

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Susan Kostick, *President* • Kelli Smith, *Vice President* • Rose Olson, *Secretary* • Michael Adams • Jennifer DePrey • Martin Munguia • Paul Ryan

Executive Director

Lois Langer Thompson

June 20, 2022, 5:30 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Telephone Dial In: +1 872 239 6205

Conference ID: 908 923 476#

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 23, 2022 regular meeting minutes
 - b) Approval of the May 2022 Sno-Isle Libraries payroll, benefits, and vouchers
- 6) Public Comment**
- 7) Executive Director's Report**
 - a) Library Presentation – Mountlake Terrace Library Manager Kristin Piepho
 - b) Executive Director's report [Attachment 1](#)
 - c) Financial Update – Finance Manager Nicole Wehl [Attachment 2](#)
- 8) New Business**
 - a) *Board of Trustees Bylaws Update – Committee Chair Ryan [Attachment 3-5](#)
 - b) Langley Library capital project – Deputy Director David Durante [Attachment 6-7](#)
 - c) *Declaration of surplus asset [Attachment 8](#)
- 9) President, Trustee Committees, and Foundation Representative Reports**
 - a) President's Report – Vice President Smith
 - b) Sno-Isle Libraries Foundation – Trustee Olson
 - c) Board member reports
- 10) *Adjournment**

*Denotes Board of Trustees action item.

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

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May 23, 2022
Meeting Minutes
Monroe Library

Call to Order

President Kostick called the meeting to order at 5:30 p.m., followed by the land acknowledgement.

Attendees

Members Present: Susan Kostick, Martin Munguia, Rose Olson, and Kelli Smith.

Members Present via Teleconference: Michael Adams, Jennifer DePrey, and Paul Ryan.

Staff Present: R.D. Burley, Michelle Callihan, David Durante, Lindsay Hanson, Alisha Hendren, Meredith Kraft, Diane Lai, Rebecca Loney, Antoinette Morales-Tanner, Chila Oglesby, Phil Spirito, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

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

Consent Agenda

- a) Approval of the April 21, 2022 special meeting minutes
- b) Approval of the April 25, 2022 regular meeting minutes
- c) Approval of the April 2022 Sno-Isle Libraries payroll, benefits, and vouchers
- d) Conferencing software issue

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

Public Comment

There were no public comments to the Board.

Executive Director's Report

Library Presentation

Library Manager Phil Spirito shared how providing library service during the pandemic encouraged innovation. Library Manager Spirito also highlighted important community connections with government entities, schools, and local resource groups.

Executive Director’s Report

Executive Director Thompson highlighted information from the Executive Director’s report and provided updates on in-person programming, volunteers, upcoming Board education, and capital projects.

Financial Update

Finance Manager Nicole Wehl provided the April 2022 financial report.

New Business

Trustee Reappointment

Trustee Smith moved that the Sno-Isle Libraries Board of Trustees recommend to Island County Commissioners and Snohomish County Council the reappointment of Trustee Rose Olson to a second seven-year term. The motion passed.

President, Trustee Committees, and Foundation Representative Reports

President’s Report

President Kostick provided information on the following:

- Thanks were extended to Deputy Director David Durante for his leadership on various subjects during the previous month.
- Vice President Smith will preside at the June meeting due to President Kostick’s absence.
- The Board of Trustees received two Communications to the Board since the previous regular meeting:
 - A request to add materials to the collection.
 - A vendor response to an Invitation to Bid.

Sno-Isle Libraries Foundation

Trustee Olson provided information on the following:

- The Foundation’s May meeting at which the Trudy Sundberg Lecture Series was discussed.
- Sno-Isle Libraries Foundation’s participation in the GiveBIG campaign.

Board Member Reports

Trustee Olson shared that she had an excellent customer service experience at the Stanwood Library.

Trustee Munguia expressed appreciation around library updates during the pandemic and is looking forward to additional opportunities to visit libraries in-person.

Trustee DePrey praised the Story Trail at Windjammer Park in Oak Harbor, which was installed by Sno-Isle Libraries and the Oak Harbor Parks Department.

Trustee Smith informed the Board about recent meetings with Chy Ross, Assistant Director of Capital Strategy and Planning, to discuss community engagement plans for the Darrington Library capital project.

Adjournment

Trustee Olson moved to adjourn the May 23, 2022 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Kostick adjourned the meeting at 6:11 p.m.

