

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

February 27, 2023, 5:30 p.m.

Granite Falls Library

815 E Galena St.

Granite Falls, WA 98252-8472

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 967 343 186#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the January 23, 2023 regular meeting minutes
- b) Approval of February 4, 2023 special meeting minutes
- c) Approval of the January 2023 payroll, benefits, and vouchers

6) Public Comment

7) New Business

- a) Washington State Auditor's Office: Exit Conference – Courtney Amonsens, Christina Baylor, and Josie Parkhurst.
- b) *Internet Use Policy – Strategic Planning / Finance Committee Chair Jennifer DePrey [Attachments 1-3](#)
- c) *Addendum No. 1 to Library Annexation Agreement between City of Edmonds and Sno-Isle Intercounty Rural Library District – Executive Director Lois Langer Thompson [Attachments 4-5](#)

8) Staff Reports

- a) Vision Assessment – Deputy Director David Durante
- b) Financial Update – Finance Director Alisha Hendren [Attachment 6](#)

9) Executive Director's Report

- a) Executive Director's report [Attachment 7](#)

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

10) Committee and Trustees' Reports [Attachment 8](#)

- a) President's Report / Executive Committee – President Kelli Smith
- b) Strategic Planning / Finance Committee – Chair Jennifer DePrey
- c) Sno-Isle Libraries Foundation Liaison Report – Trustee Susan Kostick

11) *Adjournment

*Denotes Board of Trustees action item.

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

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

January 23, 2023

Meeting Minutes

Mountlake Terrace Library

Call to Order

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

Attendees

Members present: Michael Adams, Jennifer DePrey, Susan Kostick, Rose Olson, Paul Ryan, and Kelli Smith

Members present via videoconference: Martin Munguia

Staff present: David Adkins-Brown, Michelle Callihan, David Durante, Nick Fuchs, Bryan Gabehart, Lindsay Hanson, Alisha Hendren, Meredith Kraft, Diane Lai, Jason Latham, Rebecca Loney, Antoinette Morales-Tanner, Kristin Piepho, Phil Spirito, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

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

Consent Agenda

- a) Approval of the November 21, 2022 regular meeting minutes
- b) Approval of the January 5, 2023 special meeting minutes
- c) Approval of the November 2022 Sno-Isle Libraries payroll, benefits, and vouchers
- d) Approval of the December 2022 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee DePrey 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

Amend October 2022 meeting minutes

Trustee Adams moved the Sno-Isle Libraries Board of Trustees amend the previously approved October 2022 meeting minutes to:

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy and Resolution 22-04 Small Works Roster Process as presented. Trustee Smith proposed an amendment to the motion to add competitive to "alternative competitive procurement methods." Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the Purchasing & Public Works Policy and Resolution 22-04 Small Works Roster Process as amended. The motion passed.

The motion passed.

Staff Reports

Emerging Library Use

Director of Community Libraries Diane Lai and Director of Technical Services Nick Fuchs gave a presentation on how Sno-Isle Libraries' is supporting emerging library use in the following areas:

- Embracing equity, diversity, and inclusion on the website.
- Expanding library access.
- Balancing library programming.
- Bridging the digital divide.
- Balancing collection funds.

Financial Update

Finance Manager Nicole Wehl provided the 2022 fiscal year summary.

Executive Director's Report

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

- Meetings with City of Edmonds officials to tour the damaged Edmonds Library and pop-up space.
- Action taken at the recent Darrington Rural Partial County Library District meeting to transfer reserve funds for the Darrington Library remodel project.
- Commitment to Sustainability and Community Resiliency.
- Edmonds Library Annexation Agreement Addendum.
- Board-approved bonds.
- Oak Harbor Library art exhibit.

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

Committee and Trustees' Reports

President's Report

President Smith reported on the following:

- The 2023 Board of Trustees calendar with proposed committee and regular meeting agenda items.
- 2023 Board of Trustees committee appointments:
 - Board Development / Administration: Trustee Michael Adams (Chair) and Trustee Martin Munguia.
 - Strategic Planning / Finance: Trustee Jennifer DePrey (Chair), Trustee Susan Kostick.
- A thank you to Trustee Susan Kostick for their excellent work while serving as Board President from 2021 – 2022.

Board Development / Administration Committee

2022 Board Development / Administration Committee Chair Paul Ryan shared that the agenda for the February 4, 2023 Board of Trustees retreat would include discussions around policy updates and the board evaluation survey.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick provided the following report:

- Thank you to Trustee Olson for serving as the Foundation liaison for the previous three years.
- Preliminary fundraising results from 2022.
- Thank-you notes are being sent from Foundation Board members to donors.
- In 2023, the Foundation will launch a quarterly newsletter.

Adjournment

Trustee DePrey moved to adjourn the January 23, 2023 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 6:56 PM.

President

Secretary

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

February 4, 2023

Special Meeting Minutes

Snohomish Carnegie Building

Call to Order

President Smith called the meeting to order at 8:50 a.m., followed by a land acknowledgment.

Attendees

Members present: Michael Adams, Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, and Kelli Smith

Staff present: Meredith Kraft, Rebecca Loney, and Lois Langer Thompson

Approval of Agenda

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

Introductions

2022 Board Development / Administration Committee members Paul Ryan and Michael Adams led the Board in introductions.

Policy Review Introduction

Internet Use and Safety Policy

Director of Technical Services Rebecca Loney led the Board in a discussion to review proposed changes to the Internet Use and Safety policy. The Board will review an updated version of the policy at a future regular meeting.

Recess

At 10:18 a.m., Trustee Kostick moved that the Sno-Isle Board of Trustees move to recess for a period of 10 minutes. The motion passed. President Smith called the meeting back to order at 10:28 a.m.

Policy Review Introduction

Collection Development Policy

Director of Technical Services Rebecca Loney led the Board in a discussion to review proposed changes to the Collection Development policy. The Board will review an updated version of the policy at a future regular meeting.

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Lois Langer Thompson

Recess

At 11:43 a.m., Trustee Ryan moved that the Sno-Isle Board of Trustees move to recess for a period of 5 minutes. The motion passed. President Smith called the meeting back to order at 11:49 a.m.

Board Survey

Survey Results Discussion

President Smith led the Board in a facilitated discussion based on the results of a recent survey the Board completed to reflect on perceived strengths and opportunities for the governing body.

Adjournment

Trustee Munguia moved to adjourn the February 4, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 12:40 p.m.

President

Secretary

Sno-Isle Libraries
January 2023 Payroll and January 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,620,986.77
Vendor Checks 78210, 78229, 78297 and 78307 through 78317, Plus Electronic Fund Transfers	\$ 889,717.80
Total Payroll and Benefits	<u>\$ 3,510,704.57</u>
Accounts Payable Checks 78141 through 78317 less checks listed above, plus Electronic Transfers	\$ 655,530.32
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,166,234.89</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 February 27, 2023.



