

Date: December 20, 2022

To: Kitsap Regional Library Board of Trustees

From: Daniel Baer, Deputy Director/Chief Financial and Operating Officer

Re: 2023 Operating Budget

Kitsap Regional Library 2023 Operating Budget

	2022 Adopted	2023 Adopted
Expenditures	16,992,419	17,570,020
Revenues	16,992,419	17,570,020

Property tax revenue increases by \$485,459 in the 2023 budget. Revenues from property taxes comprise 95% of all revenues received by the Library. By state law, the maximum levy limit for library districts is \$.50 per \$1,000 assessed property valuation. For FY2023, the levy rate for the Library decreases to \$.275 per \$1,000 assessed property valuation. Total revenues are expected to increase by 3.4% in 2023.

	TaxYear 2020	TaxYear 2021	TaxYear 2022.	TaxYear 2023 <i>est</i>
Levy Rate	.00036571	.000351832	.000324781	.000275031
Residential property (\$250k)	\$91.43	\$87.96	\$81.20	\$68.76

Fund Balances and Reserves

2022 capital projects not fully completed by the end of the year will carry forward into 2023. Year-end Operating Budget surplus will be transferred to capital reserves until allocated to projects in the Capital budget process.

Cash Flow

Cash flows are anticipated to be sufficient to meet library needs throughout the year. The 2023 projected beginning cash balance should be sufficient to cover expenditures, until we receive the first large property tax deposit in April.

Capital Budget

Savings from 2022 operations will be transferred at year end to the Library Capital Reserve fund for future capital projects. Proposed 2023 capital projects to be funded from capital reserves will be presented for approval to the Library Board at their January 2023 Trustee meeting.

2023 Revenue Budget

Revenues	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	FY22 – FY23 Draft	
					\$ Change	% Change
Property Tax	15,987,344	16,274,861	16,274,861	16,760,320	485,459	2.98%
Sale of Tax Title Property	1,298	7,000	1,252	7,000	0	0%
Leasehold Excise Tax	40,557	36,000	32,000	36,000	0	5.9%
Private Harvest Tax	27,903	40,000	15,000	40,000	0	0%
PUD Privilege Tax	354	300	372	300	0	0%
Non-Timber State Tax	3,529	2,000	2,587	2,000	0	0%
DNR PILT NAP/NRCA	2,707	3,200	0	3,200	0	0%
DNR Timber Trust	19,770	20,000	0	20,000	0	0%
State Library Grant (ARPA)	0	73,525	73,525	69,000	-4,525	
Tribal Local Grants and Entitlements	0	10,000	0	10,000	0	0%
Printing, Copy Services	0	40,000	0	40,000	0	0%
Maintenance Services	0	35,000	0	0	-35,000	-100%
Lost/Damaged Recoveries (formerly Fines)	9,675	36,000	12,000	36,000	0	0%
Investment Interest	21,530	75,000	45,000	75,000	-0	0%
Space, Facilities Rentals	2,700	0	0	0	0	0%
Space, Facilities Leases	1,217	1,000	814	1,000	0	0%
Donations	145	2,000	0	2,000	0	0%
KRL Foundation/FOL Grants	239,835	202,200	200,000	307,200	105,000	51.9%
Private Grants	8,668	8,333	35,000	35,000	26,667	320%
Surplus	0	2,000	7,608	2,000	0	0%
E-Rate	92,156	100,000	100,238	100,000	0	0%
Other	6,185	8,000	311,539	8,000	0	0%
Rebates	9,399	16,000	17,309	16,000	0	0%
Total Revenue	16,474,972	16,992,419	17,121,497	17,570,020	577,601	3.4%

Revenues by Type

Property Taxes \$16,760,320

By Washington State law, the maximum levy rate that library districts can assess is \$.50 per \$1,000 of assessed property valuation. Additionally, taxing districts are limited to an increase of 1% per year plus new construction. Currently, the Library levy rate is \$.324781 per \$1,000 of assessed property value. 2023 Property tax revenue is projected to increase by 2.98% or \$485,459.

Sale of Tax Title Property \$7,000

Sale of Tax Title Property is revenue received from the sale of properties that have been foreclosed upon by the county assessor's office. No change in 2023 revenue estimates.

Leasehold Excise Tax..... \$36,000

Leasehold Excise Tax is a tax on the use of public property by a private party which is in lieu of the property tax. No change in 2023 revenue estimates.

