

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

July 22, 2024, 5:30 p.m.

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 410 993 365#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the June 24, 2024 regular meeting minutes
- b) Approval of the June 2024 payroll, benefits, and vouchers

6) Public Comment

7) New Business

- a) *Resolution 24-02 Appointment of Audit Officers – Executive Director Thompson
[Attachment 1](#)

8) Staff Reports

- a) Community Demographic Analysis – Assistant Director Tricia Lee and Equity, Diversity and Inclusion Manager Samit Bordoloi [Attachment 2](#)
- b) Financial Update – Assistant Director of Finance Nicole Wehl [Attachment 3](#)

9) Executive Director's Report

- a) Executive Director's report [Attachment 4](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2024 Calendar [Attachment 5](#)
- b) Trustee Nominating Committee – Chair DePrey
- c) Sno-Isle Libraries Foundation – Trustee Kostick

11) *Adjournment

*Denotes Board of Trustees action item.

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

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June 24, 2024

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members present: Rose Olson, Michael Adams, Susan Kostick, Martin Munguia and Paul Ryan.

Members present via videoconference: Jennifer DePrey and Griselda Guevara-Cruz.

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, Bryan Gabehart, Lindsay Hanson, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Rebecca Loney, Terry Lott, Chy Ross, Jessica Russell, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda

- a) Approval of the May 28, 2024 regular meeting minutes
- b) Approval of the May 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

Sno-Isle Libraries Board of Trustees Bylaws

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees adopt the bylaws as presented. President Olson reviewed the proposed updates, which included additional information about meeting attendance and executive sessions. The motion passed.

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Memorandum of Understanding between Everett Housing Authority and Sno-Isle Libraries

Trustee Adams moved the Sno-Isle Libraries Board of Trustees approve the Memorandum of Understanding (MOU) between Everett Housing Authority and Sno-Isle Intercounty Rural Library District as presented and authorize the Executive Director to sign on behalf of the Library District. Executive Director Thompson reviewed the history of the Mariner Community Campus project. Assistant Director of Capital Strategy and Planning Chy Ross reviewed the MOU and discussed next steps for the project. The motion passed.

Board Policy Review Timeline

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the updated four-year policy review timeline as presented. Director of Planning and Fund Development Rebecca Loney presented the proposed timeline reviewed by the Executive Committee. The motion passed.

Staff Reports

2023 Programming Report

Assistant Director of Community Libraries Lindsay Hanson presented a report on 2023 programming goals and outcomes.

Intellectual Freedom Overview

Director of Community Libraries Diane Lai presented an overview of intellectual freedom and how Sno-Isle Library staff implement intellectual freedom principles through the collection, programs, and other library services. Director Lai also updated the Board on requests for reconsideration.

Financial Update

Finance Manager Nicole Wehl presented the June 2024 financial report and reported on the Point Wells annexation into the Town of Woodway.

Executive Director's Report

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

- The upcoming ribbon cutting at the groundbreaking ceremony for the SR 530 Broadband Expansion Project. Speakers included Snohomish County Executive Dave Somers, Snohomish County Council Vice Chair Nate Nehring, Executive Director Thompson, and Zply Fiber CEO Harold Zeitz.
- An upcoming presentation by Executive Director Thompson at Snohomish County Tomorrow.

Sno-Isle Libraries

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Enhance Library Services

- Library participation in June events to celebrate the LGBTQIA+ community. Library staff from Lakewood/Smokey Point, Monroe, Camano Island, Stanwood, Edmonds, and Arlington worked with community partners to join in local celebrations.
- Staff organization of a Juneteenth celebration in collaboration with the city of Mountlake Terrace. Library staff from Monroe and Lakewood/Smokey Point libraries also participated in local Juneteenth events.
- Library participation in the Baby Resource Expo at the WhidbeyHealth Medical Center. Staff from the Coupeville and Clinton libraries distributed board books and shared information about library services and storytimes.
- Staff visits in each community to promote summer reading, register children and families for library cards, and showcase library services.
- Library on Wheels presence at the end of year party for the Marysville Early Learning center, during which many children and families were registered for new library cards.
- Library staff participation in a June 4 event hosted by Congresswoman Susan DelBene's staff at the Marysville Community Center. Sno-Isle Libraries staff provided drop-in technology help and shared information about accessing online library resources.
- The implementation of the Community Collection program at the Suds & Duds Laundromat. The collection, provided by the Sno-Isle Libraries Foundation, includes books available for children and adults in both English and Spanish.

Optimize Funding

- Progress on the Mariner Community Campus project, including the finalization of an MOU that will allow both the Library District and Everett Housing Authority to pursue federal and state grants for the project.
- Partnership with the Sno-Isle Libraries Foundation to understand their interest and capacity to manage a capital campaign.

Create Inspiring Spaces

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

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Invest in our People and our Organization

- The anticipated completion of the Collective Bargaining Agreement in July. Once the negotiating teams reach an agreement, it will go to a vote of the members for ratification and then to the Board of Trustees for review and approval.
- Staff presentations of the Demographics Analysis Report that will serve as a foundation for centering Library District work around community needs.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The topics discussed at the Executive Committee meeting.
- Updates to the 2024 Board of Trustees Calendar.
- A reminder that the July Board of Trustees regular meeting will be held at the Darrington Library.

Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan presented on his attendance at the May 13 meeting, during which the Foundation Board of Directors discussed the following:

- The outcome of the Washington Give Big campaign.
- A recent meeting between Foundation Board members and Sno-Isle Libraries Communications staff.
- A Foundation strategic plan retreat that will take place in the fall.

Trustee Kostick presented on attendance at the June 10 meeting, during which the Foundation Board of Directors discussed the following:

- A presentation by Pierce County Library Foundation's Director Dean Carrell to learn about the Foundation's development and how the team prepared for a capital campaign.
- An upcoming fundraising social event hosted by Foundation Board Member Sonia Siegel Vexler with the goal of raising funds for and awareness of the Foundation.

Adjournment

Trustee Adams moved to adjourn the June 24, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:57 p.m.

President

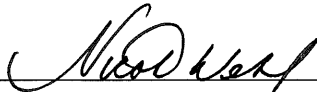
Secretary

Sno-Isle Libraries
June 2024 Payroll and June 2024 Vouchers

Direct Deposits, Employee Deductions	\$ 2,563,917.69
Vendor Checks 83162, 83230, 83249, 83321, 83362, 83426 through 83429, 83431, 83432, 83434, and 83437 through 83440, plus Electronic Transfers	<u>\$ 879,668.16</u>
Total Payroll and Benefits	\$ 3,443,585.85
Accounts Payable Checks 83153 through 83442 less checks listed above, plus Electronic Transfers	<u>\$ 1,714,962.44</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,158,548.29</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 July 22, 2024.



Finance Manager

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

June 2024 Payroll

Employee Pay - Direct Deposit	\$	1,841,807.29	
Plus: Employee Deductions	\$	722,110.40	
Sub-Total Gross Payroll			\$ 2,563,917.69
Vendor Checks 83162, 83230, 83249, 83321, 83362, 83426 through 83429, 83431, 83432, 83434, and 83437 through 83440	\$	200,770.16	*
Electronic Funds Transfer- Employer Federal Taxes	\$	232,677.69	
Electronic Funds Transfer - Canopy Wellbeing	\$	1,800.25	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,648.14	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	59,991.26	
Electronic Funds Transfer - PERS - Retirement Plan	\$	371,664.17	
Electronic Funds Transfer - Navia - FSA	\$	12,759.06	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,527.44	
Electronic Funds Transfer - Premera - Medical	\$	258,248.48	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(272,155.33)	
Sub-Total Benefits - Employer Expense			\$ 879,668.16
Total Payroll and Benefits			\$ 3,443,585.85

June 2024 Accounts Payable

Checks 83153 through 83442 less checks listed above	\$	1,713,899.82	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,062.62	
Sub-Total Accounts Payable			\$ 1,714,962.44
Total Payroll, Benefits and Accounts Payable			\$ 5,158,548.29

Adjustments

Paycom Direct Service Fee	\$	19,494.57	
Refunds and Credits	\$	802.02	
Retainage Deposits	\$	11,155.64	
Petty Cash Expense	\$	16.40	
Refund Interest	\$	0.17	
Mariner Land Escrow Wire	\$	225,000.00	
Bank Service Charge	\$	574.82	
Travel & Business Expense Reimbursement paid in Payroll	\$	6,496.01	
Total Adjustments			\$ 263,539.63

