84833	Snohomish Co Finance	56.00
11/21/2024	84834	South Whidbey School District	2,014.88
11/21/2024	84835	Sprague Pest Solutions	1,038.50
11/21/2024	84836	State Auditor's Office	1,808.30
11/21/2024	84837	Summit Law Group, PLLC	5,256.50
11/21/2024	84838	Tsai Fong Books Inc	114.03
11/21/2024	84839	U S Bank Equipment Finance	627.44
11/21/2024	84840	Valdez Construction, Inc.	252,302.09

**Vouchers
November 2024**

Date	Check Number	Payee	Check Amount
11/21/2024	84841	Visionary Office Furniture	736.43
11/21/2024	84842	Walter E Nelson Co of Western WA	6,679.18
11/21/2024	84843	Washington State Ferries	672.90
11/21/2024	84844	WCP Solutions	1,141.08
11/21/2024	84845	Ziply Fiber	16,779.96
11/27/2024	84846	Krista Klein	58.62
11/27/2024	84847	Beacon Publishing Inc	637.50
11/27/2024	84848	Biola University	120.00
11/27/2024	84849	Camano Commons	2,500.00
11/27/2024	84850	Carrera-Infante, Estela	75.00
11/27/2024	84851	Cascade Natural Gas	243.45
11/27/2024	84852	Comcast Business	693.22
11/27/2024	84853	DACO Corporation	4,727.58
11/27/2024	84854	Dayforce US, Inc.	2,622.23
11/27/2024	84855	Demco Inc (8048)	382.53
11/27/2024	84856	Guardian Security	588.68
11/27/2024	84857	Holiday-Parks, Inc	1,100.65
11/27/2024	84858	ID Label, Inc	2,196.18
11/27/2024	84859	Insight Direct USA, Inc	8,232.24
11/27/2024	84860	Kendall of Marysville	117.99
11/27/2024	84861	Milne Electric Inc	510.51
11/27/2024	84862	Morrison, Philip	300.00
11/27/2024	84863	Netsweeper, Inc.	8,550.00
11/27/2024	84864	Remit Overrun	0.00
11/27/2024	84865	Office Depot, INC	2,349.14
11/27/2024	84866	One Diversified, LLC	3,202.83
11/27/2024	84867 - 84868	Remit Overrun	0.00
11/27/2024	84869	Overdrive Inc	31,087.74
11/27/2024	84870	Perez, Claudio Talavera	75.00
11/27/2024	84871	PetroCard Systems Inc	2,064.97
11/27/2024	84872	Photojj LLC	2,207.82
11/27/2024	84873	Primal Tree Service	7,072.00
11/27/2024	84874	PUD No 1 of Snohomish County	8,180.03
11/27/2024	84875	Puget Sound Energy	8,700.29
11/27/2024	84876	Ricoh USA Inc - 31001	12,042.44
11/27/2024	84877	Ricoh USA Inc - 650073	3,905.41
11/27/2024	84878	Salish Networks	1,214.28
11/27/2024	84879	Sharps Compliance Inc	2,070.12
11/27/2024	84880	Sno-Isle Refund Account	108.90
11/27/2024	84881	Sprague Pest Solutions	58.40
11/27/2024	84882	Springshare LLC	21,000.00
11/27/2024	84883	Timeless Design	18,647.62
11/27/2024	84884	Trojan Storage of Marysville	360.00
11/27/2024	84885	Visionary Office Furniture	953.09
11/27/2024	84886	WEX	61.56
11/27/2024	84887	Ziply Fiber	8,158.88

Vouchers November 2024

Date	Check Number	Payee	Check Amount
11/30/2024	84888	Assured Partners of WA, LLC	4,535.02
11/30/2024	84889	California State Disbursement Unit	713.00
11/30/2024	84890-84909	Void - Printing issue	0.00
11/30/2024	84910	Delta Dental of Washington	32,527.55
11/30/2024	84911	WSCCCE, AFSCME, AFL-CIO	12,731.37
11/30/2024	84912	Kaiser Permanente	93,262.55
11/30/2024	84913	LifeWise Assurance Co.	38,664.91
11/30/2024	84914	Lincoln National Life Ins Company	7,746.53
11/30/2024	84915	Navia Benefit Solutions Client Pay	2,113.50
11/30/2024	84916	Premera Blue Cross	8,793.98
11/30/2024	84917	SB&C, Ltd.	474.55
11/30/2024	84918	Snohomish County Superior Court Clerk	250.00
11/30/2024	84919	Sno-Isle Library Foundation	452.00
11/21/2024	TransF_1124_01	Bank of America (2175)	3,756.57
11/21/2024	TransF_1124_02	Bank of America (2945)	265.77
11/21/2024	TransF_1124_03	Bank of America (5953)	190.01
11/21/2024	TransF_1124_04	Bank of America (0161)	632.34
11/21/2024	TransF_1124_05	Bank of America (0958)	1,401.56
11/21/2024	TransF_1124_06	Bank of America (1458)	1,070.42
11/22/2024	TransF_1124_07	Void - Error on input	0.00
11/21/2024	TransF_1124_08	Bank of America (3670)	4,864.07
11/21/2024	TransF_1124_09	Bank of America (3736)	1,942.52
11/21/2024	TransF_1124_10	Bank of America (5088)	360.36
11/21/2024	TransF_1124_11	Bank of America (5659)	251.04
11/21/2024	TransF_1124_12	Bank of America (5773)	29.00
11/21/2024	TransF_1124_13	Bank of America (7067)	284.57
11/21/2024	TransF_1124_14	Bank of America (7150)	196.37
11/21/2024	TransF_1124_15	Bank of America (7423)	663.30
11/21/2024	TransF_1124_16	Bank of America (8208)	1,477.85
			\$1,661,132.81

Sno-Isle Libraries
December 2024 Payroll and December 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,719,546.43
Vendor Checks 84922, 84927, 84987, 85122, 85257, 85261, 85267, 85268, 85271, 85272, 85275, 85276, 85281, 85290, 85291 and 85316, plus Electronic Transfers	<u>\$ 1,117,492.01</u>
Total Payroll and Benefits	\$ 3,837,038.44
Accounts Payable Checks 84920 through 85327 less checks listed above, plus Electronic Transfers	<u>\$ 2,518,081.35</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 6,355,119.79</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees January 27, 2025.

Janella Lewis 1/17/2025

Finance Director

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

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

December 2024 Payroll

Employee Pay - Direct Deposit	\$	1,936,903.36	
Manual Check 775	\$	730.05	
Plus: Employee Deductions	\$	781,913.02	
Sub-Total Gross Payroll			\$ 2,719,546.43
Vendor Checks 84922, 84927, 84987, 85122, 85257, 85261, 85267, 85268, 85271, 85272, 85275, 85276, 85281, 85290, 85291 and 85316	\$	223,949.56 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	237,677.27	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,842.57	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	60,496.74	
Electronic Funds Transfer - PERS - Retirement Plan	\$	386,543.94	
Electronic Funds Transfer - Navia - FSA	\$	13,000.88	
Electronic Funds Transfer - Navia - HRA/MRA	\$	37,030.30	
Electronic Funds Transfer - Premera - Medical	\$	456,249.88	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(303,035.97)	
Sub-Total Benefits - Employer Expense			\$ 1,117,492.01
Total Payroll and Benefits			\$ 3,837,038.44

December 2024 Accounts Payable

Checks 84920 through 85327 less checks listed above, plus Electronic Transfers	\$	2,516,860.49 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,220.86	
Sub-Total Accounts Payable			\$ 2,518,081.35
Total Payroll, Benefits and Accounts Payable			\$ 6,355,119.79

Adjustments

Paycom Direct Service Fee	\$	19,607.99	
Refunds and Credits	\$	1,631.56	
Timing Adjustment for Check 85293	\$	(5,355.00)	
New HRIS System Banking Test	\$	10.00	
Retainage Deposits	\$	38,661.91	
Petty Cash Expense	\$	41.74	
Refund Interest	\$	0.15	
Bank Service Charge	\$	933.96	
Travel & Business Expense Reimbursement paid in Payroll	\$	6,379.44	
Total Adjustments			\$ 61,911.75
December 2024 Total Expenditures			\$ 6,417,031.54 ***

