#### **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

#### March 27,2023, 5:30 p.m.

Freeland Library 5495 Harbor Ave Freeland, WA 98249

Webinar Link: <u>Click here to join the meeting</u> Telephone Dial-in: +1 872 239 6205 Phone Conference ID: 383 634 875#

#### Meeting Agenda

- 1) Call to Order
- 2) Land Acknowledgement
- 3) Roll Call
- 4) \*Approval of Agenda
- 5) \*Consent Agenda Items
  - a) Approval of the February 27, 2023 regular meeting minutes
  - b) Approval of the February 2023 payroll, benefits, and vouchers
- 6) Public Comment
- 7) Unfinished Business
  - a) \*Proposed updated 2023 meeting schedule Attachment 1

#### 8) New Business

 a) \*Collection Development Policy – Strategic Planning / Finance Committee Chair Jennifer DePrey Attachments 2-4

#### 9) Staff Reports

a) Financial Update – Finance Manager Nicole Wehl Attachment 5

#### **10) Executive Director's Report**

a) Executive Director's report Attachment 6-7

#### 11) Committee and Trustees' Reports

- a) President's Report / Executive Committee President Kelli Smith Attachment 8
- b) Board Development / Administration Chair Michael Adams
- c) Strategic Planning / Finance Committee Chair Jennifer DePrey
- d) Sno-Isle Libraries Foundation Liaison Report Trustee Susan Kostick

#### 12) \*Adjournment

\*Denotes Board of Trustees action item.

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

**Board of Trustees** 

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February 27, 2023 Meeting Minutes

Granite Falls Library

#### Call to Order

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

#### Attendees

Members present: Jennifer DePrey, Susan Kostick, and Rose Olson.

Members present via videoconference: Paul Ryan.

**Staff present:** David Durante, Lindsay Hanson, Alisha Hendren, Meredith Kraft, Jason Latham, Rebecca Loney, Antoinette Morales-Tanner, Chila Oglesby, Chy Ross, Chris Sorenson, and Lois Langer Thompson.

#### Approval of Agenda

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

#### **Consent Agenda**

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

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

#### **Public Comment**

There were no public comments to the Board.

#### **New Business**

#### Washington State Auditor's Office Exit Conference

Program Manager Kristina Baylor and Assistant State Auditor Josie Parkhurst from the Office of the Washington State Auditor presented the following results of the financial statement audit of Sno-Isle Libraries for the year ending on December 31, 2021:

#### **Board of Trustees**

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- The State Auditor's office issued an unmodified opinion on the fair representation of the Library District's financial statements in accordance with its regulatory basis of accounting.
- The State Auditor's office issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Library District using accounting practices prescribed by state law and the State Auditor's Budgeting, Accounting and Reporting System (BARS) manual, which is a basis of accounting other than GAAP.
- No deficiencies in internal control that were considered to be material weaknesses were identified during the audit.
- No instances of noncompliance or other matters that are required to be reported under Government Auditing Standards were disclosed.

The accountability audit for January 1, 2020 through December 31, 2021 was also performed. The State Auditor's Office issued a report of the results and conclusions of the areas they examined and determined that, "In those selected areas, the District operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provide adequate controls over the safeguarding of public resources."

#### **Internet Use Policy**

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

#### Addendum No. 1 to the Library Annexation Agreement between the City of Edmonds and Sno-Isle Intercounty Rural Library District

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the Addendum No. 1 to Library Annexation Agreement between the City of Edmonds and Sno-Isle Intercounty Rural Library District as presented and authorize the Executive Director to sign on behalf of the Library District. The motion passed.

#### Staff Reports

#### Vision Assessment

Deputy Director David Durante provided an update on the vision assessment project. Sno-Isle Libraries has contracted the Athena Group to support the work.

#### **Financial Update**

Finance Director Alisha Hendren provided the January 2023 financial report.

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#### Executive Director's Report

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

- Library staff attendance at Library Legislative Day in Olympia.
- Meetings with elected officials, Trustees, and library staff to discuss capital projects and share design concepts.
- Status reports on library capital projects underway in the following communities:
  - o Arlington
  - Darrington
  - $\circ$  Edmonds
  - Langley
  - Lake Stevens
  - o Mariner
- Guidelines for staff to manage use of parking lots were developed to support the District's initiative to focus on creating welcoming spaces.
- Certificates and personal notes are being sent to all staff who retire from the organization to acknowledge their work.
- An overview of how purchase costs differ between digital and physical items in the collection.

#### Committee and Trustees' Reports

#### President's Report

Vice President Olson reported that the Whidbey Reads team has been selected as the recipient of the 2022 Trustees' Award and will be celebrated at the Employee Recognition Event in March.

#### Strategic Planning / Finance Committee

Strategic Planning / Finance Committee Chair Jennifer DePrey reported on the following:

- A February 13 meeting to discuss the capital funding campaign.
- June 5 has been selected as the date for the Board-to-Board event.
- A meeting on March 3 to discuss the Collection Development Policy.

#### **Sno-Isle Libraries Foundation Liaison Report**

Trustee Kostick provided the following report:

• A February 13 meeting of the Foundation Board during which 2023 officers were announced.

Board of Trustees

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- An upcoming recruitment for additional Foundation Board members.
- The 2023 Trudy Sundberg Lecture Series speaker will be Nainoa Thompson.

#### Trustees' Reports

- Trustee Kostick expressed appreciation for seeing a Sno-Isle Libraries promotion on a Community Transit bus.
- Trustee Olson expressed appreciation for staff at Stanwood and Camano Island Libraries for their assistance with hosting hybrid meetings in the libraries' meeting rooms.

#### Adjournment

Trustee DePrey moved to adjourn the February 27, 2023 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. Vice President Olson adjourned the meeting at 6:25 p.m.

President

Secretary

#### Sno-Isle Libraries February 2023 Payroll and February 2023 Vouchers

Direct Deposits, Employee Deductions	\$	2,511,457.36
Vendor Checks 78396, 78419, 78455, 78502, 78619 and  78632 through 78640, Plus Electronic Fund Transfers	\$	1,008,076.97
Total Payroll and Benefits	\$	3,519,534.33
Accounts Payable Checks 78318 through 78641 less checks listed		
above, plus Electronic Transfers	_\$	1,262,335.47
Total Payroll, Benefits and Accounts Payable	\$	4,781,869.80 *

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 March 27, 2023.

Alisha a

**Finance Director** 

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

#### February 2023 Payroll

Employee Pay - Direct Deposit	\$	1,815,784.07			
Plus: Employee Deductions	\$	695,673.29			
Sub-Total Gross Payroll			\$	2,511,457.36	
Vendor Checks 78396, 78419, 78455, 78502, 78619 and 78632 through 78640	\$	202,209.59 *			
Electronic Funds Transfer- Employer Federal Taxes	\$	231,565.81			
Electronic Funds Transfer - Empower - 457 Plan	\$	13,044.76			
Electronic Funds Transfer - Mission Square - 457 Plan	\$	49,483.91			
Electronic Funds Transfer - PERS - Retirement Plan	\$	379,502.28			
Electronic Funds Transfer - Navia - FSA	\$	12,897.69			
Electronic Funds Transfer - Navia - HRA/MRA	\$	13,619.77			
Electronic Funds Transfer - Premera - Medical	\$	361,308.00			
Electronic Funds Transfer - Washington State Support Registry	\$	736.84			
Less: Employee Benefit Deductions	\$	(256,291.68)			
Sub-Total Benefits - Employer Expense			\$	1,008,076.97	
Total Payroll and Benefits			\$	3,519,534.33	
February 2023 Accounts Payable					
Checks 78318 through 78641 less checks listed above	\$	1,261,798.72 **	*		
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	536.75			
Sub-Total Accounts Payable			\$	1,262,335.47	
Total Payroll, Benefits and Accounts Pa	ayable		\$	4,781,869.80	
Adjustments					
Paycom Direct Service Fee	\$	19,789.12			
Refunds and Credits	\$	1,912.80			
Refund Interest	\$	0.14			
Bank Service Charge	\$	246.10			
Travel & Business Expense Reimbursement paid in Payroll	\$	3,445.40			
Total Adjustments	·	-,	\$	25,393.56	
February 2023 Total Expenditures			\$	4,807,263.36	***
<b>+</b>					
* Benefit invoices paid through Accounts Payable Checks	\$	202,209.59			
Regular involces paid through Accounts Payable Checks	\$	1,261,798.72			
Total Accounts Payable Check Payments	\$	1,464,008.31			

