

# Sno-Isle Libraries

## BOARD OF TRUSTEES

### Board of Trustees

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

### Executive Director

Lois Langer Thompson

**May 28, 2024, 5:30 p.m.**

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 644 180 104#

## Meeting Agenda

### 1) Call to Order

### 2) Land Acknowledgement

### 3) Roll Call

### 4) \*Approval of Agenda

### 5) \*Consent Agenda Items

- a) Approval of the April 29, regular meeting minutes
- b) Approval of the April 2024 payroll, benefits, and vouchers

### 6) Public Comment

### 7) New Business

- a) Equity Policy – Chair Kostick [Attachments 1-3](#)
- b) Friends of the Library Policy – Chair Munguia [Attachments 4-6](#)
- c) Library Administrative Policies Policy – Chair Kostick [Attachments 7-9](#)
- d) Library Card & Lending Policy – Chair Munguia [Attachments 10-12](#)
- e) Strategic Alliances Policy – Chair Kostick [Attachments 13-15](#)
- f) Volunteer Policy – Chair Munguia [Attachments 16-18](#)

### 8) Staff Reports

- a) Financial Update – Finance Manager Nicole Wehl [Attachment 19](#)

### 9) Executive Director's Report

- a) Executive Director's report [Attachment 20](#)

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## 10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
  - i) Board of Trustees 2024 Calendar [Attachment 21](#)
  - ii) Trustee Nominating Process [Attachment 22](#)
  - iii) Trustee Nominating Committee appointments
- b) Library Services Committee – Chair Munguia
- c) Management Committee – Chair Kostick
- d) Sno-Isle Libraries Foundation – Trustee Ryan

## 11) \*Adjournment

\*Denotes Board of Trustees action item.

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

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April 29, 2024

Meeting Minutes

Sno-Isle Libraries Service Center

### Call to Order

President Olson called the meeting to order at 5:30 p.m., followed by a land acknowledgment.

### Attendees

**Members present:** Rose Olson, Martin Munguia, and Paul Ryan.

**Members present via videoconference:** Griselda Guevara-Cruz.

President Olson confirmed quorum.

**Staff present:** Barb Adams, David Brown, Melinda Armstrong, Michelle Callihan, David Durante, Baha Farkish, Vanesa Gutierrez, Lindsay Hanson, Susan Hempstead, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Rebecca Loney, Lois Langer Thompson, and Nicole Wehl.

### Approval of Agenda

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

### Consent Agenda

- a) Approval of the March 25, 2024 regular meeting minutes
- b) Approval of the March 25, 2024 special meeting minutes
- c) Approval of the March 2024 payroll, benefits, and vouchers

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

### Public Comment

There were no public comments to the Board.

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## New Business

Planning and Fund Development Director Loney reviewed the principles applied to Board policy development, including an emphasis on being customer-centered, a focus on equity, diversity, and inclusion, and keeping the policy easy to read and understand.

### Customer Use of Library Spaces Policy

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Customer Use of Library Spaces Policy as presented. Library Services Committee Chair Munguia invited Director Loney to present the policy updates, including the addition of example illegal conduct that may be referred to authorities. The motion passed.

### Donation Policy

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Donation Policy as presented. Library Services Committee Chair Munguia invited Director Loney to present the policy updates, including the addition of information about the roles of the Sno-Isle Libraries Foundation and the Friends of the Library groups. The motion passed.

### Library Facility Ownership Policy

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Library Facility Ownership Policy as presented. President Olson invited Director Loney to present the policy updates, including the addition of information regarding various types of building expenses and funding options. The motion passed.

### Site Selection and Ownership Policy

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Customer Use of Library Spaces Policy as presented. President Olson invited Director Loney to present the policy updates, including the updates to the policy wording that reduced redundancy and provided clarification.

## Staff Reports

### Partnerships Presentation

Assistant Director of Strategic Relations Susan Hempstead and Community Engagement Manager Vanesa Gutierrez provided an update on strategic relations at Sno-Isle Libraries. The report reviewed the Strategic Alliance Policy and highlighted the Library District's existing and prospective regional partnership opportunities, including resource sharing initiatives, joint programming and outreach, and strategic community investments.

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## Financial Update

Finance Manager Nicole Wehl provided the April 2024 financial report.

## Executive Director's Report

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

### Enhance Library Services

- A summer wellness program for thousands of Snohomish County staff that includes a summer reading bingo card prompting employees to take actions like getting a Sno-Isle Libraries card, attending a library program, reading a book by a BIPOC author, and more.
- Participation by the Monroe Library in the Monroe Equity Council's three summer events: Pride, Juneteenth, and Belonging.
- A partnership between the Granite Falls Library and the Granite Falls School District to offer a planetarium program offered by the Pacific Science Center.
- Two popular programs hosted at the Camano Island Library inspired by the Sno-Isle Library Reads selection *Hollow Kingdom*.
- A visit by Camano Island Library staff to Elger Bay Elementary to encourage 70 participants in the "Third Graders Read Together" to keep reading.
- The success of the first "Family, Flashlight, Forts, & Frivolity" after-hours program at the Arlington Library.
- The continuation of the successful plant and seed sharing program at the Arlington Library in partnership with a local gardening group.
- The addition of twelve stops to the Library on Wheels route in March, including Books Before Bedtime at Pathfinder Kindergarten Center, Prime Time visits in Sultan, Lake Stevens, and Granite Falls, and the Community Transit Block Party celebrating the opening of the new Swift Orange Line in Lynnwood.
- The Oak Harbor Library exhibition of artwork by second grade students from Olympic View Elementary School.
- The new "STEAM Sundays" drop-in programs at the Freeland Library for school-aged children. The March program explored chain reactions with dominos, marbles, and more.

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### Optimize Funding

- Snohomish County is promoting the Library District's digital equity program that is supported by a \$1.5 million ARPA grant. These funds are being used to expand the laptop and Wi-Fi checkout and digital navigation programs.
- Sno-Isle Libraries and the Sno-Isle Libraries Foundation have signed the 2024 addendum to the Master Agreement.

### Create Inspiring Spaces

- Capital project updates for the Mariner, Lake Stevens, Langley, and Mill Creek libraries.

### Invest in our People and our Organization

- The development of the Ideas into Action Strategy which acknowledges that ideas can start anywhere in an organization and formalizes the process of moving ideas into implementation.
- Presentation of the demographic report by Assistant Director of Equity, Inclusion, and Development Tricia Lee and Equity, Diversity, and Inclusion Manager Samit Bordoloi to the Leadership Team. The data is being imbedded into organizational planning.

## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- The Executive Director search process. A committee of Trustees, library staff, and community members will conduct interviews with semifinalists in early June.
- The reevaluation of regular meeting locations for the balance of the year. More information will be provided at the May meeting. No changes are planned for the Board meeting schedule.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Munguia reported on the following updates from the Sno-Isle Libraries Foundation:

- Langley Mayor Kennedy Horstman sent a note of thanks to the Foundation for amplifying indigenous voices and bringing speakers to the Whidbey Island community during the annual Trudy Sundberg Lecture Series events in the spring.
- An increase in the number of donors through the Library Giving Day Campaign. The campaign brought in over \$48,000 in donations.
- The April 24 planned giving webinar co-hosted by the Sno-Isle Libraries, Seattle Public Library, and King County Library System foundations.

DRAFT

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- A two-year contract between the Sno-Isle Libraries Foundation and FreeWill designed to encourage planned giving.
- Questions from the Foundation Board on topics including the status of the Executive Director search and future opportunities for the two Boards to meet.

## Adjournment

Trustee Ryan moved to adjourn the April 29, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:24 p.m.

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President

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Secretary

**Sno-Isle Libraries**  
**April 2024 Payroll and April 2024 Vouchers**

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Direct Deposits, Employee Deductions	\$ 2,654,005.90
Vendor Checks 82626, 82713, 82787, 82832 and 82860 through 82870, plus Electronic Transfers	<u>\$ 984,252.68</u>
<b>Total Payroll and Benefits</b>	<b>\$ 3,638,258.58</b>
Accounts Payable Checks 82552 through 82871 less checks listed above, plus Electronic Transfers	<u>\$ 1,976,742.68</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<b><u><u>\$ 5,615,001.26</u></u> *</b>

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 May 28, 2024.



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Finance Manager

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



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

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**April 2024 Payroll**

Employee Pay - Direct Deposit	\$	1,908,835.73	
Plus: Employee Deductions	\$	745,170.17	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,654,005.90</b>
Vendor Checks 82626, 82713, 82787, 82832 and 82860 through 82870	\$	198,545.76 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	248,957.44	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,648.14	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	59,671.61	
Electronic Funds Transfer - PERS - Retirement Plan	\$	384,930.12	
Electronic Funds Transfer - Navia - FSA	\$	13,617.40	
Electronic Funds Transfer - Navia - HRA/MRA	\$	9,292.77	
Electronic Funds Transfer - Premera - Medical	\$	342,104.50	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(279,251.90)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 984,252.68</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,638,258.58</b>

**April 2024 Accounts Payable**

Checks 82552 through 82871 less checks listed above	\$	1,973,836.14 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,906.54	
<b>Sub-Total Accounts Payable</b>			<b>\$ 1,976,742.68</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 5,615,001.26</b>

**Adjustments**

Change Machines	\$	(76.50)	
Paycom Direct Service Fee	\$	18,983.04	
Refunds and Credits	\$	1,328.44	
Retainage Deposits	\$	12,733.04	
Refund Interest	\$	0.67	
Bank Service Charge	\$	524.76	
Travel & Business Expense Reimbursement paid in Payroll	\$	8,158.43	
<b>Total Adjustments</b>			<b>\$ 41,651.88</b>

**April 2024 Total Expenditures**

**\$ 5,656,653.14 \*\*\***

* Benefit invoices paid through Accounts Payable Checks	\$	198,545.76	
** Regular invoices paid through Accounts Payable Checks	\$	1,973,836.14	
<b>Total Accounts Payable Check Payments</b>	\$	<u>2,172,381.90</u>	