June 2024 Total Expenditures **\$ 5,422,087.92** ***

* Benefit invoices paid through Accounts Payable Checks	\$	200,770.16
** Regular invoices paid through Accounts Payable Checks	\$	1,713,899.82
Total Accounts Payable Check Payments	\$	<u>1,914,669.98</u>

*** Equals Expenditure Summary Total

**Vouchers
June 2024**

Date	Check Number	Payee	Check Amount
6/17/2024	82697	Sunbelt Rentals, Inc	(608.91)
6/17/2024	82888	Buxton, Kira Jane	(250.00)
6/20/2024	82939	Ospina, Alejandro Cano	(200.00)
6/21/2024	83023	Local Media Association	(500.00)
6/20/2024	83064	Marysville Barker Real Estate LLC	(6,117.68)
6/6/2024	83153	Ainsworth, Inc.	16,770.31
6/6/2024	83154	Air Care System	0.00
6/6/2024	83155	Allied Universal	14,110.72
6/6/2024	83156	Alonzo, Alma R.	335.00
6/6/2024	83157	Remit Overrun	0.00
6/6/2024	83158	Amazon Capital Services, Inc	5,056.09
6/6/2024	83159	Aunt Flow Corp.	22,533.78
6/6/2024	83160	Backstage Library Works, Inc	450.00
6/6/2024	83161	Baker & Taylor Books (277930)	15,451.63
6/6/2024	83162	Beacon Hill Staffing Group LLC	1,137.15
6/6/2024	83163	Brackett, LaToya	400.00
6/6/2024	83164	Brodart Company	751.10
6/6/2024	83165	Cascade Natural Gas	15.48
6/6/2024	83166	Casey, Maria	400.00
6/6/2024	83167	City of Granite Falls	127.10
6/6/2024	83168	City of Sultan	1,866.55
6/6/2024	83169	Constancy Press LLC	150.00
6/6/2024	83170	Cortes, Marco	875.00
6/6/2024	83171	Dae Won LLC	8,063.78
6/6/2024	83172	Demco Inc (8048)	955.51
6/6/2024	83173	Eaton Corp	21,123.90
6/6/2024	83174	EBSCO	7,652.64
6/6/2024	83175	Gale/Cengage Learning	3,795.06
6/6/2024	83176	Generator Services NW	1,440.52
6/6/2024	83177	Guardian Security	4,261.65
6/6/2024	83178	Holiday-Parks, Inc	436.11
6/6/2024	83179	HSI Workplace Compliance Solutions, Inc.	8,091.13
6/6/2024	83180	Remit Overrun	0.00
6/6/2024	83181	Ingram Library Services	91,375.90
6/6/2024	83182	Iron Mountain Incorporated	2,540.44
6/6/2024	83183	Jimmy's Roofing	1,567.48
6/6/2024	83184	Kanopy	5,774.00
6/6/2024	83185	Kathy Lynott	563.36
6/6/2024	83186	Kinokuniya Book Store of America Co., Ltd	5,190.59
6/6/2024	83187	KLM Industrial Installers	1,312.80
6/6/2024	83188	Language Exchange	0.00
6/6/2024	83189	Lorito Books Inc	1,742.39

**Vouchers
June 2024**

Date	Check Number	Payee	Check Amount
6/6/2024	83190	Men, Juno	150.00
6/6/2024	83191	Midwest Library Service	1,116.83
6/6/2024	83192	Midwest Tape	35,796.66
6/6/2024	83193	Molina-Molina, Nancy	150.00
6/6/2024	83194	Museum of Flight	267.00
6/6/2024	83195	OCLC Inc (34299)	2,763.53
6/6/2024	83196	Remit Overrun	0.00
6/6/2024	83197	Office Depot, INC	2,140.57
6/6/2024	83198-83200	Remit Overrun	0.00
6/6/2024	83201	Overdrive Inc	123,425.36
6/6/2024	83202	Pacific Publishing Co Inc	416.75
6/6/2024	83203	Paper Roll Products	1,886.23
6/6/2024	83204	Penworthy	16,360.60
6/6/2024	83205	Permacard	15,645.96
6/6/2024	83206	Postmaster - Langley	342.00
6/6/2024	83207	Price Sculpture Forest	200.00
6/6/2024	83208	Project Girl Mentoring Program	500.00
6/6/2024	83209	PUD No 1 of Snohomish County	4,699.40
6/6/2024	83210	Puget Sound Energy	1,359.23
6/6/2024	83211	QA Group	1,440.45
6/6/2024	83212	Rev.com, Inc	242.20
6/6/2024	83213	Robinson, Elan Clement	175.46
6/6/2024	83214	Rupert Inc	19,397.50
6/6/2024	83215	Sentrum Marketing, LLC	2,026.70
6/6/2024	83216	Shred-it	116.21
6/6/2024	83217	Silver Kite Community Arts Consulting, LLC	400.00
6/6/2024	83218	Smarsh, Inc	8.13
6/6/2024	83219	Snohomish County Dept of Conservation and Natural Resources	30.00
6/6/2024	83220	Sprague Pest Solutions	324.15
6/6/2024	83221	Talewise LLC	1,150.00
6/6/2024	83222	Toyota Lift Northwest	818.31
6/6/2024	83223	Tsai Fong Books Inc	704.84
6/6/2024	83224	Uline	693.78
6/6/2024	83225	University of Wisconsin - River Falls	110.00
6/6/2024	83226	Void	0.00
6/6/2024	83227	Walter E Nelson Co of Western WA	9,121.41
6/6/2024	83228	Washington State University	1,000.00
6/6/2024	83229	Waste Management	4,671.60
6/6/2024	83230	Wellable LLC	267.00
6/6/2024	83231	Zoller, Leigh Marlowe	175.46
6/6/2024	83232	Language Testing International Inc.	98.00
6/6/2024	83233	Air Care System	17,721.63

**Vouchers
June 2024**

Date	Check Number	Payee	Check Amount
6/20/2024	83234	Nicole Wehl	546.64
6/20/2024	83235	Michelle Cervantes	13.97
6/20/2024	83236	Robert Kerr	1,012.96
6/20/2024	83237	Bryan Tidwell	174.08
6/20/2024	83238	8X8 Inc	7,956.20
6/20/2024	83239	Alderleaf Wilderness College	477.50
6/20/2024	83240	Alderleaf Wilderness College	400.00
6/20/2024	83241	Alderleaf Wilderness College	477.50
6/20/2024	83242	Alderleaf Wilderness College	400.00
6/20/2024	83243	Allied Universal	14,110.72
6/20/2024	83244	Amazon Capital Services, Inc	1,572.42
6/20/2024	83245	American Library Assoc - RDA Toolkit	448.20
6/20/2024	83246	Asavie Technologies Inc	1,725.12
6/20/2024	83247	Backstage Library Works, Inc	134.50
6/20/2024	83248	Baker & Taylor Books (277930)	7,448.50
6/20/2024	83249	Beacon Hill Staffing Group LLC	6,064.80
6/20/2024	83250	Blackstone Publishing	912.72
6/20/2024	83251	Bank of America (0958)	1,850.81
6/20/2024	83252	Bank of America (1458)	1,300.75
6/20/2024	83253	Bank of America (2175)	2,503.79
6/20/2024	83254	Bank of America (2945)	2,273.85
6/20/2024	83255	Bank of America (3736)	2,221.12
6/20/2024	83256	Bank of America (5088)	1,415.00
6/20/2024	83257	Bank of America (5659)	500.00
6/20/2024	83258	Bank of America (5953)	1,036.07
6/20/2024	83259	Bank of America (7423)	681.52
6/20/2024	83260	Bank of America (8208)	2,224.83
6/20/2024	83261	Bank of America (8948)	5.13
6/20/2024	83262	Brodart Company	154.86
6/20/2024	83263	BuildingWork, LLC	63,785.80
6/20/2024	83264	Buxton, Kira Jane	0.00
6/20/2024	83265	Center Point Large Print	738.90
6/20/2024	83266	City of Arlington	194.17
6/20/2024	83267	City of Brier	168.34
6/20/2024	83268	City of Snohomish	3,100.65
6/20/2024	83269	City of Sultan	201.74
6/20/2024	83270	Cortes, Marco	300.00
6/20/2024	83271	Coupeville School District	184.00
6/20/2024	83272	Dame-Griff, Avery Phelan	300.00
6/20/2024	83273	Darland, Callie	150.00
6/20/2024	83274	Dow Jones & Company, Inc.	6,000.00
6/20/2024	83275	Engineered Products	198.08