\*\*\* Equals Expenditure Summary Total

Date	Check	Payee	Check Amount
2/27/2023	78151	Void	-\$350.00
2/2/2023	78318	Navi's Catering Kitchen LLC	1,093.37
2/9/2023	78319	Lindsay Hanson	1,822.20
2/9/2023	78320	Leslie Moore	1,726.44
2/9/2023	78321	8X8 Inc	8,479.95
2/9/2023	78322	Abe, Daudi	500.00
2/9/2023	78323	Abila	545.50
2/9/2023	78324	Allied Universal	20,570.85
2/9/2023	78325	Amazon Capital Services, Inc	7,094.60
2/9/2023	78326	AT&T Mobility (6463)	43.23
2/9/2023	78327	Baker & Taylor Books (277930)	6,346.29
2/9/2023	78328	Bank of America (842425)	2,010.59
2/9/2023	78329	Barron Equipment Company, Inc.	5,098.30
2/9/2023	78330	Blackstone Publishing	95.48
2/9/2023	78331	Cascade Natural Gas	612.79
2/9/2023	78332	ChildStrive	550.00
2/9/2023	78333	City of Granite Falls	127.10
2/9/2023	78334	City of Mountlake Terrace	9,253.71
2/9/2023	78335	City of Snohomish	3,091.46
2/9/2023	78336	Continuant, Inc	349.12
2/9/2023	78337	Corey Oil & Propane Co	341.70
2/9/2023	78338	Del Sol Inc	58,478.75
2/9/2023	78339	Dell Marketing L.P.	6,342.58
2/9/2023	78340	Delta Connects	4,821.23
2/9/2023	78341	Demco Inc (8048)	504.39
2/9/2023	78342	DocuLynx Operations, Inc	4,378.00
2/9/2023	78343	FATBEAM, LLC	4,979.00
2/9/2023	78344	Gale/Cengage Learning	2,045.07
2/9/2023	78345	Glass Fix, LLC	354.45
2/9/2023	78346	Goverlan, LLC	3,430.00
2/9/2023	78347	Harshman, Gabrial	175.00
2/9/2023	78348	Hartt, Jack William	50.00
2/9/2023	78349	Hudson, Laura	325.00
2/9/2023	78350	Remit Overrun	0.00
2/9/2023	78351	Ingram Library Services	75,722.65
2/9/2023	78352	Innovative Interfaces, Inc	10,968.98
2/9/2023	78353	Insight Direct USA, Inc	11,855.56
2/9/2023	78354	Iron Mountain	605.06
2/9/2023	78355	Kanopy	9,637.00
2/9/2023	78356	Kathy Lynott	325.00
2/9/2023	78357	Kendall of Marysville	382.06
2/9/2023	78358	KeyBank National Association	739.20
2/9/2023	78359	Lamar Transit, LLC	300.00
2/9/2023	78360	Language Exchange	330.00

Date	Check	Payee	Check Amount
2/9/2023	78361	Leadership Snohomish County	5,000.00
2/9/2023	78362	Midwest Library Service	340.91
2/9/2023	78363	Remit Overrun	0.00
2/9/2023	78364	Midwest Tape	33,435.81
2/9/2023	78365	Mukilteo Water & Waste District	2,622.33
2/9/2023	78366	O'Donnell, Kristi	200.00
2/9/2023	78367	Remit Overrun	0.00
2/9/2023	78368	Office Depot, INC	3,388.94
2/9/2023	78369	OrangeBoy Inc	6,704.00
2/9/2023	78370-78384	Remit Overrun	0.00
2/9/2023	78385	Overdrive Inc	71,234.74
2/9/2023	78386	Paper Roll Products	1,207.64
2/9/2023	78387	Patron Point, Inc.	846.52
2/9/2023	78388	Proquest LLC (6216)	12,568.13
2/9/2023	78389	Pryde, Jessica Paulette	200.00
2/9/2023	78390	PUD No 1 of Snohomish County	22,842.47
2/9/2023	78391	Puget Sound Energy	3,615.31
2/9/2023	78392	Puget Sound Mobile Detail	645.40
2/9/2023	78393	Rentacrate Enterprises LLC	4,842.23
2/9/2023	78394	Ricoh USA Inc - 31001	377.45
2/9/2023	78395	Ricoh USA Inc - 650073	11,290.85
2/9/2023	78396	Robert Half	7,437.56
2/9/2023	78397	Salish Networks	1,214.24
2/9/2023	78398	SCCFOA	30.00
2/9/2023	78399	SHI International	36,227.40
2/9/2023	78400	Shred-it	99.97
2/9/2023	78401	Silver Kite Community Arts	350.00
2/9/2023	78402	Silver Lake Water & Sewer	186.83
2/9/2023	78403	Sno-Isle Refund Account	267.35
2/9/2023	78404	Sound Publishing	99.00
2/9/2023	78405	Sprague Pest Solutions	584.13
2/9/2023	78406	Springshare LLC	3,154.00
2/9/2023	78407	Surfrider Foundation Seattle Chapter	250.00
2/9/2023	78408	T Mobile	135.98
2/9/2023	78409	Remit Overrun	0.00
2/9/2023	78410	Timeless Design	0.00
2/9/2023	78411	Town of Darrington	8,344.53
2/9/2023	78412	Tsai Fong Books Inc	69.44
2/9/2023	78413	Uline	405.64
2/9/2023	78414	Value Line Publishing	25,400.00
2/9/2023	78415	Verizon Communications Inc	330.79
2/9/2023	78416	Walter E Nelson Co of Western WA	139.69
2/9/2023	78417	Waste Management	4,200.17
2/9/2023	78418	WCP Solutions	346.94