\*\*\* Equals Expenditure Summary Total

**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/4/2024	82252	Jennifer Sullivan - Void Reissue on check 82552	-\$636.79
4/10/2024	82283	Gorilla Mad Film Wraps LLC - Void Reissue on check 82651	-6,957.05
4/4/2024	82552	Jennifer Sullivan	636.79
4/4/2024	82553	Carla Ikehara	806.20
4/4/2024	82554	Michelle Cervantes	21.44
4/4/2024	82555	Air Care System	633.54
4/4/2024	82556	Alderleaf Wilderness College	400.00
4/4/2024	82557	Allied Universal	2,683.80
4/4/2024	82558	AT&T Mobility (6463)	43.23
4/4/2024	82559	Baker & Taylor Books (277930)	3,599.06
4/4/2024	82560	Beacon Publishing Inc	637.50
4/4/2024	82561	Bennett, Shirley A.	150.00
4/4/2024	82562	Bickford	359.88
4/4/2024	82563	Blackstone Publishing	77.88
4/4/2024	82564	Brodart (Supplies)	83.53
4/4/2024	82565	Brodart Company	336.95
4/4/2024	82566	Camano Commons	1,250.00
4/4/2024	82567	Candid	2,995.00
4/4/2024	82568	Carahsoft Technology Corporation	6,787.37
4/4/2024	82569	Cascade Natural Gas	505.86
4/4/2024	82570	CDW Government Inc	40.02
4/4/2024	82571	Center Point Large Print	738.90
4/4/2024	82572	Crystal Springs	83.85
4/4/2024	82573	Dae Won LLC	8,063.78
4/4/2024	82574	Demco Inc (8048)	714.14
4/4/2024	82575	EAP, Inc. dba CLC	6,759.00
4/4/2024	82576	EBSCO	11,616.00
4/4/2024	82577	FATBEAM, LLC	4,979.00
4/4/2024	82578	Freudmann, Gideon	450.00
4/4/2024	82579	Gale/Cengage Learning	2,172.66
4/4/2024	82580	HP Inc	594.70
4/4/2024	82581	ID Label, Inc	2,962.71
4/4/2024	82582	Ingram Library Services	20,457.92
4/4/2024	82583	Inscight Education	85.00
4/4/2024	82584	Kanopy	5,958.00
4/4/2024	82585	Kathy Lynott	196.40
4/4/2024	82586	Kendall of Marysville	674.24
4/4/2024	82587	Lake Stevens Chamber of Commerce	195.00
4/4/2024	82588	Lamar Transit, LLC	3,280.00
4/4/2024	82589	Last Leaf Productions	350.00
4/4/2024	82590	Lithtex NW	233.63
4/4/2024	82591	Lund, Deborah A.	125.00

**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/4/2024	82592	Midwest Library Service	1,754.06
4/4/2024	82593	Midwest Tape	17,914.10
4/4/2024	82594	Otis, Chad W.	15,000.00
4/4/2024	82595-82598	Remit Overrun	0.00
4/4/2024	82599	Overdrive Inc	131,077.26
4/4/2024	82600	Pacific Copy & Printing	1,609.23
4/4/2024	82601	PawsWithCause	425.00
4/4/2024	82602	PetroCard Systems Inc	2,299.64
4/4/2024	82603	Pilchuck Audubon Society	200.00
4/4/2024	82604	PUD No 1 of Snohomish County	11,462.22
4/4/2024	82605	Puget Sound Energy	914.57
4/4/2024	82606	RainFocus, LLC	2,395.00
4/4/2024	82607	Rev.com, Inc	150.56
4/4/2024	82608	Ricoh USA Inc - 31001	11.70
4/4/2024	82609	Right Systems Inc	9,096.32
4/4/2024	82610	Safe Citizens Project LLC	1,125.00
4/4/2024	82611	Salish Networks	1,214.25
4/4/2024	82612	Seattle Times	6,750.00
4/4/2024	82613	Shred-it	115.78
4/4/2024	82614	Silver Kite Community Arts Consulting, LLC	850.00
4/4/2024	82615	Simply Magic LLC	1,825.00
4/4/2024	82616	Sprague Pest Solutions	317.27
4/4/2024	82617	T Mobile	1,237.60
4/4/2024	82618	T Mobile	538.62
4/4/2024	82619	Timeless Design	7,058.89
4/4/2024	82620	Void	0.00
4/4/2024	82621	Tsai Fong Books Inc	1,384.38
4/4/2024	82622	Uline	664.23
4/4/2024	82623	Vernon Library Supplies Inc	148.55
4/4/2024	82624	Walter E Nelson Co of Western WA	489.67
4/4/2024	82625	WCP Solutions	1,245.47
4/4/2024	82626	Wellable LLC	267.00
4/4/2024	82627	Ziplay Fiber	4,412.71
4/5/2024	82628	Traliant Operating, LLC	5,455.00
4/11/2024	82629	Lois Haight	173.90
4/11/2024	82630	Diane Lai	1,179.32
4/11/2024	82631	Allied Universal	9,968.40
4/11/2024	82632	Remit Overrun	0.00
4/11/2024	82633	Amazon Capital Services, Inc	3,753.42
4/11/2024	82634	Baker & Taylor Books (277930)	3,673.02
4/11/2024	82635	Bibliotheca LLC	746.10
4/11/2024	82636	Brodart Company	281.36

**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/11/2024	82637	Cameron, Cristine	75.00
4/11/2024	82638	Casey, Maria	450.00
4/11/2024	82639	CDW Government Inc	26.89
4/11/2024	82640	Center Point Large Print	738.90
4/11/2024	82641	City of Granite Falls	127.10
4/11/2024	82642	City of Snohomish	3,091.46
4/11/2024	82643	Comcast Business	693.22
4/11/2024	82644	Cortes, Marco	875.00
4/11/2024	82645	Crandell, Maribeth	130.00
4/11/2024	82646	Void	0.00
4/11/2024	82647	Daily Journal of Commerce	84.10
4/11/2024	82648	Del Sol Inc	93,770.92
4/11/2024	82649	Demco Inc (8048)	4,985.85
4/11/2024	82650	Gale/Cengage Learning	1,521.61
4/11/2024	82651	Gorilla Mad Film Wraps LLC	6,957.05
4/11/2024	82652	Growing Roots Together	150.00
4/11/2024	82653	Guardian Security	690.67
4/11/2024	82654	Hearing, Speech, and Deaf Center	380.00
4/11/2024	82655	Hillis Clark Martin & Peterson	4,836.50
4/11/2024	82656	Horton, Robert	328.00
4/11/2024	82657	HP Inc	594.70
4/11/2024	82658	Ingram Library Services	16,085.05
4/11/2024	82659	Insight Direct USA, Inc	8,236.34
4/11/2024	82660	Iron Mountain Incorporated	785.07
4/11/2024	82661	Island County EDC	600.00
4/11/2024	82662	Kaminoff, Lara	150.00
4/11/2024	82663	Kaminoff, Lara	150.00
4/11/2024	82664	Kaminoff, Lara	150.00
4/11/2024	82665	KSER Foundation	2,340.00
4/11/2024	82666	Language Exchange	465.00
4/11/2024	82667	Latino Educational Training	100.00
4/11/2024	82668	Lithtex NW	275.37
4/11/2024	82669	Marysville Barker Real Estate LLC	6,117.68
4/11/2024	82670	Midwest Library Service	1,252.40
4/11/2024	82671	Midwest Tape	3,854.47
4/11/2024	82672	Mukilteo Water & Waste District	2,850.66
4/11/2024	82673	My Neighborhood News Network	425.00
4/11/2024	82674	OCLC Inc (34299)	286.68
4/11/2024	82675	Remit Overrun	0.00
4/11/2024	82676	Office Depot, INC	2,418.68
4/11/2024	82677	Pacific Publishing Co Inc	293.25
4/11/2024	82678	Paper Roll Products	622.35

**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/11/2024	82679	PawsWithCause	220.00
4/11/2024	82680	Pilchuck Audubon Society	250.00
4/11/2024	82681	Positively Linked	40.00
4/11/2024	82682	Providence Institute for a Healthier Community (PIHC)	1,500.00
4/11/2024	82683	PUD No 1 of Snohomish County	1,026.91
4/11/2024	82684	Puget Sound Energy	1,843.37
4/11/2024	82685	Purple Communications, Inc	2,551.77
4/11/2024	82686	Ricoh USA Inc - 650073	480.94
4/11/2024	82687	Rupert Inc	13,496.25
4/11/2024	82688	S-R Broadcasting Co Inc	1,050.00
4/11/2024	82689	Scurlock, John	100.00
4/11/2024	82690	Silver Lake Water & Sewer	240.75
4/11/2024	82691	Sno-Isle Refund Account	978.06
4/11/2024	82692	Snohomish County Dept of Conservation and Natural	30.00
4/11/2024	82693	Sound Publishing	2,022.72
4/11/2024	82694	Sprague Pest Solutions	558.13
4/11/2024	82695	Sterling Volunteers	153.00
4/11/2024	82696	Summit Law Group, PLLC	6,377.00
4/11/2024	82697	Sunbelt Rentals, Inc	608.91
4/11/2024	82698	Town of Coupeville	299.45
4/11/2024	82699	Traliant Operating, LLC	3,545.75
4/11/2024	82700	United Way of Sno County	1,000.00
4/11/2024	82701	Valdez, Maria Ursula	200.00
4/11/2024	82702	Verizon Communications Inc	330.79
4/11/2024	82703	Walter E Nelson Co of Western WA	199.65
4/11/2024	82704	Waste Management	4,725.97
4/11/2024	82705	Wave Business	9,022.00
4/11/2024	82706	Winkler, Daniel	400.00
4/15/2024	82707	Asavie Technologies Inc	1,438.87
4/15/2024	82708	Clinton Community Hall	40.00
4/18/2024	82709	1105 Media, Inc.	1,475.00
4/18/2024	82710	Ainsworth, Inc.	34,428.82
4/18/2024	82711	Void	0.00
4/18/2024	82712	Allied Universal	16,837.65
4/18/2024	82713	Amazon Capital Services, Inc	1,662.05
4/18/2024	82714	Asavie Technologies Inc	1,390.95
4/18/2024	82715	Bank of America (0958)	1,898.89
4/18/2024	82716	Bank of America (1458)	4,772.89
4/18/2024	82717	Bank of America (2175)	3,192.79
4/18/2024	82718	Bank of America (2945)	6,194.65
4/18/2024	82719	Bank of America (3736)	288.53
4/18/2024	82720	Bank of America (5953)	521.51