President

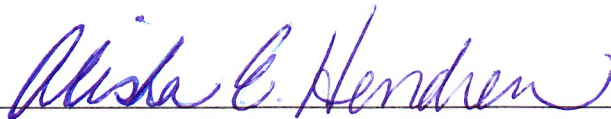
Secretary

Sno-Isle Libraries
May 2022 Payroll and May 2022 Vouchers

Direct Deposits, Employee Deductions	\$ 2,391,614.16
Vendor Checks 75527, 75582, 75599, 75606, 75648, 75719, 75795 and 75810 through 75818, Plus Electronic Fund Transfers	<u>\$ 798,762.05</u>
Total Payroll and Benefits	\$ 3,190,376.21

Accounts Payable Checks 75523 through 75818 less checks listed above, plus Electronic Transfers	<u>\$ 1,474,440.72</u>
Total Payroll, Benefits and Accounts Payable	<u>\$ 4,664,816.93</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 20, 2022.



Finance Director

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

Sno-Isle Libraries
May 2022 Payroll and May 2022 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

May 2022 Payroll

Employee Pay - Direct Deposit	\$	1,724,842.87	
Plus: Employee Deductions	\$	666,771.29	
Sub-Total Gross Payroll			\$ 2,391,614.16

Vendor Checks 75527, 75582, 75599, 75606, 75648, 75719, 75795 and 75810 through 75818	\$	192,342.89 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	216,766.89	
Electronic Funds Transfer - Empower - 457 Plan	\$	17,292.18	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	56,589.12	
Electronic Funds Transfer - PERS - Retirement Plan	\$	361,952.54	
Electronic Funds Transfer - Navia - FSA	\$	10,926.58	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,189.32	
Electronic Funds Transfer - Premera - Medical	\$	187,152.38	
Electronic Funds Transfer - Washington State Support Registry	\$	756.84	
Less: Employee Benefit Deductions	\$	(252,206.69)	
Sub-Total Benefits - Employer Expense			\$ 798,762.05
Total Payroll and Benefits			\$ 3,190,376.21

May 2022 Accounts Payable

Checks 75523 through 75818 less checks listed above	\$	1,473,743.91 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	696.81	
Sub-Total Accounts Payable			\$ 1,474,440.72
Total Payroll, Benefits and Accounts Payable			\$ 4,664,816.93

Adjustments

Paycom Direct Service Fee	\$	17,971.92	
Refunds and Credits	\$	(6,209.77)	
Refund Interest	\$	0.01	
Bank Service Charge	\$	228.10	
Travel & Business Expense Reimbursement paid in Payroll	\$	6,972.90	
Total Adjustments			\$ 18,963.16

May 2022 Total Expenditures **\$ 4,683,780.09** ***

* Benefit invoices paid through Accounts Payable Checks	\$	192,342.89	
** Regular invoices paid through Accounts Payable Checks	\$	1,473,743.91	
Total Accounts Payable Check Payments	\$	<u>1,666,086.80</u>	

*** Equals Expenditure Summary Total

**Vouchers
May 2022**

Date	Check	Payee	Check Amount
5/24/2022	74238	Eagle Pipe & Mechanical, LLC - VOID Reissue on check 75757	-8,798.15
5/11/2022	75307	MRSC Rosters - VOID	-135.00
5/5/2022	75459	VOID	0.00
5/5/2022	75523	Chila Oglesby	122.28
5/5/2022	75524	Cindy Tingley	1,670.20
5/5/2022	75525	AAA Fire Protection, Inc	1,213.16
5/5/2022	75526	Allied Universal	16,183.57
5/5/2022	75527	Amazon Capital Services, Inc	1,954.39
5/5/2022	75528	Apple Inc	2.73
5/5/2022	75529	Baker & Taylor Books (277930)	2,580.46
5/5/2022	75530	Beacon Publishing Inc	637.50
5/5/2022	75531	Bibliotheca LLC	10,000.00
5/5/2022	75532	Bickford	472.53
5/5/2022	75533	Brodart Company	508.95
5/5/2022	75534	Cascade Natural Gas	262.25
5/5/2022	75535	CDW Government Inc	18,425.15
5/5/2022	75536	City of Edmonds	20,858.52
5/5/2022	75537	City of Granite Falls	118.13
5/5/2022	75538	City of Marysville	1,507.65
5/5/2022	75539	Daily Journal of Commerce	151.80
5/5/2022	75540	Demco Inc (8048)	85.88
5/5/2022	75541	E - Rate Expertise Inc	2,025.00
5/5/2022	75542	EBSCO	38,700.00
5/5/2022	75543	Espinoza, Mirella	875.00
5/5/2022	75544	FATBEAM, LLC	3,480.00
5/5/2022	75545	Gale/Cengage Learning	6,204.97
5/5/2022	75546	Genuine Auto Glass of Everett LLC	300.58
5/5/2022	75547	Holiday-Parks, Inc	4,679.02
5/5/2022	75548	Ingram Library Services	19,737.57
5/5/2022	75549	Innovative Interfaces, Inc	240,498.92
5/5/2022	75550	Kanopy, Inc.	8,542.00
5/5/2022	75551	Lamar Transit, LLC	485.10
5/5/2022	75552	Lithtex NW	662.80
5/5/2022	75553	Midwest Library Service	859.14
5/5/2022	75554	Remit Overrun	0.00
5/5/2022	75555	Midwest Tape	23,061.57
5/5/2022	75556	Nelson Electric	6,499.30
5/5/2022	75557	Office Depot, INC	1,589.53
5/5/2022	75558	OSW Equipment & Repair, LLC	1,828.43
5/5/2022	75559	Remit Overrun	0.00
5/5/2022	75560	Remit Overrun	0.00
5/5/2022	75561	Remit Overrun	0.00
5/5/2022	75562	Remit Overrun	0.00
5/5/2022	75563	Remit Overrun	0.00