Date	Check	Payee	Check Amount
2/9/2023	78419	Wellable LLC	223.00
2/9/2023	78420	Whidbey Life Magazine	10.00
2/9/2023	78421	Wolf Haven International	238.00
2/9/2023	78422	Ziply Fiber	17,022.24
2/13/2023	78423	Tulalip Resort Casino	2,002.02
2/16/2023	78424	Remit Overrun	0.00
2/16/2023	78425	Timeless Design	25,216.83
2/16/2023	78426	AAA Fire Protection, Inc	1,382.50
2/16/2023	78427	Alonzo, Alma R.	150.00
2/16/2023	78428	Amazon Capital Services, Inc	658.25
2/16/2023	78429	Apple Inc	3,297.00
2/16/2023	78430	Asavie Technologies Inc	1,744.18
2/16/2023	78431	Baker & Taylor Books (277930)	2,640.21
2/16/2023	78432	Baltazar, Anthony A.	300.00
2/16/2023	78433	Bank of America (0958)	3,764.44
2/16/2023	78434	Bank of America (2175)	6,166.52
2/16/2023	78435	Bank of America (2945)	7,181.99
2/16/2023	78436	Bank of America (3736)	2,194.22
2/16/2023	78437	Bank of America (4867)	1,008.79
2/16/2023	78438	Bank of America (5953)	327.23
2/16/2023	78439	Bank of America (7423)	99.99
2/16/2023	78440	Bank of America (8208)	5,645.84
2/16/2023	78441	Bank of America (8948)	18.57
2/16/2023	78442	Bibliotheca LLC	2,547.89
2/16/2023	78443	Blackstone Publishing	89.73
2/16/2023	78444	Brenneise, Bruce	200.00
2/16/2023	78445	Brodart (Supplies)	55.74
2/16/2023	78446	BuildingWork, LLC	8,204.08
2/16/2023	78447	Camano Commons	100.00
2/16/2023	78448	Center Point Large Print	738.90
2/16/2023	78449	City of Arlington	165.78
2/16/2023	78450	City of Edmonds	11,004.54
2/16/2023	78451	City of Sultan	185.98
2/16/2023	78452	Comcast	3,746.89
2/16/2023	78453	Daily Journal of Commerce	281.50
2/16/2023	78454	Demco Inc (8048)	834.53
2/16/2023	78455	Dept of Enterprise Services	133.72
2/16/2023	78456	Dubuk, Laura	200.00
2/16/2023	78457	E - Rate Expertise Inc	2,550.00
2/16/2023	78458	Ednetics, Inc.	2,743.79
2/16/2023	78459	Everett Community College	300.00
2/16/2023	78460	Everett Stamp Works	25.86
2/16/2023	78461	Gale/Cengage Learning	718.54
2/16/2023	78462	Growing Roots Together	150.00

Date	Check	Payee	Check Amount
2/16/2023	78463	Hillis Clark Martin & Peterson	518.00
2/16/2023	78464	Ingram Library Services	22,856.52
2/16/2023	78465	Innovative Interfaces, Inc	3,273.00
2/16/2023	78466	Island Disposal Inc	221.33
2/16/2023	78467	Johnston Architects, LLC	3,680.00
2/16/2023	78468	Lakeshore Learning Materials	119.06
2/16/2023	78469	Lamar Transit, LLC	418.95
2/16/2023	78470	Midwest Library Service	490.58
2/16/2023	78471	Remit Overrun	0.00
2/16/2023	78472	Midwest Tape	8,654.00
2/16/2023	78473	Multi-Cultural Books & Videos	1,604.61
2/16/2023	78474	Remit Overrun	0.00
2/16/2023	78475	Office Depot, INC	2,447.65
2/16/2023	78476	Optimus Fundraising	15,000.00
2/16/2023	78477-78489	Remit Overrun	0.00
2/16/2023	78490	Overdrive Inc	48,549.72
2/16/2023	78491	Pacific Tree Management LLC	1,691.05
2/16/2023	78492	Paper Roll Products	1,080.44
2/16/2023	78493	PUD No 1 of Snohomish County	1,040.45
2/16/2023	78494	Puget Sound Energy	, 134.27
2/16/2023	78495	Punished Props, LLC	200.00
2/16/2023	78496	Republic Services 197	821.14
2/16/2023	78497	Rev.com, Inc	91.50
2/16/2023	78498	Ricoh USA Inc - 31001	16,663.85
2/16/2023	78499	Ricoh USA Inc - 650073	29,564.16
2/16/2023	78500	Rife, Jordan Mevay	90.00
2/16/2023	78501	Ringsquared	64.02
2/16/2023	78502	Robert Half	7,855.32
2/16/2023	78503	Safeguard Business Systems, Inc.	388.54
2/16/2023	78504	SHLB Coalition	1,000.00
2/16/2023	78505	Silver Kite Community Arts	350.00
2/16/2023	78506	, Skagit Publishing	324.61
2/16/2023	78507	Sound Publishing	2,988.32
2/16/2023	78508	Sprague Pest Solutions	52.46
2/16/2023	78509	State Auditor's Office	2,240.30
2/16/2023	78510	Teresa Wippel Communications LLC	425.00
2/16/2023	78511	The Athena Group, LLC	6,025.00
2/16/2023	78512	Thirsty Radish LLC	200.00
2/16/2023	78513	Timeless Design	6,981.26
2/16/2023	78514	Town of Coupeville	50.00
2/16/2023	78515	Town Square Publications, LLC	865.00
2/16/2023	78516	Tsai Fong Books Inc	76.52
2/16/2023	78517	U S Yellow Pages	229.00
2/16/2023	78518	Uline	1,344.83
2/ 10/ 2023	/0100	Onne	1,07400

Date	Check	Payee	Check Amount
2/16/2023	78519	United Parcel Service	700.00
2/16/2023	78520	Company	930.00
2/16/2023	78521	Verizon Wireless (660108)	15,056.39
2/16/2023	78522	Washington State Ferries	805.50
2/16/2023	78523	Wave Business	10,346.14
2/16/2023	78524	WCP Solutions	626.67
2/16/2023	78525	Whidbey Telecom	1,202.37
2/16/2023	78526	Jennifer DePrey	240.00
2/16/2023	78527	Olson, Rose	240.00
2/16/2023	78528	WLA	170.00
2/17/2023	78529	Dae Won LLC	7,892.49
2/24/2023	78530	A-1 Mobile Lock & Key	41.76
2/24/2023	78531	Amazon (530958)	78.52
2/24/2023	78532	Avidex Industries, LLC	262.13
2/24/2023	78533	Baker & Taylor Books (277930)	3,048.80
2/24/2023	78534	Camano Commons	1,100.00
2/24/2023	78535	Cascade Natural Gas	477.06
2/24/2023	78536	Cedar Grove Organics Recycling LLC	457.30
2/24/2023	78537	City of Brier	158.34
2/24/2023	78538	City of Marysville	1,576.81
2/24/2023	78539	City of Monroe	852.19
2/24/2023	78540	City of Sultan	2,482.30
2/24/2023	78541	Gale/Cengage Learning	3,952.76
2/24/2023	78542	The Hanover Insurance Group	10,181.70
2/24/2023	78543	Remit Overrun	0.00
2/24/2023	78544	Ingram Library Services	36,343.38
2/24/2023	78545	Midwest Library Service	1,582.66
2/24/2023	78546	Midwest Tape	4,127.53
2/24/2023	78547-78555	Remit Overrun	0.00
2/24/2023	78556	Overdrive Inc	32,471.79
2/24/2023	78557	Pacific Publishing Co Inc	293.25
2/24/2023	78558	PetroCard Systems Inc	4,722.03
2/24/2023	78559	Prime Self Storage	814.00
2/24/2023	78560	Puget Sound Energy	6,010.56
2/24/2023	78561	PUD No 1 of Snohomish County	5,176.76
2/24/2023	78562	Shred-it	419.20
2/24/2023	78563	Smokey Point NW LLC	7,660.17
2/24/2023	78564	Timeless Design	1,898.34
2/24/2023	78565	Town of Coupeville	215.75
2/24/2023	78566	Walter E Nelson Co of Western WA	99.32
2/24/2023	78567	WyCom Systems Inc	434.25
2/27/2023	78568	Alisha Hendren	164.42
2/27/2023	78569	Katie Leone	3,390.21
2/27/2023	78570	AAA Fire Protection, Inc	1,747.12