**Vouchers
June 2024**

Date	Check Number	Payee	Check Amount
6/20/2024	83276	EBSCO	18,597.16
6/20/2024	83277	Fraker, Mason	150.00
6/20/2024	83278	Gale/Cengage Learning	5,287.87
6/20/2024	83279	Glitteratti Face and Body Art	150.00
6/20/2024	83280	Guardian Security	530.11
6/20/2024	83281	Hearing, Speech, and Deaf Center	4,077.50
6/20/2024	83282	Herd Freed Hartz, Inc.	27,669.42
6/20/2024	83283	Hillis Clark Martin & Peterson	3,948.00
6/20/2024	83284	Howard Technology Solutions	2,995.37
6/20/2024	83285	Remit Overrun	0.00
6/20/2024	83286	Ingram Library Services	56,473.37
6/20/2024	83287	Insight Direct USA, Inc	7,877.33
6/20/2024	83288	Island Disposal Inc	234.48
6/20/2024	83289	Jackson, April C.	445.00
6/20/2024	83290	Jackson, April C.	445.00
6/20/2024	83291	Kendall of Marysville	118.68
6/20/2024	83292	Lamar Transit, LLC	2,545.00
6/20/2024	83293	Language Exchange	112.00
6/20/2024	83294	Last Leaf Productions	350.00
6/20/2024	83295	Marysville Barker Real Estate LLC	6,117.68
6/20/2024	83296	Midwest Library Service	2,183.70
6/20/2024	83297	Midwest Tape	12,403.07
6/20/2024	83298	Mukilteo Water & Waste District	2,991.57
6/20/2024	83299	Multi-Cultural Books & Videos	510.00
6/20/2024	83300	Museum of Flight	539.00
6/20/2024	83301	My Neighborhood News Network	425.00
6/20/2024	83302	O'Donnell, Kristi	250.00
6/20/2024	83303	Office Depot, INC	1,906.95
6/20/2024	83304	One Diversified, LLC	3,362.79
6/20/2024	83305-83311	Remit Overrun	0.00
6/20/2024	83312	Overdrive Inc	116,005.24
6/20/2024	83313	Paper Roll Products	1,109.50
6/20/2024	83314	ParentMap	1,005.00
6/20/2024	83315	PetroCard Systems Inc	2,202.91
6/20/2024	83316	Puget Sound Energy	2,576.54
6/20/2024	83317	PUD No 1 of Snohomish County	664.68
6/20/2024	83318	Republic Services 197	987.87
6/20/2024	83319	Ricoh USA Inc - 31001	4,376.33
6/20/2024	83320	Ricoh USA Inc - 650073	24,301.12
6/20/2024	83321	Robert Half	1,394.24
6/20/2024	83322	SCCFOA	20.00
6/20/2024	83323	School Outfitters LLC	127.04

**Vouchers
June 2024**

Date	Check Number	Payee	Check Amount
6/20/2024	83324	Seattle Times	6,750.00
6/20/2024	83325	Sentrum Marketing, LLC	1,895.30
6/20/2024	83326	Shannon, George W. B.	409.80
6/20/2024	83327	Sharing Wheels Community Bike Shop	250.00
6/20/2024	83328	Silver Kite Community Arts Consulting, LLC	375.00
6/20/2024	83329	Skagit Publishing	225.00
6/20/2024	83330	Sound Publishing	2,965.25
6/20/2024	83331	Sprague Pest Solutions	808.26
6/20/2024	83332	Sterling Volunteers	51.00
6/20/2024	83333	Sunbelt Rentals, Inc	1,218.91
6/20/2024	83334	Talewise LLC	800.00
6/20/2024	83335	Thryv, Inc	108.45
6/20/2024	83336	Timeless Design	18,647.62
6/20/2024	83337	T Mobile	3,070.32
6/20/2024	83338	T Mobile	166.87
6/20/2024	83339	Town of Coupeville	275.44
6/20/2024	83340	Tsai Fong Books Inc	759.27
6/20/2024	83341	Uline	408.82
6/20/2024	83342	U S Bank Equipment Finance	299.97
6/20/2024	83343	U S Yellow Pages	229.00
6/20/2024	83344	Valdez Construction, Inc.	231,591.00
6/20/2024	83345	Verizon Communications Inc	330.79
6/20/2024	83346	Verizon Wireless (660108)	14,127.12
6/20/2024	83347	Walter E Nelson Co of Western WA	1,421.27
6/20/2024	83348	Wave Business	9,022.00
6/20/2024	83349	West, Glenda	150.00
6/20/2024	83350	Whidbey Telecom	693.23
6/20/2024	83351	Washington State Ferries	1,007.00
6/20/2024	83352	ZiPLY Fiber	12,843.34
6/20/2024	83353	Ospina, Alejandro Cano	200.00
6/21/2024	83354	Local Media Foundation	500.00
6/21/2024	83355	VECA Electric & Technologies, LLC	6,079.42
6/27/2024	83356	Nicole Wehl	1,154.52
6/27/2024	83357	Miranda Blum	556.73
6/27/2024	83358	Remit Overrun	0.00
6/27/2024	83359	Amazon Capital Services, Inc	3,772.36
6/27/2024	83360	American Marketing Association	279.00
6/27/2024	83361	Baker & Taylor Books (277930)	2,115.34
6/27/2024	83362	Beacon Hill Staffing Group LLC	2,425.92
6/27/2024	83363	Brodart Company	1,423.95
6/27/2024	83364	Burke Museum	308.70
6/27/2024	83365	Camano Commons	1,250.00
6/27/2024	83366	Cascade Natural Gas	126.83

**Vouchers
June 2024**

Date	Check Number	Payee	Check Amount
6/27/2024	83367	Cedar Grove Organics Recycling LLC	556.12
6/27/2024	83368	City of Langley	534.60
6/27/2024	83369	City of Langley	267.30
6/27/2024	83370	City of Monroe	955.78
6/27/2024	83371	Comcast Business	703.77
6/27/2024	83372	Crystal Springs	86.60
6/27/2024	83373	Del Sol Inc	75,794.71
6/27/2024	83374	Earth Sanctuary LLC	175.00
6/27/2024	83375	Engineered Products	563.98
6/27/2024	83376	EBSCO	29,118.00
6/27/2024	83377	Everett Public Library	29.99
6/27/2024	83378	FATBEAM, LLC	4,979.00
6/27/2024	83379	Gale/Cengage Learning	1,954.28
6/27/2024	83380	Gansango Dance	1,060.00
6/27/2024	83381	The Hanover Insurance Group	6,981.00
6/27/2024	83382	Ingram Library Services	13,371.91
6/27/2024	83383	Hennig, Jeanine Tullos	125.00
6/27/2024	83384	Jimmy's Roofing	1,560.04
6/27/2024	83385	Kendall of Marysville	421.21
6/27/2024	83386	Lamar Transit, LLC	735.00
6/27/2024	83387	LeMay Mobile Shredding	254.82
6/27/2024	83388	Lewis, Janella	1,787.03
6/27/2024	83389	Marysville Barker Real Estate LLC	6,117.68
6/27/2024	83390	Mehndi Madness Inc.	250.00
6/27/2024	83391	Midwest Library Service	197.92
6/27/2024	83392	Midwest Tape	7,668.38
6/27/2024	83393	Museum of Flight	537.00
6/27/2024	83394	Office Depot, INC	1,486.62
6/27/2024	83395-83397	Remit Overrun	0.00
6/27/2024	83398	Overdrive Inc	97,370.88
6/27/2024	83399	Paper Roll Products	161.89
6/27/2024	83400	Playaway Products, LLC	16,527.00
6/27/2024	83401	Prime Self Storage	1,139.00
6/27/2024	83402	Puget Sound Energy	1,006.00
6/27/2024	83403	PUD No 1 of Snohomish County	8,570.08
6/27/2024	83404	Puget Sound Mobile Detail	626.75
6/27/2024	83405	Ricoh USA Inc - 31001	6,850.18
6/27/2024	83406	Ricoh USA Inc - 650073	1,919.22
6/27/2024	83407	Sharps Compliance Inc	1,970.36
6/27/2024	83408	Shred-it	451.84
6/27/2024	83409	Silver Kite Community Arts Consulting, LLC	400.00
6/27/2024	83410	Silver Kite Community Arts Consulting, LLC	400.00
6/27/2024	83411	Silver Lake Water & Sewer	242.77
6/27/2024	83412	Smokey Point Place IV, LLC	11,194.98
6/27/2024	83413	Sno-Isle Refund Account	419.13
6/27/2024	83414	Southwest Solutions Group, Inc	24,830.64
6/27/2024	83415	South Whidbey School District	2,014.88

