

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

June 24, 2024, 5:30 p.m.

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 567 499 897#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

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

6) Public Comment

7) New Business

- a) *Sno-Isle Libraries Board of Trustees Bylaws – President Olson [Attachments 1-3](#)
- b) *Memorandum of Understanding (MOU) Between Everett Housing Authority (EHA) and Sno-Isle Intercounty Rural Library District (Library District) for the Mariner Community Campus – Assistant Director Capital Strategy and Planning Chy Ross [Attachments 4-5](#)
- c) *Board Policy Review Timeline – Director of Planning and Fund Development Rebecca Loney [Attachment 6](#)

8) Staff Reports

- a) 2023 Programming Report – Assistant Director of Community Libraries Lindsay Hanson [Attachment 7](#)
- b) Intellectual Freedom – Community Libraries Director Diane Lai [Attachment 8](#)
- c) Financial Update – Finance Manager Nicole Wehl [Attachment 9](#).

9) Executive Director's Report

- a) Executive Director's report [Attachment 10](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2024 Calendar [Attachment 11](#)
- b) Sno-Isle Libraries Foundation – Trustees Ryan and Kostick
- c) Trustee Nominating Committee – Chair DePrey

11) *Adjournment

*Denotes Board of Trustees action item.

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

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May 28, 2024

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

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

President Olson confirmed quorum.

Staff present: Barb Adams, David Brown, David Durante, Baha Farkish, Bryan Gabehart, Meredith Kraft, Jason Latham, Rebecca Loney, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda

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

Trustee Kostick 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.

New Business

Equity Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Equity Policy as presented. Management Committee Chair Kostick reviewed the proposed changes, which were intended to bring policy language into alignment with other recently updated policies. The motion passed.

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Friends of the Library Policy

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Friends of the Library Policy as presented. Library Services Committee Chair Munguia presented the proposed updates to the policy, which included changes to structure and the addition of the *Associated Policies and Laws* section. The motion passed.

Library Administrative Policies Policy

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the Library Administrative Policies Policy as presented. Management Committee Chair Kostick presented the policy updates, highlighting a change to the implementation section which authorizes the Executive Director to develop and implement administrative policies that support effective operations while complying with Board policies and legislation. The motion passed.

Library Card and Lending Policy

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Library Card and Lending Policy as presented. Library Services Committee Chair Munguia presented the policy updates, which were intended to bring policy language into alignment with other recently updated policies. Additions to the scope section made the policy more inclusive. The motion passed.

Strategic Alliances Policy

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the Strategic Alliances Policy as presented. Management Committee Chair Kostick highlighted changes to language in the policy. A key update was the addition of language regarding how views of community partners are solely theirs and do not necessarily reflect the views of the Library District. The motion passed.

Volunteer Policy

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees approve the Volunteer Policy as presented. Library Services Committee Chair Munguia highlighted clarifying language in the proposed policy update. The *Associated Policies and Laws* section was also added. The motion passed.

Staff Reports

Financial Update

Finance Manager Nicole Wehl presented the May 2024 financial report.

Sno-Isle Libraries

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Executive Director's Report

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

- Meetings with the Library District's congressional delegation, federal agency staff, and national library partners on key issues for the Library District including federal funding, access to information, and digital equity.
- An upcoming mobile office hours event hosted by Representative Kim Schrier at the Darrington Library on Thursday, June 6.
- Location changes for upcoming Board of Trustees regular meetings. The dates and start times of these meetings will not change.

Enhance Library Services

- Popular Prime Time programs that encourage early literacy and provide families with opportunities to discuss topics like bravery, kindness, and imagination using books as a guide. During the multilingual programs, families receive books to take home, childcare for younger siblings during the program, and a meal or grocery gift card.
- Library staff visits to schools throughout the Library District in preparation for the kickoff to the Sno-Isle Libraries Summer Reading Program.
- Sno-Isle Reads Together author Kira Jane Buxton was featured at two in-person events at the Mukilteo and Coupeville Libraries with Lish McBride and an online event with Nancy Pearl.
- A Sno-Isle Reads Together event, A Festival of Crows, that was hosted by staff and Friends of the Library groups from the Freeland, Langley, and Clinton libraries. The event featured a presentation from Whidbey Audubon, a pop-up book sale, and pie and coffee from Wild Crow Pies and Raven's Brew Coffee.
- An April 14 presentation of the original multi-lingual opera "Monkey and Francine in the City of Tigers" by the Seattle Opera Company. This event was hosted at the historic Marysville Opera House by the Marysville Library in collaboration with the City of Marysville's Parks, Recreation, and Cultural department.
- A Family Earth Day event at the Camano Island Library with seventy-eight attendees. The event featured Burke Boxes, a DIY seed bomb craft, and adult seed swap, and a composting bin giveaway from Island County Waste Wise, a WSU Extension program.

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- A presentation by Stanwood Library Manager Chuck Pratt to the Stanwood Camano Kiwanis aKtion Club. The club's mission is to provide adults living with disabilities with an opportunity to develop initiative, leadership skills, and to serve their communities.
- The recent Sound Salmon Solutions program at the Arlington Library taught children about salmon. This children's program included educational information, an art project, and salmon yoga.
- A staff learning opportunity about a childcare funding program through Childcare Aware. The program offers funding to help families in Snohomish County pay for childcare while the parents are job searching or in a work training program.
- The Coupeville community's full transition to accessing the library meeting room after hours using a keypad as part of the Self-Service Library project.
- A performance of the story of Henny Penny at the Coupeville Library during spring break which was funded with support from the Coupeville Festival Association and the Friends of the Coupeville Library.

Optimize Funding

- Snohomish County will allocate \$978,169 in federal ARPA funds to Sno-Isle libraries for community resilience. These funds will be used to support HVAC upgrades at Snohomish County libraries.

Create Inspiring Spaces

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

Invest in our People and our Organization

- Collection Services staff shared information with Community Library staff regarding June Pride Month, expressing the Library District's intention that this be a joyful celebration of the LGBTQIA+ community. Staff were provided with resources to support customer conversations around materials and displays that celebrate Pride Month.
- Implementation of changes to RCW 9.41.300 which prohibits the open carry of weapons in certain public spaces, including libraries. Staff have received training and signage will be installed prior to the date upon which the law goes into effect.

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Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- Updates to the 2024 Board of Trustees Calendar
- The announcement of the 2024 Trustee Nominating Committee, comprised of Trustees DePrey (Chair), Ryan, and Guevara-Cruz. President Olson also shared the nominating process timeline.

Library Services Committee Report

Chair Munguia reviewed the committee's work to develop updated proposals for the Friends of the Library Policy, Library Card and Lending Policy, and Volunteer Policy

Management Committee Report

Chair Kostick reviewed the committee's work to develop updated proposals for the Equity Policy, Library Administrative Policies Policy, and Strategic Alliances Policy.

Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan will present updates on the Foundation's May meeting at the June 24 regular meeting of the Board of Trustees.

Adjournment

Trustee Guevara-Cruz moved to adjourn the May 28, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:10 p.m.

President

Secretary

Sno-Isle Libraries
May 2024 Payroll and May 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,535,451.81
Vendor Checks 82878, 82980 and 83142 through 83152, plus Electronic Transfers	<u>\$ 1,074,848.76</u>
Total Payroll and Benefits	\$ 3,610,300.57
Accounts Payable Checks 82872 through 83152 less checks listed above, plus Electronic Transfers	<u>\$ 2,087,859.06</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,698,159.63</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees June 24, 2024.



Finance Manager

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

May 2024 Payroll

Employee Pay - Direct Deposit	\$	1,819,140.32	
Plus: Employee Deductions	\$	716,311.49	
Sub-Total Gross Payroll			\$ 2,535,451.81
Vendor Checks 82878, 82980 and 83142 through 83152	\$	215,510.75 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	232,065.68	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,648.14	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	59,554.22	
Electronic Funds Transfer - PERS - Retirement Plan	\$	366,987.35	
Electronic Funds Transfer - Navia - FSA	\$	13,075.73	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,358.60	
Electronic Funds Transfer - Premera - Medical	\$	444,655.57	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(270,744.12)	
Sub-Total Benefits - Employer Expense			\$ 1,074,848.76
Total Payroll and Benefits			\$ 3,610,300.57

May 2024 Accounts Payable

Checks 82872 through 83152 less checks listed above	\$	2,087,071.88 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	787.18	
Sub-Total Accounts Payable			\$ 2,087,859.06
Total Payroll, Benefits and Accounts Payable			\$ 5,698,159.63

Adjustments

Paycom Direct Service Fee	\$	18,736.06	
Refunds and Credits	\$	1,098.03	
Retainage Deposits	\$	5,923.19	
Petty Cash Expense	\$	13.30	
Bank Service Charge	\$	1,305.19	
Travel & Business Expense Reimbursement paid in Payroll	\$	3,769.38	
Total Adjustments			\$ 30,845.15