Date	Check	Payee	Check Amount
2/27/2023	78571	Ace Equipment Rentals	351.94
2/27/2023	78572	Ainsworth, Inc.	59.84
2/27/2023	78573	Void	0.00
2/27/2023	78574	Ali, Peter	400.00
2/27/2023	78575	Allied Universal	40,491.45
2/27/2023	78576	Alonzo, Alma R.	300.00
2/27/2023	78577	Amazon Capital Services, Inc	2,723.61
2/27/2023	78578	Andrew Feriante	325.00
2/27/2023	78579	Baker & Taylor Books (277930)	1,947.77
2/27/2023	78580	Bickford	525.75
2/27/2023	78581	Blackstone Publishing	198.90
2/27/2023	78582	Chen, Elizabeth Ching-In	500.00
2/27/2023	78583	City of Edmonds	3,500.00
2/27/2023	78584	Dae Won LLC	7,892.49
2/27/2023	78585	Demco Inc (8048)	22.80
2/27/2023	78586	FATBEAM, LLC	4,979.00
2/27/2023	78587	Gale/Cengage Learning	1,883.11
2/27/2023	78588	Gensco, Inc.	11,658.71
2/27/2023	78589	Ingram Library Services	19,489.74
2/27/2023	78590	Kantola Productions LLC	5,455.00
2/27/2023	78591	Kendall of Marysville	208.24
2/27/2023	78592	Lamar Transit, LLC	3,210.00
2/27/2023	78593	Les Schwab - Marysville	147.54
2/27/2023	78594	Marysville Fire District	5,963.20
2/27/2023	78595	Remit Overrun	0.00
2/27/2023	78596	Midwest Tape	4,443.79
2/27/2023	78597	Mill Creek Chamber of Commerce	250.00
2/27/2023	78598	Morris, Ciscoe	450.00
2/27/2023	78599	Nagpal, Bharti	60.00
2/27/2023	78600	Remit Overrun	0.00
2/27/2023	78601	Office Depot, INC	2,238.47
2/27/2023	78602-78613	Remit Overrun	0.00
2/27/2023	78614	Overdrive Inc	51,344.34
2/27/2023	78615	Pacific Tree Management LLC	4,632.23
2/27/2023	78616	Paper Roll Products	926.78
2/27/2023	78617	Pitney Bowes	967.45
2/27/2023	78618	PUD No 1 of Snohomish County	918.41
2/27/2023	78619	Robert Half	17,607.21
2/27/2023	78620	S-R Broadcasting Co Inc	210.00
2/27/2023	78621	Salish Networks	1,204.24
2/27/2023	78622	Seattle Times	6,750.00
2/27/2023	78623	Shred-it	98.44
2/27/2023	78624	Silver Kite Community Arts	350.00
2/27/2023	78625	Sprague Pest Solutions	682.30

Date	Check	Payee	Check Amount
2/27/2023	78626	Remit Overrun	0.00
2/27/2023	78627	Timeless Design	25,320.21
2/27/2023	78628	Unisys Corporation	14,034.89
2/27/2023	78629	Walter E Nelson Co of Western WA	3,533.10
2/27/2023	78630	Wilderness Inquiry, Inc.	200.00
2/27/2023	78631	Ziply Fiber	12,122.41
2/28/2023	78632	Canopy Wellbeing	1,325.00
2/28/2023	78633	Delta Dental of Washington	32,382.41
2/28/2023	78634	Kaiser Permanente	84,992.70
2/28/2023	78635	Lifewise Assurance Company	28,719.09
2/28/2023	78636	Lincoln National Life Ins Company	9,293.73
2/28/2023	78637	Navia Benefit Solutions Client Pay	1,911.25
2/28/2023	78638	Premera Blue Cross	9,511.60
2/28/2023	78639	Snohomish County Superior Court Clerk	250.00
2/28/2023	78640	Sno-Isle Library Foundation	567.00
2/27/2023	78641	Air Care System	20,299.40
			\$1,464,008.31

### SNO-ISLE LIBRARIES Board of Trustees 2023 Regular & Special Meetings

#### Board meeting schedule

Date	Time	Туре	Location
January 5	12:00 P.M.	Special	SRV
January 23	5:30 P.M.	Regular	Mountlake Terrace
February 27	5:30 P.M.	Regular	Granite Falls
February / March	8:30 A.M.	Special	TBD
March 27	5:30 P.M.	Regular	Freeland
April 24	5:30 P.M.	Regular	SRV
May <u>22_30</u>	5:30 P.M.	Regular	SRV
June 26	5:30 P.M.	Regular	SRV
July 24	5:30 P.M.	Regular	SRV
September 18*	5:30 P.M.	Regular	SRV
October 23	5:30 P.M.	Regular	SRV
November 27	5:30 P.M.	Regular	SRV

\*Moved from fourth Monday due to holiday.

#### **Special meetings**

Date	What	Туре	Location
Spring-June 5	Board to Board	Special	TBD
Fall	Board / Friends event	Special	TBD

#### **Optional conferences and library events**

Date	What	Location
March 21	Employee Recognition Event	Tulalip, WA
March 30-April 1	WA Library Association Conference	Wenatchee, WA
June 22-27	American Library Association Conference	Chicago, IL

Board meeting schedule adopted: November 21, 2022 and updated DATE

Sno-Isle Libraries Board of Trustees Policy

### Purpose

The purpose of this policy is to provide guidance for Sno-Isle Libraries (the Library) staff in decision-making regarding the selection, acquisition, accessibility, and maintenance of the Library's collection, establish a process for addressing customer questions and concerns, and define the roles and responsibilities for addressing those concerns.

### Scope

The scope of this policy is to provide information on the following:

- Roles and responsibilities for developing collections.
- The Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.
- Collection scope and guidelines for selection.
- Criteria for selection of library materials.
- Access and Resource Sharing.
- Collection Evaluation and Maintenance.
- Process for reconsideration of library materials.

### Implementation

#### **Roles and responsibilities**

In accordance with Washington State RCW 27.12.210, the Board of Trustees of Sno-Isle Libraries (the Board) delegates the development of the library collection to the Executive Director. In turn, the Executive Director delegates to designated staff the authority to interpret and apply this policy in daily operation.

All staff work collaboratively with each other and customers to support collection development and management.

Staff in Collection Services provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

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

Staff in Community Libraries handle all requests equitably, share customer trends and community needs, support the management of the collection in the local library, and respond to initial customer questions about the Library's collection.

Customers also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

#### Intellectual Freedom

The Board of Trustees declares that it adheres to and supports:

- United States. First Amendment of the Constitution of the United States.
- American Library Association. Freedom to Read Statement.
- American Library Association. Freedom to View Statement.
- American Library Association. Library Bill of Rights.
- Washington Library Association. Intellectual Freedom Statement.

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse communities and allows for the expression of multiple viewpoints. Inclusion or exclusion of an item in the collection does not mean that the Library endorses or rejects any theory or statement contained in those materials and resources.

The Board recognizes that the library is a vital community resource for people regardless of gender, race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

The Board embraces the diverse ways in which people learn and acquire information and believes the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.

Parents and legal guardians have the responsibility for their minor's or ward's use of library materials.

#### **Collection Scope**

The Library's collection is designed to support the diverse cultural, informational, educational, and recreational interests of the residents we serve in Island and Snohomish counties.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty which are distributed among community libraries, the library on wheels service, and online through the Library website.

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

Knowledge of our communities is essential in making decisions about the Library's collection. Our collection reflects the mix of urban, suburban, and rural communities we serve in Snohomish and Island counties through community libraries, the Library on Wheels service, and online through our website.

#### Criteria for selection of library materials

Library staff exercise professional judgment and expertise in making collection development decisions, including decisions about selecting titles, and identifying quantities for purchase. Customer interest, both expressed and anticipated, strengths and weaknesses of the existing collection, physical space limitations, acquisition procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Materials are also selected to ensure that the collection as a whole contains materials on many different topics and in many different genres so that there is a choice of materials or formats on the subject and that multiple views are expressed.

Library staff use their training, subject knowledge and selection criteria to identify collection goals and priorities. The following criteria are used to evaluate and select items for the collection. An item need not meet all these criteria to be selected.

#### General criteria:

- Competence, reputation, and qualifications of author or publisher.
- Perceived value of the work as a whole.
- Portrayal or representation of movements, subjects, genres or trends of lasting customer interest and demand.
- Reviews from standard and emerging sources.
- Present and potential relevance to community.
- Physical design suitable for library use.
- Suitability of subject and style for intended audiences.
- Relation to the existing collection.
- Relation to other resources in the community.
- Price of material.
- Support of library programs and initiatives.