**Vouchers
May 2022**

Date	Check	Payee	Check Amount
5/5/2022	75564	Remit Overrun	0.00
5/5/2022	75565	Remit Overrun	0.00
5/5/2022	75566	Remit Overrun	0.00
5/5/2022	75567	Remit Overrun	0.00
5/5/2022	75568	Remit Overrun	0.00
5/5/2022	75569	Remit Overrun	0.00
5/5/2022	75570	Remit Overrun	0.00
5/5/2022	75571	Overdrive Inc	145,388.72
5/5/2022	75572	Pacific Publishing Co Inc	586.50
5/5/2022	75573	Paper Roll Products	303.43
5/5/2022	75574	PetroCard Systems Inc	2,698.12
5/5/2022	75575	Platt Electric Supply	32.54
5/5/2022	75576	Postmaster - Marysville	265.00
5/5/2022	75577	PUD No 1 of Snohomish County	11,889.71
5/5/2022	75578	Puget Sound Energy	612.70
5/5/2022	75579	Puget Sound Mobile Detail	555.90
5/5/2022	75580	Rev.com, Inc	241.50
5/5/2022	75581	Ricoh USA Inc - 31001	448.88
5/5/2022	75582	Robert Half	2,686.40
5/5/2022	75583	S-R Broadcasting Co Inc	3,107.60
5/5/2022	75584	Safe Citizens Project LLC	1,400.00
5/5/2022	75585	Void	0.00
5/5/2022	75586	Salish Networks	1,210.94
5/5/2022	75587	Seattle Times	8,000.00
5/5/2022	75588	Silver Kite Community Arts	320.00
5/5/2022	75589	Skagit Publishing	649.22
5/5/2022	75590	Sound Maintenance Services, Inc	105.39
5/5/2022	75591	Sound Publishing	76.44
5/5/2022	75592	Sprague Pest Solutions	367.92
5/5/2022	75593	Summit Law Group, PLLC	9,288.00
5/5/2022	75594	Tsai Fong Books Inc	3,095.04
5/5/2022	75595	U S Yellow Pages	230.59
5/5/2022	75596	Uline	114.51
5/5/2022	75597	Unisys Corporation	6,417.10
5/5/2022	75598	Verizon Communications Inc	556.84
5/5/2022	75599	Wellable LLC	209.00
5/5/2022	75600	Whidbey Telecom	600.21
5/5/2022	75601	Workpointe, Inc.	404.04
5/5/2022	75602	Zipty Fiber	232.14
5/12/2022	75603	Katherine Combs	2,287.60
5/12/2022	75604	David Adkins-Brown	3,639.86
5/12/2022	75605	Rickey Barnett	565.16
5/12/2022	75606	4imprint Inc	1,186.54
5/12/2022	75607	8X8 Inc	8,307.18