May 2024 Total Expenditures **\$ 5,729,004.78** ***

* Benefit invoices paid through Accounts Payable Checks	\$	215,510.75	
** Regular invoices paid through Accounts Payable Checks	\$	2,087,071.88	
Total Accounts Payable Check Payments	\$	2,302,582.63	

*** Equals Expenditure Summary Total

**Vouchers
May 2024**

Date	Check Number	Payee	Check Amount
5/29/2024	79858	Silver Kite Community Arts - Void reissue on ck 83195	-\$350.00
5/14/2024	80152	Surfrider Foundation Seattle Chapter - Void reissue on ck 83050	-250.00
5/14/2024	82163	The Daily Herald - Void reissue to Local Media 83023	-500.00
5/14/2024	82817	Multnomah County Library - Void - Book Returned	-10.59
5/1/2024	82858	Void	0.00
5/1/2024	82859	Void	0.00
5/29/2024	82969	Spokane County Library District - Void - Book Returned	-6.00
5/3/2024	82872	Camano Commons	1,250.00
5/3/2024	82873	Dae Won LLC	8,063.78
5/9/2024	82874	Advance Testing & Service Inc	1,999.70
5/9/2024	82875	Air Care System	3,457.84
5/9/2024	82876	Allied Universal	13,742.72
5/9/2024	82877	Remit Overrun	0.00
5/9/2024	82878	Amazon Capital Services, Inc	4,253.14
5/9/2024	82879	Arbor Dreams LLC	150.00
5/9/2024	82880	AT&T Mobility (6463)	43.23
5/9/2024	82881	Baker & Taylor Books (277930)	15,320.31
5/9/2024	82882	Beacon Publishing Inc	637.50
5/9/2024	82883	Bellingham Public Library	19.95
5/9/2024	82884	Blackstone Publishing	485.58
5/9/2024	82885	Brodart Company	920.03
5/9/2024	82886	Bushwick Northwest	825.00
5/9/2024	82887	Buxton, Kira Jane	250.00
5/9/2024	82888	Buxton, Kira Jane	250.00
5/9/2024	82889	Buxton, Kira Jane	250.00
5/9/2024	82890	Buxton, Kira Jane	250.00
5/9/2024	82891	Camp Read-a-Rama	600.00
5/9/2024	82892	Cascade Natural Gas	299.99
5/9/2024	82893	Void	0.00
5/9/2024	82894	City of Marysville	1,661.05
5/9/2024	82895	Clinton Community Hall	120.00
5/9/2024	82896	Co3 Consulting, LLC	350.00
5/9/2024	82897	Comcast Business	703.62
5/9/2024	82898	Cortes, Marco	700.00
5/9/2024	82899	Crystal Springs	70.23
5/9/2024	82900	Cummins-Allison Corp.	874.11
5/9/2024	82901	Delinea Inc.	10,161.70
5/9/2024	82902	Del Sol Inc	77,335.51
5/9/2024	82903	EAP, Inc. dba CLC	6,759.00
5/9/2024	82904	Ednetics, Inc.	5,110.86
5/9/2024	82905	Elias, Gerald	150.00
5/9/2024	82906	FATBEAM, LLC	4,979.00

**Vouchers
May 2024**

Date	Check Number	Payee	Check Amount
5/9/2024	82907	Flowers By George Inc	519.18
5/9/2024	82908	Gale/Cengage Learning	20,813.35
5/9/2024	82909	Government Finance Officers Association	150.00
5/9/2024	82910	Joan Helen Green	400.00
5/9/2024	82911	Joan Helen Green	300.00
5/9/2024	82912	Hartt, Jack William	50.00
5/9/2024	82913	Hearing, Speech, and Deaf Center	1,792.75
5/9/2024	82914	Holiday-Parks, Inc	518.23
5/9/2024	82915	HP Inc	818.25
5/9/2024	82916	iCIMS, Inc.	4,834.23
5/9/2024	82917	Remit Overrun	0.00
5/9/2024	82918	Ingram Library Services	55,925.76
5/9/2024	82919	Ink It Your Way, LLC	441.16
5/9/2024	82920	Innovative Interfaces, Inc	230,178.29
5/9/2024	82921	Inscight Education	85.00
5/9/2024	82922	Insight Direct USA, Inc	11,827.49
5/9/2024	82923	Johnston Architects, LLC	16,979.00
5/9/2024	82924	Kanopy	5,684.00
5/9/2024	82925	Kendall of Marysville	631.41
5/9/2024	82926	Kenyon Disend, PLLC	576.34
5/9/2024	82927	KLM Industrial Installers	3,282.00
5/9/2024	82928	Lamar Transit, LLC	735.00
5/9/2024	82929	Language Exchange	80.00
5/9/2024	82930	Lund, Deborah A.	125.00
5/9/2024	82931	Mango Languages	25,386.72
5/9/2024	82932	McBride, Lish	1,000.00
5/9/2024	82933	Seven Star Women's Kung Fu, Inc	400.00
5/9/2024	82934	Midwest Library Service	85.76
5/9/2024	82935	Midwest Tape	21,106.95
5/9/2024	82936	Northwest Publishing Inc.	700.00
5/9/2024	82937	Remit Overrun	0.00
5/9/2024	82938	Office Depot, INC	3,237.99
5/9/2024	82939	Ospina, Alejandro Cano	200.00
5/9/2024	82940 - 82947	Remit Overrun	0.00
5/9/2024	82948	Overdrive Inc	182,039.44
5/9/2024	82949	Pacific Copy & Printing	561.87
5/9/2024	82950	Pacific Sound Design	300.00
5/9/2024	82951	Pacific Publishing Co Inc	293.25
5/9/2024	82952	Paper Roll Products	631.18
5/9/2024	82953	Paull, Gary	150.00
5/9/2024	82954	Petersen, Jill	250.00
5/9/2024	82955	PetroCard Systems Inc	2,056.01

**Vouchers
May 2024**

Date	Check Number	Payee	Check Amount
5/9/2024	82956	Puget Sound Energy	1,294.35
5/9/2024	82957	PUD No 1 of Snohomish County	5,808.73
5/9/2024	82958	Rev.com, Inc	366.58
5/9/2024	82959	Ricoh USA Inc - 31001	9,435.04
5/9/2024	82960	S-R Broadcasting Co Inc	825.00
5/9/2024	82961	Salish Networks	1,214.25
5/9/2024	82962	Seattle Times	6,750.00
5/9/2024	82963	Shred-it	565.94
5/9/2024	82964	Siegel, Shepherd	461.64
5/9/2024	82965	Silver Kite Community Arts Consulting, LLC	450.00
5/9/2024	82966	Skagit Publishing	484.61
5/9/2024	82967	Snohomish County Dept of Conservation and Natural Resources	240.00
5/9/2024	82968	Sno-Isle Refund Account	72.93
5/9/2024	82969	Spokane County Library District	6.00
5/9/2024	82970	Sprague Pest Solutions	462.74
5/9/2024	82971	Timeless Design	1,079.61
5/9/2024	82972	T Mobile	166.87
5/9/2024	82973	Tsai Fong Books Inc	383.32
5/9/2024	82974	Uline	7,106.74
5/9/2024	82975	Valdez Construction, Inc.	122,965.46
5/9/2024	82976	Verizon Communications Inc	330.79
5/9/2024	82977	Walter E Nelson Co of Western WA	6,531.13
5/9/2024	82978	Wave Business	9,022.00
5/9/2024	82979	WCP Solutions	798.78
5/9/2024	82980	Wellable LLC	267.00
5/9/2024	82981	Whidbey Telecom	729.56
5/9/2024	82982	A Wild Braid	335.00
5/9/2024	82983	ZiPLY Fiber	288.38
5/9/2024	82984	Ziranda, Carmen	500.00
5/9/2024	82985	City of Lake Stevens	3,796.17
5/15/2024	82986	A-1 Mobile Lock & Key	250.83
5/15/2024	82987	Alderwood Water District	38.46
5/15/2024	82988	Asavie Technologies Inc	1,711.67
5/15/2024	82989	Backstage Library Works, Inc	396.70
5/15/2024	82990	Baker & Taylor Books (277930)	1,284.20
5/15/2024	82991	Bank of America (0958)	2,570.61
5/15/2024	82992	Bank of America (1458)	13,900.30
5/15/2024	82993	Bank of America (2175)	2,715.94
5/15/2024	82994	Bank of America (2945)	5,214.39
5/15/2024	82995	Bank of America (3736)	564.64
5/15/2024	82996	Bank of America (5953)	503.47
5/15/2024	82997	Bank of America (7423)	382.00