**Vouchers
June 2024**

Date	Check Number	Payee	Check Amount
6/27/2024	83416	Sprague Pest Solutions	1,426.78
6/27/2024	83417	Summit Law Group, PLLC	13,902.60
6/27/2024	83418	The Therrien Company Inc.	3,600.00
6/27/2024	83419	Timeless Design	3,594.50
6/27/2024	83420	Tripscholars LLC	100.00
6/27/2024	83421	Trojan Storage of Marysville	360.00
6/27/2024	83422	Tsai Fong Books Inc	121.50
6/27/2024	83423	Uline	661.70
6/27/2024	83424	ZiPLY Fiber	14,485.20
6/30/2024	83425	Carla Ikehara	1,515.84
6/30/2024	83426	Assured Partners of WA, LLC	4,836.31
6/30/2024	83427	Delta Dental of Washington	32,522.99
6/30/2024	83428	Dept of Labor & Industries	111.29
6/30/2024	83429	Kaiser Permanente	93,666.54
6/30/2024	83430	Jones, Kendra	468.72
6/30/2024	83431	LifeWise Assurance Co.	38,494.58
6/30/2024	83432	Lincoln National Life Ins Company	7,394.67
6/30/2024	83433	MSR Design	3,590.00
6/30/2024	83434	Navia Benefit Solutions Client Pay	2,032.40
6/30/2024	83435	Paper Roll Products	457.39
6/30/2024	83436	Parham, Scott	1,744.49
6/30/2024	83437	Premera Blue Cross	8,755.24
6/30/2024	83438	Snohomish County Superior Court Clerk	250.00
6/30/2024	83439	Sno-Isle Library Foundation	452.00
6/30/2024	83440	United States Treasury	965.03
6/30/2024	83441	Windermere Real Estate/M2, LLC	46,250.00
6/30/2024	83442	Dae Won LLC	8,063.78
			1,914,669.98

Resolution 24-02
of the
Sno-Isle Libraries Board of Trustees

A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT REGARDING THE APPOINTMENT OF AUDIT OFFICERS

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

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

WHEREAS, David Durante was appointed as an Audit Officer of the Library District on May 23, 2022 (Resolution 22-03); and

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

NOW, THEREFORE IT IS RESOLVED that Sno-Isle Libraries Board of Trustees revokes the appointment of David Durante as an Audit Officer as management of the Finance Department has been transferred to the Finance Director; and

BE IT FURTHER RESOLVED that the Sno-Isle Libraries Board of Trustees appoint Janella Lewis and Carla Ikehara as Audit Officers effective July 23, 2024, pursuant to RCW 42.24.080 to audit, before payment, all claims hereafter presented against the Library District, a municipal corporation of the State of Washington.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on July 22, 2024, pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

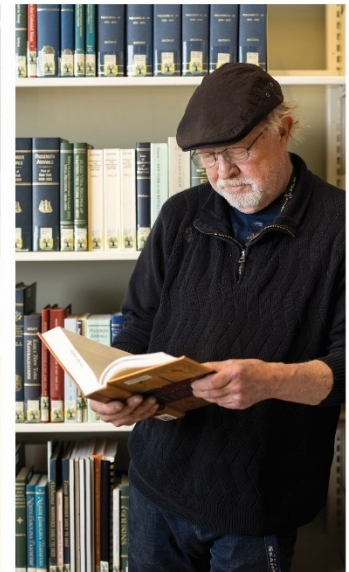
Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Martin Munguia, Trustee

SNO-ISLE LIBRARIES

Community Demographic Analysis



November 2023

 BERK

Introduction

One of the largest library districts in Washington state, Sno-Isle Libraries has served communities within Snohomish and Island Counties for more than 60 years. Over this time, the district has grown to 23 community libraries with more than 460 current employees, an extensive collection of physical and digital materials and resources, and a range of high-quality programs for all ages. Community members check out more than three million physical items and 3.8 million digital items on an annual basis, and the Sno-Isle Libraries website receives more than four million visits each year.

The communities served by Sno-Isle Libraries have changed significantly since the system formed in 1962. Many areas are growing more diverse, some communities have a rich variety of languages spoken at home, and there are divergent age-related trends and changes across the Sno-Isle service area. To understand these demographic changes, better serve residents, and tailor resources, collections, and library programs to community needs and interests, Sno-Isle Libraries is implementing a series of strategies under its Equity, Diversity, and Inclusion initiative. One of these strategies is a comprehensive demographic analysis of residents within each library service area.

This report summarizes the results of this demographic analysis and presents the detailed findings for each library within individual library profiles. These profiles evaluate **25** total community characteristics and provide comparisons in some places to better contextualize community changes over time. The analysis also includes a separate section for public school students who attend schools within each library service area. The total list of community characteristics includes (**blue** for total population, **purple** for public school students):

- Total population
- Race or ethnicity
- Average household size
- Renter share of households
- Educational attainment
- English speaking ability
- Non-English language spoken at home
- Foreign-born status
- Age
- Disability status and type
- Population living within a 15-minute walkshed of each library
- Closest bus stop for each library
- Motor vehicle access
- Household income
- Housing cost-burden status
- Level of internet access
- Place of residence one year ago
- Race or ethnicity
- Languages spoken at home
- Students with disabilities
- Low-income students
- Students without stable housing
- English Language Arts testing
- Graduation rate
- Kindergarten readiness

The 23 libraries are organized into four districts – East, North, South, and West – and to better evaluate some of the characteristics, a Library Comparison section, below, lists the libraries side-by-side for most of the measures above.

Profiles & Analysis

Systemwide Profile

Covering most of Snohomish County and all of Island County, the full Sno-Isle service area is home to a growing, changing, and increasingly diverse community. The district serves nearly 800,000 residents, an increase of 114,000 since 2010. Incoming residents from outside the two counties, along with immigration from abroad, account for much of this growth, which has contributed to significant demographic changes in several areas. Residents of color, for example, now comprise more than one-third of the population, far higher than Washington state as a whole and a significant increase from their share of 24% in 2010. Residents identifying as Asian alone and Hispanic or Latino represent the largest of these communities, each with 11% of the population. Black or African American residents comprise three percent of the service area population, up from 2% in 2010. Meanwhile, residents who identify as two or more races – the fastest growing community across the country and within Washington State – now represent 7% of the service area, a significant jump from 4% in 2010.

More than 123,000 residents within the service area were born outside of the United States, and nearly half continue to speak a non-English language at home. The most common countries of origin include Mexico (12% of all residents born abroad), India (10%), the Philippines (9%), South Korea (8%), Vietnam (7%), and China (5%). There are significant communities from Canada, Ukraine, Ethiopia, and Russia as well. These immigration patterns have contributed to significant language diversity, particularly within nearby public schools. Spanish is the most commonly spoken non-English language, with 45% of public school students speaking Spanish at home. There are significant numbers of students who speak other languages as well, including Russian (6%), Ukrainian (6%), Vietnamese (4%), and Arabic (4%). Other notable languages – which are much more common in specific service areas than their systemwide total – include Korean, Telugu, Hindi, and Amharic.

Education levels have also changed significantly over the last decade. While high school graduates (with no further education) outnumbered residents with a bachelor's degree in 2010, the opposite is now true. However, the share of the community with a bachelor's degree or higher (35%) is still below the statewide level, and there is a large community of residents (36%) who have a non-bachelor form of post-secondary education (e.g., an associate's degree) or who have attended but not finished a degree program at a college or university.