* Benefit invoices paid through Accounts Payable Checks	\$	223,949.56	
** Regular invoices paid through Accounts Payable Checks	\$	2,516,860.49	
Total Accounts Payable Check Payments	\$	<u>2,740,810.05</u>	

*** Equals Expenditure Summary Total

Vouchers December 2024

Date	Check	Payee	Check Amount
12/19/2024	84646	Sarri Gilman - Void, reissued on check 85112	-\$375.00
12/5/2024	84920	Michelle Callihan	791.15
12/5/2024	84921	Michelle Cervantes	3.35
12/5/2024	84922	4imprint Inc	2,582.18
12/5/2024	84923	A-1 Mobile Lock & Key	175.84
12/5/2024	84924	Allied Universal	14,643.20
12/5/2024	84925-84926	Remit Overrun	0.00
12/5/2024	84927	Amazon Capital Services, Inc	5,748.43
12/5/2024	84928	Angel's Rockin' Paint and Create	450.00
12/5/2024	84929	Arts for Hearts, Inc.	400.00
12/5/2024	84930	Aunt Flow Corp.	750.00
12/5/2024	84931	Baker & Taylor Books (277930)	6,906.14
12/5/2024	84932	Bannick, Paul	568.20
12/5/2024	84933	Bluespace Interiors	23,714.09
12/5/2024	84934	Brodart Company	1,002.94
12/5/2024	84935	Carrera-Infante, Estela	75.00
12/5/2024	84936	Cascade Natural Gas	34.05
12/5/2024	84937	Casey, Maria	550.00
12/5/2024	84938	Casey, Maria	450.00
12/5/2024	84939	City of Oak Harbor	18,181.53
12/5/2024	84940	City of Snohomish	3,287.06
12/5/2024	84941	Cortes, Marco	875.00
12/5/2024	84942	Crystal Springs	76.23
12/5/2024	84943	Dae Won LLC	8,240.21
12/5/2024	84944	Del Sol Inc	90,687.49
12/5/2024	84945	Diaz Ramirez, Maria Magdalena	350.00
12/5/2024	84946	Eddy, Jody	395.00
12/5/2024	84947	Ferri, Michael W.	250.00
12/5/2024	84948	Gale/Cengage Learning	2,764.89
12/5/2024	84949	Grainger	160.64
12/5/2024	84950	Remit Overrun	0.00
12/5/2024	84951	Ingram Library Services	48,981.32
12/5/2024	84952	Jimmy's Roofing	3,058.55
12/5/2024	84953	Kanopy	6,665.00
12/5/2024	84954	Lamar Transit, LLC	2,545.00
12/5/2024	84955	Lithtex NW	469.62
12/5/2024	84956	Midwest Library Service	206.69
12/5/2024	84957	Midwest Tape	26,063.92
12/5/2024	84958	Morrison, Philip	200.00
12/5/2024	84959	Mukilteo Water & Waste District	3,298.54
12/5/2024	84960	OCLC Inc (34299)	103.56
12/5/2024	84961	Office Depot, INC	1,466.97
12/5/2024	84962	Remit Overrun	0.00

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/5/2024	84963	Overdrive Inc	16,931.86
12/5/2024	84964	Pacific Publishing Co Inc	293.25
12/5/2024	84965	Paper Roll Products	161.38
12/5/2024	84966	PawsWithCause	275.00
12/5/2024	84967	Perez, Claudio Talavera	75.00
12/5/2024	84968	Pins By Design LLC	1,197.70
12/5/2024	84969	Postmaster - Sultan	342.00
12/5/2024	84970	PUD No 1 of Snohomish County	256.38
12/5/2024	84971	Puget Sound Energy	2,903.56
12/5/2024	84972	Rupert Inc	18,400.00
12/5/2024	84973	Schoox LLC	43,802.40
12/5/2024	84974	Silver Kite Community Arts Consulting, LLC	450.00
12/5/2024	84975	Silver Kite Community Arts Consulting, LLC	450.00
12/5/2024	84976	Sprague Pest Solutions	292.46
12/5/2024	84977	Stewart, Amy Nicole	500.00
12/5/2024	84978	Stewart, Nancy	800.00
12/5/2024	84979	The Clearwater School	1,500.00
12/5/2024	84980	Timeless Design	2,244.83
12/5/2024	84981	Tsai Fong Books Inc	164.78
12/5/2024	84982	VECA Electric & Technologies, LLC	4,534.17
12/5/2024	84983	Verizon Communications Inc	318.39
12/5/2024	84984	Visionary Office Furniture	23,595.38
12/5/2024	84985	Walter E Nelson Co of Western WA	1,338.84
12/5/2024	84986	Waste Management	5,145.81
12/5/2024	84987	Wellable LLC	317.00
12/5/2024	84988	Ziranda, Carmen	120.00
12/12/2024	84989	8X8 Inc	7,983.11
12/12/2024	84990	Ainsworth, Inc.	630.60
12/12/2024	84991	Air Care System	6,622.38
12/12/2024	84992	Allied Universal	14,909.44
12/12/2024	84993	Amazon Capital Services, Inc	1,899.80
12/12/2024	84994	AT&T Mobility (6463)	43.23
12/12/2024	84995	Backstage Library Works, Inc	370.00
12/12/2024	84996	Baker & Taylor Books (277930)	1,645.12
12/12/2024	84997	Brodart Company	366.68
12/12/2024	84998	Casey, Maria	450.00
12/12/2024	84999	Cedar Grove Organics Recycling LLC	707.80
12/12/2024	85000	City of Arlington	228.52
12/12/2024	85001	City of Granite Falls	127.10
12/12/2024	85002	City of Monroe	990.83
12/12/2024	85003	City of Sultan	201.74
12/12/2024	85004	Cortes, Marco	175.00
12/12/2024	85005	DACO Corporation	11,036.24

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/12/2024	85006	Darrington Food Bank Foundation	750.00
12/12/2024	85007	Dayforce US, Inc.	42,994.46
12/12/2024	85008	FATBEAM, LLC	4,979.00
12/12/2024	85009	Gale/Cengage Learning	7,921.82
12/12/2024	85010	Glacier Peak Institute	1,000.00
12/12/2024	85011	Hearing, Speech, and Deaf Center	400.00
12/12/2024	85012	Ingram Library Services	10,465.10
12/12/2024	85013	Insight Direct USA, Inc	8,298.19
12/12/2024	85014	Island Disposal Inc	268.55
12/12/2024	85015	Lamar Transit, LLC	735.00
12/12/2024	85016	Midwest Library Service	75.89
12/12/2024	85017	Midwest Tape	11,614.50
12/12/2024	85018	My Neighborhood News Network	425.00
12/12/2024	85019	North Counties Family Services	750.00
12/12/2024	85020	North Sound Media	840.00
12/12/2024	85021	Northwest Publishing Inc.	700.00
12/12/2024	85022	Office Depot, INC	2,174.99
12/12/2024	85023-85024	Remit Overrun	0.00
12/12/2024	85025	Overdrive Inc	36,093.11
12/12/2024	85026	Paper Roll Products	771.92
12/12/2024	85027	ParentMap	1,490.00
12/12/2024	85028	PetroCard Systems Inc	1,928.42
12/12/2024	85029	Photojj LLC	3,494.38
12/12/2024	85030	PUD No 1 of Snohomish County	1,019.84
12/12/2024	85031	Puget Sound Mobile Detail	517.75
12/12/2024	85032	RDH Building Science Inc.	1,200.00
12/12/2024	85033	Recycle Away, LLC	6,705.53
12/12/2024	85034	Redington, Kohana	300.00
12/12/2024	85035	Republic Services 197	961.90
12/12/2024	85036	Ricoh USA Inc - 31001	79.30
12/12/2024	85037	Ricoh USA Inc - 650073	6.00
12/12/2024	85038	Seattle Times	6,750.00
12/12/2024	85039	Shred-it	114.02
12/12/2024	85040	Silver Kite Community Arts Consulting, LLC	400.00
12/12/2024	85041	Silver Lake Water & Sewer	150.87
12/12/2024	85042	Skagit Publishing	463.00
12/12/2024	85043	Sno-Isle Refund Account	113.95
12/12/2024	85044	Sound Publishing	2,963.00
12/12/2024	85045	Spiral Binding, LLC	161.69
12/12/2024	85046	Sprague Pest Solutions	288.29
12/12/2024	85047	State Auditor's Office	4,309.00
12/12/2024	85048	Sterling Volunteers	119.00
12/12/2024	85049	T Mobile	15,792.62