**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/18/2024	82721	Bank of America (7423)	307.00
4/18/2024	82722	Bank of America (8208)	3,199.45
4/18/2024	82723	Bluespace Interiors	3,612.14
4/18/2024	82724	BuildingWork, LLC	105,837.51
4/18/2024	82725	Bushwick Northwest	825.00
4/18/2024	82726	Bushwick Northwest	825.00
4/18/2024	82727	Carahsoft Technology Corporation	10,594.02
4/18/2024	82728	Casey, Maria	450.00
4/18/2024	82729	Cedar Grove Organics Recycling LLC	380.60
4/18/2024	82730	City of Arlington	186.13
4/18/2024	82731	City of Brier	168.34
4/18/2024	82732	City of Monroe	1,949.64
4/18/2024	82733	City of Sultan	211.74
4/18/2024	82734	Faber Construction Corporation	2,762.50
4/18/2024	82735	Gensco, Inc.	7,937.34
4/18/2024	82736	Graphicsland, Inc.	2,237.86
4/18/2024	82737	Guardian Security	9,988.49
4/18/2024	82738	Hearing, Speech, and Deaf Center	1,135.99
4/18/2024	82739	Heavenly Soap	250.00
4/18/2024	82740	Holiday-Parks, Inc	1,769.71
4/18/2024	82741	Horton, Robert	583.00
4/18/2024	82742	Ingram Library Services	52,899.23
4/18/2024	82743	Island Disposal Inc	229.09
4/18/2024	82744	Jaymarc Investments, Inc	12,810.23
4/18/2024	82745	Jimmy's Roofing	1,705.01
4/18/2024	82746	Lakeshore Learning Materials, LLC	27.22
4/18/2024	82747	LeMay Mobile Shredding	154.38
4/18/2024	82748	Midwest Tape	6,339.61
4/18/2024	82749	Mill Creek Chamber of Commerce	250.00
4/18/2024	82750	Milliman, Inc	869.73
4/18/2024	82751	Mohr, Melissa	100.00
4/18/2024	82752	MS PowerPlatform Conference Inc.	1,599.00
4/18/2024	82753	My Neighborhood News Network	850.00
4/18/2024	82754	Office Depot, INC	2,325.36
4/18/2024	82755	One Diversified, LLC	33,243.98
4/18/2024	82756-82762	Remit Overrun	0.00
4/18/2024	82763	Overdrive Inc	126,188.58
4/18/2024	82764	Paper Roll Products	152.28
4/18/2024	82765	PAWS	150.00
4/18/2024	82766	PetroCard Systems Inc	2,308.18
4/18/2024	82767	PUD No 1 of Snohomish County	6,483.24
4/18/2024	82768	Puget Sound Energy	2,405.90

**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/18/2024	82769	Republic Services 197	905.19
4/18/2024	82770	Ricoh USA Inc - 31001	2,348.92
4/18/2024	82771	Ricoh USA Inc - 650073	11,408.64
4/18/2024	82772	Right Systems Inc	369,691.64
4/18/2024	82773	Romano, Craig	222.78
4/18/2024	82774	Skagit Publishing	973.83
4/18/2024	82775	Snohomish Co Finance	62.00
4/18/2024	82776	Spiral Binding, LLC	484.73
4/18/2024	82777	Sprague Pest Solutions	215.77
4/18/2024	82778	Swift, Kaeli	200.00
4/18/2024	82779	Valdez Construction, Inc.	264,337.91
4/18/2024	82780	Verizon Wireless (660108)	13,617.07
4/18/2024	82781	Remit Overrun	0.00
4/18/2024	82782	Walter E Nelson Co of Western WA	8,373.18
4/18/2024	82783	Washington State Ferries	835.80
4/18/2024	82784	Whidbey Telecom	731.39
4/18/2024	82785	Ziplay Fiber	16,854.96
4/18/2024	82786	Void	0.00
4/25/2024	82787	4imprint Inc	1,245.73
4/25/2024	82788	Amazon Capital Services, Inc	965.49
4/25/2024	82789	Baker & Taylor Books (277930)	4,384.38
4/25/2024	82790	Bank of America (842425)	1,489.72
4/25/2024	82791	Blackstone Publishing	784.06
4/25/2024	82792	Brodart Company	2,057.01
4/25/2024	82793	Camano Preparedness Group	100.00
4/25/2024	82794	CDW Government Inc	18,538.51
4/25/2024	82795	Clinton Community Hall	640.00
4/25/2024	82796	Cunningham, Tekla	450.00
4/25/2024	82797	Del Sol Inc	3,115.00
4/25/2024	82798	E - Rate Expertise Inc	5,500.00
4/25/2024	82799	EBSCO	1,693.90
4/25/2024	82800	Freeland Water Dist	141.20
4/25/2024	82801	Gale/Cengage Learning	2,858.24
4/25/2024	82802	Hemlock House LLC	280.00
4/25/2024	82803	Herd Freed Hartz, Inc.	2,106.18
4/25/2024	82804	HF Group LLC	840.35
4/25/2024	82805	Ingram Library Services	26,457.55
4/25/2024	82806	Lakeshore Learning Materials, LLC	292.29
4/25/2024	82807	Lamar Transit, LLC	2,545.00
4/25/2024	82808	Language Exchange	130.00
4/25/2024	82809	Library Journals, LLC	634.50
4/25/2024	82810	Library Works Inc	49.00
4/25/2024	82811	Marysville Barker Real Estate LLC	6,117.68
4/25/2024	82812	Meerkerk Rhododendron Gardens	200.00
4/25/2024	82813	Midwest Library Service	619.65

**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/25/2024	82814	Midwest Tape	4,046.47
4/25/2024	82815	Morales, Jannette	525.00
4/25/2024	82816	Morningstar	10,926.00
4/25/2024	82817	Multnomah County Library	10.59
4/25/2024	82818	Office Depot, INC	2,564.07
4/25/2024	82819-82821	Remit Overrun	0.00
4/25/2024	82822	Overdrive Inc	44,294.66
4/25/2024	82823	Oxford University Press Inc	7,981.09
4/25/2024	82824	Paper Roll Products	165.71
4/25/2024	82825	PAWS	150.00
4/25/2024	82826	Petty Cash	76.50
4/25/2024	82827	Postmaster - Marysville	320.00
4/25/2024	82828	Prime Self Storage	1,139.00
4/25/2024	82829	PUD No 1 of Snohomish County	2,786.49
4/25/2024	82830	Ricoh USA Inc - 31001	425.15
4/25/2024	82831	Void	0.00
4/25/2024	82832	Robert Half	2,637.50
4/25/2024	82833	Signarama Lynnwood	805.17
4/25/2024	82834	Silver Kite Community Arts Consulting, LLC	400.00
4/25/2024	82835	Smokey Point Place IV, LLC	11,194.98
4/25/2024	82836	Sno-Isle Refund Account	68.47
4/25/2024	82837	South Whidbey School District	2,014.88
4/25/2024	82838	South Whidbey School District	2,014.88
4/25/2024	82839	South Whidbey School District	2,014.88
4/25/2024	82840	South Whidbey School District	2,014.88
4/25/2024	82841	Spokane County Library District	12.00
4/25/2024	82842	Sprague Pest Solutions	347.06
4/25/2024	82843	Summit Law Group, PLLC	12,769.36
4/25/2024	82844	The Hanover Insurance Group	13,056.28
4/25/2024	82845	Timeless Design	18,647.62
4/25/2024	82846	Trojan Storage of Marysville	310.00
4/25/2024	82847	Tsai Fong Books Inc	866.01
4/25/2024	82848	U S Bank Equipment Finance	299.97
4/25/2024	82849	Visionary Office Furniture	15,452.75
4/25/2024	82850	Kaley Costello	780.84
4/25/2024	82851	David Brown	761.18
4/25/2024	82852	Ricoh USA Inc - 650073	2,532.91
4/25/2024	82853	Jordyn Richey	691.88
4/30/2024	82854	Nicole Wehl	137.52
4/30/2024	82855	Christine Stansfield	298.08
4/30/2024	82856	Michelle Callihan	850.49
4/30/2024	82857	Sheena Galbreth	307.76
4/30/2024	82858	Void	0.00
4/30/2024	82859	Void	0.00
4/30/2024	82860	Assured Partners	4,872.19
4/30/2024	82861	Canopy Wellbeing	1,800.25



**Vouchers  
April 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/30/2024	82862	Delta Dental	32,319.16
4/30/2024	82863	Employment Security	4,281.27
4/30/2024	82864	Kaiser Permanete	94,549.62
4/30/2024	82865	Lifewise Assurance	37,642.93
4/30/2024	82866	Lincoln National Life Ins	7,420.80
4/30/2024	82867	Navia Benefit Solutions	2,034.60
4/30/2024	82868	Premera Blue Cross	8,561.54
4/30/2024	82869	Snohomish County Superior Court	250.00
4/30/2024	82870	Sno-Isle Foundation	462.00
4/30/2024	82871	Void	0.00
			<hr/>
			<b>\$2,172,381.90</b>
			<hr/> <hr/>

# Equity Policy

## Sno-Isle Libraries Board Policy

### Purpose

The purpose of this policy is to express the commitment of Sno-Isle Libraries (the Library) to equity, diversity, and inclusion through the adoption of Library policies and practices that provide opportunities for every person in our community and organization to thrive.

### Scope

This policy applies to all Library staff and volunteers including members of Boards associated with the Library, and all customer-facing Library policies, practices, and activities.