Private Harvest Tax..... \$40,000

Private Harvest tax is revenue collected at the time timber is harvested. No change in 2023 revenue estimates.

PUD Privilege Tax..... \$300

PUD Privilege Tax applies to electric generating facilities of public utility districts for privilege of operating. No change in 2023 revenue estimates.

Non-Timber State Tax \$2,000

Non-Timber State Tax are proceeds from leases and sales of useful substances, materials and/or commodities obtained from forests which do not require logging-game animals, mushrooms, peat, etc. No change in 2023 revenue estimates.

DNR PILT NAP/NRCA	\$3,200
Payment in lieu of taxes equal to the amount of property tax if Natural Area Preserves/Natural Resource Conservation Areas were taxed as open space land. No change in 2023 revenue estimates.	
DNR Timber Trust	\$20,000
Revenue collected at the time timber is harvested. No change in 2023 revenue estimates.	
State Library Grant	\$69,000
Grant award from House Bill 1835 via the Washington State Library to increase education related financial aid completion rates in Kitsap County.	
Tribal Local Grants and Entitlements	\$10,000
Revenue from the Native American Library Services Basic Grant from the Institute of Museum and Library Sciences. No change in 2023 revenue estimates.	
Printing, Copy Services	\$40,000
Fees for making copies on copiers and printers at all library locations. No change in 2023 revenue estimates.	
Maintenance Services	(\$35,000)
Transferred to Private Grants.	
Lost/Damaged Recoveries (formerly Fines)	\$36,000
Lost/Damaged Recoveries is revenue from patrons for cost related to materials that were lost or damaged. Overdue fines from all materials were eliminated in the FY18 budget, with the goal of eliminating unintentional barriers to access and supporting the Library's goal to promote learning and literacy. Patron accountability is maintained with fees incurred for lost or damaged materials. No change in 2023 revenue estimates.	
Investment Interest	\$75,000
Investment interest is revenue received from the Kitsap County Treasurer for interest on the Library's fund balance being held in their treasury. No change in 2023 revenue estimates.	
Space, Facilities Leases	\$1,000
Donations	\$2,000
Miscellaneous donations received by the Library. No change in 2023 revenue estimates.	
KRL Foundation/FOL Grants	\$307,200
Program support provided by the Kitsap Regional Library Foundation and Friends of the Library groups. 2023 revenue estimates increases by \$105,000.	
Private Grants	\$35,000
The Bainbridge Public Library Association provides revenue for a portion of maintenance services provided at the Bainbridge Island branch. Transferred from Maintenance Services.	
Surplus	\$2,000
Revenue from sale of surplus property. No change in 2023 revenue estimates.	
E-Rate	\$100,000
Under the management of the Federal Communications Commission, the E-Rate program offers discounts to libraries and schools for affordable Internet access and telecommunications. No change in 2023 revenue estimates.	
Other	\$8,000
Miscellaneous revenue not considered a donation – refunds, etc. No change in 2023 revenue estimates.	
Rebates	\$16,000
Rebates earned from early payment of monthly credit card charges. No change in 2023 revenue estimates.	