Finance Director

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

Sno-Isle Libraries
January 2023 Payroll and January 2023 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

January 2023 Payroll

Employee Pay - Direct Deposit	\$	1,871,609.58	
Employee Pay - Manual Check 749	\$	19,993.83	
Plus: Employee Deductions	\$	729,383.36	
Sub-Total Gross Payroll			\$ 2,620,986.77
Vendor Checks 78210, 78229, 78297 and 78307 through 78317	\$	236,044.66 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	240,171.49	
Electronic Funds Transfer - Empower - 457 Plan	\$	13,057.97	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	53,148.52	
Electronic Funds Transfer - PERS - Retirement Plan	\$	389,202.91	
Electronic Funds Transfer - Navia - FSA	\$	12,967.69	
Electronic Funds Transfer - Navia - HRA/MRA	\$	18,242.40	
Electronic Funds Transfer - Premera - Medical	\$	190,477.58	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(264,332.26)	
Sub-Total Benefits - Employer Expense			\$ 889,717.80
Total Payroll and Benefits			\$ 3,510,704.57

January 2023 Accounts Payable

Checks 78141 through 78317 less checks listed above	\$	654,273.81 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,256.51	
Sub-Total Accounts Payable			\$ 655,530.32
Total Payroll, Benefits and Accounts Payable			\$ 4,166,234.89

Adjustments

Paycom Direct Service Fee	\$	21,616.74	
Refunds and Credits	\$	2,288.47	
Bank Service Charge	\$	21,394.39	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,843.70	
Total Adjustments			\$ 47,143.30

January 2023 Total Expenditures **\$ 4,213,378.19** ***

* Benefit invoices paid through Accounts Payable Checks	\$	236,044.66	
** Regular invoices paid through Accounts Payable Checks	\$	654,273.81	
Total Accounts Payable Check Payments	\$	<u>890,318.47</u>	

*** Equals Expenditure Summary Total

**Vouchers
January 2023**

Date	Check Number	Payee	Check Amount
1/26/2023	77022	Void	-80.00
1/18/2023	78141	4imprint Inc	498.65
1/18/2023	78142	8X8 Inc	8,482.13
1/18/2023	78143	Abila	1,000.00
1/18/2023	78144	Alderwood Water District	34.00
1/18/2023	78145	Allied Universal	14,336.10
1/18/2023	78146	Remit Overrun	0.00
1/18/2023	78147	Amazon Capital Services, Inc	2,127.17
1/18/2023	78148	American Distributing Co.	345.83
1/18/2023	78149	Apple Inc	10.91
1/18/2023	78150	Asavie Technologies Inc	1,810.17
1/18/2023	78151	Atteberry, Kevan J.	350.00
1/18/2023	78152	Bank of America (0958)	1,197.64
1/18/2023	78153	Bank of America (2175)	1,562.97
1/18/2023	78154	Bank of America (2945)	6,245.56
1/18/2023	78155	Bank of America (3736)	1,603.87
1/18/2023	78156	Bank of America (4867)	1,893.98
1/18/2023	78157	Bank of America (7423)	3,763.57
1/18/2023	78158	Bank of America (8208)	668.00
1/18/2023	78159	Blackstone Publishing	135.72
1/18/2023	78160	City of Arlington	174.22
1/18/2023	78161	City of Marysville	643.68
1/18/2023	78162	City of Monroe	805.52
1/18/2023	78163	City of Sultan	170.88
1/18/2023	78164	Clinton Water Dist	53.09
1/18/2023	78165	Comcast	3,711.89
1/18/2023	78166	Demco Inc (8048)	463.74
1/18/2023	78167	FATBEAM, LLC	4,979.00
1/18/2023	78168	Gale/Cengage Learning	1,239.34
1/18/2023	78169	Hillis Clark Martin & Peterson	1,442.00
1/18/2023	78170	Ingram Library Services	6,210.67
1/18/2023	78171	Island Disposal Inc	224.88
1/18/2023	78172	Joan Helen Green	425.00
1/18/2023	78173	Jordan, Martha Ann	91.76
1/18/2023	78174	Kendall of Marysville	189.03
1/18/2023	78175	Lamar Transit, LLC	300.00
1/18/2023	78176	Midwest Library Service	459.82
1/18/2023	78177	Midwest Tape	3,609.63
1/18/2023	78178	Monica Today, LLC	200.00
1/18/2023	78179	Remit Overrun	0.00
1/18/2023	78180	Office Depot, INC	2,585.22

**Vouchers
January 2023**

Date	Check Number	Payee	Check Amount
1/18/2023	78181	Online Labels, LLC	104.45
1/18/2023	78182 - 78201	Remit Overrun	0.00
1/18/2023	78202	Overdrive Inc	212,468.43
1/18/2023	78203	Pacific Publishing Co Inc	293.25
1/18/2023	78204	PageFreezer Software, Inc.	6,270.00
1/18/2023	78205	Paper Roll Products	462.28
1/18/2023	78206	PetroCard Systems Inc	1,698.02
1/18/2023	78207	PUD No 1 of Snohomish County	2,328.90
1/18/2023	78208	Puget Sound Energy	398.09
1/18/2023	78209	Republic Services 197	809.52
1/18/2023	78210	Robert Half	14,870.58
1/18/2023	78211	Salish Networks	1,214.24
1/18/2023	78212	SHI International	435.48
1/18/2023	78213	Skagit Publishing	649.22
1/18/2023	78214	Sky Valley Chamber of Commerce	100.00
1/18/2023	78215	Smarsh, Inc	8,168.89
1/18/2023	78216	Sound Publishing	30.00
1/18/2023	78217	Sprague Pest Solutions	321.58
1/18/2023	78218	State Auditor's Office	15,026.30
1/18/2023	78219	Sterling Volunteers	17.00
1/18/2023	78220	Sunbelt Rentals, Inc	456.89
1/18/2023	78221	The Athena Group, LLC	6,455.00
1/18/2023	78222	Thryv, Inc	115.47
1/18/2023	78223	Timeless Design	19,416.85
1/18/2023	78224	Verizon Wireless (660108)	27,675.14
1/18/2023	78225	Walter E Nelson Co of Western WA	10,245.99
1/18/2023	78226	Waste Management	3,777.10
1/18/2023	78227	Wave Business	10,346.14
1/18/2023	78228	WCP Solutions	402.91
1/18/2023	78229	Wellable LLC	226.00
1/18/2023	78230	Willamette Cultural Resources Associates, Ltd	4,215.00
1/26/2023	78231	Shannon Ozog Somes	53.85
1/26/2023	78232	Alisha Hendren	485.00
1/26/2023	78233	AAA Fire Protection, Inc	3,782.63
1/26/2023	78234	Amazon (530958)	195.84
1/26/2023	78235	Amazon Capital Services, Inc	382.36
1/26/2023	78236	American Library Assoc - RDA Toolkit	756.00
1/26/2023	78237	Apple Inc	794.25
1/26/2023	78238	Avidex Industries, LLC	349.19
1/26/2023	78239	Baker & Taylor Books (277930)	14,327.86
1/26/2023	78240	Bendet, Margaret Program 1/28/23	150.00