**Vouchers
May 2024**

Date	Check Number	Payee	Check Amount
5/15/2024	82998	Bank of America (8208)	5,258.18
5/15/2024	82999	Bayside Floor Supply Co LLC	6,470.49
5/15/2024	83000	Brodart Company	223.64
5/15/2024	83001	BuildingWork, LLC	48,031.74
5/15/2024	83002	Camano Hill Water Co.	135.55
5/15/2024	83003	Cascadia Forest Therapy	300.00
5/15/2024	83004	Cedar Grove Organics Recycling LLC	421.80
5/15/2024	83005	Center Point Large Print	738.90
5/15/2024	83006	City of Arlington	199.61
5/15/2024	83007	City of Edmonds	21,086.33
5/15/2024	83008	City of Granite Falls	127.10
5/15/2024	83009	City of Marysville	669.63
5/15/2024	83010	City of Monroe	963.43
5/15/2024	83011	City of Sultan	201.74
5/15/2024	83012	Clinton Water Dist	54.14
5/15/2024	83013	Demco Inc (8048)	1,483.61
5/15/2024	83014	Emergent Devices Inc.	538.25
5/15/2024	83015	Gale/Cengage Learning	811.57
5/15/2024	83016	Hillis Clark Martin & Peterson	7,812.00
5/15/2024	83017	Holiday-Parks, Inc	3,586.17
5/15/2024	83018	Ingram Library Services	22,174.18
5/15/2024	83019	Innovative Interfaces, Inc	27,113.89
5/15/2024	83020	Island Disposal Inc	160.81
5/15/2024	83021	LeMay Mobile Shredding	42.78
5/15/2024	83022	Lift Every Voice Legacy	500.00
5/15/2024	83023	Local Media Association	500.00
5/15/2024	83024	Midwest Tape	166.40
5/15/2024	83025	Morales, Jannette	350.00
5/15/2024	83026	MSR Design	19,154.62
5/15/2024	83027	My Neighborhood News Network	425.00
5/15/2024	83028	OCLC Inc (34299)	188.38
5/15/2024	83029	Office Depot, INC	69.55
5/15/2024	83030 - 83032	Remit Overrun	0.00
5/15/2024	83033	Overdrive Inc	52,475.24
5/15/2024	83034	PawsWithCause	370.00
5/15/2024	83035	Pearl, Nancy	500.00
5/15/2024	83036	PetroCard Systems Inc	2,232.67
5/15/2024	83037	Pitney Bowes	967.45
5/15/2024	83038	PUD No 1 of Snohomish County	1,900.77
5/15/2024	83039	Puget Sound Energy	1,660.95
5/15/2024	83040	Republic Services 197	947.68
5/15/2024	83041	Ricoh USA Inc - 31001	10,120.52

**Vouchers
May 2024**

Date	Check Number	Payee	Check Amount
5/15/2024	83042	Ricoh USA Inc - 650073	25,775.99
5/15/2024	83043	Safeguard Business Systems, Inc.	910.56
5/15/2024	83044	Seven Star Women's Kung Fu, Inc	350.00
5/15/2024	83045	Seven Star Women's Kung Fu, Inc	350.00
5/15/2024	83046	Sharing Wheels Community Bike Shop	50.00
5/15/2024	83047	Silver Lake Water & Sewer	227.40
5/15/2024	83048	Sound Publishing	1,980.00
5/15/2024	83049	Sterling Volunteers	289.00
5/15/2024	83050	Surfrider Foundation Seattle Chapter	250.00
5/15/2024	83051	Void	0.00
5/15/2024	83052	Town of Coupeville	50.00
5/15/2024	83053	Town Square Publications, LLC	590.00
5/15/2024	83054	Tsai Fong Books Inc	482.42
5/15/2024	83055	Uline	603.66
5/15/2024	83056	VECA Electric & Technologies, LLC	3,083.38
5/15/2024	83057	Verizon Wireless (660108)	13,734.26
5/15/2024	83058	Visionary Office Furniture	8,965.76
5/15/2024	83059	Walter E Nelson Co of Western WA	1,036.09
5/15/2024	83060	Washington State Ferries	578.05
5/15/2024	83061	Waste Management	4,691.21
5/15/2024	83062	WP Company LLC	14,513.00
5/15/2024	83063	Thryv, Inc	221.90
5/24/2024	83064	Marysville Barker Real Estate LLC	6,117.68
5/24/2024	83065	Prime Self Storage	1,139.00
5/24/2024	83066	Smokey Point Place IV, LLC	11,194.98
5/24/2024	83067	South Whidbey School District	2,014.88
5/24/2024	83068	Timeless Design	18,647.62
5/24/2024	83069	Trojan Storage of Marysville	310.00
5/30/2024	83070	Susan Hempstead	1,691.69
5/30/2024	83071	Grant Perrigo	2,173.74
5/30/2024	83072	8X8 Inc	24,394.98
5/30/2024	83073	Ainsworth, Inc.	12,796.46
5/30/2024	83074	Allied Universal	14,110.72
5/30/2024	83075	AT&T Mobility (6463)	43.23
5/30/2024	83076	Beacon Publishing Inc	637.50
5/30/2024	83077	Brodart (Supplies)	47.76
5/30/2024	83078	Burke Museum	900.00
5/30/2024	83079	Camano Commons	1,250.00
5/30/2024	83080	Cascade Natural Gas	195.73
5/30/2024	83081	CDW Government Inc	2,758.54
5/30/2024	83082	City of Langley	356.13
5/30/2024	83083	City of Lynnwood	1,888.96

**Vouchers
May 2024**

Date	Check Number	Payee	Check Amount
5/30/2024	83084	Clinton Community Hall	40.00
5/30/2024	83085	Comcast Business	703.62
5/30/2024	83086	Coupeville Historic Waterfront Association	500.00
5/30/2024	83087	Crystal Springs	76.23
5/30/2024	83088	Daily Journal of Commerce	75.40
5/30/2024	83089	Dept of Enterprise Services	4,120.00
5/30/2024	83090	Elshult, Suzanne	125.00
5/30/2024	83091	Engineered Products	58.26
5/30/2024	83092	Fastsigns	676.86
5/30/2024	83093	FATBEAM, LLC	4,979.00
5/30/2024	83094	Guardian Security	5,569.62
5/30/2024	83095	Historic Downtown Snohomish Association	500.00
5/30/2024	83096	HP Inc	425,361.26
5/30/2024	83097	JanWay Company	274.92
5/30/2024	83098	Jennifer DePrey	300.83
5/30/2024	83099	Kendall of Marysville	1,404.43
5/30/2024	83100	Lake Stevens Pride	500.00
5/30/2024	83101	Lamar Transit, LLC	3,280.00
5/30/2024	83102	Language Exchange	1,187.68
5/30/2024	83103	Lithtex NW	623.14
5/30/2024	83104	Lytho, Inc	40,192.45
5/30/2024	83105	Moore, Jared	500.00
5/30/2024	83106	Remit Overrun	0.00
5/30/2024	83107	Office Depot, INC	3,176.73
5/30/2024	83108	One Diversified, LLC	6,132.91
5/30/2024	83109 - 83115	Remit Overrun	0.00
5/30/2024	83116	Overdrive Inc	119,072.23
5/30/2024	83117	Paper Roll Products	1,243.72
5/30/2024	83118	PetroCard Systems Inc	2,066.00
5/30/2024	83119	PUD No 1 of Snohomish County	9,074.31
5/30/2024	83120	Void	0.00
5/30/2024	83121	Puget Sound Mobile Detail	664.90
5/30/2024	83122	Ricoh USA Inc - 31001	645.53
5/30/2024	83123	Ricoh USA Inc - 650073	2,448.03
5/30/2024	83124	Salish Networks	1,214.25
5/30/2024	83125	Silver Kite Community Arts Consulting, LLC	350.00
5/30/2024	83126	Sound Publishing	83.28
5/30/2024	83127	South Whidbey School District	65.00
5/30/2024	83128	Sprague Pest Solutions	1,071.89
5/30/2024	83129	StitchDX, LLC	11,970.00
5/30/2024	83130	Summit Law Group, PLLC	10,537.00
5/30/2024	83131	Susan Kostick	150.15
5/30/2024	83132	Te Fare O Tamatoa, Inc.	600.00
5/30/2024	83133	The ACCESS Project	10,000.00
5/30/2024	83134	Trahan, Roberta N	150.00
5/30/2024	83135	Truck Trails Northwest LLC	1,380.62