2023 Operating Expenditure Budget

	FY21 Act	FY22 Budget	FY22 Proj	FY23 Budget	Change	% Change
Wages	\$ 8,138,270	\$ 9,666,077	\$ 9,063,838	\$ 10,120,107	\$ 454,030	4.7%
Benefits	\$ 2,840,180	\$ 3,426,196	\$ 2,820,637	\$ 3,454,795	\$ 28,599	0.8%
Total Payroll	\$ 10,978,449	\$ 13,092,273	\$ 11,884,475	\$ 13,574,902	\$ 482,629	3.7%
Conferences & Training	\$ 41,493	\$ 187,663	\$ 80,151	\$ 187,663	\$ -	
Recruitment & Selection	\$ 1,991	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	
Wellness	\$ 488	\$ 3,600	\$ 2,000	\$ 3,600	\$ -	
Total Human Resources	\$ 43,972	\$ 221,263	\$ 112,151	\$ 221,263	\$ -	0.0%
Operating Supplies	\$ 159,059	\$ 202,012	\$ 124,620	\$ 161,712	\$ (40,300)	
Printing	\$ 34,550	\$ 16,000	\$ 31,520	\$ 30,000	\$ 14,000	
Toner	\$ 2,499	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	
Total Supplies	\$ 196,108	\$ 218,012	\$ 158,640	\$ 194,212	\$ (23,800)	-10.9%
Facilities	\$ 13,407	\$ 15,000	\$ 10,000	\$ 15,000	\$ -	
Information Technology	\$ 22,057	\$ 22,500	\$ 30,000	\$ 25,000	\$ 2,500	
Miscellaneous	\$ 4,209	\$ 6,850	\$ 5,372	\$ 6,400	\$ (450)	-7%
Total Small Tools & Equipment	\$ 39,673	\$ 44,350	\$ 45,372	\$ 46,400	\$ 2,050	4.6%
Professional Services	\$ 395,849	\$ 226,516	\$ 146,998	\$ 195,516	\$ (31,000)	
Security Services	\$ 48,096	\$ 22,800	\$ 54,705	\$ 22,800	\$ -	
Alarm Monitoring	\$ 9,674	\$ 16,800	\$ 13,200	\$ 16,800	\$ -	
Interlibrary Loan Courier Services	\$ 6,632	\$ 6,900	\$ 7,375	\$ 7,400	\$ 500	
Cataloging Services	\$ 64,230	\$ 106,000	\$ 106,000	\$ 106,000	\$ -	
Materials Processing	\$ 25,066	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	
Legal Services	\$ 77,762	\$ 65,000	\$ 122,000	\$ 65,000	\$ -	
Advertising	\$ 3,847	\$ 5,300	\$ 3,520	\$ 5,300	\$ -	
Bank Fees	\$ 5,496	\$ 7,000	\$ 5,000	\$ 10,000	\$ 3,000	
Total Professional Services	\$ 636,650	\$ 486,316	\$ 488,798	\$ 458,816	\$ (27,500)	-5.7%
Telephone	\$ 61,413	\$ 56,136	\$ 83,360	\$ 75,136	\$ 19,000	
Internet	\$ 117,910	\$ 116,756	\$ 116,756	\$ 116,756	\$ -	
Postage	\$ 8,934	\$ 15,050	\$ 7,579	\$ 15,050	\$ -	
Total Communications	\$ 188,257	\$ 187,942	\$ 207,695	\$ 206,942	\$ 19,000	10.1%
Travel Reimbursement	\$ 10,602	\$ 27,500	\$ 15,200	\$ 27,500	\$ -	
Fuel	\$ 16,298	\$ 20,000	\$ 21,400	\$ 20,000	\$ -	
Total Travel	\$ 26,900	\$ 47,500	\$ 36,600	\$ 47,500	\$ -	0%

Budget Memo to the Kitsap Regional Library Board of Trustees
2023 Operating Budget