#### Current

## **Collection Development Policy**

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

#### **Content criteria:**

- Accuracy, currency, usefulness, or comprehensiveness of information.
- Presentation of a diverse point of view.
- Enduring significance or interest.
- Technical quality.
- Unique contribution to a field of study.
- Relevance to local history.
- Digital format considerations:
- Accessibility.
- Ease of use.
- Vendor data privacy practices that meet the Library's guidelines.
- Technical and support requirements.
- Availability to multiple, concurrent users.

#### **Selection Sources**

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input, and all customer requests and recommendations are subject to the selection criteria outlined above.

#### **Access and Resource Sharing**

Access to materials is facilitated by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Customers access the collection through the Library's catalog, the Library's website, other online services, and interactions with staff. Materials located at one community library may be requested for pick-up at a more convenient community library location.

Use limitations ensure fair and equitable access to materials. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Materials that are not in the Library's collection may be obtained on behalf of a customer from another library via established interlibrary loan networks. Conversely, Sno-Isle Libraries' materials may be loaned to other organizations that also participate in the networks.

Sno-Isle Libraries Board of Trustees Policy

#### **Collection Evaluation and Maintenance**

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be retained, redistributed, repurchased, recatalogued, or withdrawn.

Along with the same criteria used to select new materials, general criteria for retaining, replacing or withdrawing may include:

- Timeliness, accuracy, or relevance of information.
- Customer demand.
- Format or physical condition.
- Completeness of sets.
- Number of copies in collection.
- Availability of similar materials.
- Long-term or historical significance.
- Availability of space.

At the Library's discretion, withdrawn materials may be donated to community partners, sold, or disposed of through other means determined by the Library.

#### Request for Reconsideration of Library Materials

The Library welcomes expressions of opinion from customers concerning materials selected for the collection. If a customer questions a collection selection decision, they should first address the concern with a Community Library Person-in-Charge. Customers who wish to continue their request for reconsideration may submit a written Request for Reconsideration of Library Materials to any Sno-Isle Libraries location using established Library procedures and guidelines available at any library service desk. Library administration responds in writing to an individual's written request.

Upon request, the Board will hear appeals of the Library's response. Appeals must be presented in writing to the Board. Decisions on appeals are based on careful review of the objection, the material, and Board policies including: this policy, the First Amendment of the Constitution of the United States, the Washington Library Association Intellectual Freedom Statement, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Board and will be communicated in writing to the appellant. During this process, the material in question will remain accessible to Library customers.

#### Current

# **Collection Development Policy**

Sno-Isle Libraries Board of Trustees Policy

#### Process

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

## **Policy History**

Date approved: July 27, 2020 Next review date: 2024 Date adopted: April 198

#### Mark up

# **Collection Development Policy**

Sno-Isle Libraries Board of Trustees Policy

### Purpose

The purpose of this policy is to provide guidance for Sno-Isle Libraries (the Library) staff in decision-making regarding the selection, acquisition, accessibility, and maintenance of the Library's collection, establish a process for addressing customer questions and concerns, and define the roles and responsibilities for addressing those concerns.direction on the procurement and provision of library materials that reflect the ever-evolving needs and interests of the communities served by Sno-Isle Libraries (Library District) and inform members of the community about the principles used to select and manage the collection.

### Scope

This policy applies to the physical and digital materials and resources that are available online or distributed between the Library District's various locations and collectively known as the collection. The scope of this policy is to provides information on the following:

- Roles and responsibilities for developing collections.
- The Library's commitment to lintellectual fFreedom and Accessto providing information expressing a variety of viewpoints.
- <u>Collection scope and guidelines for selection.Responsibility for Selection and Management</u>
- Purchasing
- Criteria for selection of library materialsollection Selection and Maintenance-
- Access and Resource Sharing.
- Collection Evaluation and Maintenance.
- ProcessRequest for Review / rReconsideration of library materials.

### Implementation

RolesandresponsibilitiesIn accordance with Washington State RCW 27.12.210, the Board of Trustees of Sno-Isle Libraries<br/>(the Board) delegates the development of the library collection to the Executive Director. In turn,<br/>the Executive Director delegates to designated staff the authority to interpret and apply this<br/>policy in daily operation.

Sno-Isle Libraries Board of Trustees Policy

#### Intellectual Freedom and Access

The Board of Trustees declares that it adheres to and supports:

The Library <u>District</u> is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all<u>supporting intellectual freedom by providing a collection that</u> reflects a diversity of cultures, views, and opinions. To this end, the Library strives to offer a collection that represents the needs of our diverse communities and allows for the expression of multiple viewpoints.

Inclusion or exclusion of an item in the collection does not mean that the Library endorses or rejects any theory or statement contained in those materials and resources.

The <u>Sno-Isle Libraries</u> Board of <u>Trustees</u> (Board of <u>Trustees</u>) recognizes that the library <u>was</u> <u>created to serve all the people within the Library District's service area and that within the Library</u> <u>District there are individuals and groups with varied interests</u>, <u>backgrounds</u>, <u>ages</u>, <u>life</u> <u>experiences</u>, <u>and information needs</u> is a <u>vital community resource for people regardless of</u> <u>gender</u>, <u>race</u>, <u>ethnicity</u>, <u>age</u>, <u>disability</u>, <u>sex</u>, <u>sexual orientation</u>, <u>gender</u>, <u>veteran status</u>, <u>marital</u> <u>status</u>, <u>or religious or political affiliation</u>.

The Library District's collection is organized and maintained with the goal of making materials easy to find. Materials and resources will not be restricted, separated, or altered because of controversy surrounding the author or subject matter.

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

The Board embraces the diverse ways in which people learn and acquire information and believes the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.

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

#### Mark up

# **Collection Development Policy**

Sno-Isle Libraries Board of Trustees-Policy

#### **Responsibility for Selection and Management**

The Library District's Executive Director is responsible for the selection and management of the collection as authorized by the Board of Trustees. In turn, the Executive Director delegates this function to qualified library staff members.

#### **Purchasing**

Multiple vendors are approved for the purchase of materials and resources because of the variety of formats, languages, vendor areas of focus and expertise, and due to independent publishers or distributors not reselling or using wholesalers for their products. Administrative procedures and guidelines for purchasing are established and maintained by the Finance Director that assure a competitive, open, and fair purchasing process. **Collection Scope** The Library's collection is designed to support the diverse cultural, informational, educational, and recreational interests of the residents we serve in Island and Snohomish counties.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty which are distributed among community libraries, the library on wheels service, and online through the Library website.

Knowledge of our communities is essential in making decisions about the Library's collection. Our collection reflects the mix of urban, suburban, and rural communities we serve in Snohomish and Island counties through community libraries, the Library on Wheels service, and online through our website.

# Criteria for selection of library materials ollection Selection and Maintenance

Library staff exercise professional judgment and expertise in making collection development decisions, including decisions about selecting titles, and identifying quantities for purchase. Customer interest, both expressed and anticipated, strengths and weaknesses of the existing collection, physical space limitations, acquisition procedures, and available budgets are all factors taken into consideration **Selection**. Materials are selected for the collection based on criteria in the Library District's Collection Development Guidelines.

Sno-Isle Libraries Board of Trustees Policy

Materials are acquired in multiple formats when appropriate, includingvarious print, audio, visual, and digital resourceselectronic formats. Materials are also selected to ensure that the collection as a whole contains materials on many different topics and in many different genres so that there is a choice of materials or formats on the subject and that multiple views are expressed. Selection of materials and resources does not mean that the Library District endorses the content contained in those materials and resources. Materials that are not in the Library District's collection may be obtained on behalf of a customer through resource sharing with other libraries (Interlibrary Loan).