**Vouchers
May 2024**

Date	Check Number	Payee	Check Amount
5/30/2024	83136	U S Bank Equipment Finance	299.97
5/30/2024	83137	Uline	1,698.56
5/30/2024	83138	WCP Solutions	1,902.27
5/30/2024	83139	Ziply Fiber	16,832.46
5/30/2024	83140	Lois Langer Thompson	1,507.11
5/30/2024	83141	Puget Sound Energy	1,110.41
5/31/2024	83142	Assured Partners of WA, LLC	4,886.53
5/31/2024	83143	Canopy Wellbeing	1,792.67
5/31/2024	83144	Central Puget Sound Regional Transit	25,704.00
5/31/2024	83145	Delta Dental of Washington	32,266.57
5/31/2024	83146	Kaiser Permanente	93,817.48
5/31/2024	83147	LifeWise Assurance Co.	37,983.59
5/31/2024	83148	Lincoln National Life Ins Company	7,349.19
5/31/2024	83149	Navia Benefit Solutions Client Pay	2,053.80
5/31/2024	83150	Premera Blue Cross	8,639.02
5/31/2024	83151	Snohomish County Superior Court Clerk	250.00
5/31/2024	83152	Sno-Isle Library Foundation	462.00
			\$2,302,582.63

Bylaws of the Board of Trustees of Sno-Isle Libraries

I. Name

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II. Management and Control

- A. Management. The management and control of the Library District is vested in the Board who shall appoint an Executive Director as hereinafter provided.
- B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:
- i. Adopt such bylaws, rules, and regulations for Board guidance and for the government of the library as the Board deems expedient;
 - ii. Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
 - iii. Employ a librarian, and upon his or her recommendation employ such other assistants as may be necessary, all in accordance with the provisions of [RCW 27.04.055](#) prescribe their duties, fix their compensation, and remove them for cause;
 - iv. Prepare its budget, certify the same, and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
 - v. Have exclusive control of the finances of the library;
 - vi. Accept such gifts of money or property for library purposes as they deem expedient;
 - vii. Lease or purchase land for library buildings;
 - viii. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
 - ix. Purchase books, periodicals, maps, and supplies for the library; and
 - x. Do all other acts necessary for the orderly and efficient management and control of the library.

III. Membership

- A. Appointment. The Board shall consist of seven (7) members appointed by the joint action of the Snohomish County Council and the Board of Island County Commissioners. [RCW 27.12.190](#)

Bylaws of the Board of Trustees of Sno-Isle Libraries

- B. Representation by county. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County. Any resident of the Sno-Isle Library District shall be eligible for appointment.
- C. Terms. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. An unexpired term of more than three (3) years shall be considered a full term. All terms commence January 1 of their respective year of appointment.
- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. [RCW 27.12.190](#)
- E. Trustee Nominating Committee. A Trustee nominating committee shall be appointed by the President to select a candidate for Trustee to recommend to the Snohomish County Council and the Board of Island County Commissioners for appointment to the Board of Trustees.
- F. Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to [RCW 27.12.190](#).
- G. Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
- H. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds. [RCW 27.12.190](#)
- I. Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. [RCW 27.12.190](#) and [RCW 27.04.055](#).

IV. Meetings

- A. Regular Meetings. Regular open public meetings of the Board shall be held on dates and time determined annually unless changed according to IV c. Notices of regular monthly meetings shall be published at least five (5) days before the meeting and shall include the place of the meeting, the agenda, financial statements, and documents or

Bylaws of the Board of Trustees of Sno-Isle Libraries

reports pertaining to business that require Board action. RCW [42.30.030](#), [RCW 42.30.070](#), and [RCW 42.30.077](#).

- B. Special Meetings. The Board President, or a majority of the Board, may schedule special meetings in accordance with the laws of the state of Washington. Notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken by the governing body on any other matter at such meetings. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [RCW 42.30.080](#)
- C. Change of schedule. The schedule may be changed by a simple majority vote of the Board and updated on the Library District's website.

V. Officers

- A. Officers. The officers of the Board shall be President, Vice President, and Secretary. The Board shall elect officers at the last regular Board meeting of each year. Elected officers shall serve through the end of the calendar year.
- B. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- C. Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.
- D. Liaison to the Sno-Isle Libraries Foundation. The Vice President, or another Trustee as appointed by the President, shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
- E. Standing committees shall be appointed by the President in January. Ad hoc committees will be appointed by the President as needed. Each committee shall consist of two Trustees and two ex-officio members including the Board President and Executive Director.

Bylaws of the Board of Trustees of Sno-Isle Libraries

- F. Officer Nominating Committee. An officer nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers. If no additional nominations are received, the officers will be elected by acclamation.
- G. Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tempore.
- H. Records of Proceedings. The Executive Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

VI. Quorum

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. [RCW 24.03.090](#)

VII. Form of Action

- A. Motions. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions may be made orally.
- B. Voice vote. All voting at meetings of the Board shall be by voice vote, unless a member shall request a roll call, and recorded in the minutes of the Board. [RCW 24.03.085](#)
- C. Simple majority. The vote of a majority of the members of the Board at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by this chapter, the articles of incorporation, or the bylaws. [RCW 24.03.090](#)

VIII. Procedure at Meetings

- A. Procedures. The President shall determine the procedures for the Board meetings subject to the approval of the Board. The rules of order shall be in the general form of *Roberts' Rules of Order* as determined by the President.
- B. Open public meetings. All procedures of the Board, with the exception of Executive Sessions, shall be performed in open public session. [RCW 42.30](#)
- C. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.

Current

Bylaws of the Board of Trustees of Sno-Isle Libraries

- D. Absence of quorum. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
- E. Attendance by phone or video call. Trustees may participate in a meeting of the board of committee by means of a conference telephone, video call, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means constitutes presence in person at the meeting.
- F. Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar year.
- G. Permanent Record. The Library District shall maintain a permanent record of the approved minutes of each regular and special meeting as the official record of said meeting. After six (6) years, the Library District may transfer the print copies of the minutes to Washington State Archives for permanent retention. [Washington State Archives Common Records Retention Schedule](#).

IX. Amendment of Bylaws

- A. These bylaws may be amended by approval of at least five (5) Trustees at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Any proposed change(s) shall be sent to Trustees at least five (5) days prior to said meeting. [RCW 27.12.120](#).
- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

Policy History

Date approved: TBD

Adopted: 1963

Next review date: TBD

Bylaws of the Board of Trustees of Sno-Isle Libraries

I. Name

The name of the District is Sno-Isle Regional Intercounty Rural Library District, which shall be commonly known as and shall transact business under the name "Sno-Isle Libraries" (referred to hereinafter as the "Library District"). The name of this Board shall be "Sno-Isle Libraries Board of Trustees," hereinafter the "Board."

II. Management and Control

- A. Management. The management and control of the Library District is vested in the Board who shall appoint an Executive Director as hereinafter provided.
- B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:
- i. Adopt such bylaws, rules, and regulations for Board guidance and for the government of the library as the Board deems expedient;
 - ii. Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
 - iii. Employ a librarian, and upon his or her recommendation employ such other assistants as may be necessary, all in accordance with the provisions of [RCW 27.04.055](#) prescribe their duties, fix their compensation, and remove them for cause;
 - iv. Prepare its budget, certify the same, and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
 - v. Have exclusive control of the finances of the library;
 - vi. Accept such gifts of money or property for library purposes as they deem expedient;
 - vii. Lease or purchase land for library buildings;
 - viii. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
 - ix. Purchase books, periodicals, maps, and supplies for the library; and
 - x. Do all other acts necessary for the orderly and efficient management and control of the library.

III. Membership

- A. Appointment. The Board shall consist of seven (7) members appointed by the joint action of the Snohomish County Council and the Board of Island County Commissioners. [RCW 27.12.190](#)

Bylaws of the Board of Trustees of Sno-Isle Libraries

- B. Representation by county. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County. Any resident of the Sno-Isle Library District shall be eligible for appointment.
- C. Terms. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. An unexpired term of more than three (3) years shall be considered a full term. All terms commence January 1 of their respective year of appointment.
- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. [RCW 27.12.190](#)
- E. Absences: It is the expectation of the Board to have full representation of the members in all governance and policy-making decisions. Regular attendance by all members of the Board is crucial for the Board to fulfill its role. If unable to attend a meeting, each trustee assumes the responsibility to notify the Chair or Executive Director in advance of a pending absence. A Board member who has three unexcused absences from Board or committee meetings in a twelve (12) month period shall be contacted by the Chair for re-commitment to their term.
- ~~E.F.~~ Trustee Nominating Committee. A Trustee nominating committee shall be appointed by the President to select a candidate for Trustee to recommend to the Snohomish County Council and the Board of Island County Commissioners for appointment to the Board of Trustees.
- ~~F.G.~~ Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to [RCW 27.12.190](#).
- ~~G.H.~~ Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
- ~~H.I.~~ Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds. [RCW 27.12.190](#)

Bylaws of the Board of Trustees of Sno-Isle Libraries

H.J. Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. [RCW 27.12.190](#) and [RCW 27.04.055](#).