The community has a relatively balanced age distribution, with most 10-year cohorts up to the age of 70 comprising 12-13% of the total population. The 30- to 39-year-old cohort is the largest in the service area (at 15%), and nearly 10% are over the age of 70. However, this systemwide age balance obscures more significant variations and demographic changes at the local library service area level. For example, in places with significant growth and in-migration patterns, residents tend to be slightly younger with more young families and larger youth populations. In other areas, such as much of Island County and parts of Snohomish County, there is an aging population and declining school enrollment.

Although the population as a whole is growing wealthier – with nearly 50% of households earning more than \$100,000 per year – income, opportunities, and access are not evenly distributed across different

areas and communities. For example, more than half of renter households are housing cost-burdened – twice as high as the rate for owner households. Household incomes tend to be higher in Snohomish County than Island County, but even within Snohomish, there is significant variation by local library service area. Housing insecurity is a particularly acute concern, especially within Snohomish County. At least 2,500 individuals are unhoused across the full service area. Meanwhile, there are only 262 shelter beds and 209 permanent supportive housing units, a severe shortage that exacerbates the many challenges facing the community’s most vulnerable residents.

Residents identifying as American Indian or Alaskan Native and Hispanic or Latino are less likely to have internet access at home, as are residents above the age of 65. In terms of proximity and access to Sno-Isle Libraries, more than 57,000 residents live within a 15-minute walk of their nearest library. However, this represents only 7% of the service area population. Residents living in a home they or a family member own are more likely to have access to a motor vehicle than residents who rent, 10% of whom have no access to a vehicle at all. This demonstrates the importance of public transportation to ensure equitable access to library services. Fortunately, the nearest bus stop is an average of 2.2 minutes (by walking speed) from all Sno-Isle libraries, although limited frequency still impacts the convenience of this option for many.

More than 123,000 students attend public schools within the full Sno-Isle service area. The student population tends to be more diverse than the population as a whole; nearly half are people of color, led by 21% of students who identify as Hispanic or Latino, 10% who identify as Asian, 5% who identify as Black, and 8% who identify as two or more races. Public school students tend to experience higher levels of economic stress than the full population as well. Roughly 40% of students live in low-income households, and there has been a 193% growth in the number of unhoused students since the 2009-2010 school year.

Students across the service area perform well on a variety of measures compared to the state as a whole. For example, 53% of students meet English language Arts standards (two percentage points higher than the state), nearby high schools have a 90% graduation rate (five points higher than the state), and 83% of children were ready for kindergarten according to school readiness standards (nine points higher than the state). Overall, kindergarten readiness has also improved slightly since 2019.

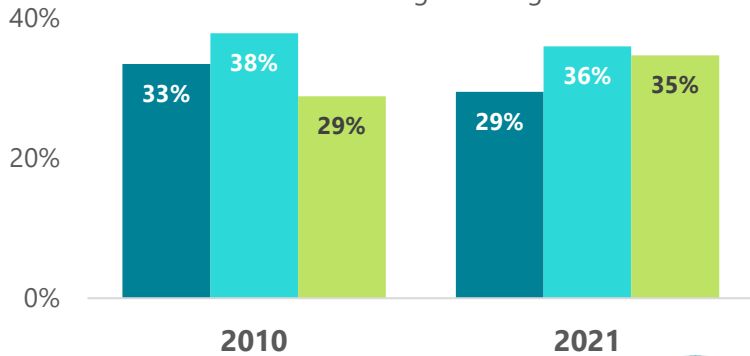
SNO-ISLE LIBRARIES

What is the level of educational attainment?



35% of residents had a bachelor's degree or higher in 2021, a 6-point increase since 2010.

- High school only or less
- Some college or associate's degree
- Bachelor's degree or higher



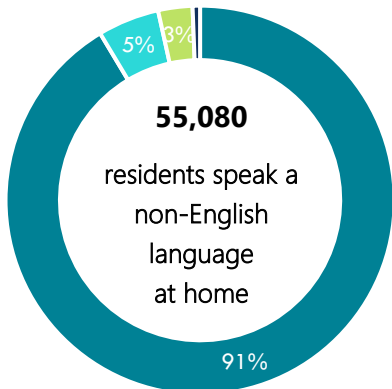
Birthplaces and Non-English languages?



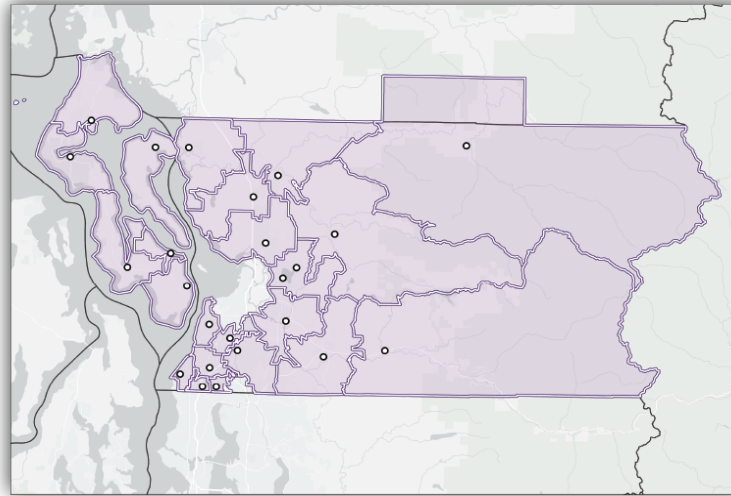
English-Speaking Ability*



123,730 Sno-Isle residents were born abroad. Of these residents, the share of the top 10 origin countries are:

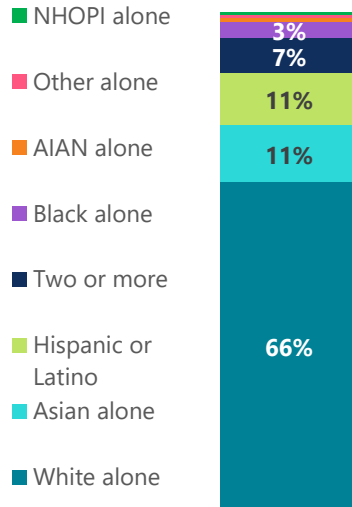


- 12% - Mexico
- 10% - India
- 9% - Philippines
- 8% - Korea
- 7% - Vietnam
- 5% - China
- 4% - Canada
- 4% - Ukraine
- 2% - Ethiopia
- 2% - Russia



(* = see methodology for more detail)

Race or Ethnicity*



Service Area Population

791,557
(+17% since 2010)

Average Household Size

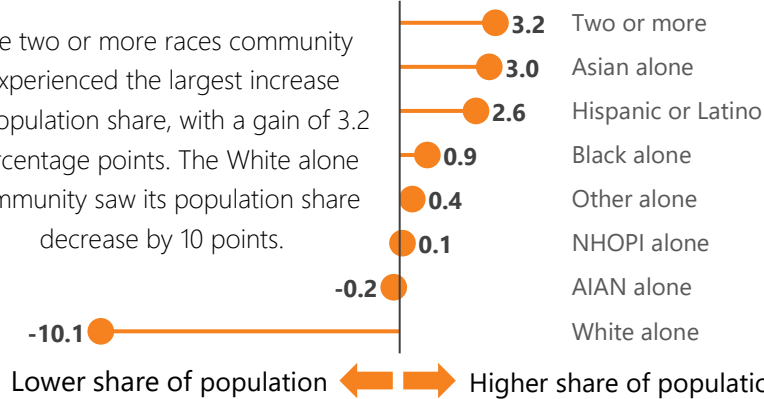
2.7 people
(+1.8% since 2010)

Renter Share of Households

29%
(+0.8 percentage points since 2010)

Change in Share of Population Since 2010

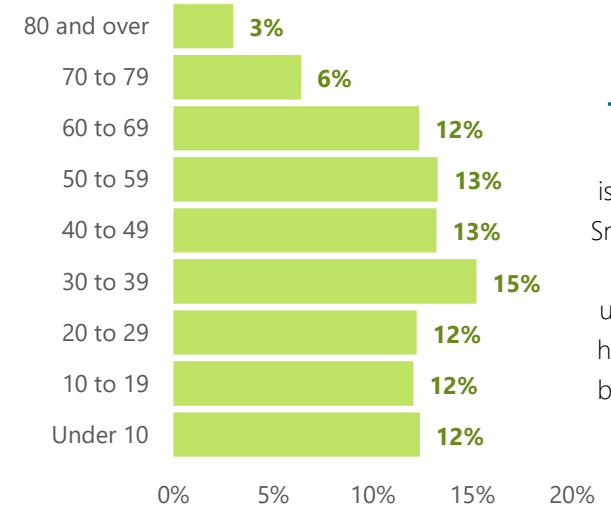
The two or more races community experienced the largest increase in population share, with a gain of 3.2 percentage points. The White alone community saw its population share decrease by 10 points.