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/12/2024	85050	T Mobile	216.37
12/12/2024	85051	The Hanover Insurance Group	16,638.83
12/12/2024	85052	Thompson, Linda	150.00
12/12/2024	85053	Timeless Design	8,138.36
12/12/2024	85054	Town of Coupeville	318.09
12/12/2024	85055	Valdez Construction, Inc.	283,597.67
12/12/2024	85056	Walter E Nelson Co of Western WA	2,501.43
12/12/2024	85057	Washington State Ferries	641.60
12/12/2024	85058	Wave Business	9,438.39
12/12/2024	85059	Whidbey Telecom	723.64
12/17/2024	85060	Meredith Kraft	2,005.34
12/19/2024	85061	AJP Engineering	3,525.00
12/19/2024	85062	Alderwood Water District	255.80
12/19/2024	85063	All Land Surveying LLC	1,275.00
12/19/2024	85064	Remit Overrun	0.00
12/19/2024	85065	Amazon Capital Services, Inc	2,738.83
12/19/2024	85066	Asavie Technologies Inc	731.28
12/19/2024	85067	CDW Government Inc	344.70
12/19/2024	85068	Clinton Community Hall	40.00
12/19/2024	85069	EBSCO	1,056.82
12/19/2024	85070	FATBEAM, LLC	9,958.00
12/19/2024	85071	Hawkins Music LLC	900.00
12/19/2024	85072	Hillis Clark Martin & Peterson	854.00
12/19/2024	85073	Holiday-Parks, Inc	989.17
12/19/2024	85074	Imagine Children's Museum	250.72
12/19/2024	85075	Imagine Children's Museum	256.00
12/19/2024	85076	Imagine Children's Museum	244.48
12/19/2024	85077	J. J. Keller & Associates, Inc.	1,347.69
12/19/2024	85078	Johnston, Diane	9.38
12/19/2024	85079	Kendall of Marysville	172.15
12/19/2024	85080	LeMay Mobile Shredding	343.71
12/19/2024	85081	Lightcatcher Imagery	807.34
12/19/2024	85082	Lois Ann Landgrebe	365.00
12/19/2024	85083	Morris Magnets	1,984.41
12/19/2024	85084	Office Depot, INC	1,905.56
12/19/2024	85085-85086	Remit Overrun	0.00
12/19/2024	85087	Overdrive Inc	12,805.70
12/19/2024	85088	Paint With Melissa LLC	840.00
12/19/2024	85089	Paper Roll Products	333.31
12/19/2024	85090	ParentMap	2,500.00
12/19/2024	85091	Platt Electric Supply	21.81
12/19/2024	85092	PUD No 1 of Snohomish County	4,941.26
12/19/2024	85093	Puget Sound Energy	224.46

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/19/2024	85094	Ricoh USA Inc - 31001	9,511.81
12/19/2024	85095	Ricoh USA Inc - 650073	41,896.63
12/19/2024	85096	Safe Citizens Project LLC	630.00
12/19/2024	85097	Seattle Universal Math Museum	300.00
12/19/2024	85098	SHLB Coalition	1,000.00
12/19/2024	85099	Snohomish Co Finance	42.00
12/19/2024	85100	Sprague Pest Solutions	403.71
12/19/2024	85101	Springshare LLC	3,781.25
12/19/2024	85102	Taylor, Lisa	350.00
12/19/2024	85103	Timeless Design	21,256.49
12/19/2024	85104	Verizon Communications Inc	5,685.68
12/19/2024	85105	Walter E Nelson Co of Western WA	2,923.58
12/19/2024	85106	WLA	10,000.00
12/19/2024	85107	Ziplay Fiber	16,779.96
12/19/2024	85108	Janella Lewis	178.64
12/19/2024	85109	Michelle Cervantes	6.70
12/19/2024	85110	LaKrista Wayland	274.93
12/19/2024	85111	David Brown	681.95
12/19/2024	85112	Sarri Gilman	375.00
12/27/2024	85113	Abila	9,142.42
12/27/2024	85114	Air Care System	9,009.90
12/27/2024	85115	Amazon Capital Services, Inc	2,148.25
12/27/2024	85116	Archer Construction, Inc.	984.51
12/27/2024	85117	BuildingWork, LLC	1,675.00
12/27/2024	85118	Comcast Business	693.22
12/27/2024	85119	Costco Wholesale	65.00
12/27/2024	85120	Daida	4,815.80
12/27/2024	85121	Ednetics, Inc.	616.40
12/27/2024	85122	Express Employment Professionals	558.00
12/27/2024	85123	Hero Design LLC	9,000.00
12/27/2024	85124	Hillis Clark Martin & Peterson	854.00
12/27/2024	85125	Imagine Children's Museum	245.80
12/27/2024	85126	Joan Helen Green	400.00
12/27/2024	85127	Kendall of Marysville	272.75
12/27/2024	85128	Lithtex NW	1,274.27
12/27/2024	85129	Marysville Barker Real Estate LLC	6,117.68
12/27/2024	85130	Northwestern Auto Body Rebuild	1,000.00
12/27/2024	85131	One Diversified, LLC	12,289.94
12/27/2024	85132	Remit Overrun	0.00
12/27/2024	85133	Overdrive Inc	15,699.70
12/27/2024	85134	Prime Self Storage	814.00
12/27/2024	85135	PUD No 1 of Snohomish County	1,909.59
12/27/2024	85136	Puget Sound Energy	4,292.92

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/27/2024	85137	Rupert Inc	4,907.50
12/27/2024	85138	Seattle Models Guild LLC	2,429.00
12/27/2024	85139	Smokey Point Place IV, LLC	11,194.98
12/27/2024	85140	South Island Pumping	244.81
12/27/2024	85141	South Whidbey School District	2,014.88
12/27/2024	85142	Sprague Pest Solutions	58.40
12/27/2024	85143	Summit Law Group, PLLC	2,173.00
12/27/2024	85144	Uline	309.45
12/27/2024	85145	Walter E Nelson Co of Western WA	1,458.67
12/27/2024	85146	WEX	99.52
12/27/2024	85147	Willson, Margaret	425.04
12/27/2024	85148	WyCom Systems Inc	434.25
12/27/2024	85149	Ziplay Fiber	4,232.91
12/31/2024	85150	Allied Universal	16,240.64
12/31/2024	85151	Aunt Flow Corp.	900.00
12/31/2024	85152	Bluespace Interiors	7,532.90
12/31/2024	85153	Camano Commons	1,250.00
12/31/2024	85154	Campbell, Kelly	1,000.00
12/31/2024	85155	Cascade Natural Gas	590.61
12/31/2024	85156	City of Marysville	1,895.12
12/31/2024	85157	Crystal Springs	83.53
12/31/2024	85158	Demco Inc (8048)	6,179.17
12/31/2024	85159	Ingram Library Services	9,574.13
12/31/2024	85160	Lakeshore Learning Materials, LLC	68.90
12/31/2024	85161	Lamar Transit, LLC	2,545.00
12/31/2024	85162	Language Exchange	130.00
12/31/2024	85163	Lodestar Marketing Group	14,830.00
12/31/2024	85164	One Diversified, LLC	73,808.62
12/31/2024	85165	Puget Sound Energy	822.13
12/31/2024	85166	PUD No 1 of Snohomish County	12,859.64
12/31/2024	85167	Shred-it	579.44
12/31/2024	85168	Sprague Pest Solutions	177.31
12/31/2024	85169	Uline	80.69
12/31/2024	85170	U S Bank Equipment Finance	299.97
12/31/2024	85171	WCP Solutions	761.30
12/31/2024	85172	Dae Won LLC	8,240.21
12/31/2024	85173-85211	Spoiled	0.00
12/31/2024	85212	Baker & Taylor Books (277930)	718.34
12/31/2024	85213	Brodart Company	78.85
12/31/2024	85214	BuildingWork, LLC	9,497.51
12/31/2024	85215	Center Point Large Print	756.90
12/31/2024	85216	City of Granite Falls	127.10
12/31/2024	85217	Del Sol Inc	80,302.89