**Vouchers
January 2023**

Date	Check Number	Payee	Check Amount
1/26/2023	78241	Bendet, Margaret Program 1/31/23	150.00
1/26/2023	78242	Bendet, Margaret Program 2/4/2023	150.00
1/26/2023	78243	Bendet, Margaret Program 2/11/2023	150.00
1/26/2023	78244	Blackstone Publishing	383.60
1/26/2023	78245	Camano Commons	1,100.00
1/26/2023	78246	Camano Hill Water Co.	124.14
1/26/2023	78247	CDW Government Inc	35,575.31
1/26/2023	78248	Cedar Grove Organics Recycling LLC	417.79
1/26/2023	78249	Center Point Large Print	738.90
1/26/2023	78250	City of Langley	363.71
1/26/2023	78251	City of Lynnwood	1,572.25
1/26/2023	78252	Cordova-Jensen, Cynthia Program 1/28/2023	200.00
1/26/2023	78253	Cordova-Jensen, Cynthia Program 2/3/2023	200.00
1/26/2023	78254	Dae Won LLC	7,892.49
1/26/2023	78255	Demco Inc (8048)	426.65
1/26/2023	78256	Everett Safe & Lock	41.76
1/26/2023	78257	Everett Stamp Works	88.12
1/26/2023	78258	Evergreen State Fairgrounds	1,000.00
1/26/2023	78259	FATBEAM, LLC	4,979.00
1/26/2023	78260	Freeland Water Dist	210.66
1/26/2023	78261	Gale/Cengage Learning	2,791.91
1/26/2023	78262	Hashimoto, Molly	350.00
1/26/2023	78263	Hashimoto, Molly	350.00
1/26/2023	78264	HF Group	909.20
1/26/2023	78265	Ingram Library Services	11,493.89
1/26/2023	78266	Island Disposal Inc	32.27
1/26/2023	78267	Kendall of Marysville	116.89
1/26/2023	78268	Lamar Transit, LLC	2,920.00
1/26/2023	78269	Language Exchange	330.00
1/26/2023	78270	Lemay Mobile Shredding	294.00
1/26/2023	78271	Main, Andrea	200.00
1/26/2023	78272	Midwest Library Service	1,067.23
1/26/2023	78273	Remit Overrun	0.00
1/26/2023	78274	Midwest Tape	10,931.51
1/26/2023	78275	Nagpal, Bharti	60.00
1/26/2023	78276	OCLC Inc (34299)	197.64
1/26/2023	78277	Office Depot, INC	846.57
1/26/2023	78278	Olson, James P.	200.00
1/26/2023	78279 - 78287	Remit Overrun	0.00
1/26/2023	78288	Overdrive Inc	50,364.05
1/26/2023	78289	Paper Roll Products	164.38

**Vouchers
January 2023**

Date	Check Number	Payee	Check Amount
1/26/2023	78290	Permacard	52,178.07
1/26/2023	78291	PetroCard Systems Inc	2,203.14
1/26/2023	78292	Petty Cash	1,104.60
1/26/2023	78293	Platt Electric Supply	46.59
1/26/2023	78294	Prime Self Storage	814.00
1/26/2023	78295	Puget Sound Energy	5,704.49
1/26/2023	78296	Purple Communications, Inc	627.00
1/26/2023	78297	Robert Half	15,974.76
1/26/2023	78298	Smokey Point NW LLC	7,660.17
1/26/2023	78299	Sound Publishing	2,899.00
1/26/2023	78300	Sprague Pest Solutions	682.10
1/26/2023	78301	Summit Law Group, PLLC	128.00
1/26/2023	78302	Teresa Wippel Communications LLC	425.00
1/26/2023	78303	The Hanover Insurance Group	10,206.70
1/26/2023	78304	Thomas Trimbath/Timbath Creative Enterprises	75.00
1/26/2023	78305	Vernon Library Supplies Inc	68.12
1/26/2023	78306	Walter E Nelson Co of Western WA	923.15
1/31/2023	78307	Assured Partners of WA, LLC	7,220.41
1/31/2023	78308	Canopy Wellbeing	1,325.00
1/31/2023	78309	Delta Dental of Washington	32,743.27
1/31/2023	78310	Employment Security Dept (UI)	3,339.32
1/31/2023	78311	Kaiser Permanente	87,543.06
1/31/2023	78312	Lifewise Assurance Company	49,072.98
1/31/2023	78313	Lincoln National Life Ins Company	9,780.77
1/31/2023	78314	Navia Benefit Solutions Client Pay	3,664.15
1/31/2023	78315	Premera Blue Cross	9,467.36
1/31/2023	78316	Snohomish County Superior Court Clerk	250.00
1/31/2023	78317	Sno-Isle Library Foundation	567.00
			890,318.47

Internet Use and Safety Policy

Sno-Isle Libraries Board of Trustees Policy

Mission

We engage and inspire our communities through equitable access to knowledge and resources.

The Library District actively seeks ways to use technology effectively to improve public library service. To provide the best possible library service, the Library District offers information from print, media, and electronic resources, including selected databases and the Internet.

In providing these resources, the Library District affirms its continued commitment to its users to provide open access to information and ideas, within the bounds of the existing law. The same standards of intellectual freedom, privacy, and confidentiality endorsed by the American Library Association and incorporated in the Library District policy on Collection Development, the Library Bill of Rights, and the Washington Library Association Intellectual Freedom Statement shall be applied to electronic media as well as other library materials.

The Internet enables the Library District to provide information beyond the confines of its own collection. Since the Internet is an unregulated global computer network, the Library District cannot control, monitor, or endorse the content of information, ideas, or opinions found within the medium.

Not all of the sources on the Internet provide accurate, complete, or up-to-date information. The Internet also enables access to material that may be controversial and / or offensive. The Library District assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to Internet services. Library District staff will not monitor the use of Internet access in any way other than as directed by the Disruptive Behavior Policy.

The Library District complies with the Children's Internet Protection Act (CIPA). All minors (under the age of 17) using library owned computers may only access library computers with filtered Internet. All Internet access computers located in or near the children's area of each community library will be equipped with filtering software that blocks access to potentially offensive material, including email and non-library purchased online chat.

All library owned computers with filtered Internet access will operate with filtering technology that, to the extent technically possible:

- Prevents access to visual depictions that are obscene, and
- Prevents access to child pornography, and
- Prevents access to visual depictions that are harmful to minors.

Current

Internet Use and Safety Policy

Sno-Isle Libraries Board of Trustees Policy

As with all other library sources, minors' access to the Internet is the responsibility of the minor's parent or guardian. Minors and their parents should discuss the minor's use of email, online chat, and disclosure of personal information over the Internet.

Individuals using their own digital communication devices (e.g. computers, personal digital assistants, MP3 players) can access the Internet directly via wireless technology in community libraries. Such wireless Internet access is not routed through the library's computer system. Therefore, individuals using their own equipment who desire filtered access to the Internet must provide their own filtering software.