### Implementation

The Library:

- Adheres to the principles of equity, diversity and inclusion.
- Seeks to identify and recognize barriers to equity and applies expertise and best practices to dismantle barriers within the organization and in the services provided in order to create opportunities so everyone can reach their potential.
- Embraces racial equity and social justice as core principles to reimagine policies, practices, and power dynamics.
- Invests in providing the public and staff opportunities for growth through equitable access to employment, educational opportunities, skills training, library programs, materials and services.
- Actively examines organizational and personal biases and prejudices that perpetuate systems of oppression and seeks to eliminate discrimination within the Library and the communities the Library partners with and serves.
- Meaningfully engages, directly consults, and listens to diverse, under-represented, and marginalized communities in the development, delivery, and evaluation of library services.
- Commits to creating a safe workplace environment in which employees' voices are included, heard, valued, and treated with respect.
- Commits to providing a safe space for members of the public to utilize library services with respect and without fear of discrimination.

Current

# Equity Policy

## Sno-Isle Libraries Board Policy

### Process

This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

## Policy History

Date approved: July 27, 2020

Next review date: 2024

Date adopted: July 27, 2020

# Equity Policy

## Sno-Isle Libraries Board Policy

### Purpose

~~The purpose of this policy is to~~ express the commitment of Sno-Isle Libraries (~~the~~ Library District) to equity, diversity, and inclusion through the adoption of Library District policies and practices that provide opportunities for every person in our community and organization to thrive.

### Scope

This policy applies to all Library District ~~staff~~employees and volunteers including members of Boards associated with the Library District, and all customer-facing Library District policies, practices, and activities.

### Implementation

The Library District:

- Adheres to the principles of equity, diversity, and inclusion.
- Seeks to identify and recognize barriers to equity and applies expertise and best practices to dismantle barriers within the organization and in the services provided ~~in order~~ to create opportunities so everyone can reach their potential.
- Embraces racial equity and social justice as core principles to reimagine policies, practices, and power dynamics.
- Invests in providing the public and staff opportunities for growth through equitable access to employment, educational opportunities, skills training, library programs, materials, and services.
- Actively examines organizational and personal biases and prejudices that perpetuate systems of oppression and seeks to eliminate discrimination within the Library District and the communities the Library District partners with and serves.
- Meaningfully engages, directly consults, and listens to diverse, under-represented, and marginalized communities in the development, delivery, and evaluation of library services.
- Commits to creating a safe workplace environment in which employees' voices are included, heard, valued, and treated with respect.
- Commits to providing a safe space for members of the public to utilize library services with respect and without fear of discrimination.

#### Associated Policies and Laws

- Washington State chapter 27.12 RCW Public Libraries

# Equity Policy

## Sno-Isle Libraries Board Policy

- Washington State RCW 49.60.030 Freedom from discrimination – Declaration of civil rights.
- American Library Association. Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee) ~~every four (4) years, or more frequently as needed~~ who makes recommendations to the appropriate Board committee. ~~Recommendations are forwarded to a Board of Trustees committee.~~ The committee reviews ~~and~~ and the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board ~~of Trustees~~ for approval.

## Policy History

Date approved: ~~July 27, 2020~~ TBD

Next Review date: ~~2024~~ TBD

Date adopted: July 27, 2020

# Equity Policy

## Sno-Isle Libraries Board Policy

### Purpose

To express the commitment of Sno-Isle Libraries (Library District) to equity, diversity, and inclusion through the adoption of Library District policies and practices that provide opportunities for every person in our community and organization to thrive.

### Scope

This policy applies to all Library District employees and volunteers including members of Boards associated with the Library District, and all customer-facing Library District policies, practices, and activities.

### Implementation

The Library District:

- Adheres to the principles of equity, diversity, and inclusion.
- Seeks to identify and recognize barriers to equity and applies expertise and best practices to dismantle barriers within the organization and in the services provided to create opportunities so everyone can reach their potential.
- Embraces racial equity and social justice as core principles to reimagine policies, practices, and power dynamics.
- Invests in providing the public and staff opportunities for growth through equitable access to employment, educational opportunities, skills training, library programs, materials, and services.
- Actively examines organizational and personal biases and prejudices that perpetuate systems of oppression and seeks to eliminate discrimination within the Library District and the communities the Library District partners with and serves.
- Meaningfully engages, directly consults, and listens to diverse, under-represented, and marginalized communities in the development, delivery, and evaluation of library services.
- Commits to creating a safe workplace environment in which employees' voices are included, heard, valued, and treated with respect.
- Commits to providing a safe space for members of the public to utilize library services with respect and without fear of discrimination.

### Associated Policies and Laws

- Washington State chapter [27.12](#) RCW Public Libraries

# Equity Policy

## Sno-Isle Libraries Board Policy

- Washington State RCW [49.60.030](#) Freedom from discrimination – Declaration of civil rights.
- American Library Association. [Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights](#)

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews and the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: TBD

Next Review date: TBD

Date adopted: July 27, 2020

# Friends of the Library Policy

## Sno-Isle Libraries Board of Trustees Policy

### Purpose

The purpose of this policy is to affirm that the Sno-Isle Libraries Board of Trustees encourages the creation of Friends of the Library groups whose sole goal is the support of the vision and mission of the Sno-Isle Library District.

### Scope

The Board of Trustees supports and recognizes the non-profit and charitable nature of Friends of the Library groups, which operate with independent boards and bylaws.

Sno-Isle Libraries will enter into a memorandum of understanding (MOU) with each Friends of the Library group in order to have a shared understanding of responsibilities and commitments.

As supporters of the Sno-Isle Libraries' vision and mission, Friends of the Library groups will abide by the policies and procedures of the Library District and have stated objectives that seek to:

- Increase public interest and awareness in the Library.
- Provide support for and awareness of library programs.
- Welcome all members of the community to join the group.
- Advocate on behalf of the Library.

Under this policy, Sno-Isle Libraries will work with Friends groups whose assets are only used to directly support and benefit the vision and mission of Sno-Isle Libraries.

### Implementation

Sno-Isle Libraries will provide *de minimis* administrative services and space as available for Friends activities. Donated or withdrawn library materials in good condition will be given to the Friends of the Library groups. This will result in reciprocal charitable support to community libraries from the Friends of the Library.

Fund-raising efforts by Friends' groups will be jointly approved by the local group and affiliated community library and all funds raised shall be used to enhance library programs, services, and support.



Current

# Friends of the Library Policy

## **Sno-Isle Libraries Board of Trustees Policy**

Sno-Isle Libraries will designate and make available library staff liaisons to each Friends group for the purpose of open and ongoing communication, with additional opportunities to interact with Sno-Isle Libraries leadership and the Board of Trustees.

Sno-Isle Libraries will regularly review, assess, and report on the contributions of the Friends of the Library groups to the Board of Trustees.

The Board of Trustees will regularly recognize the work of the Friends groups and express its appreciation.

## Policy History

Date approved: 4/2020

Next review date: 4/2024

Date adopted: 2012

# Friends of the Library Policy

## Sno-Isle Libraries Board ~~of Trustees~~ Policy

### Purpose

~~The purpose of this policy is to~~ affirm that the Sno-Isle Libraries Board of Trustees (Board) encourages the creation and continuation of Friends of the Library groups whose sole goal is the support of the vision, ~~and mission,~~ and goals of ~~the~~ Sno-Isle Libraries (Library District).

### Scope

The Board ~~of Trustees~~ supports and recognizes the non-profit and charitable nature of Friends of the Library groups, which operate with independent boards and bylaws.

~~Sno-Isle Libraries will enter into a memorandum of understanding (MOU) with each Friends of the Library group in order to have a shared understanding of responsibilities and commitments.~~

~~As supporters of the Sno-Isle Libraries' vision and mission, Friends of the Library groups will abide by the policies and procedures of the Library District and have stated objectives that seek to:~~

- ~~• Increase public interest and awareness in the Library.~~
- ~~• Provide support for and awareness of library programs.~~
- ~~• Welcome all members of the community to join the group.~~

~~Advocate on behalf of the Library.~~

~~Under this policy, Sno-Isle Libraries~~The Library District will work with Friends groups whose assets are only used to directly support and benefit the vision, ~~and mission,~~ and goals of ~~Sno-Isle Libraries~~the Library District.

### Implementation

~~The Library District will enter into a memorandum of understanding (MOU) with each Friends of the Library group in order to have a shared understanding of responsibilities and commitments.~~

~~As supporters of the Library District's vision, mission and goals, Friends of the Library groups will abide by the policies and procedures of the Library District and have stated objectives that seek to:~~

- ~~• Increase public interest in and awareness of the Library District.~~
- ~~• Provide support for and awareness of library programs.~~
- ~~• Welcome all members of the community to join the group.~~
- ~~• Advocate on behalf of the Library District.~~

# Friends of the Library Policy

## Sno-Isle Libraries Board ~~of Trustees~~ Policy

~~Sno-Isle Libraries~~The Library District will provide *de minimis* administrative services and space as available for Friends group activities. Donated or withdrawn library materials in good condition will be given to the Friends of the Library groups. This will result in reciprocal charitable support to community libraries from the Friends of the Library.

Fund-raising efforts by Friends' of the Library groups will be jointly approved by the local group and affiliated community library and all funds raised shall be used to enhance library programs, services, and support.

~~Sno-Isle Libraries~~The Library District will designate and make available library staff liaisons to each Friends group for the purpose of open and ongoing communication, with additional opportunities to interact with ~~Sno-Isle Libraries~~Library District leadership and the Board ~~of Trustees~~.

~~Sno-Isle Libraries~~The Library District will regularly review, assess, and report on the contributions of the Friends of the Library groups to the Board ~~of Trustees~~.

The Board ~~of Trustees~~ will regularly recognize the work of the Friends groups and express its appreciation.

### Associated Policies and Laws

- Washington State RCW 27.12.210. Library trustees—Organization—Bylaws—Powers and duties
- Sno-Isle Libraries Board policy. Equity
- Sno-Isle Libraries Board policy. Strategic Alliances

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: 4/2020TBD

Next review date: 4/2024TBD

Date adopted: 2012

# Friends of the Library Policy

## Sno-Isle Libraries Board Policy

### Purpose

To affirm that the Sno-Isle Libraries Board of Trustees (Board) encourages the creation and continuation of Friends of the Library groups whose sole goal is the support of the vision, mission, and goals of Sno-Isle Libraries (Library District).