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/31/2024	85218	Drayton Archaeology	1,586.55
12/31/2024	85219	Engineered Products	888.69
12/31/2024	85220	Gale/Cengage Learning	3,265.92
12/31/2024	85221	Ingram Library Services	1,292.17
12/31/2024	85222	Kanopy	6,664.00
12/31/2024	85223	Lithtex NW	12,279.94
12/31/2024	85224	Lyngsoe Systems, Inc.	33,051.38
12/31/2024	85225	MBI	15,002.86
12/31/2024	85226	Midwest Tape	21,285.72
12/31/2024	85227	MSR Design	4,570.00
12/31/2024	85228	MarysvilleTulalip Chamber of Commerce	2,500.00
12/31/2024	85229	Remit Overrun	0.00
12/31/2024	85230	Office Depot, INC	2,700.95
12/31/2024	85231	One Diversified, LLC	22,742.87
12/31/2024	85232	Remit Overrun	0.00
12/31/2024	85233	Overdrive Inc	101,844.94
12/31/2024	85234	PetroCard Systems Inc	1,639.67
12/31/2024	85235	PUD No 1 of Snohomish County	314.62
12/31/2024	85236	Sprague Pest Solutions	57.60
12/31/2024	85237	Tsai Fong Books Inc	849.53
12/31/2024	85238	Walter E Nelson Co of Western WA	777.32
12/31/2024	85239	Waste Management	5,164.34
12/31/2024	85240 - 85255	Spoiled	0.00
12/31/2024	85256	Amazon Capital Services, Inc	7,748.30
12/31/2024	85257	Assured Partners of WA, LLC	4,880.93
12/31/2024	85258	AT&T Mobility (6463)	43.23
12/31/2024	85259	Backstage Library Works, Inc	701.50
12/31/2024	85260	Beacon Publishing Inc	637.50
12/31/2024	85261	California State Disbursement Unit	713.00
12/31/2024	85262	Center for Internet Security, Inc	14,400.00
12/31/2024	85263	City of Arlington	215.15
12/31/2024	85264	City of Marysville	680.15
12/31/2024	85265	City of Sultan	201.74
12/31/2024	85266	Cortes, Marco	700.00
12/31/2024	85267	Delta Dental of Washington	34,023.95
12/31/2024	85268	Dept of Labor & Industries	82.08
12/31/2024	85269	Diaz Ramirez, Maria Magdalena	350.00
12/31/2024	85270	Edmonds Center for the Arts	500.00
12/31/2024	85271	WSCCCE, AFSCME, AFL-CIO	12,670.01
12/31/2024	85272	Kaiser Permanente	105,580.92
12/31/2024	85273	Hearing, Speech, and Deaf Center	1,150.00
12/31/2024	85274	HG Maybeck Co., Inc.	629.00
12/31/2024	85275	Mutual of Omaha	5,686.10

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/31/2024	85276	Navia Benefit Solutions Client Pay	2,108.30
12/31/2024	85277	OCLC Inc (34299)	114.82
12/31/2024	85278	Office Depot, INC	393.32
12/31/2024	85279	Pacific Copy & Printing	653.39
12/31/2024	85280	Pacific Publishing Co Inc	293.25
12/31/2024	85281	Premera Blue Cross	9,159.75
12/31/2024	85282	Puget Sound Energy	3,238.56
12/31/2024	85283	PUD No 1 of Snohomish County	122.12
12/31/2024	85284	North Sound Media	1,050.00
12/31/2024	85285	Seattle Times	6,750.00
12/31/2024	85286	Secretary of State	14,000.00
12/31/2024	85287	SHI International	11,696.72
12/31/2024	85288	Silver Lake Water & Sewer	164.68
12/31/2024	85289	Skagit Publishing	463.00
12/31/2024	85290	Snohomish County Superior Court Clerk	250.00
12/31/2024	85291	Sno-Isle Library Foundation	452.00
12/31/2024	85292	Sound Publishing	2,680.00
12/31/2024	85293	TMC Furniture, Inc.	5,355.00
12/31/2024	85294	T Mobile	15,091.59
12/31/2024	85295	T Mobile	211.93
12/31/2024	85296	Today's Business Solutions, Inc.	49,875.00
12/31/2024	85297	Town of Darrington	4,855.18
12/31/2024	85298	Valdez Construction, Inc.	519,023.48
12/31/2024	85299	Wave Business	9,303.24
12/31/2024	85300	WEX	99.52
12/31/2024	85301	Spoiled	0.00
12/31/2024	85302	8X8 Inc	7,990.42
12/31/2024	85303	Ainsworth, Inc.	47,879.54
12/31/2024	85304	Alderwood Water District	38.46
12/31/2024	85305	City of Monroe	970.91
12/31/2024	85306	EBSCO	625.25
12/31/2024	85307	Freeland Water Dist	150.36
12/31/2024	85308	Guardian Security	1,275.20
12/31/2024	85309	Hillis Clark Martin & Peterson	3,178.00
12/31/2024	85310	Idaho State University Library	125.00
12/31/2024	85311	Insight Direct USA, Inc	7,246.43
12/31/2024	85312	Insight Public Sector Inc.	2,516.53
12/31/2024	85313	Iron Mountain Incorporated	4,842.29
12/31/2024	85314	Island Disposal Inc	158.48
12/31/2024	85315	KSER Foundation	2,340.00
12/31/2024	85316	LifeWise Assurance Co.	44,529.75
12/31/2024	85317	PBS Engineering and Environmental LLC	4,491.56
12/31/2024	85318	PetroCard Systems Inc	1,890.06

**Vouchers
December 2024**

Date	Check	Payee	Check Amount
12/31/2024	85319	PUD No 1 of Snohomish County	6,906.07
12/31/2024	85320	Republic Services 197	940.72
12/31/2024	85321	Smarsh, Inc	40.63
12/31/2024	85322	Springshare LLC	5,705.05
12/31/2024	85323	State Auditor's Office	1,391.00
12/31/2024	85324	State Auditor's Office	2,432.50
12/31/2024	85325	State Auditor's Office	417.30
12/31/2024	85326	Verizon Communications Inc	330.79
12/31/2024	85327	Whidbey Life Magazine, LLC	12.00
12/27/2024	TransF_1224_008	Bank of America (0958)	4,839.62
12/27/2024	TransF_1224_001	Bank of America (1458)	1,175.87
12/27/2024	TransF_1224_002	Bank of America (2175)	1,816.88
12/27/2024	TransF_1224_009	Bank of America (3670)	861.40
12/27/2024	TransF_1224_010	Bank of America (3736)	1,560.52
12/27/2024	TransF_1224_003	Bank of America (5088)	1,237.55
12/27/2024	TransF_1224_004	Bank of America (5659)	370.43
12/27/2024	TransF_1224_005	Bank of America (7067)	173.13
12/27/2024	TransF_1224_006	Bank of America (7150)	34.99
12/27/2024	TransF_1224_011	Bank of America (7423)	917.28
12/27/2024	TransF_1224_007	Bank of America (8208)	1,477.85
			\$2,740,810.05

RESOLUTION 25-01
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT HONORING THE
LIBRARY CONTRIBUTIONS, SUPPORT, LEGACY AND SERVICE OF REBECCA LONEY**

WHEREAS, Rebecca Loney has served Sno-Isle Libraries for over 24 years, with dedication, vision, and leadership, exemplifying the highest standards of public service and organizational excellence throughout her remarkable career; and

WHEREAS, Rebecca began her journey with Sno-Isle Libraries as a frontline staff member, touching the lives of countless customers at the service desk and fostering connections that embody the spirit of community-centered service; and

WHEREAS, Rebecca went on to manage the Snohomish Library, where she demonstrated visionary leadership and laid the foundation for countless innovations and improvements, including her leadership in building a new Snohomish Library, which stands as a testament to her dedication; and

WHEREAS, Rebecca's impact extended to every corner of the organization through her leadership as the Director of Technical Services, Director of Public Services, and Director of Planning and Fund Development, and was an instrumental member of Sno-Isle's first collective bargaining negotiating team; and

WHEREAS, she skillfully crafted policies and procedures that have strengthened the operational framework of Sno-Isle Libraries, in addition to re-organizing the Sno-Isle Libraries Foundation, and pioneering work in advancing technical services, including the implementation of LEAN processes to enhance efficiency and service quality; and

WHEREAS, Rebecca played a pivotal role in passing previous Sno-Isle Libraries levies, showcasing her steadfast commitment to ensuring the financial health and sustainability of the Library District for future generations; and

WHEREAS, Rebecca's institutional knowledge, unmatched expertise, and tireless dedication leave an enduring legacy that will continue to guide Sno-Isle Libraries for years to come; and

WHEREAS, Rebecca's love for her family, including her husband and children, her passion for quilting, gardening, cheering on the Green Bay Packers, and caring for her cats reflect a life filled with joy, creativity, and connection to the people and things she holds dear.