SNO-ISLE LIBRARIES



How old are nearby residents?



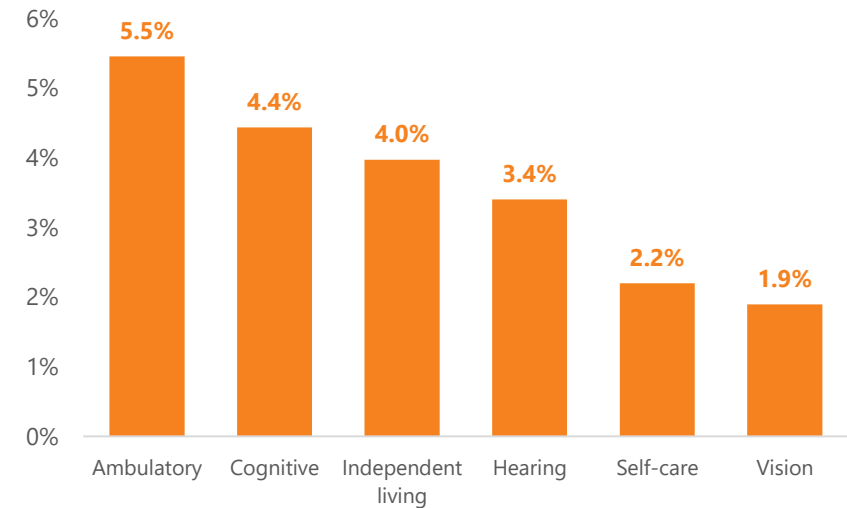
The 30-39 year old age group

is the largest within the Sno-Isle Libraries service area. Meanwhile, the under 20 age group has decreased its share by 3 percentage points since 2010.



How many residents live with a disability?

About 12% of nearby residents live with a disability, and the most common types are ambulatory and cognitive challenges.

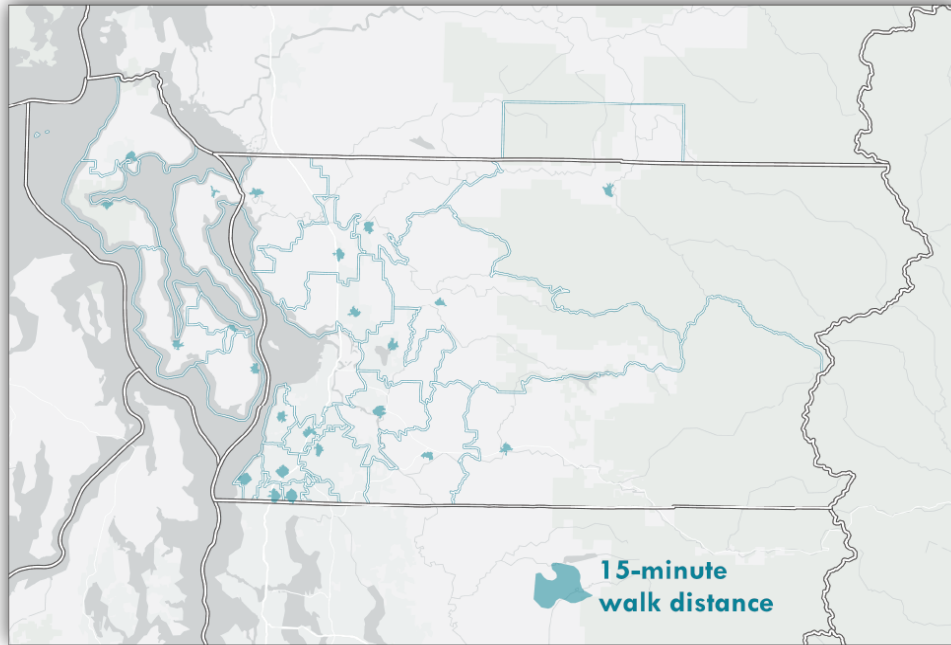


SNO-ISLE LIBRARIES

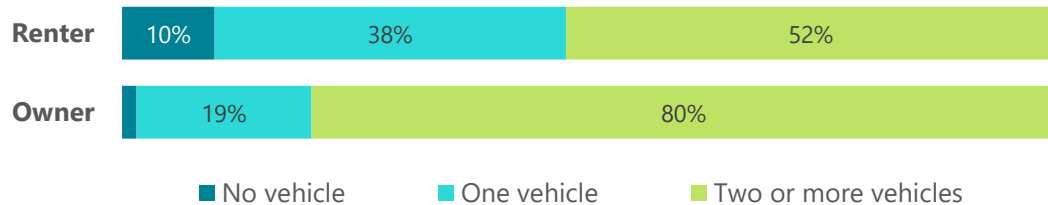


What is the level of transportation access?

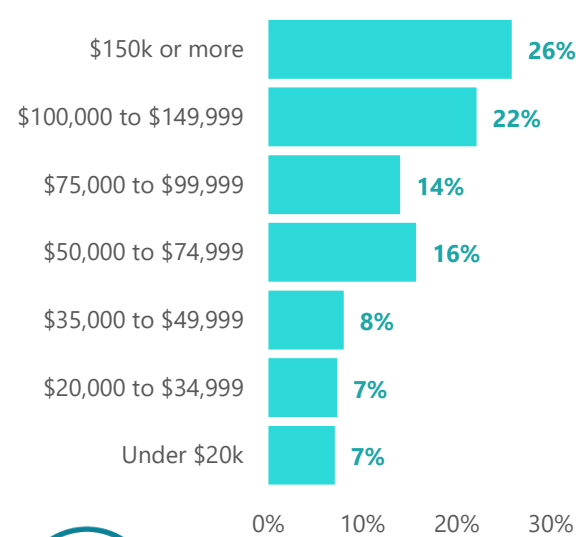
57,249 people live within a 15-minute walk of all Sno-Isle Libraries (7.2% of the total service area population). The nearest bus stop is an average of 2.2 minutes from each library, at walking speed.



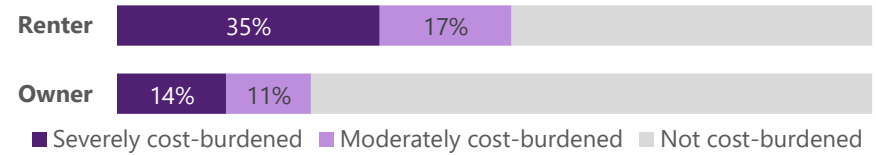
4% of households in the Sno-Isle Libraries service area do not have a car. Meanwhile, renters have lower vehicle ownership rates than home-owners.



What is the level of financial health for nearby households?



Moderately cost-burdened households spend 30% or more of their income on housing, and severely cost-burdened spend more than 50%.



Overall, renters are more than twice as likely as owners to be housing cost-burdened.

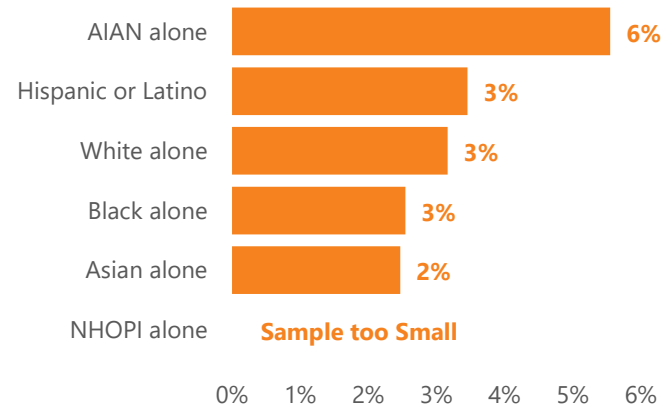
There are at least 2,499 unhoused individuals living in the Sno-Isle Libraries service area, with 262 shelter beds and 209 supportive housing units in the nearby area.