### Scope

The Board supports and recognizes the non-profit and charitable nature of Friends of the Library groups, which operate with independent boards and bylaws.

The Library District will work with Friends groups whose assets are only used to directly support and benefit the vision, mission, and goals of the Library District.

### Implementation

The Library District will enter into a memorandum of understanding (MOU) with each Friends of the Library group in order to have a shared understanding of responsibilities and commitments.

As supporters of the Library District's vision, mission and goals, Friends of the Library groups will abide by the policies and procedures of the Library District and have stated objectives that seek to:

- Increase public interest in and awareness of the Library District.
- Provide support for and awareness of library programs.
- Welcome all members of the community to join the group.
- Advocate on behalf of the Library District.

The Library District will provide *de minimis* administrative services and space as available for Friends group activities. Donated or withdrawn library materials in good condition will be given to the Friends of the Library groups. This will result in reciprocal charitable support to community libraries from the Friends of the Library.

Fund-raising efforts by Friends of the Library groups will be jointly approved by the local group and affiliated community library and all funds raised shall be used to enhance library programs, services, and support.

The Library District will designate and make available library staff liaisons to each Friends group for the purpose of open and ongoing communication, with additional opportunities to interact with Library District leadership and the Board.

# Friends of the Library Policy

## Sno-Isle Libraries Board Policy

The Library District will regularly review, assess, and report on the contributions of the Friends of the Library groups to the Board.

The Board will regularly recognize the work of the Friends groups and express its appreciation.

### Associated Policies and Laws

- Washington State [RCW 27.12.210](#). Library trustees—Organization—Bylaws—Powers and duties
- Sno-Isle Libraries Board policy. [Equity](#)
- Sno-Isle Libraries Board policy. [Strategic Alliances](#)

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: TBD

Next review date: TBD

Date adopted: 2012

Current

# Library Administrative Policies

## Policy

### **Sno-Isle Libraries Board Policy**

## Purpose

The purpose of this policy to set the role of the Board of Trustees in overseeing Library Administrative Policies for Sno-Isle Libraries (Library).

## Scope

The scope of this policy includes all Sno-Isle Libraries Administrative Policies approved by the Sno-Isle Libraries' Leadership Team and implemented by designated staff.

## Implementation

Library Administrative Policies will comply with all federal and state laws.

Library Administrative Policies will embody the values of Sno-Isle Libraries and support the attraction, retention, and development of staff.

Any proposed changes to Library Administrative Policies that significantly impact the annual budget will be reviewed with the Board of Trustees prior to adoption.

The Executive Director and members of the Leadership Team will provide an annual overview of Library Administrative Policies to the Board of Trustees. The overview will include a list of policies reviewed, any significant changes made to current policies, and any new policies that were adopted.

## Process

This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

## Policy History

Current

# Library Administrative Policies

## Policy

### **Sno-Isle Libraries Board Policy**

Date Approved: July 27, 2020

Next review date: 2024

Date Adopted: July 27, 2020

# Library Administrative Policies

## Policy

### Sno-Isle Libraries Board Policy

## Purpose

~~The purpose of this policy~~ to set the role of the Board of Trustees (Board) in overseeing Library Administrative Policies for Sno-Isle Libraries (Library District).

## Scope

The scope of this policy includes all ~~Sno-Isle Libraries~~Library District Administrative Policies approved by the ~~Sno-Isle Libraries'~~Library District's Leadership Team and implemented by designated staff.

## Implementation

~~The Board authorizes the Executive Director to adopt, implement, and modify such administrative policies, procedures, or guidelines as the Executive Director may determine necessary to implement Board policies, support effective operations, and comply with applicable federal, state, and local laws.~~

~~Library Administrative Policies will comply with all federal and state laws.~~

Library Administrative Policies will embody the values of ~~Sno-Isle Libraries~~the Library District and support the attraction, retention, and development of staff.

Any proposed changes to Library Administrative Policies that significantly impact the annual budget will be reviewed with the Board ~~of Trustees~~ prior to adoption.

The Executive Director (or designee)~~and members of the Leadership Team~~ will provide an annual overview of Library Administrative Policies to the Board ~~of Trustees~~. ~~The overview that~~ will include a list of policies reviewed, any significant changes made to current policies, and any new policies that were adopted.

~~The Executive Director (or designee) shall make administrative policies available to staff and customers via the Library District staff intranet and / or website as appropriate.~~

### Associated Policies and Laws

- Washington State RCW 27.12.210. Library trustees—Organization—Bylaws—Powers and duties



# Library Administrative Policies

## Policy

### Sno-Isle Libraries Board Policy

- [Sno-Isle Libraries Board policy. Equity](#)
- [Sno-Isle Libraries Board policy. Policy Management](#)

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee) ~~every four (4) years, or more frequently as needed~~ who makes recommendations to the appropriate Board committee. ~~Recommendations are forwarded to a Board of Trustees committee.~~ The committee reviews the recommendations, ~~and~~ revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board ~~of Trustees~~ for approval.

### Policy History

Date approved: ~~July 27, 2020~~ TBD

Next review date: ~~2024~~ TBD

Date adopted: July 27, 2020

# Library Administrative Policies

## Policy

### Sno-Isle Libraries Board Policy

## Purpose

To set the role of the Board of Trustees (Board) in overseeing Library Administrative Policies for Sno-Isle Libraries (Library District).

## Scope

The scope of this policy includes all Library District Administrative Policies approved by the Library District's Leadership Team and implemented by designated staff.

## Implementation

The Board authorizes the Executive Director to adopt, implement, and modify such administrative policies, procedures, or guidelines as the Executive Director may determine necessary to implement Board policies, support effective operations, and comply with applicable federal, state, and local laws.

Library Administrative Policies will embody the values of the Library District and support the attraction, retention, and development of staff.

Any proposed changes to Library Administrative Policies that significantly impact the annual budget will be reviewed with the Board prior to adoption.

The Executive Director (or designee) will provide an annual overview of Library Administrative Policies to the Board that will include a list of policies reviewed, any significant changes made to current policies, and any new policies that were adopted.

The Executive Director (or designee) shall make administrative policies available to staff and customers via the Library District staff intranet and / or website as appropriate.

### Associated Policies and Laws

- Washington State [RCW 27.12.210](#). Library trustees—Organization—Bylaws—Powers and duties
- Sno-Isle Libraries Board policy. [Equity](#)
- Sno-Isle Libraries Board policy. [Policy Management](#)

Clean Draft

# Library Administrative Policies

## Policy

### **Sno-Isle Libraries Board Policy**

#### **Process**

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: TBD

Next review date: TBD

Date adopted: July 27, 2020

# Library Card and Lending Policy

## Sno-Isle Libraries Board Policy

### Purpose

To ensure that Sno-Isle Libraries (Library District) provides the highest level of access to library resources possible while responsibly managing public assets, to articulate the principles for lending library materials to customers and define the roles and responsibilities for establishing library card eligibility and lending rules.

### Scope

#### Principles

As part of the Sno-Isle Libraries vision, the Library District makes its collection available to customers to borrow and use outside of the library. Providing online access and lending physical library material to customers is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We serve individuals and the community as a whole.
- We seek to provide ease of access to desired library materials.

#### Eligibility and Lending

##### *Library card eligibility*

- Residents or property owners within the Sno-Isle Libraries District service area including:
  - All unincorporated areas within Snohomish and Island Counties.
  - All cities, towns, and rural partial-county library districts that have annexed to the Library District.
- Residents of tribal lands.
- Residents or property owners of jurisdictions within Washington State that provide equitable tax support for public library services.
- Organizations located within the Library District service area.
- Library District staff.

##### *Lending*

The Library District collection, with the exception of reference materials, is available for loan at no charge, to all registered library card holders regardless of race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or

Current

# Library Card and Lending Policy

## Sno-Isle Libraries Board Policy

political affiliation. Lending rules and limits are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible customer access. The Executive Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

### Associated Policies and Laws

- Washington State RCW [27.12.010](#). Definitions.
- Washington State RCW [27.12.270](#). Rules and Regulations – Free use of libraries.
- Washington State RCW [27.12.285](#). Library services for Indian tribes.
- Washington State RCW [27.12.360](#), [27.12.370](#), and [27.12.380](#). Annexation of city or town into library district.
- American Library Association. [Freedom to Read Statement](#).
- American Library Association. [Freedom to View Statement, opens a new window](#).
- American Library Association. [Library Bill of Rights](#).
- Sno-Isle Libraries Board policy. [Collection development](#)
- Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Files](#)

### Process

This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

## Policy History

Date approved: May 23, 2022

Next review date: 2024

Date adopted: 2016 (Formerly Library Card Eligibility Policy)

# Library Card and Lending Policy

## Sno-Isle Libraries Board Policy

### Purpose

To ensure that Sno-Isle Libraries (Library District) provides the highest level of access to library resources possible while responsibly managing public assets, to articulate the principles for lending library materials to customers and define the roles and responsibilities for establishing library card eligibility and lending rules.

### Scope

#### Principles

As part of the Sno-Isle Libraries vision, the Library District makes its collection available to customers to borrow and use outside of ~~the its~~ library facilities. Providing online access and lending physical library materials and technology tools to customers ~~is are~~ core library services.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We serve individuals and the community as a whole.
- We seek to provide ease of access to desired library materials.

#### Eligibility and Lending

##### *Library card eligibility*

- Residents or property owners within the ~~Sno-Isle Libraries~~Library District service area including:
  - All unincorporated areas within Snohomish and Island Counties.
  - All cities, towns, and rural partial-county library districts that have annexed to the Library District.
- Residents of tribal lands.
- Residents or property owners ~~of in~~ jurisdictions within Washington State that provide equitable tax support for public library services.
- Organizations located within the Library District service area.
- Library District staff.