THEREFORE, IT IS RESOLVED that the Board of Trustees of Sno-Isle Libraries expresses their heartfelt gratitude to Rebecca Loney for her extraordinary contributions, tireless dedication, and exemplary service, which have enriched both the organization and the communities in the district; and

BE IT FURTHER RESOLVED that Sno-Isle Libraries wishes Rebecca a joyous retirement filled with the continued pursuit of her passions and cherished moments with family, knowing that her legacy of service to public libraries will forever be celebrated and remembered.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on January 27, 2025 pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Kay Crull, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

RESOLUTION 25-02
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT HONORING THE LIBRARY CONTRIBUTIONS, SUPPORT, LEGACY,
AND SERVICE OF DAN GOTTLIEB**

WHEREAS, Sno-Isle Intercounty Rural Library District (the “Library District”), is pursuing four strategic goals to:

Create inspiring spaces so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use, and

Optimize library funding so that the Library District can continue to be a good steward of its finances and work to secure additional private and state funds; and

Enhance library services so that everyone can engage in experiences they value.

Invest in our people and organization so that we are resilient, equitable and regenerative and our staff have the support and resources they need.

WHEREAS, in support of these goals, the Board of Trustees (the “Board”) of the Library District has heretofore supported the Library District’s contractual relationship with Dan Gottlieb, Attorney at Hillis, Clark, Martin and Peterson P.S.

WHEREAS, Dan Gottlieb has served as bond counsel for the Library District for over 28 years, with extensive bond counsel and underwriter’s counsel experience through his 43-year public career; and

WHEREAS, Dan earned a J.D. from Harvard Law School, 1980, and a B.A., Columbia University, summa cum laude, 1976; and

WHEREAS, Dan has been repeatedly recognized by *The Best Lawyers in America*® in the field of Public Finance Law, most recently for 2025, as well as the following awards and distinctions;

- Named the 2021 *Best Lawyers in America*® Public Finance Law "Lawyer of the Year" in Seattle.
- Acritas Stars - Independently Rated Lawyer, 2020.
- A/V Preeminent Lawyer, Martindale Hubbell.
- KCBA's "2001 Helen Geisness Award for Exemplary and Distinguished Service".
- Economic Development Council of Seattle and King County's "Achievement. Award for Outstanding Service in Economic Development in King County, 1990".

- Owner, Gottlieb Fisher PLLC, 1997 - 2013.
- Partner, Riddell Williams Bullitt & Walkinshaw, 1986 - 1997.
- Associate, Riddell Williams Bullitt & Walkinshaw, 1980 – 1986; and

WHEREAS, Dan also has significant experience presenting as borrower’s counsel, disclosure counsel, underwriter’s counsel, and lender’s counsel experience, having worked on all manner of general obligation, revenue, and special assessment transactions for a variety of governmental entities, including the Library District, the State of Washington, and a number of its agencies, King County, Snohomish County, numerous cities, school districts, libraries, junior taxing districts, other special purpose districts, and Tribal governments; and

WHEREAS, Dan has assisted with competitive sales and negotiated sales of government bonds, and has seen almost every type of creative public financing structure throughout his 43-year professional career; and

WHEREAS, Dan has also served as special counsel to a variety of Washington public agencies for public finance and general municipal law matters; and

WHEREAS, Dan is one of the attorneys responsible for the firm’s public finance federal tax practice and federal and state securities law practice; and

WHEREAS, Dan is sought out for his legal knowledge, public library experience, and collaborative approach; and

WHEREAS, Dan served as special counsel and bond counsel in connection with the development of numerous library facilities throughout Washington State through the creation of and bond financing by local library capital facility areas, including, most recently, the Camano Island Library Capital Facility Area in 2014.

WHEREAS, He supported the Library District in legislative activities, most notably in 2020, working with the Library District Strategic Relations team on the proposed amendment to RCW 27.12.020 to create and finance a Library Capital Facility Area with one ballot measure with a supermajority vote; and

WHEREAS, He has supported the Library District through annual meetings of the District’s Library Capital Facility Areas, and provided legal counsel for the levy lid lifts and potential Board approved bonds; and

WHEREAS, He has provided significant support to the capital strategy and planning team to craft addendums to annexation agreements, transfer of asset agreements, and memorandums of understanding, and development agreements for the Library District to build inspiring spaces;

WHEREAS, Dan was the keynote speaker at the Washington State Public Library Directors' Meeting in 2015, "When to Call an Attorney, Who to Call and Other Burning Issues," and

WHEREAS, Dan was a speaker at the Libraries Friends and Boards Forum in 2015 "Washington State (and Federal Tax) Law and Friends of the Library: What Friends Groups Need to Know," and

WHEREAS, Dan has served our community as a member of the Kitsap Regional Library Board of Trustees, as well as the following organizations:

- National Association of Bond Lawyers
- Washington State Society of Healthcare Attorneys
- Healthcare Financial Management Association
- American Bar Association, State and Local Government Law Section
- King County Bar Association ("KCBA")
- Washington State Association of Municipal Attorneys
- Washington State Bar Association, Health Law Section; Indian Law Section
- Oregon State Bar
- Seattle Clemency Project, Pro Bono Counsel

WHEREAS, Dan has contributed to the culture and creativity in our region as a Tubaist with the Seattle Symphonic Band since 1982; and

WHEREAS, Snohomish County has offered to purchase such bond upon the terms and conditions hereinafter set forth;

THEREFORE, IT IS RESOLVED that the Library District hereby expresses its profound gratitude and appreciation to Dan Gottlieb for unwavering dedication, exemplary service, and invaluable contributions as legal bond counsel to the Library.

BE IT FURTHER RESOLVED that Dan Gottlieb's commitment to excellence, integrity, and the mission of public libraries has left an indelible mark on this institution,

BE IT FINALLY RESOLVED that Dan Gottlieb is wished the very best in retirement and all future endeavors, with the assurance that his legacy to public library will be celebrated and remembered for years to come.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on January 27, 2025 pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Kay Crull, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Resolution 25-03
of the
Sno-Isle Libraries Board of Trustees

A RESOLUTION OF SNO-ISLE REGIONAL LIBRARY REGARDING THE APPOINTMENT OF AUDIT OFFICERS

WHEREAS, RCW 42.24.080 requires that all claims presented against Sno-Isle Regional Library (“Library District”) as a municipal corporation shall be audited, before payment, by an Audit Officer appointed pursuant to resolution of the Library District’s Board of Trustees; and

WHEREAS, Lois Langer Thompson was appointed as an Audit Officer of the Library District on December 3, 2018 (Resolution 18-06); and

WHEREAS, Nicole Wehl was appointed as an Audit Officer of the Library District on June 9, 2023; and

WHEREAS, Janella Lewis was appointed as an Audit Officer of the Library District on July 22, 2024; and

WHEREAS, Carla Ikehara was appointed as an Audit Officer of the Library District on July 22, 2024; and

WHEREAS, Lois Langer Thompspon retired as of November 1, 2024; and

WHEREAS, Eric Howard began service as Executive Director of Sno-Isle Regional Library on November 4, 2024; and

NOW, THEREFORE IT IS RESOLVED that Sno-Isle Libraries Board of Trustees revokes the appointment of Lois Langer Thompson as an Audit Officer; and

BE IT FURTHER RESOLVED that the Sno-Isle Libraries Board of Trustees appoint Eric Howard as an Audit Officer effective immediately, pursuant to RCW 42.24.080 to audit, before payment, all claims hereafter presented against the Library District, a municipal corporation of the State of Washington.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on January 27, 2025, pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Kay Crull, Trustee

RESOLUTION 25-04
of the
Sno-Isle Libraries Board of Trustees

A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT REQUESTING A CHANGE IN AUTHORIZATION OF BALANCES FOR ALL CHECKING ACCOUNTS, PETTY CASH AND OTHER IMPREST FUNDS FROM THE BOARD OF TRUSTEES TO THE DIRECTOR OF FINANCE.