Policy History

Revision adopted by the Board of Trustees February, 20.

Mark up

Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

Purpose

Mission

~~We engage and inspire our communities through equitable access to knowledge and resources.~~

To affirm the role of Sno-Isle Libraries (Library District) in providing public access to the Internet and to clarify customer responsibilities associated with Internet use in the library.

Scope

Public access to the Internet is integral to the Library District's mission to engage and inspire our communities through equitable access to knowledge and resources.

~~The Library District actively seeks ways to use technology effectively to improve public library service. To provide the best possible library service, the Library District offers information from print, media, and electronic resources, including selected databases and the Internet.~~

~~In providing these resources, the Library District affirms its continued commitment to its users to provide open access to information and ideas, within the bounds of the existing law. The same standards of intellectual freedom, privacy, and confidentiality endorsed by the American Library Association and incorporated in the Library District policy on Collection Development, the Library Bill of Rights, and the Washington Library Association Intellectual Freedom Statement shall be applied to electronic media as well as other library materials.~~

The Internet enables~~helps~~ the Library District to provide information beyond the confines~~outside~~ of its own collection; allows customers to create content, communicate, and engage with others; and provides a way for customers to complete transactions with public, nonprofit, and private entities. ~~Since the Internet is an unregulated global computer network, t~~

Mark up

Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

The ~~l~~internet is world-wide and is not controlled by ~~u~~the Library District or any other organization. Not all ~~of the~~ sources on the Internet provide accurate, complete, or up-to-date information. ~~and The Internet also enables access to some~~ material ~~that~~ may be controversial ~~and~~ ~~or~~ offensive. ~~The~~ Library District cannot ~~control, track, monitor,~~ or endorse the content of information, ideas, or opinions ~~found within the medium on the l~~internet.

Implementation

~~The Library District assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to Internet services. Library District staff will not monitor the use of Internet access in any way other than as directed by the Disruptive Behavior Policy.~~

~~The Library District is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of customers, and to following the provisions of the Children's Internet Protection Act (CIPA).~~

~~The Library District complies with the Children's Internet Protection Act (CIPA), which mandates that any public library using federal funding must filter Internet access to screen for obscenity, child pornography, and in the case of minors, material that is deemed harmful to them. All minors (under the age of 17) using library owned computers may only access library computers with filtered Internet. All Internet access computers located in or near the children's area of each community library will be equipped with filtering software that is intended to blocks access to potentially offensive material, including email and non-library purchased online chat.~~

~~Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding Internet activities. The Library District will not release information on the use of specific Internet resources by customers except as required by law or necessary for the proper operation of the Library District.~~

~~The Library District uses technology protection measures on Library District-provided Internet access devices. All library owned computers with filtered Internet access will operate with filtering technology that are intended to block obscene materials, child pornography, and materials harmful to minors as defined by law. Technology protection measures such as filtering are imperfect and cannot guarantee that all such sites will be blocked or that legitimate research sites will be unrestricted. , to the extent technically possible:~~

Mark up

Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

- ~~• Prevents access to visual depictions that are obscene, and~~
- ~~• Prevents access to child pornography, and~~
- Prevents access to visual depictions that are harmful to minors.

Customers can use their own digital devices to access the Internet in community libraries throughout the Library District. Public Wi-Fi is not routed through the Library District's computer system, is not filtered, and is not secure.

Customer Responsibilities

Customers recognize that their use of the Internet on library premises is conducted in a public place shared by many. Customers are subject to the Customer Use of Library Spaces policy.

Customers acknowledge that the Library District cannot protect the privacy of data that is transmitted to parties via the Internet.

Customers shall comply with all federal, state, and local laws. Some prohibited behavior includes but is not limited to:

- Using the Library District's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials as defined by law or material that violates laws relating to child pornography;
- Disseminating, exhibiting, or displaying to minors materials that are harmful to minors as defined by law;
- Using the Library District's Internet access to transmit threatening or harassing material;
- Violating copyright or software licensing agreements;
- Gaining unauthorized access to any computing, information, or communications devices or resources; or
- Damaging, altering, or degrading computer equipment, peripherals, software, or configurations.

Only parents/guardians are in charge of what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches. Families should discuss together Internet use, Internet safety, and sharing personal information online. As with all other library sources, minors' access to the Internet is the responsibility of the minor's parent or guardian. Minors and their parents should discuss the minor's use of email, online chat, and disclosure of personal information over the Internet.

Mark up

Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

~~The Library District assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to Internet services. Library District staff will not monitor the use of Internet access in any way other than as directed by the Disruptive Behavior~~Customer Use of Library Spaces Policy.~~The Library District is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library District staff will not track the use of the Internet in any way other than as directed by the~~ Customer Use of Library Spaces Policy.

~~Individuals using their own digital communication devices (e.g. computers, personal digital assistants, MP3 players, cell phones, tablets) can access the Internet directly via wireless technology in community libraries. Such wireless Internet access is not routed through the library's computer system. Therefore, individuals using their own equipment who desire filtered access to the Internet must provide their own filtering software.~~

Associated Policies and Laws

- United States. Children's Internet Protection Act
- Washington State RCW 9.68A. Sexual Exploitation of Children
- Washington State RCW 19.188.030. Library access policies
- American Library Association Library Bill of Rights
- American Library Association Freedom to Read
- American Library Association Freedom to View
- Washington Library Association Intellectual Freedom Statement
- Sno-Isle Libraries Board policy. Customer Use of Library Spaces
- Sno-Isle Libraries Board policy. Equity

Process

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

Policy History

Date approved: TBD ~~Revision adopted by the Board of Trustees February, 2019.~~

Next review date: 2/2023~~TBD~~

Adopted: 1996

Internet Use Policy

Sno-Isle Libraries Board Policy

Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing public access to the Internet and to clarify customer responsibilities associated with Internet use in the library.

Scope

Public access to the Internet is integral to the Library District's mission to engage and inspire our communities through equitable access to knowledge and resources.

The Internet helps the Library District to provide information outside of its own collection; allows customers to create content, communicate, and engage with others; and provides a way for customers to complete transactions with public, nonprofit, and private entities.

The Internet is world-wide and is not controlled by the Library District or any other organization. Not all sources on the Internet provide accurate, complete, or up-to-date information and some material may be controversial or offensive. The Library District cannot track or endorse the content of information, ideas, or opinions on the Internet.

Implementation

The Library District is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of customers, and to following the provisions of the Children's Internet Protection Act (CIPA).

Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding Internet activities. The Library District will not release information on the use of specific Internet resources by customers except as required by law or necessary for the proper operation of the Library District.

The Library District uses technology protection measures on Library District-provided Internet access devices that are intended to block obscene materials, child pornography, and materials harmful to minors as defined by law. Technology protection measures such as filtering are imperfect and cannot guarantee that all such sites will be blocked or that legitimate research sites will be unrestricted.

Internet Use Policy

Sno-Isle Libraries Board Policy

Customers can use their own digital devices to access the Internet in community libraries throughout the Library District. Public Wi-Fi is not routed through the Library District's computer system, is not filtered, and is not secure.