##### *Lending*

The Library District collection, ~~with the exception of~~except for reference materials, is available for loan at no charge, to all registered library card holders regardless of race, ethnicity, citizenship, nationality, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation. Lending rules and limits are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible customer

# Library Card and Lending Policy

## Sno-Isle Libraries Board Policy

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- Sno-Isle Libraries Board policy. [Collection development](#)
- Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Files](#)
- Sno-Isle Libraries Board policy. [Equity](#)

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee) every four (4) years, or more frequently as needed who makes recommendations to the appropriate committee. Recommendations are forwarded to a Board of Trustees committee. The committee reviews the recommendations, and revises the policy as necessary and appropriate, endorses, and advances to the full Board of Trustees for approval.

## Policy History

Date approved: May 23, 2022TBD

Next Rreview date: 2024TBD

Date adopted: 2016 (Formerly Library Card Eligibility Policy)

# Library Card and Lending Policy

## Sno-Isle Libraries Board Policy

### Purpose

To ensure that Sno-Isle Libraries (Library District) provides the highest level of access to library resources possible while responsibly managing public assets, to articulate the principles for lending library materials to customers and define the roles and responsibilities for establishing library card eligibility and lending rules.

### Scope

#### Principles

As part of the Sno-Isle Libraries vision, the Library District makes its collection available to customers to borrow and use outside of its library facilities. Providing online access and lending physical library materials and technology tools to customers are core library services.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We serve individuals and the community as a whole.
- We seek to provide ease of access to desired library materials.

#### Eligibility and Lending

##### *Library card eligibility*

- Residents or property owners within the Library District service area including:
  - All unincorporated areas within Snohomish and Island Counties.
  - All cities, towns, and rural partial-county library districts that have annexed to the Library District.
- Residents of tribal lands.
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##### *Lending*

The Library District collection, except for reference materials, is available for loan at no charge, to all registered library card holders regardless of race, ethnicity, citizenship, nationality, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation. Lending rules and limits are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible customer access. The



# Library Card and Lending Policy

## Sno-Isle Libraries Board Policy

Executive Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

### Associated Policies and Laws

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- Sno-Isle Libraries Board policy. [Collection development](#)
- Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Files](#)
- Sno-Isle Libraries Board policy. [Equity](#)

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances to the full Board for approval.

## Policy History

Date approved: TBD

Next review date: TBD

Date adopted: 2016

# Strategic Alliances Policy

## Sno-Isle Libraries Board Policy

### Purpose

The purpose of this policy is to provide guidance to Sno-Isle Libraries (the Library) in identifying, prioritizing, and developing alliances with community agencies, and to recognize the principles and criteria by which participation decisions are made.

### Scope

All strategic alliances and associated activities must comply with state and local laws and be permissible within a library's purpose as specifically defined in Chapter 27.12 RCW.

### Implementation

Sno-Isle Libraries welcomes strategic alliances with public, private, nonprofit and community organizations through collaboration, in-kind services, sponsorships and investments for the purpose of enhancing existing library services, introducing new services, increasing the visibility of the Library in the community, and reaching new audiences.

#### **Responsibilities**

Board of Trustee approval is required before finalizing strategic alliances with commitments (including staff time and funding) valued at more than \$100,000 in aggregate.

The Executive Director is responsible for ensuring the Board of Trustees is informed of all strategic alliances valued at more than \$10,000 in aggregate. Staff engaged with strategic alliances are responsible for supporting effective communication of partner activities with library leadership.

#### **Principles and Criteria for Engaging in Strategic Alliances**

1. Strategic alliances will be considered where the partner, organization, or project:
  - Meets an identified need within the community
  - Aligns with and supports Sno-Isle Libraries' organizational values, goals, and objectives.
  - Enhances the Library's image in the community
  - Improves the equity of access to Library services
  - Results in mutual and shared benefit to the Library
  - Priority will be given to partners and initiatives that meet multiple criteria from this list.

# Strategic Alliances Policy

## Sno-Isle Libraries Board Policy

2. Strategic alliances will be evaluated by Library staff to determine short and long term costs and benefits. The Library will not enter into strategic alliances where total evaluated cost to the Library exceeds the anticipated benefits derived by the Library.
  - If a strategic alliance becomes non-beneficial to the Library, staff must take decisive steps to either cure the deficiency or terminate the alliance.
  - All strategic alliance cost/benefit evaluations shall be retained in accordance with established public record guidelines.
3. Partners in a strategic alliance may not influence the selection of Library materials and must respect the Library's commitment to intellectual freedom.
4. Partners in a strategic alliance may not require explicit endorsement of products and services.
5. All strategic alliances must support the Library's policy of equal access to service. Strategic alliance activities, services, events and programs must not give unfair advantage to, or create discriminations against, any sectors of the community.
6. All strategic alliance engagements will be based on open and transparent interactions made in due regard to applicable laws.
7. Partners in a strategic alliance shall not drive the Library's agenda or priorities.

## Policy History

Date approved: 6/2020

Next review date: 6/2024

Date adopted: 2020

# Strategic Alliances Policy

## Sno-Isle Libraries Board Policy

### Purpose

~~The purpose of this policy is to~~ provide guidance to Sno-Isle Libraries (~~the~~ Library District) in identifying, prioritizing, and developing alliances with community agencies, and to recognize the principles and criteria by which participation decisions are made.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) recognizes the value of strategic alliances with public, private, nonprofit, and community organizations through collaboration, in-kind services, sponsorships, and investments for the purpose of enhancing existing library services, introducing new library services, increasing the visibility of the Library District in the community, and reaching new audiences.

~~All strategic alliances and associated activities must comply with state and local laws and be permissible within a library's purpose as specifically defined in Chapter 27.12 RCW.~~

### Implementation

~~Sno-Isle Libraries welcomes strategic alliances with public, private, nonprofit and community organizations through collaboration, in-kind services, sponsorships and investments for the purpose of enhancing existing library services, introducing new services, increasing the visibility of the Library in the community, and reaching new audiences.~~

#### Responsibilities

~~Board of Trustee~~ approval is required before finalizing strategic alliances with commitments (including staff time and funding) valued at more than \$100,000 in aggregate.

The Executive Director (or designee) is responsible for ensuring the ~~Board of Trustees~~ is informed of all strategic alliances valued at more than \$10,000 in aggregate.

Staff engaged with strategic alliances are responsible for supporting effective communication of partner activities with library leadership.

All strategic alliances and associated activities must comply with applicable federal, state, and local laws.

#### Principles and Criteria for Engaging in Strategic Alliances

Strategic alliances will be considered where the partner, organization, or project:

- Meets an identified need within the community.

# Strategic Alliances Policy

## Sno-Isle Libraries Board Policy

- Aligns with and supports ~~Sno-Isle Libraries~~the Library District's organizational values, goals, and objectives.
- Enhances the Library District's image in the community.
- Improves the equity of access to Library District services.
- Results in mutual and shared benefit to the Library District.

Priority will be given to partners and initiatives that meet multiple criteria from this list.

Strategic alliances will be evaluated by Library District staff to determine ~~short and long term~~short- and long-term costs and benefits. The Library District will not enter into strategic alliances where the total evaluated cost to the Library District exceeds the anticipated benefits derived by the Library District.

- If a strategic alliance becomes non-beneficial to the Library District, staff must take decisive steps to either cure the deficiency or terminate the alliance.
- All strategic alliance cost/benefit evaluations shall be retained in accordance with established public record guidelines.
- ~~All strategic alliance cost/benefit evaluations shall be retained in accordance with established public record guidelines.~~

All strategic alliances must support the Library District's principle of equal access to service.

Partners in a strategic alliance may not influence the selection of Library materials and must respect the Library District's commitment to intellectual freedom.

Partners in a strategic alliance may not require explicit endorsement of products and services.

~~All strategic alliances must support the Library's policy of equal access to service.~~ Strategic alliance activities, services, ~~event~~events, and programs must not give unfair advantage to, or create discriminations against, any sectors of the community.

~~All strategic alliance engagements will be based on open and transparent interactions made in due regard to applicable laws.~~

Partners in a strategic alliance shall not drive the Library District's agenda or priorities.

~~While the Library District values the diverse perspectives and contributions of our community partners, the views and opinions expressed by community partners are solely those of the individual partners and do not necessarily reflect the views of the Library District.~~

## Associated Policies and Laws

# Strategic Alliances Policy

## Sno-Isle Libraries Board Policy

- [Washington State RCW 27.12.210. Library trustees—Organization—Bylaws—Powers and duties](#)
- [Sno-Isle Libraries Board policy. Equity](#)
- [Sno-Isle Libraries Board policy. Friends of the Library](#)

### **Process**

[This policy is reviewed every four \(4\) years by the Executive Director \(or designee\) who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.](#)

## Policy History

Date approved: [6/2020TBD](#)

Next review date: [6/2024TBD](#)

Date adopted: [June 22, 2020](#)

# Strategic Alliances Policy

## Sno-Isle Libraries Board Policy

### Purpose

To provide guidance to Sno-Isle Libraries (Library District) in identifying, prioritizing, and developing alliances with community agencies, and to recognize the principles and criteria by which participation decisions are made.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) recognizes the value of strategic alliances with public, private, nonprofit, and community organizations through collaboration, in-kind services, sponsorships, and investments for the purpose of enhancing existing library services, introducing new library services, increasing the visibility of the Library District in the community, and reaching new audiences.

### Implementation

#### **Responsibilities**

Board approval is required before finalizing strategic alliances with commitments (including staff time and funding) valued at more than \$100,000 annually.

The Executive Director (or designee) is responsible for ensuring the Board is informed of all strategic alliances valued at more than \$10,000 annually.

Staff engaged with strategic alliances are responsible for supporting effective communication of partner activities with library leadership.

All strategic alliances and associated activities must comply with applicable federal, state, and local laws.

#### **Principles and Criteria for Engaging in Strategic Alliances**

Strategic alliances will be considered where the partner, organization, or project:

- Meets an identified need within the community.
- Aligns with and supports the Library District's organizational values, goals, and objectives.
- Enhances the Library District's image in the community.
- Improves the equity of access to Library District services.
- Results in mutual and shared benefit to the Library District.

Priority will be given to partners and initiatives that meet multiple criteria from this list.

# Strategic Alliances Policy

## Sno-Isle Libraries Board Policy

Strategic alliances will be evaluated by Library District staff to determine short- and long-term costs and benefits. The Library District will not enter into strategic alliances where the total evaluated cost to the Library District exceeds the anticipated benefits derived by the Library District.