Library staff use their training, subject knowledge and selection criteria to identify collection goals and priorities. The following criteria are used to evaluate and select items for the collection. An item need not meet all these criteria to be selected.

#### General criteria:

- Competence, reputation, and qualifications of author or publisher.
- Perceived value of the work as a whole.
- Portrayal or representation of movements, subjects, genres or trends of lasting customer interest and demand.
- Reviews from standard and emerging sources.
- Present and potential relevance to community.
- Physical design suitable for library use.
- Suitability of subject and style for intended audiences.
- Relation to the existing collection.
- Relation to other resources in the community.
- Price of material.
- Support of library programs and initiatives.

#### Content criteria:

- Accuracy, currency, usefulness, or comprehensiveness of information.
- Presentation of a diverse point of view.
- Enduring significance or interest.
- Technical quality.
- Unique contribution to a field of study.
- <u>Relevance to local history.</u>

#### Mark up

## **Collection Development Policy**

Sno-Isle Libraries Board of Trustees Policy

- Digital format considerations:
- Accessibility.
- Ease of use.
- Vendor data privacy practices that meet the Library's guidelines.
- Technical and support requirements.
- Availability to multiple, concurrent users

#### **Selection Sources**

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input, and all customer requests and recommendations are subject to the selection criteria outlined above.

#### **Access and Resource Sharing**

Access to materials is facilitated by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Customers access the collection through the Library's catalog, the Library's website, other online services, and interactions with staff. Materials located at one community library may be requested for pick up at a more convenient community library location.

Use limitations ensure fair and equitable access to materials. In house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

**Purchase Suggestions.** The Library District is responsive to suggestions for titles and subjects to be included in the collection when these requests meet selection criteria. Materials that are not in the Library's collection may be obtained on behalf of a customer from another library via established interlibrary loan networks. Conversely, Sno-Isle Libraries' materials may be loaned to other organizations that also participate in the networks.

**Gifts and Donations.** Gifts or donations of materials may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Following the Sno-Isle Libraries Donation Policy, any gifts may be donated to Friends of the Library groups, the Sno-Isle Libraries Foundation, other community partners, or recycled at the Library District's discretion.

Sno-Isle Libraries Board of Trustees Policy

#### Collection Evaluation and Maintenance.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be retained, redistributed, repurchased, recatalogued, or withdrawnThe collection is reviewed and evaluated on an ongoing basis. The Library District does not maintain an archival collection and may discard materials based on criteria in the Collection Development Guidelines. Discarded materials are disposed of according to Washington State law.

Along with the same criteria used to select new materials, general criteria for retaining, replacing or withdrawing may include:

- Timeliness, accuracy, or relevance of information.
- Customer demand.
- Format or physical condition.
- Completeness of sets.
- Number of copies in collection.
- Availability of similar materials.
- Long term or historical significance.
- Availability of space.

At the Library's discretion, withdrawn materials may be donated to community partners, sold, or disposed of through other means determined by the Library.

#### Request for <u>Review / Reconsideration of Library Materials</u>

The Library-Board of Trustees recognizes the right of individuals to ask questions and share feedback about welcomes expressions of opinion from customers concerning-materials in selected for the Library District's collection. If a customer with collection questions or feedback a collection selection decision, they should first address the concern-is encouraged to contact with a Community local Library staff-Person-in-Charge.

<u>If a Ccustomers who</u> wish<u>es</u> to <u>continue their</u> request <u>a formal review</u> for reconsideration <u>of an</u> <u>item in the Library District's collection and is a resident of the Library District's service area,</u> <u>they may complete and</u> submit a <u>written-Request for <u>Review</u> / Reconsideration of Library *Materials* form. -to any Sno-Isle Libraries location using established Library procedures and guidelines available at any library service desk. The Assistant Director of Collection Services will <u>Library administration</u>-responds with <u>a in writing to an individual's</u> written <u>decision within thirty</u> (30) days of receiving a completed <u>request Request for Review / Reconsideration</u> form.</u>

Sno-Isle Libraries Board of Trustees Policy

If a customer wishes to appeal the Request for Review / Reconsideration decision, the appeal will be reviewed by the Executive Director to whom the Board of Trustees has delegated operations authority. Materials under review will remain available to customers during the process.

Upon request, the Board will hear appeals of the Library's response. Appeals must be presented in writing to the Board. Decisions on appeals are based on careful review of the objection, the material, and Board policies including: this policy, the First Amendment of the Constitution of the United States, the Washington Library Association Intellectual Freedom Statement, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Board and will be communicated in writing to the appellant. During this process, the material in question will remain accessible to Library customers.

## Associated Policies and Laws

- •\_\_\_\_United States. <u>First Amendment of the Constitution of the United States</u>
- Washington State RCW 27.12.210. Library trustees Organization Bylaws Powers and duties
- Washington State RCW 39.33.070. Disposal of obsolete or surplus reading materials procedures
- <u>American Library Association</u>. <u>Library Bill of Rights</u>.
- <u>American Library Association.</u> Freedom to Read Statement.
- American Library Association. Freedom to View Statement.
- <u>Washington Library Association</u>. Intellectual Freedom Statement.
- Sno-Isle Libraries Board policy. Equity Policy
- Sno-Isle Libraries Board policy. Donation Policy
- <u>Sno-Isle Libraries Administrative Policies & Guidelines. Collection Development</u> <u>Guidelines</u>

#### Process

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

Mark up

# **Collection Development Policy**

Sno-Isle Libraries Board of Trustees-Policy

## **Policy History**

Date approved: TBD Next review date: TBD Date adopted: Revision approved by Board of Trustees on April, 1987-

# **Collection Development Policy**

Sno-Isle Libraries Board Policy

## Purpose

To provide direction on the procurement and provision of library materials that reflect the everevolving needs and interests of the communities served by Sno-Isle Libraries (Library District) and inform members of the community about the principles used to select and manage the collection.

### Scope

This policy applies to the physical and digital materials and resources that are available online or distributed between the Library District's various locations and collectively known as the collection. This policy provides information on:

- Intellectual Freedom and Access
- Responsibility for Selection and Management
- Purchasing
- Collection Selection and Maintenance
- Request for Review / Reconsideration

### Implementation

#### Intellectual Freedom and Access

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

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

The Library District's collection is organized and maintained with the goal of making materials easy to find. Materials and resources will not be restricted, separated, or altered because of controversy surrounding the author or subject matter.

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

# **Collection Development Policy**

Sno-Isle Libraries Board Policy

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

#### Responsibility for Selection and Management

The Library District's Executive Director is responsible for the selection and management of the collection as authorized by the Board of Trustees. In turn, the Executive Director delegates this function to qualified library staff members.

#### Purchasing

Multiple vendors are approved for the purchase of materials and resources because of the variety of formats, languages, vendor areas of focus and expertise, and due to independent publishers or distributors not reselling or using wholesalers for their products. Administrative procedures and guidelines for purchasing are established and maintained by the Finance Director that assure a competitive, open, and fair purchasing process.

#### **Collection Selection and Maintenance**

**Selection.** Materials are selected for the collection based on criteria in the Library District's Collection Development Guidelines. Materials are acquired in various print, audio, visual, and electronic formats. Selection of materials and resources does not mean that the Library District endorses the content contained in those materials and resources. Materials that are not in the Library District's collection may be obtained on behalf of a customer through resource sharing with other libraries (Interlibrary Loan).

**Purchase Suggestions.** The Library District is responsive to suggestions for titles and subjects to be included in the collection when these requests meet selection criteria.

**Gifts and Donations.** Gifts or donations of materials may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Following the <u>Sno-Isle Libraries Donation Policy</u>, any gifts may be donated to Friends of the Library groups, the Sno-Isle Libraries Foundation, other community partners, or recycled at the Library District's discretion.

