

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

May 30, 2023, 6:45 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Click here to join the meeting](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 108 142 909#

Special Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) New Business

a) Debt Management Policy discussion – Director of Planning and Fund Development
Rebecca Loney [Attachment 1](#)

b) Meeting Room Policy discussion – Director of Planning and Fund Development Rebecca
Loney [Attachments 2-4](#)

6) *Adjournment

*Denotes Board of Trustees action item.

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

Debt Management Policy

Sno-Isle Libraries Board Policy

Purpose

To establish guidelines for financing capital expenditures through the incurrence of debt in accordance with Washington State law.

Scope

The Sno-Isle Libraries (Library District) Board of Trustees (Board) recognizes that the use of debt financing may be an effective tool for the acquisition, construction, improvement, or enlargement of library facilities.

Washington State law permits the Library District to incur indebtedness as follows:

- Issuance of nonvoter approved general obligation bonds (LTGO Bonds) for any purpose in an aggregate principal amount, together with the principal amount of all other outstanding nonvoter approved indebtedness, not to exceed 0.1% of the total assessed value of the Library District.
- Issuance of voter approved general obligation bonds (UTGO Bonds), for capital purposes only, in an outstanding aggregate principal amount, together with the principal amount of all other outstanding voter approved and nonvoter approved indebtedness, not to exceed 0.5% of the total assessed value of the Library District.
- Execution of nonvoter approved executory conditional sales contracts for the purchase of real or personal property if the entire amount of the purchase price specified in such contract does not result in a total indebtedness in excess of 0.75% of the total assessed value of the Library District.

The Library District may choose to structure any such indebtedness such that the interest paid to the holder will be exempt from income tax under federal law (tax exempt) or not (taxable).

Debt Management Policy

Sno-Isle Libraries Board Policy

In addition, the Library District may initiate the voter approved establishment of, and the incurrence of either tax exempt or taxable indebtedness and the issuance of UTGO Bonds by, a library capital facility area (LCFA), as an independent taxing district, separate from the Library District, to finance the capital costs of acquiring, constructing, furnishing, and equipping of a library facility to be operated by the Library District within that LCFA. The aggregate principal amount of outstanding UTGO Bonds of an LCFA may not exceed 1.25% of the total assessed value of the LCFA.

Implementation

The Board will consider debt financing in conjunction with the review and adoption of the Library District's annual budget. The Board will authorize the incurrence of debt only by resolution, which will also authorize the Executive Director and appropriate Board officers to approve and execute such agreements and all other related documents for the purpose of incurring such debt and issuing any bonds.

The Library District will obtain financing only when necessary and will endeavor to do so at the most favorable interest rates and reasonable issuance costs.

The Finance Director shall develop and be responsible for ensuring the Library District's compliance with procedures and guidelines for the incurrence of debt and the issuance of bonds by the Library District that comply with all applicable Washington State and federal laws. In particular, but without limitation, the Finance Director shall be responsible for post-issuance compliance with applicable relevant federal tax laws regarding arbitrage, arbitrage rebate and the use of bond-financed assets, and applicable relevant securities laws regarding ongoing disclosure of material information about the Library District, including, without limitation, audited financial statements.

Debt Management Policy

Sno-Isle Libraries Board Policy

Associated Policies and Laws

- Washington State [Chapter 21.20](#) RCW Securities Act of Washington
- Washington State RCW [27.12.170](#) Powers of board—Procedures
- Washington State RCW [27.12.222](#) General obligation bonds—Excess levies
- Washington State [Chapter 27.15](#) RCW Library Capital Facility Areas
- Sno-Isle Libraries Board Policy. [Library Facility Ownership](#)
- Sno-Isle Libraries Board Policy. [Site Selection and Acquisition](#)
- Sno-Isle Libraries Board Policy. [Purchasing and Public Works](#)

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: TBD

Meeting Room Use Policy

Sno-Isle Libraries Board Of Trustees Policy

Purpose

The purpose of the Meeting Room Use Policy is to ensure that Sno-Isle Libraries (the Library) provides access to its public meeting rooms in an equitable and fair basis to community organizations and groups regardless of the beliefs or affiliations of individuals or groups requesting their use.