Customer Responsibilities

Customers recognize that their use of the Internet on library premises is conducted in a public place shared by many. Customers are subject to the [Customer Use of Library Spaces](#) policy.

Customers acknowledge that the Library District cannot protect the privacy of data that is transmitted to parties via the Internet.

Customers shall comply with all federal, state, and local laws. Some prohibited behavior includes but is not limited to:

- Using the Library District's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials as defined by law or material that violates laws relating to child pornography;
- Disseminating, exhibiting, or displaying to minors materials that are harmful to minors as defined by law;
- Using the Library District's Internet access to transmit threatening or harassing material;
- Violating copyright or software licensing agreements;
- Gaining unauthorized access to any computing, information, or communications devices or resources; or
- Damaging, altering, or degrading computer equipment, peripherals, software, or configurations.

Only parents/guardians are in charge of what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches. Families should discuss together Internet use, Internet safety, and sharing personal information online.

The Library District is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library District staff will not track the use of the Internet in any way other than as directed by the [Customer Use of Library Spaces](#) Policy.

Internet Use Policy

Sno-Isle Libraries Board Policy

Associated Policies and Laws

- United States. [Children's Internet Protection Act](#)
- Washington State [RCW 9.68A](#). Sexual Exploitation of Children
- Washington State [RCW 19.188.030](#). Library access policies
- American Library Association [Library Bill of Rights](#)
- American Library Association [Freedom to Read](#)
- American Library Association [Freedom to View](#)
- Washington Library Association [Intellectual Freedom Statement](#)
- Sno-Isle Libraries Board policy. [Customer Use of Library Spaces](#)
- Sno-Isle Libraries Board policy. [Equity](#)

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: 1996

LIBRARY ANNEXATION AGREEMENT

WHEREAS, the City of Edmonds (hereinafter "City"), entered into a Library Services Agreement on November 5, 1998¹, (hereinafter "Services Agreement"), with the Sno-Isle Regional Library District (hereinafter "Library District"); and

WHEREAS, the City approved, by Ordinance No. 3342 of the City Council, on the 2nd day of January, 2001, its intention to annex to the Library District, finding that the public interest will be served thereby, pursuant to RCW 27.12.360 and .370; and

WHEREAS, the Board of Trustees of the Library District did, on the 22nd day of January, 2001, concur with the annexation, subject to the following Library Annexation Agreement (hereinafter "Annexation Agreement") being entered into between the City and the Library District:

WITNESSETH

The City and the Library District, in consideration of their mutual promises and covenants hereinafter set forth, agree:

1. The City shall submit to a special election on the 15th day of May, 2001, pursuant to RCW 27.12.370, the question of whether the City shall be annexed to the Library District.

2. If a majority of the persons voting at the special election vote in favor of such annexation, the City shall be annexed to and become part of the Library District. If a majority of the persons voting do not vote in favor of such annexation, then this Annexation Agreement shall be null and void and the Services Agreement shall remain in effect according to its terms.

3. Effective upon January 1, 2002, and continuing thereafter until such annexation shall be withdrawn according to the laws of the State of Washington, if ever, or the parties otherwise mutually agree in writing, the parties shall have the following obligations pursuant to this Annexation Agreement:

3.1 Obligations of City. Effective January 1, 2002, or such other effective date of the annexation, and thereafter, as long as the Library District requests the City to provide Library Quarters or until such annexation is withdrawn according to the laws of the State of Washington, if ever, or the parties otherwise mutually agree in writing, the City shall continue to provide, within the City, at no rental cost to the Library District quarters, as described herein, along with any of the quarters' existing furnishings, shelving, fixtures and other improvements, for the Library with sufficient and satisfactory electricity, gas, water, sewer, garbage and custodial services; provided, however, the Library District shall reimburse the City for the actual

¹ The Library Services Agreement was executed by the Library District on October 26, 1998, and the City on November 5, 1998.

or proportionate costs, of providing utilities and custodial services to the quarters pursuant to paragraph 3.2.1 below.

3.1.1 The City shall provide to the Library District quarters for the library. At the commencement and during the course of this Annexation Agreement, except as set forth herein or otherwise agreed to by the parties, Quarters shall consist of 17,001 square feet of floor space on the first floor, excluding the common area (lobby, elevator and rest rooms, comprising 924 square feet) of the Edmonds Library Building located at 650 Main Street, Edmonds, Washington (the "Library Quarters"). In the event that the Library Quarters shall be destroyed or the use of them impaired by fire, earthquake or other natural disaster, or shall become so deteriorated in their use that they are unsuited and unfit for library use, the parties agree to meet to renegotiate the provisions of this paragraph.

3.1.2 The City shall provide access to the Library Quarters through common areas as noted in Section 3.1.1 above. The City shall provide custodial maintenance and utilities, or a pro-rated portion thereof attributable to such common areas.

3.1.3 The City shall provide all exterior landscaping services.

3.2 Obligations of the Library District:

3.2.1 The Library District shall reimburse the City for the actual or pro-rated costs of providing utilities and custodial maintenance to the Library Quarters described in Section 3.1.1 of this Agreement. The City shall provide such reasonable and necessary documentation of any expenses for which it seeks reimbursement to allow the Library District to verify the nature of the expense and amount of the Library District's share of such expenses.

3.2.2 The Library District shall assume responsibility for and provide all replacement furnishings and office equipment necessary to operate the library in accordance with the mission of the Library District. The furnishings, office equipment, fixtures, shelving and other improvements currently in the Library Quarters shall remain and be available for use by the Library District.

3.2.3 The Library District shall establish an Edmonds Building Maintenance Reserve Fund, hereinafter referred to as the "Reserve Fund". The Library District shall pay into the Reserve Fund the amount of One Million One Hundred Eleven Thousand Six Hundred Fifty Eight Dollars (\$1,111,658.00) over the course of the first three (3) years of this Agreement based on the following three (3) year payment schedule:

Year 1	\$538,732
Year 2	\$374,814
Year 3	\$198,112
TOTAL	\$1,111,658

3.2.3.1 The Reserve Fund shall remain in the Library District

Reserve Fund, under the control of the Library District but subject to this Agreement. In the event that this Agreement terminates or the Library District utilizes facilities within the City of Edmonds that are not owned by the City of Edmonds, the Library District shall be free to apply any balance in the Reserve Fund as it may deem appropriate, in its sole discretion.

3.2.3.2 The Library District shall invest the Reserve Fund, along with the Library District's other Reserve fund; provided, that the interest earnings on the Reserve Fund shall be credited to and available for the expenditures for which the Reserve Fund was established.

3.2.3.3 The money in the Reserve Fund shall be applied to the Library District's share of the cost of replacement of the roof of the building in which the Library Quarters are located. The share of the cost of replacement of the roof shall be fifty percent (50%) of that cost up to an aggregate total contribution of Three Hundred Thousand Dollars (\$300,000.00). The Library District shall make payment upon receipt of invoices or other payment requests from the City which shall provide the Library District with documentation of the costs and the City's contemporaneous payment of its share of the cost or installment thereof.