# **Collection Development Policy**

Sno-Isle Libraries Board Policy

**Collection Maintenance.** The collection is reviewed and evaluated on an ongoing basis. The Library District does not maintain an archival collection and may discard materials based on criteria in the Collection Development Guidelines. Discarded materials are disposed of according to Washington State law.

#### Request for Review / Reconsideration

The Board of Trustees recognizes the right of individuals to ask questions and share feedback about materials in the Library District's collection. A customer with collection questions or feedback is encouraged to contact local library staff.

If a customer wishes to request a formal review or reconsideration of an item in the Library District's collection and is a resident of the Library District's service area, they may complete and submit a *Request for Review / Reconsideration of Library Materials* form. The Assistant Director of Collection Services will respond with a written decision within thirty (30) days of receiving a completed *Request for Review / Reconsideration* form.

If a customer wishes to appeal the Request for Review / Reconsideration decision, the appeal will be reviewed by the Executive Director to whom the Board of Trustees has delegated operations authority. Materials under review will remain available to customers during the process.

## Associated Policies and Laws

- United States. <u>First Amendment of the Constitution of the United States</u>
- Washington State RCW <u>27.12.210</u>. Library trustees Organization Bylaws Powers and duties
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- American Library Association. Library Bill of Rights.
- American Library Association. Freedom to Read Statement.
- American Library Association. Freedom to View Statement.
- Washington Library Association. Intellectual Freedom Statement.
- Sno-Isle Libraries Board policy. <u>Equity Policy</u>
- Sno-Isle Libraries Board policy. <u>Donation Policy</u>
- Sno-Isle Libraries Administrative Policies & Guidelines. Collection Development Guidelines

# **Collection Development Policy**

Sno-Isle Libraries Board Policy

#### Process

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

## **Policy History**

Date approved: TBD Next review date: TBD Date adopted: April 1987

# FINANCE DEPARTMENT

March 2023

#### Cash Reserves Update:

The \$9M operating surplus of cash at the end of 2022 resides in the operating cash held by the Snohomish County Treasurer in the WA State investment pool as we make progress on the Mariner Community Campus project. Interest on the funds is being earned and the state investment pool allows for quick liquidity for a property purchase. These funds will be monitored as the year progresses and as we move forward into the 2024 annual budget process.

#### February 2023 Revenue Summary:

- Total revenue received in February was \$772k compared to the monthly budget of \$1.7M. Year to date (YTD) total revenues were \$1.1M compared to the YTD budget of \$2.8M.
- General property tax receipts for February were \$410k compared to the period budget of \$762k.
- Timber tax and associated excise tax revenues for February were \$123k compared to the monthly budget of \$101k.
- Investment interest for February was \$139k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for February were collectively \$7k compared to the monthly budget of \$79k.
- Insurance recoveries for February were \$21K. This was an unbudgeted line item.

#### February 2023 Expenditures Summary:

- Total expenditures for February were \$4.8M compared to the monthly budget of \$6.4M. Year to date total expenditures were \$9.0M compared to the YTD budget of \$12.9M.
- Salaries & benefits for February were \$3.5M compared to the monthly budget of \$3.6M.
- Materials spend for February was \$474k compared to the monthly budget of \$532k.
- Capital expenditure spend for February was \$12k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for February were \$802k compared to the monthly budget of \$1M.

#### 2023 Year-to-Date Summary:



#### Sno-Isle Regional Library System Statement of Expenditures **Expenditures Summary**

#### From 2/1/2023 Through 2/28/2023

(In Whole Numbers)

		Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures					
10.0	Salaries & Benefits	3,519,534	7,030,239	7,253,760	43,521,848	16.15%
20.0	Materials	473,698	788,834	1,063,560	6,381,400	12.36%
26.0	Professional & Contract Services	271,785	373,524	675,520	4,052,749	9.21%
35.0	Equipment & Furnishings	13,621	55,381	396,700	2,380,000	2.32%
38.0	Maintenance & Repair	60,022	65,256	125,960	755,300	8.63%
41.0	Software License & Maint Fees	106,802	132,655	250,360	1,502,215	8.83%
42.0	Communications	72,116	125,022	112,800	676,500	18.48%
43.0	Office & Operating Supplies	38,709	114,216	101,380	608,250	18.77%
44.0	Utilities	82,601	100,423	82,560	495,100	20.28%
45.0	Rentals & Leases	74,656	92,580	84,160	504,838	18.33%
46.0	Insurance	11,112	21,318	28,680	172,000	12.39%
48.0	Employee Training / Travel	16,796	20,881	19,980	120,000	17.40%
49.0	Miscellaneous	47,901	71,734	96,780	580,145	12.36%
50.0	Strategic Initiatives / Innovation	6,025	12,480	125,000	750,000	1.66%
61.0	Capital - Land	0	0	500,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	0	0	1,418,820	8,513,000	0.00%
62.5	Capital - A&E	11,884	16,099	358,360	2,150,000	0.74%
64.0	Capital - Furnishings & Equipment	0	0	119,180	715,000	0.00%
64.4	Capital - Vehicles	0	0	41,160	247,000	0.00%
	Total Expenditures	4,807,263	9,020,642	12,854,720	77,125,345	11.70%
#### Sno-Isle Regional Library System Statement of Revenues **Revenue Summary**

### From 2/1/2023 Through 2/28/2023

(In Whole Numbers)

		Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues					
01.0	Property Taxes	410,027	547,250	962,500	64,157,420	0.85%
02.0	Timber Tax / Sales	122,757	125,657	143,300	550,000	22.84%
03.0	Print/Copy Services	2,319	4,036	2,000	12,000	33.62%
04.0	Services/City Contract Fees	0	0	660	3,941	0.00%
05.0	Lost Materials Paid	3,785	8,590	5,840	35,000	24.54%
06.0	Investment Interest	138,813	281,861	100,000	600,000	46.97%
07.0	Donations Private Sources	438	2,109	150,000	900,000	0.23%
08.0	Other Revenue	73,202	76,351	1,438,100	8,628,500	0.88%
09.1	Insurance Recoveries	20,659	20,659	0	0	0.00%
	Total Revenues	772,000	1,066,513	2,802,400	74,886,861	1.42%

# Executive Director

March 2023

Lois Langer Thompson Executive Director

### Meetings with Elected Officials and Stakeholders

- Granite Falls City Council Meeting
- State of Everett Economic Alliance of Snohomish County (EASC)
- Town Hall meetings
  - o 38<sup>th</sup> Legislative District at the Marysville Library
  - o 10<sup>th</sup> Legislative District at the Oak Harbor Library

### Library Board of Trustees Meetings

- Board President
- Board Development / Administration
- Strategic Planning / Finance

### Board / Committee Meetings

• SnoCODE Monthly Meeting

### Library Visits / Community meetings

- Marysville, Oak Harbor, and Stanwood libraries
- New Hire Orientations
- Employee Recognition Event

#### **Library Updates**

• Strategic goals update



# 2022 Human Resources Annual Report

Employment Summary Applicant Information Employee Information Employee Separation Information Public Records Requests

Employee Count	2012		2021		2022	
	Employees	FTE	Employees	FTE	Employees	FTE
Full-Time	185	185	285	285	292	292
Part-Time	285	126.9	167	68.35	169	69.23
TOTAL	470	311.9	452	353.35	461	361.23
% Change since 2012			-3.83%	13.29%	-1.91%	15.82%

### Employee and FTE Summary

Employee count and FTE's reflect occupied positions at year end. The number of Board approved FTE's increased from 389 in 2021 to 392 in 2022.