**Vouchers
May 2022**

Date	Check	Payee	Check Amount
5/12/2022	75608	AAA Fire Protection, Inc	4,788.60
5/12/2022	75609	Air Care System	8,690.75
5/12/2022	75610	Amazon Capital Services, Inc	442.65
5/12/2022	75611	Apple Inc	29.97
5/12/2022	75612	Bibliotheca LLC	7,665.31
5/12/2022	75613	Blackstone Publishing	926.40
5/12/2022	75614	City of Sultan	170.88
5/12/2022	75615	Crystal Springs	334.48
5/12/2022	75616	Fastsigns	328.30
5/12/2022	75617	ITC Systems	4,296.95
5/12/2022	75618	KSER Foundation	2,000.00
5/12/2022	75619	Lithtex NW	182.28
5/12/2022	75620	MSR Design	51,896.20
5/12/2022	75621	Nelson Electric	22,858.37
5/12/2022	75622	North County Outlook	330.00
5/12/2022	75623	Void	0.00
5/12/2022	75624	Remit Overrun	0.00
5/12/2022	75625	Remit Overrun	0.00
5/12/2022	75626	Remit Overrun	0.00
5/12/2022	75627	Remit Overrun	0.00
5/12/2022	75628	Remit Overrun	0.00
5/12/2022	75629	Remit Overrun	0.00
5/12/2022	75630	Remit Overrun	0.00
5/12/2022	75631	Remit Overrun	0.00
5/12/2022	75632	Remit Overrun	0.00
5/12/2022	75633	Remit Overrun	0.00
5/12/2022	75634	Remit Overrun	0.00
5/12/2022	75635	Remit Overrun	0.00
5/12/2022	75636	Remit Overrun	0.00
5/12/2022	75637	Remit Overrun	0.00
5/12/2022	75638	Remit Overrun	0.00
5/12/2022	75639	Remit Overrun	0.00
5/12/2022	75640	Remit Overrun	0.00
5/12/2022	75641	Overdrive Inc	76,132.18
5/12/2022	75642	PetroCard Systems Inc	2,616.83
5/12/2022	75643	Proquest LLC (6216)	25,984.68
5/12/2022	75644	PUD No 1 of Snohomish County	828.88
5/12/2022	75645	Puget Sound Energy	1,650.70
5/12/2022	75646	Ricoh USA Inc - 31001	1,054.14
5/12/2022	75647	Ricoh USA Inc - 650073	23,050.69
5/12/2022	75648	Robert Half	2,686.40
5/12/2022	75649	S-R Broadcasting Co Inc	1,050.00
5/12/2022	75650	Salas O'Brien	3,315.17
5/12/2022	75651	Salish Networks	1,229.10

**Vouchers
May 2022**

Date	Check	Payee	Check Amount
5/12/2022	75652	Sara K Turner Art	620.00
5/12/2022	75653	Secretary of State	14,000.00
5/12/2022	75654	Sharps Compliance Inc	110.35
5/12/2022	75655	SHI International	7,757.08
5/12/2022	75656	Silver Lake Water & Sewer	149.38
5/12/2022	75657	Sno-Isle Refund Account	110.96
5/12/2022	75658	Sprague Pest Solutions	315.21
5/12/2022	75659	T Mobile	273.08
5/12/2022	75660	Telelanguage Inc	23.92
5/12/2022	75661	Timeless Design	24,336.09
5/12/2022	75662	Value Line Publishing	25,400.00
5/12/2022	75663	Walter E Nelson Co of Western WA	2,314.51
5/12/2022	75664	Waste Management	3,470.62
5/12/2022	75665	Wave Business	10,519.16
5/12/2022	75666	WCP Solutions	681.88
5/12/2022	75667	Ziply Fiber	2,900.20
5/12/2022	75668	Office Depot, INC	1,101.33
5/12/2022	75669	Pacific Tree Management LLC	2,076.00
5/19/2022	75670	Air Care System	533.77
5/19/2022	75671	Alderwood Water District	238.62
5/19/2022	75672	Allied Universal	18,115.20
5/19/2022	75673	Amazon Capital Services, Inc	137.07
5/19/2022	75674	Baker & Taylor Books (277930)	4,963.63
5/19/2022	75675	Blackstone Publishing	104.97
5/19/2022	75676	Brodart Company	466.63
5/19/2022	75677	Cedar Grove Organics Recycling LLC	386.25
5/19/2022	75678	Center Point Large Print	720.90
5/19/2022	75679	City of Arlington	179.47
5/19/2022	75680	City of Monroe	820.37
5/19/2022	75681	Clinton Water Dist	53.09
5/19/2022	75682	Everett Safe & Lock	253.83
5/19/2022	75683	Fox Associates Consultation LLC	900.00
5/19/2022	75684	Gale/Cengage Learning	897.27
5/19/2022	75685	Guardian Security	4,836.05
5/19/2022	75686	Remit Overrun	0.00
5/19/2022	75687	Ingram Library Services	68,717.60
5/19/2022	75688	Island Disposal Inc	159.77
5/19/2022	75689	Jimmy's Roofing	1,177.39
5/19/2022	75690	Kendall of Marysville	249.44
5/19/2022	75691	Liberty Scanning LLC	29.84
5/19/2022	75692	Lithtex NW	199.35
5/19/2022	75693	Mercedes-Benz of Lynnwood	863.19
5/19/2022	75694	Midwest Library Service	2,634.03
5/19/2022	75695	Remit Overrun	0.00