3.2.3.4 The balance of the funds in the Reserve Fund may be used with the mutual consent of the Library District and the City to pay for maintenance, furnishings, equipment and improvements within the Quarters described in Section 3.1.1 of this Agreement. Such maintenance and improvements may include but are not limited to: carpeting, paint and/or wall coverings, light fixtures and any and all other fixtures and amenities within the quarters described in Section 3.1.1 of this Agreement. The level of such maintenance and/or replacement shall be at the discretion of the Library District, provided that the level of maintenance shall be consistent with public safety and the protection of the Library's quarters from unreasonable wear and tear. In the event that the Reserve Fund is exhausted, the City and the Library District shall negotiate the responsibility for maintenance, furnishings, equipment and improvements for the Library Quarters.

3.3 Except as provided for herein, the City shall be responsible for all other maintenance, repair or capital costs to the building in which the Library Quarters are located and the property on which it is located. The City shall be responsible to determine the level and timing of all maintenance, repair or capital improvement, with the level and timing being determined in the reasonable exercise of the legislative discretion of the City.

4. No Indemnity. The parties shall bear their respective liabilities in the event of a claim by a third party in accordance with the laws of the State of Washington. Neither party agrees or promises to indemnify or hold harmless the other and liability shall be determined in accordance with state law.

5. The Library District shall continue to provide library services to the residents of the City pursuant to the applicable provisions of Chapter 27.12.RCW and in accordance with the applicable policy or policies of its Board of Trustees until such time, if ever, that said annexation be withdrawn according to the State of Washington.

6. The Library District and the City shall maintain general liability insurance in an amount not less than Two Million Dollars (\$2,000,000) per claim and Three Million dollars (\$3,000,000) annual aggregate covering acts and omissions and those of its employees and agents. The City shall maintain its participation in the Washington Cities Insurance Authority (WCIA) or provide similar liability coverage.

7. The City shall appoint a local library advisory board and, from time to time, replacements thereto as necessary to serve in an advisory capacity to the city and to the Library District.

8. Subject to the survival of applicable indemnity provisions, the underlying Services Agreement between the parties shall terminate upon such date as set by state law as the effective date of the annexation, provided that such annexation is approved by the voters.

9. The provisions of this Annexation Agreement are intended and shall supersede and replace the provisions of the Services Agreement upon its termination referenced above.

DONE this 3rd day of April, 2001.

CITY OF EDMONDS



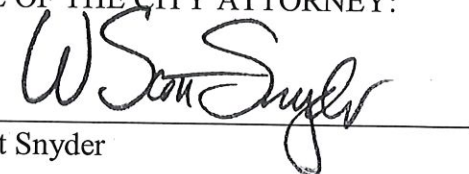
Mayor Gary Haakenson

ATTEST/AUTHENTICATED:




Sandra S. Chase, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:



W. Scott Snyder

**SNO-ISLE REGIONAL
LIBRARY DISTRICT**

By: 

Sno-Isle Regional Library Board of Trustees
Title: President

**ADDENDUM NO. 1 TO LIBRARY ANNEXATION AGREEMENT
BETWEEN
CITY OF EDMONDS
AND
SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT**

This Addendum No. 1 is made as of the latest date set forth below by and between the City of Edmonds (the “City”), and Sno-Isle Intercounty Rural Library District (the “Library District”).

WHEREAS, the City and the Library District entered into a Library Annexation Agreement dated April 3, 2001 (the “Agreement”); and

WHEREAS, the Agreement sets forth the obligations of the City and the obligations of the Library District with regard to the quarters provided by the City to the Library District (the “Library Quarters”) in the City-owned facility known as the Edmonds Library Building (the “Building”) and the Library District’s provision of library services in the Library Quarters; and

WHEREAS, the Building and the Library Quarters recently suffered significant damage from a flooding incident on June 24, 2022 related to a burst irrigation pipe within the Building; and

WHEREAS, the City and the Library District now mutually desire to supplement and amend the Agreement to set forth the obligations of the City and the obligations of the Library District with regard to the project to repair the flooding damage to the Building and the Library Quarters (the “Repair Project”) and a concurrent project to provide tenant improvements to upgrade and update the Library Quarters (the “Library Upgrade Project” and, together with the Repair Project, the “Projects”);

NOW, THEREFORE, for and in consideration of the mutual promises and covenants hereinafter set forth, the sufficiency of which is hereby acknowledged, the City and the Library District agree as follows:

1. **Supplements and Amendments to Agreement.** The Agreement is hereby supplemented and amended as follows:

a. Section 3.2.3.4 of the Agreement shall be amended to read in its entirety as follows:

3.2.3.4. The balance of the funds in the Reserve Fund shall be used, first, to pay costs of the Repair Project and/or the Library Upgrade Project, and any remainder may be used, with the mutual consent of the Library District and the City, for maintenance, furnishings, equipment and improvements within the Library Quarters described in Section 3.1.1 of this Agreement. Such maintenance and improvements may include but are not limited to: carpeting, paint and/or wall coverings, light fixtures and any and all other fixtures and amenities within the Library Quarters described in Section 3.1.1 of this Agreement. The level of such maintenance and/or replacement shall be at the discretion of the Library District, provided that the level of maintenance shall be consistent with public safety and the protection of the Library Quarters from unreasonable wear and tear. In the event that the Reserve Fund is exhausted, the City and

the Library District shall negotiate the responsibility for maintenance, furnishings, equipment and improvements for the Library Quarters.

b. Section 3.3 of the Agreement shall be amended to read in its entirety as follows:

3.3 Except as provided for herein, the City shall be responsible for all other maintenance, repair or capital costs to the building in which the Library Quarters are located (the “Building”) and the property on which it is located. The City shall be responsible to determine the level and timing of all maintenance, repair or capital improvement, with the level and timing being determined in the reasonable exercise of the legislative discretion of the City.

c. A new Section 3.4 shall be added to the Agreement to read as follows:

3.4 Repair Project and Library Upgrade Project.

3.4.1 Repair Project. The Repair Project shall consist of the following elements:

The City will work with the Library District to resolve or best mitigate pre-existing building water leaks from the Plaza deck into the first floor Library space. This work will include non-invasive water intrusion discovery and subsurface leak mitigation, including surface applied or injected sealant, surface applied drain pans, or other semi-permanent water waterproofing system agreed upon by the City and the Library District.

The City will repair, install and make functional the lobby restroom facilities, returning the restrooms to pre-flood conditions and functionality.

The City will inspect, repair and return the building elevator, walls and flooring to pre-flood conditions and functionality.

The City will continue to mitigate and/or repair leaks from the Plaza level that may at present be undiscovered.

The City will replace failed insulated glass units at the Library level, and maintain in expected condition.

The City will replace exterior insulation to current code at the West covered parking area, which was damaged during the flooding incident.