- If a strategic alliance becomes non-beneficial to the Library District, staff must take decisive steps to either cure the deficiency or terminate the alliance.
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All strategic alliances must support the Library District's principle of equal access to service.

Partners in a strategic alliance may not influence the selection of Library materials and must respect the Library District's commitment to intellectual freedom.

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Strategic alliance activities, services, events, and programs must not give unfair advantage to, or create discriminations against, any sectors of the community.

Partners in a strategic alliance shall not drive the Library District's agenda or priorities.

While the Library District values the diverse perspectives and contributions of our community partners, the views and opinions expressed by community partners are solely those of the individual partners and do not necessarily reflect the views of the Library District.

## Associated Policies and Laws

- Washington State [RCW 27.12.210](#). Library trustees—Organization—Bylaws—Powers and duties
- Sno-Isle Libraries Board policy. [Equity](#)
- [Sno-Isle Libraries Board policy. Friends of the Library](#)

## Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.



Clean Draft

# Strategic Alliances Policy

**Sno-Isle Libraries Board Policy**

## Policy History

Date approved: TBD

Next review date: TBD

Date adopted: June 22, 2020

Current

# Volunteer Policy

## Sno-Isle Libraries Board Policy

### Purpose

To express the roles and responsibilities of Sno-Isle Libraries staff and volunteers in supporting excellent library services for customers.

### Scope

Volunteers extend and enhance library services in Sno-Isle communities. The volunteer program exists to support the work of Sno-Isle Libraries by providing an opportunity for citizens to volunteer and make positive contributions to their quality of life and their community.

Volunteers provide assistance and support to Sno-Isle Libraries, and are not intended to replace existing staff.

### Implementation

#### **Definitions**

Volunteers are defined as community members who give time and talent to the Library without compensation or remuneration.

Staff are defined as paid employees.

Staff liaisons are defined as staff assigned to work with volunteers.

#### **Roles and responsibilities**

Sno-Isle Libraries will administer and coordinate the Library's volunteer program.

Staff liaisons will provide training, clear work direction, opportunities for personal growth, and supervision on a regular basis.

All staff will support and recognize the work of volunteers.

Volunteers will represent the Library with a commitment to excellent customer service, respect, and shall abide by the Libraries' policies and values.

Volunteers and staff will work in partnership with each other showing mutual cooperation, respect, understanding, and acceptance of each other's role.

Sno-Isle Libraries will regularly review, assess, and report on the contributions of volunteers to the Board of Trustees.

The Board of Trustees will regularly recognize the work of volunteers and express its appreciation.

Current

# Volunteer Policy

**Sno-Isle Libraries Board Policy**

## Policy History

Date approved: 6/2020

Next review date: 6/2024

Date adopted: 2012 (formerly Volunteer Recognition Policy)

# Volunteer Policy

## Sno-Isle Libraries Board Policy

### Purpose

To express the roles and responsibilities of Sno-Isle Libraries (Library District) staff and volunteers in supporting excellent library services for customers.

### Scope

~~The Sno-Isle Libraries Board of Trustees (Board) recognizes that~~ Volunteers extend and enhance library services in ~~Sno-Isle~~Library District communities. The volunteer program exists to support the work of ~~Sno-Isle Libraries~~the Library District by providing an opportunity for ~~citizens~~community members to volunteer and make positive contributions to their quality of life and their community.

Volunteers provide assistance and support to ~~Sno-Isle Libraries~~the Library District and are not intended to replace existing staff.

### Implementation

#### Definitions

Volunteers: ~~are defined as~~ Community members who give time and talent to community libraries or departments within the Library District without ~~compensation or remuneration~~pay.

Staff: ~~are defined as~~ Paid employees.

Staff liaisons: ~~are defined as~~ Staff assigned to work with volunteers.

#### Roles and responsibilities

~~Sno-Isle Libraries~~The Library District will administer and coordinate the Library District's volunteer program.

Staff liaisons will provide volunteers training, clear work direction, opportunities for personal growth, and supervision on a regular basis.

All staff will support and recognize the work of volunteers.

Volunteers ~~will be~~ shall represent the Library District with a commitment to excellent customer service, respect, and ~~shall~~ abide by the ~~Libraries'~~Library District's policies and values.

Volunteers and staff will work in partnership ~~with each other~~ showing mutual cooperation, respect, understanding, and acceptance of each other's role.

~~Sno-Isle Libraries~~The Library District will regularly review, assess, and report on the contributions of volunteers to the Board ~~of Trustees~~.

The Board ~~of Trustees~~ will regularly recognize the work of volunteers and express its appreciation.

#### Associated Policies and Laws

# Volunteer Policy

## Sno-Isle Libraries Board Policy

- Washington State RCW 27.12.210. Library trustees—Organization—Bylaws—Powers and duties
- Sno-Isle Libraries Board policy. Equity

### **Process**

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: 6/2020TBD

Next review date: 6/2024TBD

Date adopted: 2012 ~~(formerly Volunteer Recognition Policy)~~

# Volunteer Policy

## Sno-Isle Libraries Board Policy

### Purpose

To express the roles and responsibilities of Sno-Isle Libraries (Library District) staff and volunteers in supporting excellent library services for customers.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) recognizes that volunteers extend and enhance library services in Library District communities. The volunteer program exists to support the work of the Library District by providing an opportunity for community members to volunteer and make positive contributions to their quality of life and their community.

Volunteers provide assistance and support to the Library District and are not intended to replace existing staff.

### Implementation

#### Definitions

Volunteers: Community members who give time and talent to community libraries or departments within the Library District without pay.

Staff: Paid employees.

Staff liaisons: Staff assigned to work with volunteers.

#### Roles and responsibilities

The Library District will administer and coordinate the Library District's volunteer program.

Staff liaisons will provide volunteers training, clear work direction, opportunities for personal growth, and supervision on a regular basis.

All staff will support and recognize the work of volunteers.

Volunteers shall represent the Library District with a commitment to excellent customer service, respect, and abide by the Library District's policies and values.

Volunteers and staff will work in partnership showing mutual cooperation, respect, understanding, and acceptance of each other's role.

The Library District will regularly review, assess, and report on the contributions of volunteers to the Board.

The Board will regularly recognize the work of volunteers and express its appreciation.

#### Associated Policies and Laws

- Washington State [RCW 27.12.210](#). Library trustees—Organization—Bylaws—Powers and duties

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# Volunteer Policy

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- Sno-Isle Libraries Board policy. [Equity](#)

### Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: TBD

Next review date: TBD

Date adopted: 2012

# Financial Update

## FINANCE DEPARTMENT

May 28, 2024

### April 2024 Revenue Summary

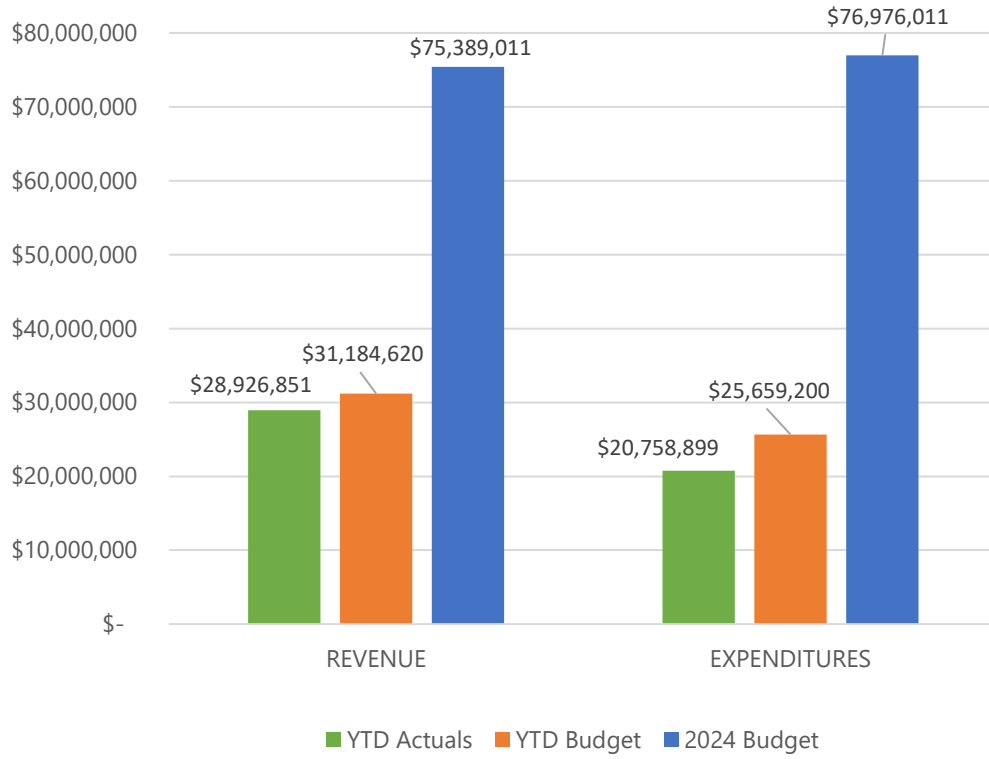
- Total revenue received in April was \$24.5M compared to the monthly budget of \$25M. Year to date (YTD) total revenue was \$28.9M compared to the YTD budget of \$31.2M.
- General property tax receipts for April were \$24.3M compared to the monthly budget of \$24.2M.
- Timber tax and associated excise tax revenues for April were \$4k compared to the monthly budget of \$22k.
- Grant revenue for April was \$0k compared to the monthly budget of \$614k.
- Investment Interest for April was \$174k compared to the monthly budget of \$83k.
- Print/copy services, lost materials revenue, and donations for April were collectively \$14k compared to the monthly budget of \$40k.
- Other Revenue for April was \$31k compared to the monthly budget of \$46k.

### April 2024 Expenditures Summary

- Total expenditures for April were \$5.7M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$20.8M compared to the YTD budget of \$25.7M.
- Salaries & Benefits for April were \$3.6M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for April were \$516k compared to the monthly budget of \$559k.
- Employee training expenditures for April were \$18k compared to the monthly budget of \$23k.
- Capital expenditures for April were \$397k compared to the monthly budget of \$1.1M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for April were \$1.1M compared to the monthly budget of \$1.0M.