WHEREAS, Sno-Isle Intercounty Rural Library District (“Sno-Isle Libraries”) maintains checking accounts, imprest petty cash funds, and imprest change fund to meet the day-to-day business needs of Sno-Isle Libraries; and

WHEREAS, pursuant to RCW 27.12.210(10), The Library Board of Trustees is authorized to undertake all actions necessary for the orderly and efficient management and control of the Library; and

WHEREAS, in accordance with good accounting practices and the advice of the Washington State Auditor it is the intention of Sno-Isle Libraries to reduce the risk of misappropriation of these funds; and

WHEREAS, the Library Board of Trustees authorized the establishment of balances for the checking accounts, imprest petty cash funds, and imprest change funds in Resolution 12-03; and

THEREFORE, IT IS RESOLVED that the Library Board of Trustees authorizes the Director of Finance to authorize changes in the balances for checking accounts, imprest petty cash funds, and imprest change funds through the Finance Department’s Administrative Policies.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on January 27, 2025 pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Kay Crull, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Memo

BOARD OF TRUSTEES

January 27, 2025

Declaration of surplus asset

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

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

2008 Chevrolet Kodiak C4500

VIN: 1GBC4C1G08F406954

Sno-Isle Libraries has set a fleet rotation schedule. The 2008 Chevrolet Kodiak C4500 is at the end of its useful life and if declared surplus by the Board of Trustees will be removed from our inventory based on the options approved in the policy.

Financial Update

FINANCE DEPARTMENT

January 27, 2025

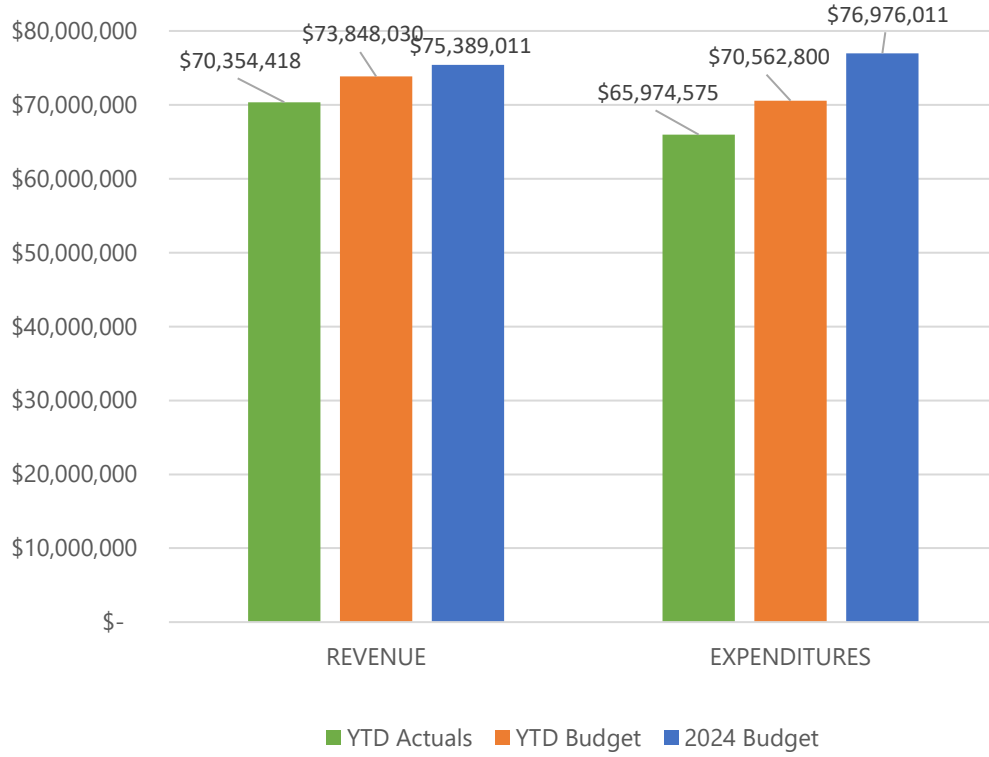
November 2024 Revenue Summary

- Total revenue received in November was \$6.4M compared to the monthly budget of \$6.7M. Year to date (YTD) total revenue was \$70M compared to the YTD budget of \$74M.
- General property tax receipts for November were \$5.5M compared to the monthly budget of \$5.9M. This included \$2.5M of Snohomish County property tax revenue, and \$3.0M Joint District property tax revenue. The bulk of property tax revenue is received in April and October each year.
- Timber tax, Leasehold Excise Tax, and DNR revenue for November were \$85.1k compared to the monthly budget of \$60.5k. The bulk of it was from Leasehold Excise Tax.
- Grant revenue for November was \$247.6k compared to the monthly budget of \$613.9k.
- Investment Interest for November was \$176.9k compared to the monthly budget of \$83.3k.
- Print/copy services, lost materials revenue, and donations for November were collectively \$23.6k compared to the monthly budget of \$39.7k. This includes a total of \$9.8k from the Sno-Isle Library Foundation and \$7.9k from Friends of the Library.
- Other Revenue for November was \$367.2k compared to the monthly budget of \$46.2k.

November 2024 Expenditures Summary

- Total expenditures for November were \$5.1M compared to the monthly budget of \$6.4M. Total expenditures YTD was \$65.9M compared to the YTD budget of \$76.9M.
- Salaries & Benefits for November were \$3.6M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for November were \$410.7k compared to the monthly budget of \$558.5k.
- Employee training expenditures for November were \$40k compared to the monthly budget of \$22.5k.
- Capital expenditures for November were \$363.2k compared to the monthly budget of \$1.1M. Expenditures are for building & improvements, architecture & engineering, and vehicles.
- 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 November were \$687.2k compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 11/1/2024 Through 11/30/2024
(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	5,512,440	64,463,053	64,710,320	65,451,650	98.48%
02.0	Timber Tax / Sales	85,087	695,586	523,500	540,000	128.81%
02.5	Grants	247,588	1,621,607	6,753,120	7,367,000	22.01%
03.0	Print/Copy Services	1,607	24,041	11,000	12,000	200.34%
04.0	Services/City Contract Fees	0	0	3,850	4,200	0.00%
05.0	Lost Materials Paid	4,339	47,238	32,120	35,000	134.96%
06.0	Investment Interest	176,906	2,026,484	916,630	1,000,000	202.64%
07.0	Donations Private Sources	17,665	230,070	389,510	425,000	54.13%
08.0	Other Revenue	367,226	838,160	507,980	554,161	151.24%
09.1	Insurance Recoveries	0	408,179	0	0	0.00%
	Total Revenues	<u>6,412,858</u>	<u>70,354,416</u>	<u>73,848,030</u>	<u>75,389,011</u>	<u>93.32%</u>

Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 11/1/2024 Through 11/30/2024
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,586,134	39,983,144	40,864,670	44,579,160	89.69%
20.0	Materials	410,729	6,294,969	6,143,940	6,702,520	93.91%
26.0	Professional & Contract Services	260,460	2,845,740	3,420,890	3,732,018	76.25%
35.0	Equipment & Furnishings	73,328	1,547,645	1,311,420	1,430,500	108.18%
38.0	Maintenance & Repair	25,419	568,398	732,160	798,300	71.20%
41.0	Software License & Maint Fees	51,449	1,281,699	1,608,640	1,754,650	73.04%
42.0	Communications	71,382	632,265	787,820	859,500	73.56%
43.0	Office & Operating Supplies	57,608	586,300	592,020	645,800	90.78%
44.0	Utilities	47,649	474,731	488,620	532,800	89.10%
45.0	Rentals & Leases	32,157	580,578	446,270	486,838	119.25%
46.0	Insurance	9,847	254,576	219,670	239,600	106.25%
48.0	Employee Training / Travel	40,000	236,083	247,500	270,000	87.43%
49.0	Miscellaneous	52,667	674,763	774,180	844,325	79.91%
50.0	Strategic Initiatives / Innovation	5,291	29,033	687,500	750,000	3.87%
61.0	Capital - Land	0	4,619,318	2,750,000	3,000,000	153.97%
62.0	Capital - Bldgs & Improvements	283,390	3,941,026	7,425,000	8,100,000	48.65%
62.5	Capital - A&E	16,911	869,522	1,375,000	1,500,000	57.96%
64.0	Capital - Furnishings & Equipment	0	491,839	687,500	750,000	65.57%
64.4	Capital - Vehicles	62,946	62,946	0	0	0.00%
	Total Expenditures	<u>5,087,367</u>	<u>65,974,576</u>	<u>70,562,800</u>	<u>76,976,011</u>	<u>85.71%</u>

Financial Update

FINANCE DEPARTMENT

January 27, 2025

December 2024 Revenue Summary

- Total revenue received in December was \$1.9M compared to the monthly budget of \$1.5M. Year to date (YTD) total revenue was \$72M compared to the YTD budget of \$75M.
- General property tax receipts for December were \$603k compared to the monthly budget of \$741k. This included \$271k of Snohomish County property tax revenue, and \$331k Joint District property tax revenue. The bulk of property tax revenue is received in April and October each year.
- Timber tax, Leasehold Excise Tax, and DNR revenue for December were \$28k compared to the monthly budget of \$17k. The bulk of it was from Timber sales.
- Grant revenue for December was \$967.8k compared to the monthly budget of \$613.9k. The grant revenue for 2024 was \$2.6M. This is a timing issue between reporting and receiving the revenue at year end.
- Investment Interest for December was \$182.5k compared to the monthly budget of \$83.3k.
- Print/copy services, lost materials revenue, and donations for December were collectively \$28.3k compared to the monthly budget of \$39.7k. This includes a total of \$19.7k from the Sno-Isle Library Foundation and \$1.7k from Friends of the Library.
- Other Revenue for December was \$94.7k compared to the monthly budget of \$46.2k.

December 2024 Expenditures Summary

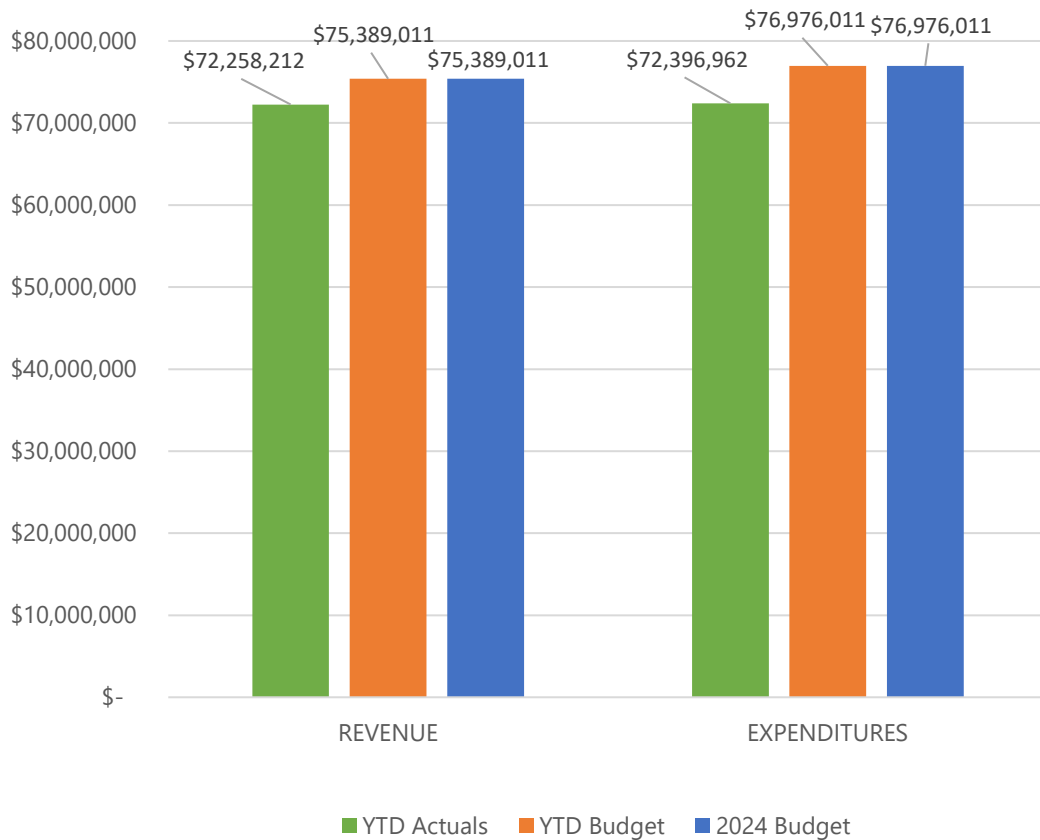
- Total expenditures for December were \$6.4M compared to the monthly budget of \$6.4M. Total expenditures YTD was \$72.4M compared to the YTD budget of \$76.9M.
- Salaries & Benefits for December were \$3.8M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for December were \$351.2k compared to the monthly budget of \$558.6k.
- Employee training expenditures for December were \$5.5k compared to the monthly budget of \$22.5k.
- Capital expenditures for December were \$936.7k compared to the monthly budget of \$1.1M. Expenditures are for building & improvements, architecture & engineering, and vehicles.

Financial Update

FINANCE DEPARTMENT

- 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 December were \$1.3M compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Financial Update

FINANCE DEPARTMENT

2024 Year-End Reserves

Sno-Isle Libraries Unrestricted Reserve Fund Balance As of December 31, 2024

<u>Unrestricted Reserves</u>	<u>Ending Fund Balance 12/31/2023</u>	<u>2024 Activity</u>	<u>Ending Fund Balance 12/31/2024</u>
Emergency	10,000,000		10,000,000
Self-Insurance	1,500,000		1,500,000
Unemployment Compensation	40,000		40,000
Levy Rate Stabilization	23,592,916	1,000,000	24,592,916
Vacation & Sick Pay Liability	1,300,000		1,300,000
Building	5,676,000	(3,500,000)	2,176,000
Equipment	530,000	300,000	830,000
Land Acquisition	2,198,018	-	2,198,018
Total General Reserve Funds	44,836,934	(2,200,000)	42,636,934

Restricted Building Fund Balances As of December 31, 2024

<u>Unrestricted Reserves</u>	<u>Ending Fund Balance 12/31/2023</u>	<u>2024 Activity</u>	<u>Ending Fund Balance 12/31/2024</u>
Darrington Partial County Libra	149,506	18,470	167,976
Edmonds	102,416	(56,391)	46,025
Mill Creek	340,646	(340,646)	-
Lynnwood	1,227,873	65,326	1,293,199
Lake Stevens	1,483	(1,483)	-
Total General Reserve Funds	1,821,924	(314,724)	1,507,200

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 12/1/2024 Through 12/31/2024
(In Whole Numbers)