Upon completion of the Repair Project, any elements of the Repair Project pertaining to the Library Quarters will be treated as such for all purposes of the Agreement. All other elements of the Repair Project shall be considered to be part of the Building for all purposes of the Agreement.

3.4.2 Library Upgrade Project. The Library Upgrade Project shall consist of the following elements:

The Library Upgrade Project encompasses tenant improvements and building updates to support those improvements, including a new floorplan and space re-configuration; flooring and other finishes; electrical and lighting upgrades; improved technology infrastructure; furniture, fixtures and equipment; and accessibility improvements within the Library Quarters.

The City will evaluate and approve any scope elements of the Library Upgrade Project that improve elements of the Building, and will provide access to those systems.

Upon completion, the elements of the Library Upgrade Project shall be considered to be part of the Library Quarters for all purposes of the Agreement except to the extent mutually identified and agreed to by the Library District and the City.

3.4.3 Lead Agency. To eliminate redundancy and promote efficiency, the Library District will be the lead agency for undertaking of the Repair Project and the Library Upgrade Project. As such, the Library District will be responsible for engaging contractors, architects and consultants, as needed, to accomplish both Projects. The Library District will also provide project management to ensure coordination of the two Projects.

3.4.4 Funding. Funding for the Repair Project will be derived from insurance proceeds received by the City in respect to the flooding damage, up to Two Hundred Fifty Thousand Dollars (\$250,000.00) of funds from the Reserve Fund and other available City funds. The City agrees to timely reimburse the Library District from such sources for costs of the Repair Project paid by the Library District upon receipt of the Library District's written request therefor, accompanied by copies of the billings for such costs and evidence of their payment.

Funding for the Library Upgrade Project will be derived from up to Six Hundred Fifty Thousand Dollars (\$650,000.00) of funds from the Reserve Fund and other available Library District funds.

2. Effective Date. This Addendum No. 1 shall become effective on the first day of the month following the date this Addendum is adopted by the City and the Library District.

3. Other Terms and Conditions Remain Unchanged. Except as amended herein, the Agreement shall remain in full force and effect as stated.

**SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT:**

CITY OF EDMONDS:

Lois Langer Thompson,
Executive Director

Mike Nelson, Mayor

Date

Date

ATTEST:

Scott Passey, City Clerk

APPROVED AS TO FORM:

Office of the City Attorney

Financial Update

FINANCE DEPARTMENT

February 2023

2023 Budget Allocation

Sno-Isle Libraries allocates one-twelfth of the annual budget to each month of the fiscal year for comparative revenue and expenditure reporting. This is done for all budget line-items with the exception of *Property Tax* and *Forest Excise Tax*. Due to the timing of tax receipts and the significant impact on cash flow, Sno-Isle Libraries allocates these two revenue budgets based on a historical average percent of tax received by month by year.

Beginning Cash

A beginning cash balance target of \$20M was included in the 2023 budget. This balance provides funds required to support library operations during the first quarter when tax receipts tend to be lower. The actual beginning cash balance as of January 1, 2023 is \$28.6M.

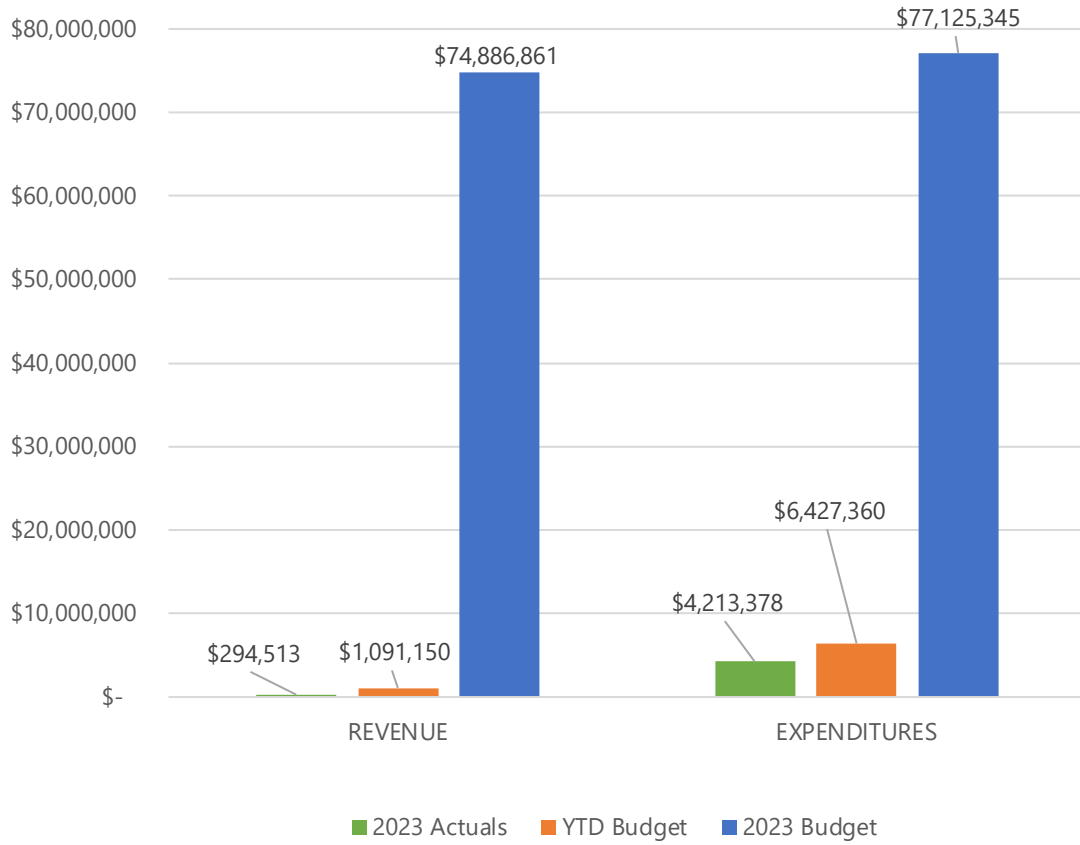
January 2023 Revenue Summary

- Total revenue received in January was \$295k compared to the monthly budget of \$1.1M.
- General property tax receipts were \$137k compared to the period budget of \$201k.
- Timber tax and associated excise tax revenues were \$3k compared to the period budget of \$42k.
- Investment Interest of \$143k was ahead of the monthly \$50k.
- Print/copy services, lost materials revenue, and donations were collectively \$8k compared to the monthly budget of \$79k.