**Vouchers
May 2022**

Date	Check	Payee	Check Amount
5/19/2022	75696	Remit Overrun	0.00
5/19/2022	75697	Midwest Tape	25,915.75
5/19/2022	75698	Quinton Morris	500.00
5/19/2022	75699	OCLC (6565)	119.00
5/19/2022	75700	Oregon Museum of Science & Industry	250.00
5/19/2022	75701	Remit Overrun	0.00
5/19/2022	75702	Remit Overrun	0.00
5/19/2022	75703	Remit Overrun	0.00
5/19/2022	75704	Remit Overrun	0.00
5/19/2022	75705	Remit Overrun	0.00
5/19/2022	75706	Remit Overrun	0.00
5/19/2022	75707	Remit Overrun	0.00
5/19/2022	75708	Remit Overrun	0.00
5/19/2022	75709	Remit Overrun	0.00
5/19/2022	75710	Remit Overrun	0.00
5/19/2022	75711	Overdrive Inc	59,069.66
5/19/2022	75712	Prime Self Storage	814.00
5/19/2022	75713	Puget Sound Energy	194.92
5/19/2022	75714	Punch Drunk Productions, LLC	2,498.40
5/19/2022	75715	Republic Services 197	764.60
5/19/2022	75716	Reserve Account	20,000.00
5/19/2022	75717	Ricoh USA Inc - 31001	5,883.37
5/19/2022	75718	Ricoh USA Inc - 650073	1,046.44
5/19/2022	75719	Robert Half	2,686.40
5/19/2022	75720	Seconde Nimenya	275.00
5/19/2022	75721	VOID	0.00
5/19/2022	75722	Smokey Point NW LLC	7,660.17
5/19/2022	75723	Sno-Isle Library Foundation	1,710.91
5/19/2022	75724	Sound Publishing	2,711.50
5/19/2022	75725	Sprague Pest Solutions	104.55
5/19/2022	75726	Timeless Design	12,753.77
5/19/2022	75727	Tsai Fong Books Inc	8,356.55
5/19/2022	75728	Uline	738.87
5/19/2022	75729	Woodland Park Zoo	100.00
5/19/2022	75730	Washington State Ferries	543.25
5/26/2022	75731	VOID	0.00
5/26/2022	75732	VOID	0.00
5/26/2022	75733	Amazon Capital Services, Inc	1,205.90
5/26/2022	75734	Apple Inc	946.99
5/26/2022	75735	Asavie Technologies Inc	1,200.39
5/26/2022	75736	Baker & Taylor Books (277930)	1,950.80
5/26/2022	75737	Blackstone Publishing	127.60
5/26/2022	75738	Bank of America (0958)	2,318.36
5/26/2022	75739	Bank of America (2175)	4,989.23

**Vouchers
May 2022**

Date	Check	Payee	Check Amount
5/26/2022	75740	Bank of America (2945)	1,636.05
5/26/2022	75741	Bank of America (3736)	1,285.41
5/26/2022	75742	Bank of America (4867)	1,866.16
5/26/2022	75743	Bank of America (5800)	39.99
5/26/2022	75744	Bank of America (5953)	1,650.34
5/26/2022	75745	Bank of America (6403)	564.52
5/26/2022	75746	Bank of America (8208)	5,962.97
5/26/2022	75747	Brodart Company	702.97
5/26/2022	75748	Camano Hill Water Co.	58.77
5/26/2022	75749	Candid	2,995.00
5/26/2022	75750	Carahsoft Technology Corporation	997.91
5/26/2022	75751	CDW Government Inc	756.50
5/26/2022	75752	City of Lynnwood	1,263.17
5/26/2022	75753	City of Marysville	663.92
5/26/2022	75754	Comcast	3,686.17
5/26/2022	75755	Cultures Connecting, LLC	14,000.00
5/26/2022	75756	Dell Marketing L.P.	7,505.96
5/26/2022	75757	Eagle Pipe & Mechanical, LLC	8,798.15
5/26/2022	75758	EBSCO	1,112.03
5/26/2022	75759	E - Rate Expertise Inc	1,012.50
5/26/2022	75760	Everett Safe & Lock	98.16
5/26/2022	75761	The Hanover Insurance Company	6,883.00
5/26/2022	75762	Imagine Children's Museum	245.20
5/26/2022	75763	Ingram Library Services	38,680.34
5/26/2022	75764	Island County EDC	500.00
5/26/2022	75765	Jandi Enterprises Inc	1,250.00
5/26/2022	75766	Jing and Mike Company	75.00
5/26/2022	75767	Language Exchange	115.20
5/26/2022	75768	Lemay Mobile Shredding	323.70
5/26/2022	75769	LETI	350.00
5/26/2022	75770	Midwest Library Service	1,024.44
5/26/2022	75771	Remit Overrun	0.00
5/26/2022	75772	Midwest Tape	10,921.31
5/26/2022	75773	Northwest African American Museum	350.00
5/26/2022	75774	Remit Overrun	0.00
5/26/2022	75775	Office Depot, INC	2,489.86
5/26/2022	75776	Remit Overrun	0.00
5/26/2022	75777	Remit Overrun	0.00
5/26/2022	75778	Remit Overrun	0.00
5/26/2022	75779	Remit Overrun	0.00
5/26/2022	75780	Remit Overrun	0.00
5/26/2022	75781	Remit Overrun	0.00
5/26/2022	75782	Remit Overrun	0.00
5/26/2022	75783	Remit Overrun	0.00