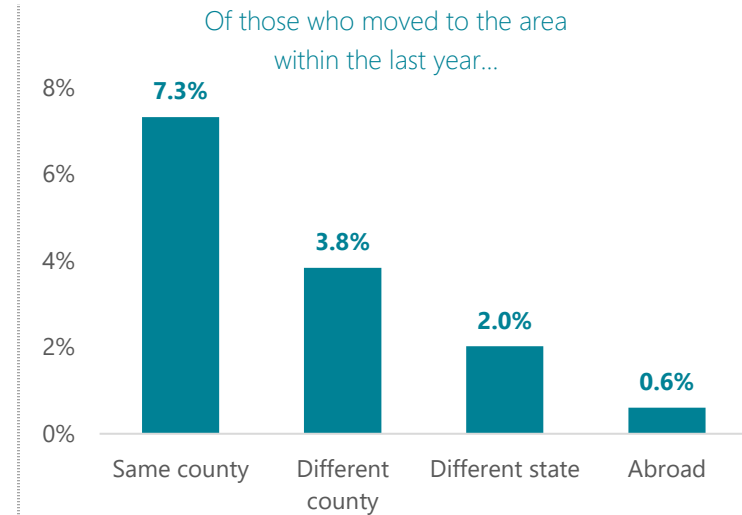
What is the level of internet access?

83% of households have broadband internet, and 5% have no internet access at all. The 65 and older age group has the largest share of residents with no computer at home (7%).

Percent of total community population without internet*



How many recently moved to the area?



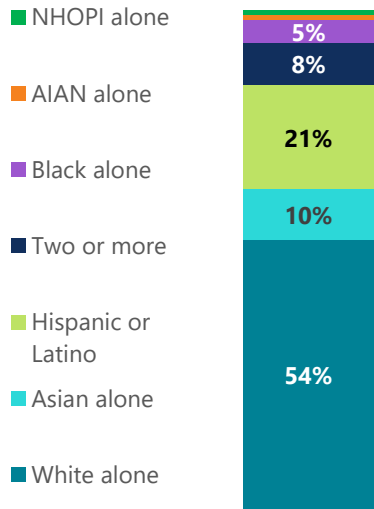
Overall, 14% of nearby residents moved to the area within the last year.

SNO-ISLE LIBRARIES

Total Public Students: **123,324**



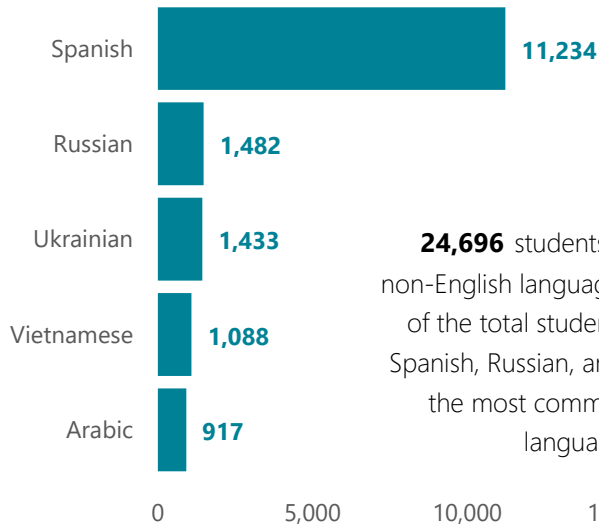
Race and Ethnicity



The student population is different than the population as a whole. The difference for each race/ethnicity is: Hispanic or Latino (+10.4 percentage points), Two or more (+1.5), Black alone (+1.4), NHOPI alone (+0.3), AIAN alone (+0.1), Asian alone (-1.2), and White alone (-12).



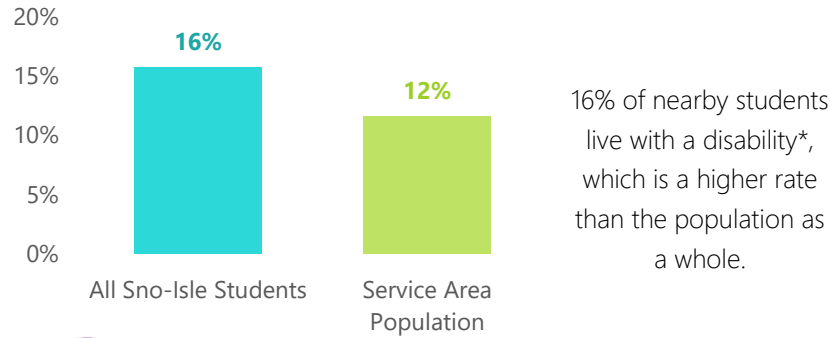
Languages Spoken at Home



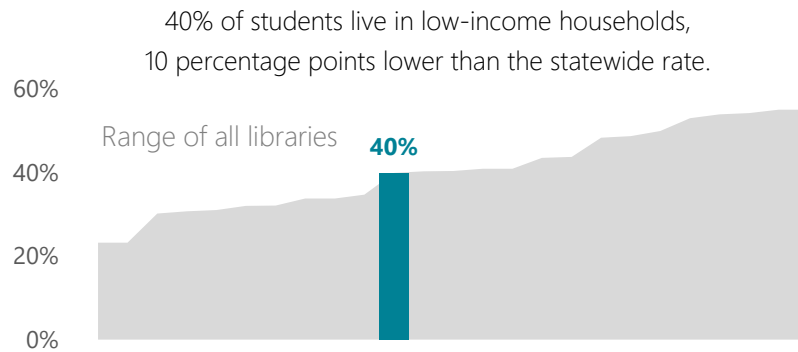
24,696 students speak a non-English language at home (20% of the total student population). Spanish, Russian, and Ukrainian are the most commonly spoken languages.



Students with Disabilities

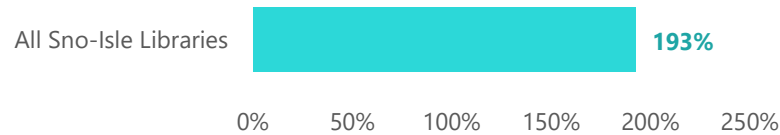


Low Income



Without Stable Housing

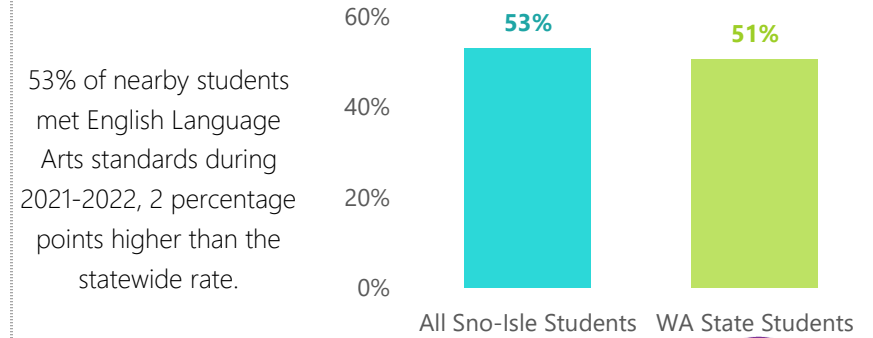
Change in the Number of Unhoused Students (2009 - 2023)



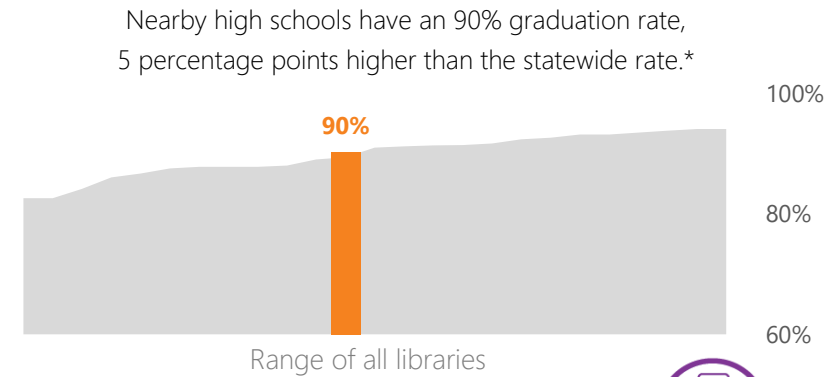
At least 2,947 students in the Sno-Isle Libraries service area are unhoused, a 193% increase since 2009-2010. This change is higher than the change in total student enrollment over the same period.