IV. Meetings

- A. Regular Meetings. Regular open public meetings of the Board shall be held on dates and time determined annually unless changed according to IV c. Notices of regular monthly meetings shall be published at least five (5) days before the meeting and shall include the place of the meeting, the agenda, financial statements, and documents or reports pertaining to business that require Board action. [RCW 42.30.030](#), [RCW 42.30.070](#), and [RCW 42.30.077](#).
- B. Special Meetings. The Board President, or a majority of the Board, may schedule special meetings in accordance with the laws of the state of Washington. Notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken by the governing body on any other matter at such meetings. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [RCW 42.30.080](#)
- C. Change of schedule. The schedule may be changed by a simple majority vote of the Board and updated on the Library District's website.

V. Officers

- A. Officers. The officers of the Board shall be President, Vice President, and Secretary. The Board shall elect officers at the last regular Board meeting of each year. Elected officers shall serve through the end of the calendar year.
- B. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.

Bylaws of the Board of Trustees of Sno-Isle Libraries

- C. Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.
- D. Liaison to the Sno-Isle Libraries Foundation. The Vice President, or another Trustee as appointed by the President, shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
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- F. Officer Nominating Committee. An officer nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers. If no additional nominations are received, the officers will be elected by acclamation.
- G. Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tempore.
- H. Records of Proceedings. The Executive Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

VI. Quorum

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. [RCW 24.03.090](#)

VII. Form of Action

- A. Motions. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions may be made orally.
- B. Voice vote. All voting at meetings of the Board shall be by voice vote, unless a member shall request a roll call, and recorded in the minutes of the Board. [RCW 24.03.085](#)
- C. Simple majority. The vote of a majority of the members of the Board at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted

Bylaws of the Board of Trustees of Sno-Isle Libraries

upon by the members, unless a greater proportion is required by this chapter, the articles of incorporation, or the bylaws. [RCW 24.03.090](#)

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- ~~C. Executive Sessions. All Executive Sessions are the part of a regular or special meeting of the Board that is closed to the public. RCW 42.30.110~~
- ~~C.D.~~ Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- ~~D.E.~~ Absence of quorum. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
- ~~E.F.~~ Attendance ~~by phone or video call. In-person attendance is preferred and expected. Attendance by Trustees may participate in a meeting of the board or committee by means of a conference telephone, video call requires stable internet connection and equipment that allows the member to successfully join and participate in the meeting. Members will keep their cameras on during the entire meeting, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means constitutes presence in person at the meeting.~~
- ~~F.G.~~ Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar year.
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Bylaws of the Board of Trustees of Sno-Isle Libraries

IX. Amendment of Bylaws

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- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

Policy History

Date approved: TBD

Next review date: TBD

Date Adopted: 1963

Bylaws of the Board of Trustees of Sno-Isle Libraries

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 - v. Have exclusive control of the finances of the library;
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Bylaws of the Board of Trustees of Sno-Isle Libraries

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- C. Terms. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. An unexpired term of more than three (3) years shall be considered a full term. All terms commence January 1 of their respective year of appointment.
- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. [RCW 27.12.190](#)
- E. Absences: It is the expectation of the Board to have full representation of the members in all governance and policy-making decisions. Regular attendance by all members of the Board is crucial for the Board to fulfill its role. If unable to attend a meeting, each trustee assumes the responsibility to notify the Chair or Executive Director in advance of a pending absence. A Board member who has three unexcused absences from Board or committee meetings in a twelve (12) month period shall be contacted by the Chair for re-commitment to their term.
- F. Trustee Nominating Committee. A Trustee nominating committee shall be appointed by the President to select a candidate for Trustee to recommend to the Snohomish County Council and the Board of Island County Commissioners for appointment to the Board of Trustees.
- G. Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to [RCW 27.12.190](#).
- H. Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
- I. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds. [RCW 27.12.190](#)

Bylaws of the Board of Trustees of Sno-Isle Libraries

- J. Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. [RCW 27.12.190](#) and [RCW 27.04.055](#).

IV. Meetings

- A. Regular Meetings. Regular open public meetings of the Board shall be held on dates and time determined annually unless changed according to IV c. Notices of regular monthly meetings shall be published at least five (5) days before the meeting and shall include the place of the meeting, the agenda, financial statements, and documents or reports pertaining to business that require Board action. [RCW 42.30.030](#), [RCW 42.30.070](#), and [RCW 42.30.077](#).
- B. Special Meetings. The Board President, or a majority of the Board, may schedule special meetings in accordance with the laws of the state of Washington. Notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken by the governing body on any other matter at such meetings. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [RCW 42.30.080](#)
- C. Change of schedule. The schedule may be changed by a simple majority vote of the Board and updated on the Library District's website.

V. Officers

- A. Officers. The officers of the Board shall be President, Vice President, and Secretary. The Board shall elect officers at the last regular Board meeting of each year. Elected officers shall serve through the end of the calendar year.
- B. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.

Bylaws of the Board of Trustees of Sno-Isle Libraries

- C. Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.
- D. Liaison to the Sno-Isle Libraries Foundation. The Vice President, or another Trustee as appointed by the President, shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
- E. Standing committees shall be appointed by the President in January. Ad hoc committees will be appointed by the President as needed. Each committee shall consist of two Trustees and two ex-officio members including the Board President and Executive Director.
- F. Officer Nominating Committee. An officer nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers. If no additional nominations are received, the officers will be elected by acclamation.
- G. Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tempore.
- H. Records of Proceedings. The Executive Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

VI. Quorum

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. [RCW 24.03.090](#)

VII. Form of Action

- A. Motions. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions may be made orally.
- B. Voice vote. All voting at meetings of the Board shall be by voice vote, unless a member shall request a roll call, and recorded in the minutes of the Board. [RCW 24.03.085](#)

Bylaws of the Board of Trustees of Sno-Isle Libraries

- C. Simple majority. The vote of a majority of the members of the Board at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by this chapter, the articles of incorporation, or the bylaws. [RCW 24.03.090](#)

VIII. Procedure at Meetings

- A. Procedures. The President shall determine the procedures for the Board meetings subject to the approval of the Board. The rules of order shall be in the general form of *Roberts' Rules of Order* as determined by the President.
- B. Open public meetings. All procedures of the Board, with the exception of Executive Sessions, shall be performed in open public session. [RCW 42.30](#)
- C. Executive Sessions. All Executive Sessions are the part of a regular or special meeting of the Board that is closed to the public. [RCW 42.30.110](#)
- D. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- E. Absence of quorum. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
- F. Attendance. In-person attendance is preferred and expected. Attendance by video call requires stable internet connection and equipment that allows the member to successfully join and participate in the meeting. Members will keep their cameras on during the entire meeting.
- G. Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar year.
- H. Permanent Record. The Library District shall maintain a permanent record of the approved minutes of each regular and special meeting as the official record of said meeting. After six (6) years, the Library District may transfer the print copies of the minutes to Washington State Archives for permanent retention. [Washington State Archives Common Records Retention Schedule](#).

Bylaws of the Board of Trustees of Sno-Isle Libraries

IX. Amendment of Bylaws

- A. These bylaws may be amended by approval of at least five (5) Trustees at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Any proposed change(s) shall be sent to Trustees at least five (5) days prior to said meeting. [RCW 27.12.120](#).
- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

Policy History

Date approved: TBD

Next review date: TBD

Date Adopted: 1963

Executive Director

Memo to Board of Trustees

June 24, 2024

Lois Langer Thompson
Executive Director

Memorandum of Understanding (MOU) Between Everett Housing Authority (EHA) and Sno-Isle Intercounty Rural Library District (Library District) for the Mariner Community Campus

With the completion of the purchase and sale agreement for property for the Mariner Community Campus, the Library District is recommending entering into an agreement with EHA that commits the parties to work cooperatively to develop the design concept and project plan.

EHA and the Library District's intent to create the joint development Mariner Community Campus and the current expectations for how it will be structured are included in the MOU. It commits the parties to activities including, but not limited to:

- Pre-design activities.
- Development agreement.
- Leases.
- Financing documents.

These documents will incorporate the full binding details of the planning, development, ownership, and operations of the facility.

The proposed MOU has been reviewed and approved by the Library District's attorneys. Staff are requesting Sno-Isle Libraries Board of Trustees approve the MOU as presented and authorize the Executive Director to sign on behalf of the Library District. This will support the start of project planning and negotiation of a development agreement. The full development agreement will also be brought forward for Board consideration and approval.

**MEMORANDUM OF UNDERSTANDING
MARINER COMMUNITY CAMPUS**

This Memorandum of Understanding (“**MOU**”) is entered into as of June 25, 2024 (“**Effective Date**”), by and between the Housing Authority of the City of Everett, a public body corporate and politic of the State of Washington organized and existing under Chapter 35.82 RCW (“**EHA**”) and the Sno-Isle Intercounty Rural Library District, doing business as Sno-Isle Libraries, a Washington intercounty rural library district organized and existing under Chapter 27.12 RCW (“**SNO-ISLE LIBRARIES**”), to express their intent to cooperate in the design and joint development a housing project (the “**Project**”) in accordance with the Housing Cooperation Law (chapter 35.83 RCW). The Project is expected to include affordable housing and the library-anchored community components, and to initially be known as the Mariner Community Campus. EHA and SNO-ISLE LIBRARIES are sometimes individually referred to as a “**Party**”, or together, as the “**Parties**”.