## 2024 Year-to-Date Summary



Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 4/1/2024 Through 4/30/2024  
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures					
10.0	3,638,259	14,017,672	14,859,880	44,579,160	31.44%
20.0	516,400	2,175,208	2,234,160	6,702,520	32.45%
26.0	265,699	955,324	1,243,960	3,732,018	25.59%
35.0	439,119	569,075	476,880	1,430,500	39.78%
38.0	49,128	191,280	266,240	798,300	23.96%
41.0	52,012	267,595	584,960	1,754,650	15.25%
42.0	53,344	202,363	286,480	859,500	23.54%
43.0	45,031	149,513	215,280	645,800	23.15%
44.0	43,063	173,494	177,680	532,800	32.56%
45.0	56,975	214,797	162,280	486,838	44.12%
46.0	13,056	37,307	79,880	239,600	15.57%
48.0	17,895	67,237	90,000	270,000	24.90%
49.0	63,303	180,591	281,520	844,325	21.38%
50.0	6,787	9,336	250,000	750,000	1.24%
61.0	0	0	1,000,000	3,000,000	0.00%
62.0	285,830	845,081	2,700,000	8,100,000	10.43%
62.5	105,838	329,768	500,000	1,500,000	21.98%
64.0	4,915	373,258	250,000	750,000	49.76%
	<u>5,656,653</u>	<u>20,758,899</u>	<u>25,659,200</u>	<u>76,976,011</u>	<u>26.97%</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 4/1/2024 Through 4/30/2024  
(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	24,256,682	27,564,183	27,887,380	65,451,650	42.11%
02.0	Timber Tax / Sales	4,390	312,131	164,800	540,000	57.80%
02.5	Grants	0	146,550	2,455,680	7,367,000	1.98%
03.0	Print/Copy Services	1,868	7,766	4,000	12,000	64.71%
04.0	Services/City Contract Fees	0	0	1,400	4,200	0.00%
05.0	Lost Materials Paid	4,442	16,998	11,680	35,000	48.56%
06.0	Investment Interest	174,195	705,646	333,320	1,000,000	70.56%
07.0	Donations Private Sources	7,603	29,013	141,640	425,000	6.82%
08.0	Other Revenue	31,248	144,565	184,720	554,161	26.08%
	<b>Total Revenues</b>	<u>24,480,429</u>	<u>28,926,851</u>	<u>31,184,620</u>	<u>75,389,011</u>	<u>38.37%</u>

# Executive Director

## BOARD REPORT

May 2024

Lois Langer Thompson  
Executive Director

### Meetings with Elected Officials and Stakeholders

- Economic Alliance of Snohomish County (EASC) D.C. Delegation.
  - Senator Patty Murray
  - Congresswoman Suzan DelBene (WA-01)
  - Congressman Rick Larsen (WA-02)
  - Congresswoman Kim Schrier (WA-08)
  - Evan Schatz, Staff Director for the U.S. Senate Committee on Appropriations
  - EASC Delegation partners: Alaska Airlines, Boeing Company, Community Transit, EASC, City of Everett, City of Lake Stevens, City of Monroe, Snohomish Chamber of Commerce, Snohomish County Council, Snohomish County PUD, and Washington State Legislature.
- Abby Laver, Legislative Aide for Senator Patty Murray
- John Draxler, Tax Counsel, and Gabe Lopez, Legislative Correspondent, for Senator Maria Cantwell
- Nathan Shreckengost, Legislative Aide for Suzan DelBene (WA-01)
- American Library Association - Kevin Maher (Deputy Director of Government Relations) and Megan Janicki (Deputy Director Strategic Initiatives)
- Institute of Museum and Library Services – Acting Director Cyndee Landrum
- State Senator Marko Liias
- Foundation Board President Jeanne Thorsen, Foundation Marketing Committee Chair Frank Kwan, Foundation Executive Director Christina Kourteva, and Sno-Isle Libraries Planning and Fund Development Director Rebecca Loney.

### Library Updates

- Strategic goals.

# BOARD OF TRUSTEES 2024 CALENDAR

MAY 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### COMMITTEE MEETING

#### JANUARY

##### President (prior to January Board meeting)

- Committee appointments

##### Executive (January 8)

- 2024 Board of Trustees calendar
- 2024 Organizational and Leadership outcomes
- Proposed committee structure
- 2024 Conferences

### OPEN MEETING

##### Special Meeting (January 4)

- Joint levy certification

##### Regular Meeting (January 22)

- Auditor's report
- 2024 Board of Trustees calendar
- Committee appointments
- *Vision assessment – staff presentation*

##### Work Session (January 22)

- Philanthropic campaign report discussion

#### FEBRUARY

##### Executive (February 12)

- Trustee employee recognition award review

##### Management Committee (February 7)

- Library Facility Ownership Policy
- Bylaws update

##### Regular Meeting (February 26)

- Bylaws update
- *Emerging Services – staff presentation*

#### MARCH

##### Executive Committee (March 14)

- Executive Director Search

##### Library Services Committee (March 26)

- Customer Use of Library Spaces Policy
- Donation Policy

##### Management Committee (March 28)

- Library Facility Ownership Policy
- Site Selection & Ownership Policy

##### Special Meeting (March 25)

- Executive Director Search process

##### Regular Meeting (March 25)

- Mill Creek Reserve Fund Transfer
- Declaration of Surplus Asset
- Human Resources Annual Report

# BOARD OF TRUSTEES 2024 CALENDAR

MAY 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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### APRIL

#### Executive (April)

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

#### Regular Meeting (April 29)

- Trustee vacancy process (information)
- Customer Use of Library Spaces Policy
- Donation Policy
- Library Facility Ownership Policy
- Site Selection & Ownership Policy
- *Partnerships – staff presentation*

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### MAY

#### President (May)

- Trustee Nominating Committee appointments

#### Library Services Committee (May)

- Friends of the Library Policy
- Library Card & Lending Policy
- Volunteer Policy

#### Management Committee (May)

- Equity Policy
- Library Administrative Policies Policy
- Strategic Alliances Policy

#### Regular Meeting (May 28)

- Equity Policy
- Friends of the Library Policy
- Library Administrative Policies Policy
- Library Card & Lending Policy
- Strategic Alliances Policy
- Volunteer Policy

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### JUNE

#### Trustee Nominating Committee (June)

#### Regular Meeting (June 24)

- Policy Timeline review
- *Intellectual Freedom – staff presentation*

#### Special Meeting (June)

- Executive Director Search process
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# BOARD OF TRUSTEES 2024 CALENDAR

MAY 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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<b>JULY</b>	<b>Executive (July)</b> <ul style="list-style-type: none"><li>Executive Director quarterly check-in</li><li>Confirm process for Executive Director review.</li></ul>	<b>Regular Meeting (July 22)</b> <ul style="list-style-type: none"><li><i>Workforce Diversity Advisory Group – staff presentation</i></li></ul>
<b>AUGUST</b>	<b>Trustee Nominating (August)</b> <ul style="list-style-type: none"><li>Candidate review and interviews</li></ul>	
<b>SEPTEMBER</b>	<b>President (September)</b> <ul style="list-style-type: none"><li>Officer Nominating Committee appointments</li></ul>	<b>Regular Meeting (September 23)</b> <ul style="list-style-type: none"><li>Trustee candidate recommendation</li><li>2024 Officer Nominating Committee appointment</li><li><i>2024 Budget introduction – David Durante</i></li></ul>
<b>OCTOBER</b>	<b>Executive (October)</b> <ul style="list-style-type: none"><li>Executive Director quarterly check-in</li><li>Finalize process for Executive Director review.</li></ul> <b>Officer Nominating (October)</b> <ul style="list-style-type: none"><li>2025 officer nomination</li></ul>	<b>Special Meeting (October 15)</b> <ul style="list-style-type: none"><li>2025 preliminary budget discussion</li></ul> <b>Regular Meeting (October 28)</b> <ul style="list-style-type: none"><li>2025 meeting schedule (first review)</li><li>2025 budget proposal</li><li>Officer slate announcement</li><li>Public hearing on 2025 levy</li><li>Resolution regarding the 2025 levy</li></ul>
<b>NOVEMBER</b>	<b>Executive (November)</b> <ul style="list-style-type: none"><li>Preparation for Executive Session</li></ul>	<b>Regular Meeting (November 25)</b> <ul style="list-style-type: none"><li>Resolution regarding the 2025 budget</li><li>Election of officers</li><li>2025 meeting schedule adoption</li><li>Executive Session</li></ul>

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# BOARD OF TRUSTEES 2024 CALENDAR

MAY 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### DECEMBER

#### President (December)

- Meet with Executive Director to discuss review and contract.
- Onboard new Trustee with Executive Director
- Assign mentor to new Trustee

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#### Employee Recognition Event (March 21)

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

#### Other Events

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



# 2024 Trustee Vacancy Process

## Role of the Board of Trustees

All dates are subject to change.

May 20, 2024

### Vacancy Introduction

Board President appoints Trustee Nominating Committee. Early May

Board President announces Trustee Nominating Committee at regular meeting. May 28

### Engage Community

*Applications accepted June 27 – July 15*

Trustees forward vacancy announcement to network June 27

### Determine Interview Process

Trustee Nominating Committee plans interviews (via email): July 1-5

- Determine ranking scale.
- Discuss documentation and record retention.
- Confirm interview format/venue.

### Select Candidates for Interview

Trustee Nominating Committee reviews remaining applications. July 17 – August 7

Trustee Nominating Committee meeting: August 7-8

- Select candidates for interview.
- Finalize interview questions.

### Candidate Interviews and Communications

Trustee Nominating Committee interviews candidates and makes selection. August 16 – 17

Trustee Nominating Committee calls candidates not selected to fill vacancy. August 18-19

### Appointment and Onboarding

The Trustee Nominating Committee announces the recommendation at regular meeting. September 23

Board President conducts onboarding for new Trustee December