	FY21 Act	FY22 Budget	FY22 Proj	FY23 Budget	Change	% Change
Building	\$ 38,624	\$ 85,800	\$ 75,700	\$ 85,800	\$ -	
Insurance	\$ 86,562	\$ 90,000	\$ 122,220	\$ 122,000	\$ 32,000	36%
Elevator	\$ 2,123	\$ 4,500	\$ 1,500	\$ 1,500	\$ (3,000)	
Operating Leases	\$ 2,240	\$ 2,240	\$ 2,000	\$ 2,240	\$ -	
Rentals	\$ 11,713	\$ 3,200	\$ 12,550	\$ 3,200	\$ -	
Utilities	\$ 121,354	\$ 134,292	\$ 131,500	\$ 137,292	\$ 3,000	
Vehicles	\$ 5,049	\$ 9,000	\$ 7,500	\$ 9,000	\$ -	
Total Facilities Operations	\$ 267,663	\$ 329,032	\$ 352,970	\$ 361,032	\$ 32,000	9.7%
Copier Leases	\$ 38,461	\$ 40,704	\$ 36,491	\$ 40,704	\$ -	
Copier Maintenance	\$ 20,069	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	
Total Copy Services	\$ 58,530	\$ 65,704	\$ 61,491	\$ 65,704	\$ -	0.0%
Equipment	\$ 13,970	\$ 5,700	\$ 13,900	\$ 5,700	\$ -	
Software Maintenance	\$ 314,098	\$ 300,433	\$ 330,150	\$ 395,433	\$ 95,000	
Total Repair & Maintenance	\$ 328,068	\$ 306,133	\$ 344,050	\$ 401,133	\$ 95,000	31.0%
Marketing	\$ 6,865	\$ 120,780	\$ 14,500	\$ 35,780	\$ (85,000)	-70.4%
Adult	\$ 741	\$ 14,438	\$ 7,269	\$ 14,438	\$ -	
Teen	\$ 403	\$ 12,650	\$ 2,044	\$ 11,000	\$ (1,650)	
Children	\$ 3,954	\$ 17,600	\$ 8,400	\$ 19,250	\$ 1,650	
One Book	\$ 889	\$ 10,000	\$ -	\$ 10,000	\$ -	
Early Learning	\$ 6,435	\$ 10,000	\$ 2,600	\$ 10,000	\$ -	
STEM	\$ 17,152	\$ 45,000	\$ 17,000	\$ 45,000	\$ -	
Summer Learning	\$ 22,330	\$ 30,000	\$ 30,365	\$ 30,000	\$ -	
Total Library Programs	\$ 51,905	\$ 139,688	\$ 67,678	\$ 139,688	\$ -	0.0%
One Book - KRLF Funded	\$ 6,662	\$ 20,000	\$ -	\$ 20,000	\$ -	0.0%
Summer Learning - KRLF funded	\$ 62,329	\$ 91,500	\$ 81,130	\$ 86,500	\$ (5,000)	-5.5%
3rd Graders to the Library - KRLF funded	\$ 9,636	\$ 20,700	\$ 20,000	\$ 20,700	\$ -	
Misc. Foundation/FOL	\$ 2,928	\$ 27,000	\$ 2,426	\$ 107,000	\$ 80,000	296.3%
Total Foundation Grants	\$ 81,556	\$ 159,200	\$ 103,556	\$ 234,200	\$ 75,000	47.1%
Dues & Memberships	\$ 10,453	\$ 18,231	\$ 11,240	\$ 18,231	\$ -	0.0%
Hosting	\$ 1,521	\$ 12,075	\$ 2,520	\$ 12,075	\$ -	
Total Outreach	\$ 11,974	\$ 30,306	\$ 13,760	\$ 30,306	\$ -	0.0%
Library Materials	\$ 1,448,240	\$ 1,505,305	\$ 1,505,305	\$ 1,550,293	\$ 44,988	3.0%
Returned Materials Refunds	\$ 87	\$ 1,850	\$ 625	\$ 1,850	\$ -	
Total Library Collection	\$ 1,448,327	\$ 1,507,155	\$ 1,505,930	\$ 1,552,143	\$ 44,988	3.0%
Total Operating Expenditures	\$ 14,364,897	\$ 16,955,654	\$ 15,397,666	\$ 17,570,020	\$ 614,367	3.6%

2023 Expenditure Account Detail

Salaries\$10,120,107

The 2023 Budget provides funding for employee step increases and a 3% cost of living adjustment. Step increases are 3% and are triggered on the employee's hiring anniversary date and upon satisfactory completion of a performance evaluation.

Benefits\$3,454,795

- **Medicare/Social Security** costs change in tandem with changes in salaries and wages.
- The Library offers five **medical plans**, two PPO plans through Regence BlueShield, two HMO plans through Kaiser Permanente and one PPO plan through Kaiser Permanent. The Regence plans increased by 4.5%. The Kaiser plans increased by 7.01%.
- The Library provides comprehensive **dental coverage** through Delta Dental of Washington. No rate increase for 2023.
- The Library provides **vision care** through Vision Service Plan (VSP). No rate increase for 2023.
- The Library participates in the **Public Employees' Retirement System (PERS)**, a pension program administered by the Washington State Department of Retirement Systems (DRS). Library employees are automatically eligible for the plan if they work a minimum of 16.25 hours per week (or 70 hours per month) during five months per year for two consecutive years. Effective July 1, 2021, PERS decreased the employer contributions for retirement plans from 12.97% to 10.25% for the current biennium.
- Kitsap Regional Library provides all eligible employees with **basic life insurance**.
- Staff are automatically enrolled in **Long Term Disability (LTD)** upon becoming eligible for benefits. The Library pays the full cost of this coverage. LTD coverage provides monthly benefits if staff are not able to return to work after 90 days of disability due to illness or injury.
- A **health reimbursement arrangement (HRA)** is a type of health plan that reimburses out-of-pocket health costs incurred by staff, staff spouses, and qualified dependents. All contributions, investment earnings, and withdrawals (claims) are tax-free. These accounts are portable, which means they will continue to belong to employees after they leave the Library.
- Employees who suffer a work-related injury or illness that is compensable under the Washington State Department of Labor and Industries **worker's compensation** law may elect one of the approved compensation options, use of sick leave, or take "unpaid" leave per WSDLI guidelines for the hours they are unable to work.
- The Library provides an **Employee Assistance Program** offering free and confidential counseling and assistance in resolving situations that may impact personal or professional life.
- **Paid family and medical leave.** The benefits will generally allow up to 12 weeks of paid leave per year for the employee's own health condition or to care for a member of their family.
- The Library provides a **Wellness Program** to encourage staff to participate and consider making lifelong changes to their wellness in partnership with the Association of Washington Cities WellCity program. The WellCity program provides us clear direction and standards we must meet to be awarded WellCity status. Achieving this status provides the library a 2% discount on benefit premiums for the upcoming year.