1. Purpose of this MOU. The Parties previously entered into a nonbinding Memorandum of Understanding dated May 2023 (the “**2023 MOU**”) to “identify and explore potential opportunities for joint development of a multiuse facility to include affordable housing and the library-anchored Mariner Community Campus.” The terms of this MOU, including Exhibit A attached hereto and incorporated herein by reference, are intended to supplement the 2023 MOU and set forth certain procedures by which the Parties intend to complete the Project. The Parties intend to incorporate key provisions of this MOU in other binding agreements, which may include, without limitation, a development agreement, ground leases, and various financing documents (collectively, the “**Project Documents**”). To the extent that any terms of this MOU, including Exhibit A attached hereto, conflict with the terms of the 2023 MOU, this MOU shall control.

2. Intent of MOU. This MOU is a summary of the Parties’ current expectations. Any specific and binding commitments shall be memorialized in the Project Documents, if and when executed. The Parties hereby agree that each Party has its own approval processes and requirements, and that the feasibility of the terms set forth in this MOU may be affected by a number of considerations, both known and unknown.

3. Counterparts. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, and both of which taken together shall constitute one and the same instrument.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the Effective Date set forth above.

**HOUSING AUTHORITY OF THE CITY
OF EVERETT**

By: _____
Mary Swenson
Executive Director

**SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT**

By: _____
Lois Langer Thompson,
Executive Director

Exhibit A
Mariner Community Campus
Certain Structuring Considerations

Consideration	Notes
Currently Anticipated Project Components	<ul style="list-style-type: none"> • Residential Space <ul style="list-style-type: none"> ○ Number of units, unit sizes, and unit mix to be determined by EHA ○ Other functionally related and subordinate facilities (e.g., property management office, resident community room, etc.) • Library Space <ul style="list-style-type: none"> ○ Library space, including community areas • Parties to cooperate to evaluate and determine: <ul style="list-style-type: none"> ○ Inclusion and ownership of retail space, if any ○ Total square footage of residential, library, and any other components ○ Number and method for allocating dedicated parking stalls for each Project component
Currently Anticipated Project Documents	<ul style="list-style-type: none"> • Development Agreement • Ground Lease • Purchase and Sale Agreement or Lease Agreement for Library space, as applicable • Condo Declaration, if applicable • Condo Association Documents, if applicable
Land Acquisition	<ul style="list-style-type: none"> • Adjacent parcels located in unincorporated Snohomish County have been, or are to be, acquired in fee by EHA and SNO-ISLE LIBRARIES, respectively • EHA to acquire the parcel located at 12717 4th Ave W, Everett, WA 98204) in fee simple (“Primary Parcel”) • SNO-ISLE LIBRARIES to acquire neighboring parcel located at 303 128th Street SW, Everett, WA 98204 in fee simple (“Additional Parcel” and, together with the Primary Parcel, the “Parcels” and each, a “Parcel”) • Acquisition of each Parcel is subject to completion of due diligence to satisfaction of the applicable Party; provided that the Parties agree to share due diligence materials relating to each Parcel (e.g., title, environmental, survey, etc.) for the purpose of identifying issues that may affect the planning, development, construction, and/or financing of the Project • No Party shall permit an encumbrance that will survive LIHTC closing to be recorded against a Parcel without consent of the other Party • Both Parcels will to be leased to the Partnership (as defined below) (see Basic Lease Terms below)

<p>LIHTC Partnership Structure</p>	<ul style="list-style-type: none"> • EHA will form a limited liability limited partnership (the “Partnership”) of which EHA, or an affiliate, will be the sole general partner • Upon low-income housing tax credit (“LIHTC”) closing, investor limited partner(s) will acquire a 99.99% interest in the Partnership
<p>Basic Lease Terms</p>	<ul style="list-style-type: none"> • SNO-ISLE LIBRARIES and EHA will ground lease their respective parcel to the Partnership • The parties intend to cooperate in the negotiation of lease terms that will satisfy reasonable investor and lender requirements • Anticipated Ground Lease Term –99-years • Anticipated Ground Lease Rent – TBD (expected to be nominal, potentially pre-paid through approximately 15-year (post completion) LIHTC compliance period) • Permitted Uses – TBD; may restrict use of Housing space to low-income housing and functionally related and subordinate facilities, including income-based occupancy and affordability requirements • Additional potential lease terms: <ul style="list-style-type: none"> ○ Limitation on liens ○ Indemnification by Partnership for hazardous substances and environmental contamination; provided however, Partnership will have no obligation to indemnify for hazardous materials or conditions existing prior to the effective date of the Ground Lease ○ Insurance ○ Responsibility for property taxes/leasehold excise tax ○ Leasehold mortgagee protections ○ Prohibitions on deeds of trust encumbering fee interests ○ Use restrictions encumbering fee interest required in connection with LIHTC program, bond financing or other public funding sources permitted ○ Parties to retain the ability to enforce compliance with material provisions of leases, including during LIHTC compliance period; provided that, if required by the LIHTC investor(s), Parties will waive their right to terminate the ground leases during the LIHTC compliance period
<p>Ownership and Operational Structure of Project</p>	<ul style="list-style-type: none"> • The ownership structure for the Project is to be reflected in a development agreement and other Project Documents

<p style="text-align: center;">Predevelopment Roles/Responsibilities Generally</p>	<ul style="list-style-type: none"> • Prior to the execution of a development agreement pertaining to the Project, SNO-ISLE LIBRARIES and EHA agree to cooperate and work together to make decisions regarding the design, construction, and financing of the Project (the “Pre-Design Activities”). Notwithstanding the foregoing, if, after devoting good faith efforts to reach agreement regarding any of the Pre-Design Activities, SNO-ISLE LIBRARIES and EHA are unable to agree on any action to be taken or omitted as part of such activities, and both Parties continue to desire to cooperate in connection with the Project as contemplated by this MOU, the Parties will delay making final decisions regarding such matters until the development agreement has been executed • The Parties' current expectations regarding planning, design, and construction responsibilities for the Project include: <ul style="list-style-type: none"> ○ EHA will serve as developer for Project and in that capacity will cooperate with the construction and design team to manage the construction and delivery of the Project improvements ○ EHA or the Partnership will engage the Architect and consultants to support design, programming, and entitlements for the Project ○ Each agreement pertaining to the planning and design of the Project will include the Housing space, the Library space, and common areas ○ Separate schedules of values will be prepared for each component of the Project ○ EHA will prepare and submit all applications for land use changes and permits required to develop the Project
<p style="text-align: center;">Specific Predevelopment Roles/Responsibilities</p>	<ul style="list-style-type: none"> • Financing for Residential Portion – EHA will determine the funding sources for the residential portion of the Project, including selecting, and negotiating business terms and documentation with, the LIHTC investor, senior lender (bond purchaser), and other funders for the residential portion of the Project • Financing for Community Campus – EHA and SNO-ISLE LIBRARIES will cooperate in determining the funding sources for the community campus portion of the Project
<p style="text-align: center;">Construction</p>	<ul style="list-style-type: none"> • EHA, in its capacity as Project developer and general partner of the Partnership will have decision-making authority with respect to construction of the residential portion of the Project (subject to the rights of lenders and the LIHTC investor(s)) • SNO-ISLE LIBRARIES and EHA anticipate that the final Project Documents will describe how the Parties will work together to

	<p>make decisions regarding issues relating to the Library space that may arise during the construction of the Project</p> <ul style="list-style-type: none"> • The Parties' current expectations regarding construction responsibilities for the Project include: <ul style="list-style-type: none"> ○ Partnership and/or EHA will engage the contractor for construction of the Project ○ EHA will agree not to make any material changes to the plans and specifications relating to the Library space or common elements without SNO-ISLE LIBRARIES' approval and SNO-ISLE LIBRARIES will agree to respond in a timely manner to requests for changes so as not to unnecessarily delay construction ○ EHA will agree to keep SNO-ISLE LIBRARIES informed regarding the construction of the Library space and common elements ○ SNO-ISLE LIBRARIES will be provided opportunities to review and monitor construction of the Library space and common elements and will be provided reasonable access to the construction site and information regarding construction • Plans with respect to the Project, its construction and financing, roles pertaining to the construction of the Project, and related documents and parties thereto may be adjusted to take into account public works, prevailing wage and other considerations
<p>Developer Fees</p>	<p>The Project's development budget will provide for a development fee associated with development of the Library space, to be paid by SNO-ISLE LIBRARIES to EHA as permitted by funding sources and consistent with the Project's budget</p> <p>The Project's development budget will also provide for a development fee associated with the residential portion of the Project, which may be paid in cash or deferred, and shall be payable by the Partnership to EHA</p>

Board of Trustees

Committee Review of Board Policies – Proposed Timeline June 2024

Current Timeline (four-year cycle)

Management Committee - Review Board policies related to facilities, management, and finance.