**Vouchers
May 2022**

Date	Check	Payee	Check Amount
5/26/2022	75784	Remit Overrun	0.00
5/26/2022	75785	Remit Overrun	0.00
5/26/2022	75786	Remit Overrun	0.00
5/26/2022	75787	Remit Overrun	0.00
5/26/2022	75788	Remit Overrun	0.00
5/26/2022	75789	Overdrive Inc	62,060.15
5/26/2022	75790	Puget Sound Energy	2,151.81
5/26/2022	75791	PUD No 1 of Snohomish County	932.45
5/26/2022	75792	Purple Communications, Inc	832.50
5/26/2022	75793	Charlene Lynn Ray	300.00
5/26/2022	75794	Ricoh USA Inc - 31001	425.15
5/26/2022	75795	Robert Half	2,686.40
5/26/2022	75796	Shred-it	364.25
5/26/2022	75797	Smith Fire Systems, Inc.	1,062.00
5/26/2022	75798	Snohomish Co Finance	35.00
5/26/2022	75799	Sno-Isle Library Foundation	877.50
5/26/2022	75800	Springshare LLC	7,599.00
5/26/2022	75801	Sterling Volunteers	68.00
5/26/2022	75802	T Mobile	31.15
5/26/2022	75803	Tsai Fong Books Inc	1,850.22
5/26/2022	75804	Verizon Wireless (660108)	9,543.03
5/26/2022	75805	Vernon Library Supplies Inc	543.25
5/26/2022	75806	WEX	104.52
5/26/2022	75807	Ziply Fiber	11,204.96
5/26/2022	75808	Susan Hemtstead	1,799.76
5/26/2022	75809	Hannah Krumheuer	99.00
5/31/2022	75810	Assured Partners of WA, LLC	7,342.56
5/31/2022	75811	Canopy Wellbeing	1,112.50
5/31/2022	75812	Delta Dental of Washington	33,704.68
5/31/2022	75813	Kaiser Permanente	86,184.75
5/31/2022	75814	Lifewise Assurance Company	31,046.70
5/31/2022	75815	Lincoln National Life Ins Company	8,557.36
5/31/2022	75816	Navia Benefit Solutions Client Pay	1,997.05
5/31/2022	75817	Premera Blue Cross	9,585.96
5/31/2022	75818	Sno-Isle Library Foundation	415.00
			1,666,086.80

Executive Director

BOARD REPORT

June 2022

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Lynnwood Mayor Frizzell.
- Economic Alliance of Snohomish County Coffee Chats.
 - Employment Recruitment & Retention Strategies.
 - Early Childhood – Rethinking Workforce Investment.
- Local Friends of the Library Presidents.
 - Brier.
 - Coupeville.
 - Edmonds.
 - Granite Falls.
 - Lake Stevens.
 - Lynnwood.
 - Mill Creek.
 - Oak Harbor.
 - Sultan.

Board / Committee Meetings

- Snohomish County Economic Recovery Advisory Group.
- Economic Alliance of Snohomish County Board of Trustees meeting.
- Director's Roundtable.

Library Board of Trustees Meetings

- Board Vice President.

Library Updates

- Capital projects.
- Library services – Director of Community Libraries Diane Lai.
- Strategic goals – Deputy Director David Durante.

Financial Update

FINANCE DEPARTMENT

June 20, 2022

May 2022 Revenue Summary:

- General property tax receipts for May were \$5,821,716 and included \$2,869,920 of Joint District property taxes. Year to date (YTD) tax receipts were above budget by \$890,389. Over half (52.6%) of the annual property tax budget has been received.
- Timber tax and associated excise tax revenues were \$182,046 in May. This revenue was higher than the monthly budget of \$115,200 and YTD was \$73,133 above budget.
- Investment Interest of \$53,865 was above the monthly \$29,170 budget and YTD was \$83,416 above budget.
- Print/copy services, lost materials revenue, city contract fees, and donations were collectively \$6,513 and were lower than the monthly budget of \$29,240 mainly due to donations expected in future months.
- Other Revenue for May was \$284,038 and included \$27,000 in surplus sales to WA State Department of Enterprise Services for the disposal of vehicles and \$166,911 in E-Rate reimbursement revenue.