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>	
Revenues						
01.0	Property Taxes	602,964	65,066,017	65,451,650	65,451,650	99.41%
02.0	Timber Tax / Sales	27,596	723,182	540,000	540,000	133.92%
02.5	Grants	967,783	2,589,390	7,367,000	7,367,000	35.14%
03.0	Print/Copy Services	2,235	26,276	12,000	12,000	218.96%
04.0	Services/City Contract Fees	0	0	4,200	4,200	0.00%
05.0	Lost Materials Paid	4,631	51,869	35,000	35,000	148.19%
06.0	Investment Interest	182,518	2,209,002	1,000,000	1,000,000	220.90%
07.0	Donations Private Sources	21,404	251,474	425,000	425,000	59.17%
08.0	Other Revenue	94,663	932,823	554,161	554,161	168.33%
09.1	Insurance Recoveries	0	408,179	0	0	0.00%
	Total Revenues	<u>1,903,794</u>	<u>72,258,211</u>	<u>75,389,011</u>	<u>75,389,011</u>	<u>95.85%</u>

Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 12/1/2024 Through 12/31/2024
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures					
10.0	Salaries & Benefits	3,837,038	43,820,182	44,579,160	98.29%
20.0	Materials	351,287	6,646,257	6,702,520	99.16%
26.0	Professional & Contract Services	399,558	3,245,298	3,732,018	86.95%
35.0	Equipment & Furnishings	164,564	1,712,209	1,430,500	119.69%
38.0	Maintenance & Repair	94,199	662,596	798,300	83.00%
41.0	Software License & Maint Fees	110,347	1,392,046	1,754,650	79.33%
42.0	Communications	119,473	751,738	859,500	87.46%
43.0	Office & Operating Supplies	49,912	636,211	645,800	98.51%
44.0	Utilities	77,669	552,400	532,800	103.67%
45.0	Rentals & Leases	80,417	660,994	486,838	135.77%
46.0	Insurance	17,639	272,215	239,600	113.61%
48.0	Employee Training / Travel	5,557	241,641	270,000	89.49%
49.0	Miscellaneous	135,336	815,454	844,325	96.58%
50.0	Strategic Initiatives / Innovation	33,528	62,561	750,000	8.34%
61.0	Capital - Land	0	4,619,318	3,000,000	153.97%
62.0	Capital - Bldgs & Improvements	842,312	4,783,338	8,100,000	59.05%
62.5	Capital - A&E	19,044	888,566	1,500,000	59.23%
64.0	Capital - Furnishings & Equipment	75,403	567,242	750,000	75.63%
64.4	Capital - Vehicles	0	62,946	0	0.00%
64.5	Capital - Other Assets	3,750	3,750	0	0.00%
	Total Expenditures	<u>6,417,032</u>	<u>72,396,963</u>	<u>76,976,011</u>	<u>94.05%</u>

Workforce Diversity Advisory Group

REPORT TO THE BOARD

January 27, 2024

Introduction

The Workforce Diversity Advisory Group (WDAG) was formed to disrupt inequitable longstanding hiring practices. To improve outcomes and better reflect the communities Sno-Isle Libraries serve, WDAG recommended ways to eliminate barriers, attract broader applicant pools, and provide more equitable employment opportunities. This is especially important as equity, diversity, and inclusion are a strategic priority of Sno-Isle Libraries.

After two years of thoughtful and intentional listening, information gathering, and review, the team's work resulted in a report of recommendations which was submitted to the Sno-Isle Libraries Leadership Team. These recommendations cover a range of topics including, but not limited to, job descriptions and postings, the application process, the interview process, candidate evaluation and selection, job offers, and the incorporation of simplified inclusive language.

Meet the Team

Co-Chairs: Bryan Gabehart, Isaac Harrison, Monica Jackson, Stacy Siler, and Terri Taylor

Members: Ricardo Avila, Melissa Borders, Samit Bordoloi, Lia Escudero Belcher, Hen Ramírez Bradley, Richard Suico, Priya Thapar and Darlene Weber

Sponsor: Tricia Lee

Next Steps

Human Resources has reviewed these recommendations for feasibility and implementation. All recommendations will be presented to the Leadership Team to ensure our chosen path aligns with the organization's commitment to equity, diversity, and inclusion.

Sno-Isle Libraries is currently working with a consultant on a comprehensive classification and compensation Study. This study will review all job descriptions, qualifications, and our pay structure, addressing some of the recommendations from WDAG. The Human Resources Department expects the study to be completed by Fall 2025.

The organization recognizes that there is much work ahead. Significant changes to the recruitment process are anticipated by the end of this initiative. Additionally, training and outreach will be crucial to the success of this effort.

2024 Collections Performance

SNO-ISLE LIBRARIES COLLECTIONS VISION:

Reflective.

Community members see themselves in the collection.

Responsive.

Budget purchasing and resources are evaluated and reallocated to meet evolving needs.

Responsible.

Align spending with community interests and make sustainable choices.

Items Purchased



138,100

Physical
Materials

+8%
compared
to 2023



194,656

Digital Items

+46%
compared
to 2023

Circulation



5,740,199

Physical
Materials

+6%
compared
to 2023



5,014,742

Digital Items

+21%
compared
to 2023

Overdrive Cost

\$.72 Per Circulation

8% decrease from
2020

Inter Library Loan

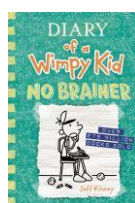
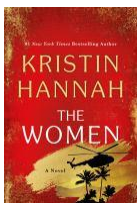


3,884

Borrowed

+17%
compared
to 2023

Top Titles



Suggest a Purchase



11,416

Suggestions

-1.4%
compared
to 2023

BOARD OF TRUSTEES 2025 CALENDAR

JANUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

JANUARY

President

- Committee appointments

Executive (January 16)

- 2025 Board of Trustees calendar
- 2025 Organizational and Leadership outcomes
- 2025 Conferences for Trustees

OPEN MEETING

Special Meeting (January 7)

- Joint levy certification

Regular Meeting (January 27)

- 2025 Board of Trustees calendar
- Resolution 25-01 regarding the appointment of Audit Officer
- Committee appointments
- *Staff Presentation – 2024 State of the Library Collection*
- *Staff presentation- Workforce Diversity Advisory Group*

FEBRUARY

Executive

- Trustee employee recognition award review

Regular Meeting (February 24)

- *Staff presentation – Human Resources 2024 Report*

MARCH

Regular Meeting (March 24)

- *Staff presentation - Programs and Services Update*

APRIL

Executive

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

Regular Meeting (April 28)

- Trustee vacancy process (information)
- *Staff presentation – Summer Reading Program Preview*

BOARD OF TRUSTEES 2025 CALENDAR

JANUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

OPEN MEETING

MAY

President

- Trustee Nominating Committee appointments

Management

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy

Regular Meeting (May 27)

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy
- *Staff presentation – Budget Preview (potential scenarios)*

JUNE

Library Services

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files

Regular Meeting (June 23)

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files
- *Staff presentation – Collection Trends*

JULY

Executive (July)

- Executive Director quarterly check-in

Trustee Nominating Interview planning

Trustee Nominating Application review

Regular Meeting (July 28)

- *Staff presentation – Capital Projects update*

AUGUST

Trustee Nominating

- Candidate review and interviews

BOARD OF TRUSTEES 2025 CALENDAR

JANUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

SEPTEMBER

President

- Officer Nominating Committee appointment

OCTOBER

Executive

- Executive Director quarterly review planning
- 2026 meeting schedule

Officer Nominating

- 2026 officer nomination

NOVEMBER

DECEMBER

President (December)

- Onboarding and assign mentor to new Trustee
-

OPEN MEETING

Regular Meeting (September 15)

- Trustee candidate recommendation
- 2026 Officer Nominating Committee appointment
- *Staff presentation - 2026 Budget Introduction*

Special Meeting (October 14 - **Tentative**)

- 2026 preliminary budget discussion

Regular Meeting (October 27)

- 2026 meeting schedule (first review)
- Officer slate announcement
- 2026 budget proposal
- Public hearing on 2026 levy
- Resolution regarding the 2026 levy

Regular Meeting (November 24)

- Resolution regarding the 2026 budget
- Election of officers
- 2026 meeting schedule adoption
- Executive Director review

BOARD OF TRUSTEES 2025 CALENDAR

JANUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

SILCON and Employee Recognition Event (April 21)

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

Other Events

- Washington Library Association Conference. Tacoma, WA. April 10-12, 2025
- American Library Association Conference. Philadelphia, PA, June 26 - July 1, 2025
- Board-to-Board event (tentative)
- Board retreat (June 2025)