Human Resources\$221,263

Professional development expenses incurred by staff traveling to **conferences or trainings**. Travel expenses for candidates selected for interviews are reflected in this account. Kitsap Regional Library is committed to helping staff achieve their best health and encourages staff to participate in the activities and lifestyles that promote good health. To this end, the Library, through its own **wellness program** offers employees resources for the promotion of good health and healthy lifestyles. The WellCity program provides us clear direction and standards we must meet to be awarded WellCity status. Achieving this status provides the library a 2% discount on benefit premiums for the upcoming year. No change in these accounts for 2023.

Supplies\$194,212

Consumable office supplies used in the delivery of library services are reflected in this account. Contracted on demand printing services for Library promotional materials are reflected in this account. Examples include community handouts (program information), open hours brochures, bookmarks, and Summer Learning trackers. A decrease of \$23,800 is budgeted in these accounts for 2023.

Small Tools and Equipment.....\$46,400

Miscellaneous tools and equipment used by Facilities and Information Technology. An increase of \$2,500 is budgeted for 2023.

Professional & Technical Services..... \$458,816

Professional and technical services including the annual financial audit, consultants for Library projects, attorney fees, advertising, security services and bank fees. \$69,000 is added due to an award from the Washington State Library for the Financial Aid Outreach Pilot Grant to increase education related financial aid completion rates in Kitsap County. A net decrease of \$27,500 is budgeted for 2023.

Communications.....\$206,942

Includes both traditional land lines and mobile phone services, internet services and postage expenditures. An increase of \$19,000 is budgeted for 2023.

Travel\$47,500

Mileage reimbursement for library business related travel. Fuel for Library owned vehicles No change in these accounts for 2023.

Facilities Operations\$361,032

Building maintenance and repair expenditures. Examples of expenditures include HVAC, pest control. Insurance for property, buildings, and assets. The 2023 budget for insurance increases by \$32,000. Repair and maintenance for the Poulsbo Branch elevator is reflected in this category. The operating lease for the postage machine is included in this expense category. Rentals includes rental of storage units for record retention as well as miscellaneous equipment rentals by Facilities. All utilities (water, sewer, garbage, electricity, natural gas) for Poulsbo, Silverdale, Sylvan Way branches. Repair and maintenance for Library vehicles used by maintenance, delivery services and Mobile services.

Copier Services\$65,704

Operating leases for leased copiers/printers are included in this category. Maintenance for copiers/printers is also included in this category. No change in these accounts for 2023.

Repairs and Maintenance \$401,133

Expenditures in this category include regular maintenance for the money counting machines in Finance and landscaping power equipment in Facilities. Software and hardware maintenance fees are included in this account. An increase of \$95,000 is budgeted for 2023.

Marketing.....\$35,780

Expenditures primarily related to the Library’s Inspire publication. A decrease of \$85,000 is budgeted for 2023.

Programs\$139,688

The Library provides programs for adults (\$14,438), teens (\$11,000), and children (\$19,250). In addition to these programs, the One Book One Community program (\$10,000) offers a chance for every single person in Kitsap to read the same book. This program invites the community to participate in a shared reading experience, building a starting place for open discussion. The Library also provides Early Learning programs (\$10,000), STEM programs (\$45,000) and Summer Learning Programs (\$30,000). No change in these accounts for 2023.