May 2022 Expenditures Summary:

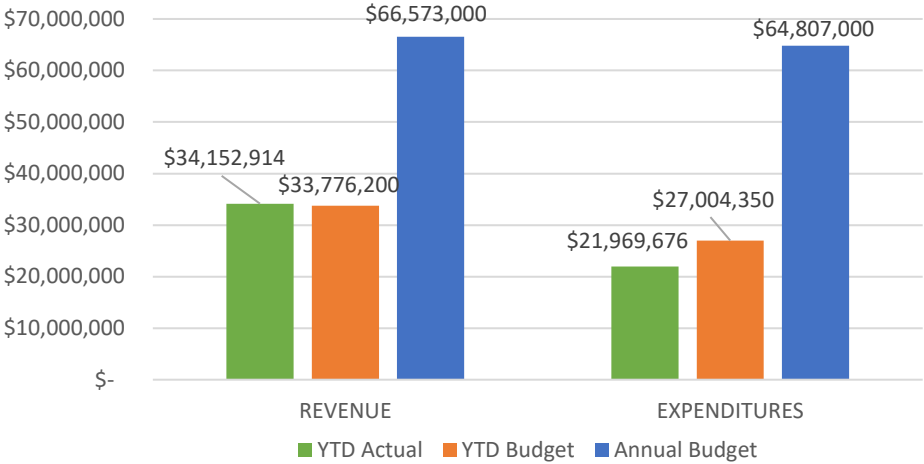
- Total expenditures YTD were \$21,969,676 compared to the YTD budget of \$27,004,350.
- Salaries & Benefits for May were \$3,190,376 and were below the monthly budget by \$207,174 due to vacant positions.
- Collection materials expenditures were \$677,250 compared to the monthly budget of \$618,330.
- Capital expenditure budget for the month was \$493,490. Expenditures for building & improvements capital projects are in the planning stages and will align with budget as construction and procurement occurs.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) were \$816,154 and were slightly lower than the monthly budget of \$829,000. Increased expenditures are planned for 2022.

Financial Update

FINANCE DEPARTMENT

June 20, 2022

2022 Year-to-Date May Summary:



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 5/1/2022 Through 5/31/2022
(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	3,190,376	16,021,742	16,987,750	40,770,000	39.29%
20.0	677,250	3,057,071	3,091,650	7,420,000	41.20%
26.0	208,646	927,709	1,350,350	3,240,000	28.63%
35.0	9,975	50,990	341,200	819,000	6.22%
38.0	48,307	181,073	256,450	615,000	29.44%
41.0	299,239	571,436	664,100	1,594,000	35.84%
42.0	60,646	226,088	256,900	616,000	36.70%
43.0	35,798	143,939	351,750	844,000	17.05%
44.0	36,894	214,630	225,550	541,000	39.67%
45.0	32,906	189,711	203,800	489,000	38.79%
46.0	6,883	33,899	82,500	198,000	17.12%
48.0	31,769	76,298	104,600	251,000	30.39%
49.0	45,091	198,187	307,800	738,000	26.85%
50.0	0	0	312,500	750,000	0.00%
62.0	0	0	2,388,700	5,733,000	0.00%
64.4	0	76,903	78,750	189,000	40.68%
	<u>4,683,780</u>	<u>21,969,676</u>	<u>27,004,350</u>	<u>64,807,000</u>	<u>33.90%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 5/1/2022 Through 5/31/2022
(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	5,821,716	32,953,339	32,062,950	62,606,150	52.63%
02.0	182,046	414,733	341,600	675,000	61.44%
03.0	1,881	7,451	5,000	12,000	62.09%
04.0	0	1,925	1,600	3,850	50.00%
05.0	4,009	26,762	14,600	35,000	76.46%
06.0	53,865	229,266	145,850	350,000	65.50%
07.0	623	6,553	125,000	300,000	2.18%
08.0	284,038	512,885	1,079,600	2,591,000	19.79%
	<u>6,348,176</u>	<u>34,152,914</u>	<u>33,776,200</u>	<u>66,573,000</u>	<u>51.30%</u>

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 boards of county commissioners of each of the counties included in a district. [RCW 27.12.190](#)

B. **Representation by County.** Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County.

Bylaws of the Board of Trustees of Sno-Isle Libraries

- 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. 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](#).
- F. 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.
- G. 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](#)
- H. 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

Bylaws of the Board of Trustees of Sno-Isle Libraries

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 first regular Board meeting of each year. Elected officers shall serve until the first regular meeting of the next year election.
- B. Nominating Committee. Prior to the first regular meeting of each year, a 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.
- C. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- D. 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.
- E. 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.
- F. 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.
- G. 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.