January 2023 Expenditures Summary

- Total expenditures for January were \$4.2M compared to the monthly budget of \$6.4M.
- Salaries & Benefits were \$3.5M compared to the monthly budget by \$116k.
- Materials spend was \$315k compared to the monthly budget of \$532k.
- Capital expenditures for architectural and engineering services was \$4k for January compared the monthly budget of \$1.2M. \$4k has been spent in January for architectural and engineering services.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for the month were \$383k compared to the monthly budget of \$1M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System

Statement of Expenditures

Expenditures Summary

From 1/1/2023 Through 1/31/2023

(In Whole Numbers)

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Used</u>	
Expenditures						
10.0	Salaries & Benefits	3,510,705	3,510,705	3,626,880	43,521,848	8.06%
20.0	Materials	315,136	315,136	531,780	6,381,400	4.93%
26.0	Professional & Contract Services	101,739	101,739	337,760	4,052,749	2.51%
35.0	Equipment & Furnishings	41,760	41,760	198,350	2,380,000	1.75%
38.0	Maintenance & Repair	5,234	5,234	62,980	755,300	0.69%
41.0	Software License & Maint Fees	25,853	25,853	125,180	1,502,215	1.72%
42.0	Communications	52,905	52,905	56,400	676,500	7.82%
43.0	Office & Operating Supplies	75,507	75,507	50,690	608,250	12.41%
44.0	Utilities	17,822	17,822	41,280	495,100	3.59%
45.0	Rentals & Leases	17,924	17,924	42,080	504,838	3.55%
46.0	Insurance	10,207	10,207	14,340	172,000	5.93%
48.0	Employee Training / Travel	4,085	4,085	9,990	120,000	3.40%
49.0	Miscellaneous	23,807	23,807	48,390	580,145	4.10%
50.0	Strategic Initiatives / Innovation	6,455	6,455	62,500	750,000	0.86%
61.0	Capital - Land	0	0	250,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	0	0	709,410	8,513,000	0.00%
62.5	Capital - A&E	4,215	4,215	179,180	2,150,000	0.19%
64.0	Capital - Furnishings & Equipment	0	0	59,590	715,000	0.00%
64.4	Capital - Vehicles	0	0	20,580	247,000	0.00%
	Total Expenditures	<u>4,213,353</u>	<u>4,213,353</u>	<u>6,427,360</u>	<u>77,125,345</u>	<u>5.46%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 1/1/2023 Through 1/31/2023
(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	137,222	137,222	200,750	64,157,420	0.21%
02.0	Timber Tax / Sales	2,900	2,900	42,100	550,000	0.52%
03.0	Print/Copy Services	1,716	1,716	1,000	12,000	14.30%
04.0	Services/City Contract Fees	0	0	330	3,941	0.00%
05.0	Lost Materials Paid	4,806	4,806	2,920	35,000	13.73%
06.0	Investment Interest	143,048	143,048	50,000	600,000	23.84%
07.0	Donations Private Sources	1,671	1,671	75,000	900,000	0.18%
08.0	Other Revenue	3,149	3,149	719,050	8,628,500	0.03%
	Total Revenues	<u>294,513</u>	<u>294,513</u>	<u>1,091,150</u>	<u>74,886,861</u>	<u>0.39%</u>

Executive Director

BOARD REPORT

February 2023

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Library Legislative Day – Olympia
- Arlington Mayor Barbara Tolbert, Arlington City Administrator Paul Ellis, and Sno-Isle Libraries Assistant Director of Capital Strategy and Planning Chy Ross
- Mill Creek City Manager Martin Yamamoto
- Economic Alliance of Snohomish County (EASC) President and CEO Garry Clark

Library Board of Trustees Meetings

- Executive Committee
- Board-to-Board event planning meeting
- Annual Retreat

Board / Committee Meetings

- Economic Alliance of Snohomish County (EASC) Board of Trustees meeting
- Public Libraries of Washington Winter Meeting

Library Visits / Community meetings

- Lakewood/Smokey Point, Langley, and Sultan libraries
- Arlington Library Community First Look at the Reimagined Library

Library Updates

- Strategic goals update

BOARD OF TRUSTEES 2023 CALENDAR

FEBRUARY 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

JANUARY

Executive (January 13)

- 2023 work plan for Board and Executive Director
- 2023 conference discussion
- Trustee nominating process (information)

OPEN MEETING

Special Meeting (January 5)

- Joint levy certification

Regular Meeting (January 23)

- 2023 work plan
- Board retreat overview
- Committee appointments
- *Emerging Library Use – Diane Lai and Nick Fuchs*

FEBRUARY

Strategic Planning / Finance (February 13)

- Board-to-Board event planning (with Foundation members)

Executive (February 17)

- Trustee employee recognition award review

Special Meeting (February 4)

- Board retreat
 - Board survey
 - Internet Use Policy

Regular Meeting (February 27)

- Auditor's report
- Edmonds Library Annexation Addendum
- Internet Use Policy
- *Vision assessment – David Durante*

MARCH

Strategic Planning / Finance

- Collection Development Policy

Board Development / Administration (March 14)

- Policy Management Policy
- Public Records Policy
- Trustee nominating process

Regular Meeting (March 27)

- Collection Development Policy

BOARD OF TRUSTEES 2023 CALENDAR

FEBRUARY 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

APRIL

Executive (April 11)

- Executive Director quarterly check-in

Strategic Planning / Finance

- Business Expense Reimbursement Policy
- Debt Policy (new)
- Unreserved & Reserved Funds Policy

Special Meeting (TBD)

- Board-to-Board event

Regular Meeting (April 24)

- Trustee Nominating Committee appointments
- Trustee nominating process (information)
- Policy Management Policy
- Public Records Policy
- Reserve fund allocation
- *Staff development and benefits – Barb Adams and Tricia Lee*

MAY

Board Development / Administration (with Foundation and Friends representatives)

- Board & Friends Forum planning (tentative for September)

Regular Meeting (May 22)

- Business Expense Reimbursement Policy
- Debt Policy (new)
- Unreserved & Reserved Funds Policy
- *Communications and Marketing Strategy – David Durante*

JUNE

Board Development / Administration

- Art Policy (new)
- Meeting Room Policy
- Naming Policy (new)

Trustee Nominating

- Candidate review

Regular Meeting (June 26)

- *Capital Framework and Capital Funding Strategy – David Durante and Rebecca Loney*

BOARD OF TRUSTEES 2023 CALENDAR

FEBRUARY 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY

Executive (July 11)

- Executive Director quarterly check-in

Trustee Nominating

- Interviews

Regular Meeting (July 24)

- Review and approve Trustee candidate recommendation
- Art Policy (new)
- Meeting Room Policy
- Naming Policy (new)
- *EDI – David Durante and Tricia Lee*

SEPTEMBER

Special Meeting

- Board & Friends Forum

Regular Meeting (September 18)

- 2024 budget introduction
- 2024 Officer Nominating Committee appointments
- *Budget kickoff – David Durante*

OCTOBER

Executive (October 10)

- Executive Director quarterly check-in

Strategic Planning / Finance

- 2024 budget proposal overview

Nominating

- 2024 officer nomination

Regular Meeting (October 23)

- 2024 meeting schedule (first review)
- 2024 budget proposal overview
- Officer slate announced
- Public hearing on levy
- Approval of 2024 levy

NOVEMBER

Strategic Planning / Finance

- 2024 budget review (if needed)

Regular Meeting (November 27)

- Public meeting on 2024 budget
- Approval of 2024 budget
- Election of officers
- 2024 meeting schedule adoption
- Executive Session – Executive Director annual review