Library Services Committee - Review Board policies related to library services, use, and support.

2025 Policies	Current	Board Committee
Capitalized Asset / Small and Attractive Asset Management	2025	Management
Conflict of Interest	2025	Management
Naming (New)	2025	Library Services

2026 Policies	Current	Board Committee
Purchasing and Public Works	2026	Management

2027 Policies	Current	Board Committee
Art in Public Spaces	2027	Library Services
Business Expense Reimbursement	2027	Management
Collection Development	2027	Library Services
Debt Management	2027	Management
Internet Use	2027	Library Services
Unreserved and Reserved Fund	2027	Management
Meeting Room	2027	Library Services
Public Records	2027	Management

2028 Policies	Current	Board Committee
Bylaws and Code of Conduct for Trustees	2028	Management
Confidentiality of Library Records and Customer Files	2028	Library Services
Customer Use of Library Spaces	2028	Library Services
Donation	2028	Library Services
Equity	2028	Management
Friends of the Library	2028	Library Services
Library Administrative Policies	2028	Management
Library Card and Lending	2028	Library Services
Library Facilities Ownership	2028	Management
Policy Management	2028	Management
Site Selection and Acquisition	2028	Management
Strategic Alliances	2028	Management
Volunteer	2028	Library Services

Board of Trustees

Committee Review of Board Policies – Proposed Timeline June 2024

Option One 2025 - 2028 Timeline (maintain four-year cycle and move policies into evenly distributed six policies/year rotation)

2025 Policies	Current	Proposed	Board Committee
Capitalized Asset / Small and Attractive Asset Management	2025	2025	Management
Collection Development	2027	2025	Library Services
Conflict of Interest	2025	2025	Management
Internet Use	2027	2025	Library Services
Naming	New	2025	Library Services
Purchasing and Public Works	2026	2025	Management

2026 Policies	Current	Proposed	Board Committee
Art in Public Spaces	2027	2026	Library Services
Business Expense Reimbursement	2027	2026	Management
Customer Use of Library Spaces	2028	2026	Library Services
Debt Management	2027	2026	Management
Meeting Room	2027	2026	Library Services
Unreserved and Reserved Fund	2027	2026	Management

2027 Policies	Current	Proposed	Board Committee
Equity	2028	2027	Management
Friends of the Library	2028	2027	Library Services
Library Administrative Policies	2028	2027	Management
Policy Management	2027	2027	Management
Public Records	2027	2027	Management
Volunteer	2028	2027	Library Services

2028 Policies	Current	Proposed	Board Committee
Bylaws and Code of Conduct for Trustees	2028	2028	Management
Confidentiality of Library Records and Customer Files	2028	2028	Library Services
Donation	2028	2028	Library Services
Library Card and Lending	2028	2028	Library Services
Library Facilities Ownership	2028	2028	Management
Site Selection and Acquisition	2028	2028	Management
Strategic Alliances	2028	2028	Management

Board of Trustees

Committee Review of Board Policies – Proposed Timeline June 2024

Option Two 2025 - 2029 Timeline (change to five-year cycle and move policies into evenly distributed five policies/year rotation)

2025 Policies	Current	Proposed	Board Committee
Capitalized Asset / Small and Attractive Asset Management	2025	2025	Management
Collection Development	2027	2025	Library Services
Conflict of Interest	2025	2025	Management
Naming	New	2025	Library Services
Purchasing and Public Works	2026	2025	Management

2026 Policies	Current	Proposed	Board Committee
Art in Public Spaces	2027	2026	Library Services
Business Expense Reimbursement	2027	2026	Management
Debt Management	2027	2026	Management
Internet Use	2027	2026	Library Services
Unreserved and Reserved Fund	2027	2026	Management

2027 Policies	Current	Proposed	Board Committee
Customer Use of Library Spaces	2028	2027	Library Services
Library Administrative Policies	2028	2027	Management
Meeting Room	2027	2027	Library Services
Public Records	2027	2027	Management
Strategic Alliances	2028	2027	Management

2028 Policies	Current	Proposed	Board Committee
Donation	2028	2028	Library Services
Equity	2028	2028	Management
Library Card and Lending	2028	2028	Library Services
Library Facilities Ownership	2028	2028	Management
Site Selection and Acquisition	2028	2028	Management

2029 Policies	Current	Proposed	Board Committee
Bylaws and Code of Conduct for Trustees	2028	2029	Management
Confidentiality of Library Records and Customer Files	2028	2029	Library Services
Friends of the Library	2028	2029	Library Services
Policy Management	2028	2029	Management
Volunteer	2028	2029	Library Services

2023 Programming Report

REPORT TO THE BOARD

June 24, 2024

Connecting with Our Community

Offering engaging and enriching library programs is one of our strategies for fulfilling our vision of connecting everyone with their library. Programs provide opportunities for customers to build relationships and encouragement to explore new perspectives. Library programs are an integral component in the ecosystem of a thriving community. No other gathering place has the breadth of programs that support residents in freely learning about healthy cooking from our local foodbanks, obtaining support to escape domestic violence, cultivating skills for future goals, or befriending their neighbor while enjoying a toddler storytime. Programs are also an effective method for connecting underserved members of our communities with library resources. Our programs strive to reflect the perspectives of our diverse communities to ensure the library is a welcoming place for all. When customers see themselves represented in our programs, they are more inclined to make the library a part of their everyday lives.

Program Planning

A programming strategy implemented in 2022 guides our planning to ensure programs align with our communities' vision for their future. These guidelines support staff in understanding their communities, hiring expert presenters, collaborating with local organizations, and planning effective staff-led programs. We also instituted a formalized contracting procedure, which streamlined our funding process and ensures shared expectations for staff and presenters. A dashboard was developed last year to improve the accessibility of programming data. This information enables staff to track trends and learn what types of programs have been successful in similar communities.

2023 Programming

Staff welcomed over 120,000 participants to programs in 2023. Notably, over 60% of these participants attended a storytime at one of our libraries or online. While storytimes remain a cornerstone of our offerings, the library provides an impressive array of other types of programs. Our most popular programs for adults focus on regional natural science, cooking, photography, gardening, and lectures on culture and history. Author talks and programs about STEM are popular for teens and children. Many of these programs are offered online. Over 10,000 adult participants attended a live online program in 2023. Online programs have also proven efficient, with our staff producing 667 programs, which account for 15% of our overall offerings. Many of these programs have the added benefit of being recorded and shared on our YouTube channel, which garnered 8,353 additional views last year.

Our wide range of programs support early literacy and student learning, help customers to build essential skills for modern life, and build awareness of vital resources to support healthy living.

Intellectual Freedom Overview

REPORT TO THE BOARD

June 24, 2024

Intellectual Freedom

Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

[American Library Association – Intellectual Freedom and Censorship](#)

Collection Development Policy – *Intellectual Freedom and Access*

The Library District is committed to supporting intellectual freedom by providing a collection that reflects a diversity of cultures, views, and opinions.

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that the library was created to serve all the people within the Library District's service area and that within the Library District there are individuals and groups with varied interests, backgrounds, ages, life experiences, and information needs.

The Library District provides an impartial environment where customers and their interests are brought together with the universe of ideas and information that spans the spectrum of knowledge and opinions.

The Board of Trustees believes that customers should be free to select or reject materials based on personal values; however, they may not restrict the freedom of others to read, view, or inquire. Only parents / guardians are in charge of what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches.