Bylaws of the Board of Trustees of Sno-Isle Libraries

- 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.
- C. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- 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 years.
- 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. Amendments. 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. Board members shall have received written

CURRENT

Bylaws of the Board of Trustees of Sno-Isle Libraries

copies of any proposed change(s) at least five (5) days prior to said meeting. [RCW 24.03.070](#)

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

Policy History

Date approved: May 2020

Adopted: 1963

Next review date: 2024

Bylaws of the Board of Trustees of Sno-Isle Libraries

I. Name

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B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:

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Bylaws of the Board of Trustees of Sno-Isle Libraries

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Bylaws of the Board of Trustees of Sno-Isle Libraries

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Bylaws of the Board of Trustees of Sno-Isle Libraries

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MARK-UP

Bylaws of the Board of Trustees of Sno-Isle Libraries

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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: ~~May 2020~~ TBD

Adopted: 1963

Next review date: 2024

Bylaws of the Board of Trustees of Sno-Isle Libraries

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- 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 boards of county commissioners of each of the counties included in a district. [RCW 27.12.190](#)

B. Representation by county. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County.

Bylaws of the Board of Trustees of Sno-Isle Libraries

- 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. 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](#).
- F. 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.
- G. 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](#)
- H. 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

Bylaws of the Board of Trustees of Sno-Isle Libraries

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 election.
- B. Nominating Committee. Prior to the last regular meeting of each year, a 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.
- C. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- D. 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.
- E. 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.
- F. 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.
- G. 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.

Bylaws of the Board of Trustees of Sno-Isle Libraries

- 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.
- C. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- 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 years.
- 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. Amendments. 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. Board members shall have received written

CLEAN

Bylaws of the Board of Trustees of Sno-Isle Libraries

copies of any proposed change(s) at least five (5) days prior to said meeting. [RCW 24.03.070](#)

- 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: 2024

Langley Library Capital Facility Planning

HISTORY OF LIBRARY SERVICE IN LANGLEY

June 20, 2022

Deputy Director David Durante

1921

The Langley Civic Club is officially incorporated, after beginning in 1916 as The Ladies Civic Improvement Club. The first goal of the club is to found a library. The leader of the project was Helen B. Coe, who was elected as Langley's first woman mayor in 1919, presiding over an all-woman council. She donated a plot of land and \$500 towards building Langley's first library.

1923

The library is completed and dedicated in January 1923 to the "young men of Langley and vicinity who served in the World War," as stated on a plaque mounted by the original door on the east façade. The one-room facility was also used for weddings, classes, and as a recreation hall. Helen Coe becomes the first Langley Librarian. Electricity is installed in 1924.

1943

The Civic Club deeds the land and library building to the City of Langley.

1962

The newly formed Sno-Isle Regional Library System and the City of Langley enter into a contract for Sno-Isle to provide library services out of the City-owned building.

1981

A \$37,000 expansion of the library is completed, creating additional space for seating, a separate area for adults, and a children's corner. The expansion is funded with private donations.

1994

A second expansion is completed, funded with donations, a grant secured by the Friends of the Langley Library, and funds from the City. The project expands the public area and adds a staff workroom, bringing the library building to its current footprint.

2010

The Sno-Isle Board of Trustees and the City of Langley approve placing a measure on the ballot for residents of the City of Langley to annex into the library district. In November of 2010 the measure passes with over 80% voting yes to join the district.

2011

Sno-Isle Libraries and the City of Langley enter into an Annexation Agreement, effective January 1, 2012. Supported by the library's Board of Trustees and the City Council, the inter-local agreement delineates Sno-Isle's obligation to furnish and operate the library, and the City's obligation to maintain, repair and provide the library building.

2013

The Annexation Agreement is amended to reflect Sno-Isle Libraries taking responsibility for providing janitorial and utility services for the library building.

2021

Sno-Isle Libraries secures grant funding from the State of Washington's Library Capital Improvement Program for an update and remodel of the library building. Sno-Isle Libraries' Board of Trustees commits the remaining funding needed for the project in the annual budget process.

2022-23

A comprehensive update and remodel of the library building is performed.

Langley Library Capital Facility Planning

FUNDING PROCESS

June 20, 2022

Deputy Director David Durante

2020

Project identified and prioritized for pursuit of funding strategy.

Application for funding through Washington State's Library Capital Improvement Program.

Commitment to partnership and statement of support from the City of Langley.

2021

Library Capital Improvement Program grant funding appropriation awarded in the State Capital Budget for the 2021-23 biennium. State funds have a matching funding requirement.

Sno-Isle Libraries Board of Trustees commits a portion of the matching funds from general building reserve funds for the project in the 2022 budget.

2022

Community and stakeholder engagement, capturing the voice of the community as input for the project. (Currently underway.)

Conceptual design, determining project scope and details. (Currently underway.)

Sno-Isle Libraries and the City of Langley agree to an addendum to the existing Annexation Agreement. The addendum addresses the statutory obligations of the district and the city related to the facility partnership. (Pending.)

Sno-Isle Board of Trustees commits remaining funding needed for the capital project in the 2023 budget. (Pending.)

Design development and construction. (Pending.)

2023

Project work is completed.

Memo

BOARD OF TRUSTEES

June 20, 2022

Declaration of surplus asset

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

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

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

- 2008 Chevrolet Kodiak C4500 – VIN 1GBC4C1G08F406954