### **Employment Activity**

Job Postings (Vacancies)	10yr avg	2021	2022
Total Job Vacancies	145	173	125
Regular Positions (External/Internal)	73	94	90
Regular Positions (Internal Only)	32	33	8
Career Development/Temporary	39	46	27
% Change (from 10yr average)		19.31%	-13.79%
Status Changes (promotions/transfers/temporary assignments) for SIL Staff	91	86	99
New Hires/Rehires	52	49	69
New Hires as % of External Postings	59%	52%	77%

All vacant positions are reviewed prior to the recruitment process to ensure optimal staffing levels to best support new and evolving library programs and services, organizational changes, and efficiency.

Applicant Count	10yr avg	2021	2022
Complete Applications	2,675	2,039	2,091
% Change (from 10yr average)		-23.78%	-21.84%

### **Applicant Information**



### 2022 Race/Ethnicity of Applicants



Fifty-five percent of applicants provided information on their race/ethnic identity. Of those, 23% of applicants and 28% of all new hires and rehires identified as part of a BIPOC group. In total, 2,772 candidates provided a response and 2,252 did not respond or did not wish to self-identify.

### **Employee Information**

### **Employee Demographics**

Employee Demographics	2012 SIL	2021 SIL	2022 SIL	Snohomish County*	Island County*
Average Years of Service	10	10.44	9.75		
Average Age	49	47.65	47.51		
% Female	81.50%	79.00%	77.01%	49.50%	49.70%
% Male	18.50%	21.00%	20.09%	50.50%	50.30%
% Do Not Wish to Identify			2.90%		
% BIPOC	9.60%	16.80%	16.29%	24.90%	15.00%

\* Source: United States Census Bureau 2022 Population estimates



### 2022 Race and Hispanic Origin of Employees

Race and Hispanic Origin	SIL Employees (self-reported)	Snohomish County*	Island County*
American Indian and Alaska Native alone	0.67%	1.60%	1.10%
Asian alone	5.80%	13.10%	5.10%
Black or African American alone	1.56%	4.10%	3.30%
Hispanic or Latino	4.24%	11.20%	8.70%
Native Hawaiian and Other Pacific Islander	0.22%	0.70%	0.50%
Two or More Races	3.79%	5.30%	5.00%
White alone, not Hispanic or Latino	83.71%	65.80%	78.00%

\* Source: United States Census Bureau 2022 Population estimates

### **Turnover Rate**

Turnover Statistics	20	21	2	2022
Turnover Statistics	Employees	% Turnover	Employees	% Turnover
All Separations	67	14.6%	69	14.9%
Page Separations Only	20	22.7%	26	32.1%
All Other Position Separations	47	12.7%	43	11.3%
Part-Time Employee Separations	36	20.9%	44	26.0%
Full-Time Employee Separations	31	10.8%	25	8.5%

### Separations

Reasons for Leaving Sno-Isle	2021	2022
Retirement	25	15
Moving	11	12
Other Employment	13	20
Personal Reasons	6	4
Involuntary	3	1
Medical	4	3
Laid Off	0	4
Return to School	1	5
Resigned (no reason given)	3	2
Job Dissatisfaction	1	3
Total	67	69



Retirement continues to remain a top reason employees separate from Sno-Isle Libraries, accounting for 21.7% of all 2022 separations. We expect to see this continue to be a top separation reason as 24% of Sno-Isle employees are 60 or older.

### **Public Record Requests**

Sno-Isle Libraries received a total of 28 public records requests in 2022. Of these requests, 4 requesters submitted multiple public records requests. There is focus on digitizing Sno-Isle's records and taking steps to prepare for the transition to an electronic document management system from Office 365.



### **Requests by Category**

- Procurement 19
- Library System Information - 3
- Human Resources 2
- Policy 1
- Collections 1
- Incidents 1
- Miscellaneous 1

### **MARCH 2023**

### **SNO-ISLE LIBRARIES BOARD OF TRUSTEES**

Trustee vacancy process

	COMMITTEE MEETING	OPEN MEETING
JANUARY	<ul> <li>Executive (January 13)</li> <li>2023 work plan for Board and Executive Director</li> <li>2023 conference discussion</li> </ul>	<ul><li>Special Meeting (January 5)</li><li>Joint levy certification</li></ul>
	Trustee vacancy process (information)	<ul> <li>Regular Meeting (January 23)</li> <li>2023 work plan</li> </ul>
		Board retreat overview
		Committee appointments
		• Emerging Library Use – Diane Lai and Nick Fuchs
FEBRUARY	Strategic Planning / Finance (February 13)	Special Meeting (February 4)
	<ul> <li>Board-to-Board event planning (with Foundation</li> </ul>	Board retreat
	members)	<ul> <li>Board survey</li> </ul>
		Collection Development Policy
	Executive (February 17)	<ul> <li>Internet Use Policy</li> </ul>
	Trustee employee recognition award review	Regular Meeting (February 27)
		<ul> <li>Auditor's report</li> </ul>
		<ul> <li>Edmonds Library Annexation Amendment</li> </ul>
		Internet Use Policy
		Vision assessment – David Durante
MARCH	Strategic Planning / Finance (March 2)	Regular Meeting (March 27)
	Collection Development Policy	Reserve fund allocation
		Collection Development Policy
	Board Development / Administration (March 14)	
	Policy Management Policy	
	Public Records Policy	

### **MARCH 2023**

### **SNO-ISLE LIBRARIES BOARD OF TRUSTEES**

APRIL	Executive (April 11)	Regular Meeting (April 24)
	<ul> <li>Executive Director quarterly check-in</li> </ul>	Trustee Nominating Committee appointments
	Board retreat follow-up	Trustee vacancy process (information)
		Policy Management Policy
	Strategic Planning / Finance	Public Records Policy
	Business Expense Reimbursement Policy	• Staff development and benefits – Barb Adams and Tricia Lee
	Unreserved & Reserved Funds Policy	, .
ΜΑΥ	Board Development / Administration (with Foundation	Regular Meeting (May 22)
	and Friends representatives)	Business Expense Reimbursement Policy
	<ul> <li>Board &amp; Friends Forum planning (tentative for</li> </ul>	Unreserved & Reserved Funds Policy
	September)	Communications and Marketing Strategy – David Durante
		Work Session (May 22)
		Debt Policy (new)
		Meeting Room Policy
JUNE	Trustee Nominating	Special Meeting (June 5)
	Candidate review	Board-to-Board event
		Regular Meeting (June 26)
		Debt Policy (new)
		Meeting Room Policy
		• Capital Framework and Capital Funding Strategy – David Durante and
		Rebecca Loney

### **MARCH 2023**

### **SNO-ISLE LIBRARIES BOARD OF TRUSTEES**

JULY	Executive (July 11)	Regular Meeting (July 24)
	<ul> <li>Executive Director quarterly check-in</li> </ul>	Review and approve Trustee candidate recommendation
		EDI – David Durante and Tricia Lee
	Trustee Nominating	
	Interviews	Work Session (July 24)
		Art Policy (new)
		Naming Policy (new)
SEPTEMBER		Special Meeting
		Board & Friends Forum
		Regular Meeting (September 18)
		2024 budget introduction
		<ul> <li>2024 Officer Nominating Committee appointments</li> </ul>
		Art Policy (new)
		Naming Policy (new)
		Budget kickoff – David Durante
OCTOBER	Executive (October 10)	Work Session
	Executive Director quarterly check-in	2024 budget proposal overview
		Regular Meeting (October 23)
	Nominating	<ul> <li>2024 meeting schedule (first review)</li> </ul>
	2024 officer nomination	<ul> <li>2024 budget proposal overview</li> </ul>
		Officer slate announced
		Public hearing on levy
		Approval of 2024 levy

### **MARCH 2023**

### **SNO-ISLE LIBRARIES BOARD OF TRUSTEES**

#### 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