Students in Our Service Area

English Language Arts



Graduation Rate



Kindergarten Readiness



83% of children were ready for kindergarten before the 2022 - 2023 school year, which is an increase of 1.6 percentage points since 2018 - 2019, and about 9 points higher than the statewide rate.

Financial Update

FINANCE DEPARTMENT

July 22, 2024

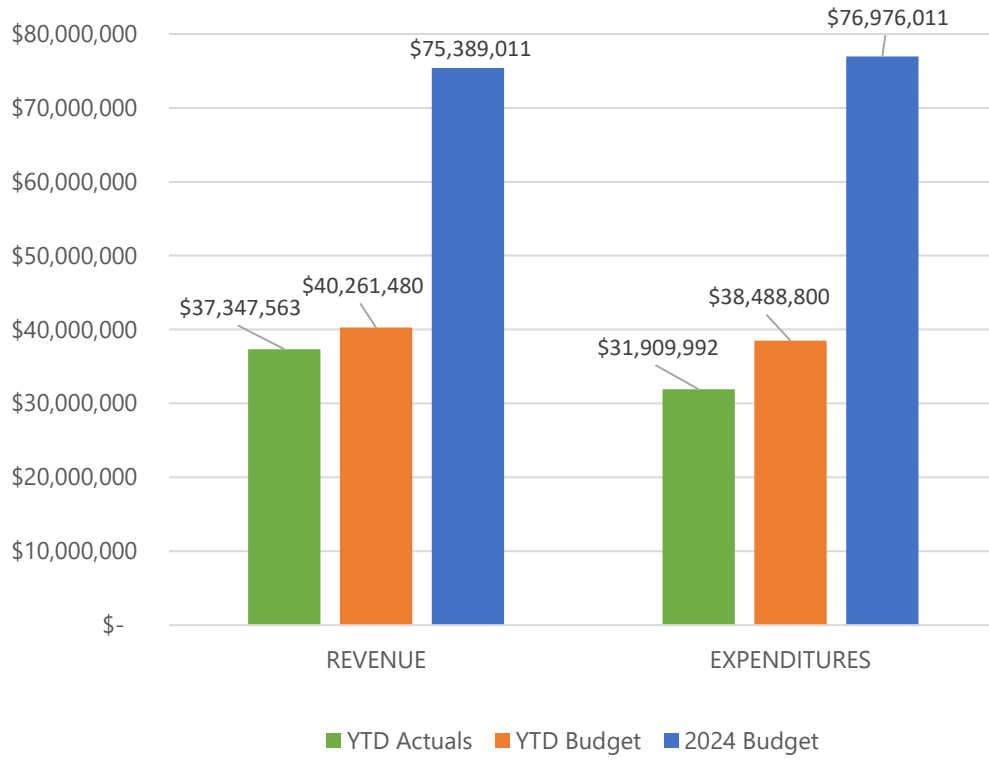
June 2024 Revenue Summary

- Total revenue received in June was \$1.1M compared to the monthly budget of \$1.6M. Year to date (YTD) total revenue was \$37.3M compared to the YTD budget of \$40.3M.
- General property tax receipts for June were \$871k compared to the monthly budget of \$817k. This included \$315k of Snohomish County property tax revenue, \$555k Joint District property tax revenue, and \$1k Joint District Skagit revenue.
- Timber tax and associated excise tax revenues for June were \$6k compared to the monthly budget of \$38k. This included \$3k Leasehold Excise Tax, \$1k Timber Harvest Excise Tax, and \$1k Department of Natural Resources revenue.
- Grant revenue for June was \$0k compared to the monthly budget of \$614k.
- Investment Interest for June was \$205k compared to the monthly budget of \$83k.
- Print/copy services, lost materials revenue, and donations for June were collectively \$24k compared to the monthly budget of \$40k. This included \$18k of contributions from the Sno-Isle Library Foundation.
- Other Revenue for June was \$17k compared to the monthly budget of \$46k. This included \$2k in surplus sales and \$11k in retainage deposits.

June 2024 Expenditures Summary

- Total expenditures for June were \$5.4M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$32M compared to the YTD budget of \$38.5M.
- Salaries & Benefits for June were \$3.4M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for June were \$670k compared to the monthly budget of \$559k.
- Employee training expenditures for June were \$12k compared to the monthly budget of \$23k.
- Capital expenditures for June were \$537k compared to the monthly budget of \$1.1M. This included expenditures for land, building & improvements and A&E.
- All other expenditures (professional & contract services, equipment & furnishing, maintenance & repairs, software license & maintenance fees, communications, office & operating supplies, utilities, rentals & leases, insurance and miscellaneous) for June were \$759k compared to the monthly budget of \$1.0M.

2024 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 6/1/2024 Through 6/30/2024
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures					
10.0	3,443,586	21,071,559	22,289,820	44,579,160	47.26%
20.0	670,162	3,375,600	3,351,240	6,702,520	50.36%
26.0	297,736	1,486,766	1,865,940	3,732,018	39.83%
35.0	32,257	1,053,741	715,320	1,430,500	73.66%
38.0	71,957	291,512	399,360	798,300	36.51%
41.0	56,382	695,525	877,440	1,754,650	39.63%
42.0	60,091	317,108	429,720	859,500	36.89%
43.0	81,282	286,390	322,920	645,800	44.34%
44.0	35,679	251,153	266,520	532,800	47.13%
45.0	65,066	340,695	243,420	486,838	69.98%
46.0	6,981	44,288	119,820	239,600	18.48%
48.0	11,856	91,341	135,000	270,000	33.83%
49.0	51,678	296,204	422,280	844,325	35.08%
50.0	0	9,336	375,000	750,000	1.24%
61.0	225,000	225,000	1,500,000	3,000,000	7.50%
62.0	244,989	1,222,754	4,050,000	8,100,000	15.09%
62.5	67,386	481,194	750,000	1,500,000	32.07%
64.0	0	369,827	375,000	750,000	49.31%
Total Expenditures	<u>5,422,088</u>	<u>31,909,992</u>	<u>38,488,800</u>	<u>76,976,011</u>	<u>41.45%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 6/1/2024 Through 6/30/2024
(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	871,000	34,949,044	35,265,820	65,451,650	53.39%
02.0	Timber Tax / Sales	5,591	490,562	297,000	540,000	90.84%
02.5	Grants	0	460,739	3,683,520	7,367,000	6.25%
03.0	Print/Copy Services	2,469	12,284	6,000	12,000	102.36%
04.0	Services/City Contract Fees	0	0	2,100	4,200	0.00%
05.0	Lost Materials Paid	3,388	24,647	17,520	35,000	70.41%
06.0	Investment Interest	204,880	1,098,298	499,980	1,000,000	109.82%
07.0	Donations Private Sources	18,109	55,801	212,460	425,000	13.12%
08.0	Other Revenue	16,780	256,189	277,080	554,161	46.23%
	Total Revenues	<u>1,122,217</u>	<u>37,347,563</u>	<u>40,261,480</u>	<u>75,389,011</u>	<u>49.54%</u>

Executive Director

BOARD REPORT

July 2024

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Boys and Girls Club Executive Director Bill Tsoukalas with Sno-Isle Libraries Deputy Director David Durante and Community Engagement Manager Vanesa Gutierrez

Presentations

- Snohomish County Tomorrow Steering Committee

Library and Community Events

- Broadband Groundbreaking – SR 590
- Sno-Isle Libraries Foundation Summer Social

Library Updates

- Strategic goals

BOARD OF TRUSTEES 2024 CALENDAR

JULY 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

JULY 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

JULY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY

Trustee Nominating (July 11)

- Interview planning

Trustee Nominating (July 26)

- Application review

Special Meeting (July 18)

- Collective Bargaining Agreement

Regular Meeting (July 22)

- Resolution regarding appointment of Audit Officers
- *Sno-Isle Libraries Demographic Report – staff presentation*

AUGUST

Trustee Nominating (August 9-10)

- 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

BOARD OF TRUSTEES 2024 CALENDAR

JULY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

NOVEMBER

Regular Meeting (November 25)

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

DECEMBER

President (December)

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

Employee Recognition Event (March 21)

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

Other Events

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

July 16, 2024



SNO-ISLE LIBRARIES