[Sno-Isle Libraries Board Policy - Collection Development](#)

Intellectual Freedom Overview

REPORT TO THE BOARD

Associated Laws and Policies

United States

- [First Amendment of the Constitution of the United States](#)

American Library Association

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)

Washington Library Association

- [Intellectual Freedom Statement](#)

Sno-Isle Libraries Board Policies

- [Collection Development Policy](#)
- [Customer Use of Library Spaces Policy](#)
- [Equity Policy](#)
- [Donation Policy](#)
- [Internet Use Policy](#)
- [Meeting Room Use Policy](#)

Sno-Isle Libraries Administrative Policies & Guidelines

- [Collection Development Guidelines](#)
- [Public Bulletin Board and Community Information Distribution Guidelines](#)
- [Social Media Guidelines](#)

Financial Update

FINANCE DEPARTMENT

June 24, 2024

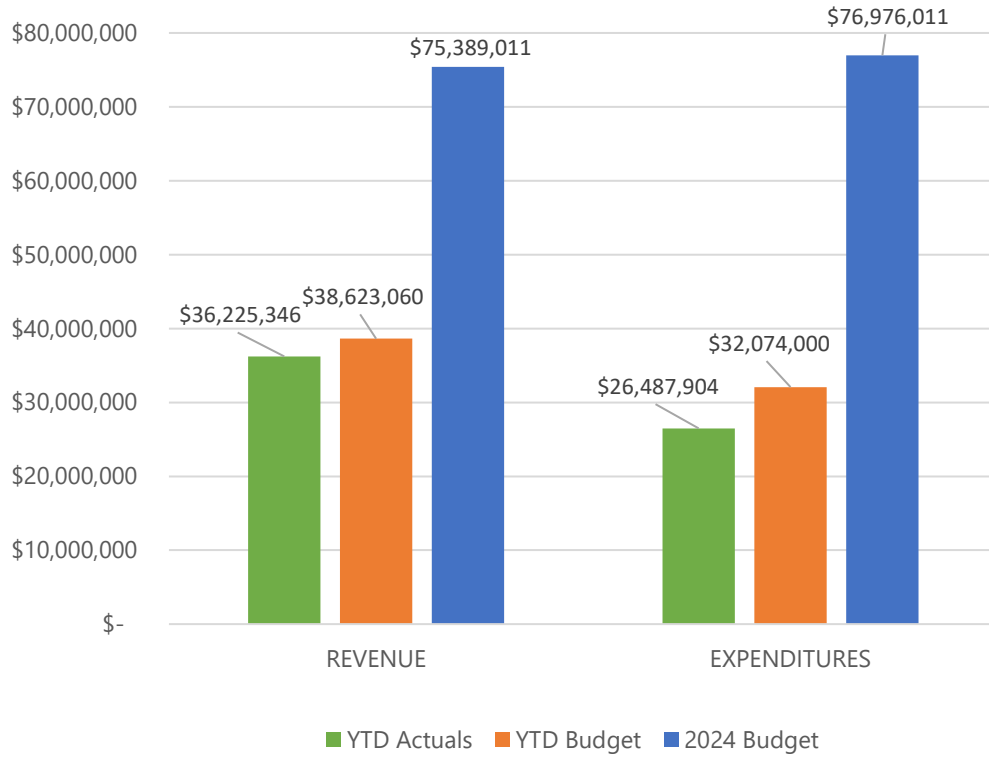
May 2024 Revenue Summary

- Total revenue received in May was \$7.3M compared to the monthly budget of \$7.4M.
Year to date (YTD) total revenue was \$36.2M compared to the YTD budget of \$38.6M.
- General property tax receipts for May were \$6.5M compared to the monthly budget of \$6.6M.
- Timber tax and associated excise tax revenues for May were \$173k compared to the monthly budget of \$94k.
- Grant revenue for May was \$314k compared to the monthly budget of \$614k.
- Investment Interest for May was \$188k compared to the monthly budget of \$83k.
- Print/copy services, lost materials revenue, and donations for May were collectively \$15k compared to the monthly budget of \$40k.
- Other Revenue for May was \$95k compared to the monthly budget of \$46k.

May 2024 Expenditures Summary

- Total expenditures for May were \$5.7M compared to the monthly budget of \$6.4M.
Total expenditures YTD were \$26.5M compared to the YTD budget of \$32.1M.
- Salaries & Benefits for May were \$3.6M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for May were \$530k compared to the monthly budget of \$559k.
- Employee training expenditures for May were \$12k compared to the monthly budget of \$23k.
- Capital expenditures for May were \$213k compared to the monthly budget of \$1.1M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for May were \$1.4M compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 5/1/2024 Through 5/31/2024
(In Whole Numbers)

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Used</u>	
Expenditures						
10.0	Salaries & Benefits	3,610,301	17,627,973	18,574,850	44,579,160	39.54%
20.0	Materials	530,230	2,705,438	2,792,700	6,702,520	40.36%
26.0	Professional & Contract Services	233,706	1,189,030	1,554,950	3,732,018	31.86%
35.0	Equipment & Furnishings	452,409	1,021,484	596,100	1,430,500	71.40%
38.0	Maintenance & Repair	28,275	219,555	332,800	798,300	27.50%
41.0	Software License & Maint Fees	371,549	639,143	731,200	1,754,650	36.42%
42.0	Communications	54,654	257,017	358,100	859,500	29.90%
43.0	Office & Operating Supplies	55,594	205,108	269,100	645,800	31.76%
44.0	Utilities	41,979	215,474	222,100	532,800	40.44%
45.0	Rentals & Leases	60,832	275,628	202,850	486,838	56.61%
46.0	Insurance	0	37,307	99,850	239,600	15.57%
48.0	Employee Training / Travel	12,248	79,485	112,500	270,000	29.43%
49.0	Miscellaneous	63,935	244,526	351,900	844,325	28.96%
50.0	Strategic Initiatives / Innovation	0	9,336	312,500	750,000	1.24%
61.0	Capital - Land	0	0	1,250,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	132,685	977,765	3,375,000	8,100,000	12.07%
62.5	Capital - A&E	84,040	413,808	625,000	1,500,000	27.58%
64.0	Capital - Furnishings & Equipment	(3,431)	369,827	312,500	750,000	49.31%
	Total Expenditures	<u>5,729,005</u>	<u>26,487,904</u>	<u>32,074,000</u>	<u>76,976,011</u>	<u>34.41%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 5/1/2024 Through 5/31/2024
(In Whole Numbers)

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>	
Revenues						
01.0	Property Taxes	6,513,861	34,078,043	34,448,910	65,451,650	52.06%
02.0	Timber Tax / Sales	172,840	484,971	258,600	540,000	89.80%
02.5	Grants	314,189	460,739	3,069,600	7,367,000	6.25%
03.0	Print/Copy Services	2,049	9,814	5,000	12,000	81.78%
04.0	Services/City Contract Fees	0	0	1,750	4,200	0.00%
05.0	Lost Materials Paid	4,261	21,259	14,600	35,000	60.73%
06.0	Investment Interest	187,772	893,418	416,650	1,000,000	89.34%
07.0	Donations Private Sources	8,679	37,692	177,050	425,000	8.86%
08.0	Other Revenue	94,845	239,409	230,900	554,161	43.20%
	Total Revenues	<u>7,298,495</u>	<u>36,225,346</u>	<u>38,623,060</u>	<u>75,389,011</u>	<u>48.05%</u>

Executive Director

BOARD REPORT

June 2024

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Mill Creek City Manager Martin Yamamoto.
- Everett Housing Authority Interim Director Mary Swenson.

Board Meetings

- Sno-Isle Library Foundation Board meeting.
- Snohomish County Broadband Action Team.

County and City/Town Meetings

- Lynnwood Link Extension Grand Opening Steering Committee Kick-Off meeting.
- Mill Creek City Council meeting.

Library and Community Events

- Sno-Isle Libraries Foundation's *Evening with Nancy Pearl*.
- Juneteenth at Mountlake Terrace Library.
- Mount Vernon Library visit.

Library Updates

- Strategic goals.

BOARD OF TRUSTEES 2024 CALENDAR

JUNE 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

JUNE 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

APRIL

Executive (April)

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

Regular Meeting (April 29)

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

MAY

President (May)

- Trustee Nominating Committee appointments

Library Services Committee (May)

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

Management Committee (May)

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

Regular Meeting (May 28)

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

JUNE

Executive (June 17)

- Policy Timeline review
- Bylaws update

Regular Meeting (June 24)

- Policy Timeline review
- Bylaws update
- *Intellectual Freedom – staff presentation*
- *2023 Programming Report – staff presentation*

BOARD OF TRUSTEES 2024 CALENDAR

JUNE 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY

Special Meeting (July)

- Executive Session

Regular Meeting (July 22)

- *Sno-Isle Libraries – Demographic Report – staff presentation*

AUGUST

Trustee Nominating (August)

- Candidate review and interviews

SEPTEMBER

President (September)

- Officer Nominating Committee appointments

Regular Meeting (September 23)

- Trustee candidate recommendation
- 2024 Officer Nominating Committee appointment
- *Workforce Diversity Advisory Group – staff presentation*
- *2024 Budget introduction – David Durante*

OCTOBER

Executive (October)

- Executive Director quarterly check-in
- Finalize process for Executive Director review.

Officer Nominating (October)

- 2025 officer nomination

Special Meeting (October 15)

- 2025 preliminary budget discussion

Regular Meeting (October 28)

- 2025 meeting schedule (first review)
- Officer slate announcement
- 2025 budget proposal
- Public hearing on 2025 levy
- Resolution regarding the 2025 levy

NOVEMBER

Regular Meeting (November 25)

- Resolution regarding the 2025 budget
- Election of officers
- 2025 meeting schedule adoption

BOARD OF TRUSTEES 2024 CALENDAR

JUNE 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
-

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