Foundation Grants\$234,200

Program expenditures supported by the Kitsap Regional Library Foundation and Friends of the Library groups. A net increase of \$75,000 is budgeted for 2023.

Outreach.....\$30,306

Memberships in professional organizations as well as local Chambers of Commerce. Hosting expenditures are primarily related to light snacks and refreshments offered at Library Board meetings and a few other key events. No change in these accounts for 2023.

Library Collection\$1,552,143

The 2023 budget increases by \$44,988 due an inflationary adjustment. Refunds to patrons for return of lost materials are reflected in this expenditure category.

RESOLUTION 2022/10: ADOPTION OF THE KITSAP COUNTY RURAL LIBRARY DISTRICT'S 2023 OPERATING BUDGET.

WHEREAS, the Board of Trustees of the Kitsap County 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 22, 2022, following a public hearing on the 2023 preliminary operating budget, the Board of Trustees approved increasing the Taxing District's regular levy from what was levied the previous year (Resolution 2022/09);

THEREFORE, BE IT RESOLVED that the Board of Trustees approve the final Adopted 2023 Operating Budget and authorize the Library Director or his designee to carry out the planned expenditures.

Adopted at a regular and open public meeting of the Kitsap Regional Library Board of Trustees on the 20th day of December 2022, the following Trustees being present and voting:

Stephanie George

[Stephanie George \(Dec 27, 2022 17:59 PST\)](#)

Stephanie George, President and Member

Absent

Susan Whitford, Vice President and Member

Rogina D Steiner

[Rogina D Steiner \(Jan 3, 2023 13:23 PST\)](#)

Gina Steiner, Member

Erik Fong

[Erik Fong \(Dec 27, 2022 11:17 PST\)](#)

Erik Fong, Member

MARWAN CAMERON

[MARWAN CAMERON \(Dec 29, 2022 10:15 PST\)](#)

Marwan Cameron, Member

Attest:

Jason Driver

Jason Driver, Secretary to the Board of Trustees

Date: January 24, 2023**To:** Kitsap Regional Library Board of Trustees**From:** Daniel Baer, Deputy Director/Chief Financial and Operating Officer**Re:** 2023 Capital Projects

The 2022 Operating Budget ended the year with a cash surplus of \$1,236,782. Operation Budget savings are transferred at year end to the Library Capital Reserves for future capital projects.

2023 Capital Project Description	2023 Budget
Building Access Controls	105,000
Sylvan Way HVAC	330,603
Materials budget – 10% of Operating budget goal	179,387
Print Management and Payment System	140,000
Computer/IT Equipment Replacement	100,000
Branch Signage Update	60,000
Furniture and Equipment	50,000
Total 2023 Capital Projects	\$ 964,990

RESOLUTION 2023/01: AMEND THE ADOPTED 2023 EXPENDITURE BUDGET BY \$964,990 TO FUND 2023 CAPITALS PROJECTS.

WHEREAS, the Board of Trustees of the Kitsap County Rural Library District adopted the 2023 Operating Budget with Resolution 2022/10 on December 20, 2022; and

WHEREAS, the 2022 Adopted Operating Budget ended the year with a cash surplus of \$1,236,782 from unspent budget; and

WHEREAS, on January 24, 2023 the Board of Trustees of the Kitsap County Rural Library District reviewed and approved proposed 2023 Capital Projects totaling \$964,990,

THEREFORE, BE IT RESOLVED that the Kitsap Regional Library Board of Trustees approves the amendment of the Adopted 2023 Expenditure Budget by \$964,990.

Adopted at a regular and open public meeting of the Kitsap Regional Library Board of Trustees on the 24th day of January, 2023, the following trustees being present and voting:

Stephanie George

[Stephanie George \(Jan 25, 2023 21:53 PST\)](#)

Stephanie George, President and Member

Rogina D. Steiner

[Rogina D. Steiner \(Jan 25, 2023 14:00 PST\)](#)

Gina Steiner, Member

Eric Cisney

[Eric Cisney \(Jan 31, 2023 22:17 PST\)](#)

Eric Cisney, Member

Absent

Erik Fong, Vice President and Member

Marwan Cameron

[Marwan Cameron \(Jan 31, 2023 23:33 PST\)](#)

Marwan Cameron, Member

Attest:

Jason Driver

Jason Driver, Secretary to the Board of Trustees