Scope

This policy applies to public use of meeting rooms owned by or managed by Sno-Isle Libraries. Meeting rooms in buildings not owned by Sno-Isle Libraries may be governed by different policies.

Implementation

Access

All meetings will be non-exclusive and will be open to the general public regardless of the attendee's gender, race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

Reservations and Use Limitations

- Priority for reserving rooms will be given in the following order:
 1. Library sponsored and co-sponsored programs and activities.
 2. Sno-Isle Libraries Foundation, local Friends of the Library groups, and local Library Board.
 3. Meetings or activities of committees or boards of local government.
 4. Other community organizations or groups.
- The Library reserves the right to cancel meeting room reservations if the room is needed for Library use or other unforeseen circumstances.
- Due to high demand for limited meeting room space, frequency, and duration of room use by an organization may be limited.
- Meetings or events which interfere with normal library operations will not be accommodated.

Fees, commercial activities, and fundraising

Sno-Isle Libraries' meeting rooms are available free of charge.

Meeting Room Use Policy

Sno-Isle Libraries Board Of Trustees Policy

Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services. No entrance fees may be charged to meeting attendees.

The Library, the Foundation, local library Friends' groups, and library co-sponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Foundation or local Friends of the Library groups.

Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non-library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

Responsibilities

Customers will comply with all federal, state, and local laws and policies. The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Sno-Isle Libraries, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from an negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces. Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The District Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms. The decision to deny use of a library meeting room may be appealed in writing to the Sno-Isle Libraries Executive Director. The Executive Director will provide a written response to the request.

Non-compliance with the policy may result in an organization being denied further use of library meeting rooms.

Policy History

Date approved: 04/2020

Next review date: 04/2020

Adopted: 2013

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Purpose

~~The purpose of the Meeting Room Use Policy is to ensure that~~ affirm the role of Sno-Isle Libraries ~~(the Library District) in providing~~ access to its public meeting rooms ~~in~~ an ~~an~~ fair and equitable ~~and fair~~ basis to community organizations and groups regardless of the beliefs or affiliations of individuals or groups requesting their use.

Scope

This policy applies to the public use of meeting rooms owned ~~by~~ or managed by ~~Sno-Isle Libraries~~ the Library District. Meeting rooms ~~in buildings~~ not owned or managed by ~~Sno-Isle Libraries~~ the Library District, such as in a city-owned building, may be governed by different policies.

Programs and activities sponsored and co-sponsored by the Library District, Sno-Isle Libraries Foundation, local Library Boards, and local Friends of the Library groups are considered to be Library District programs and activities and are exempt from this policy.

The Library District, Sno-Isle Libraries Foundation, local Friends of the Library groups, and Library District cosponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Sno-Isle Libraries Foundation and local Friends of the Library groups.

Implementation

The Library District considers public use of its meeting rooms to be a community service where groups can come together to learn and exchange ideas in a commercial-free environment. The Library District is committed to providing free reservable spaces in community libraries across the Library District to further the Library District's mission that everyone in our community is connected to their library.

Access

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

All public usage of Library District meeting rooms will be ~~non-exclusive and will be~~ open to the general public regardless of the attendee's gender, race, ethnicity, age, disability, sex, sexual orientation, ~~gender~~, veteran status, marital status, or religious or political affiliation.

~~Reservations and Use Limitations~~

~~Priority for reserving rooms will be given in the following order:~~

- ~~1. Library sponsored and co-sponsored programs and activities.~~
 - ~~2. Sno-Isle Libraries Foundation, local Friends of the Library groups, and local Library Board.~~
 - ~~3. Meetings or activities of committees or boards of local government.~~
 - ~~4. Other community organizations or groups.~~
- ~~• The Library reserves the right to cancel meeting room reservations if the room is needed for Library use or other unforeseen circumstances.~~
 - ~~• Due to high demand for limited meeting room space, frequency, and duration of room use by an organization may be limited.~~
 - ~~• Meetings or events which interfere with normal library operations will not be accommodated.~~

~~Fees, commercial activities, and fundraising~~

~~Sno-Isle Libraries' Library District~~ meeting rooms are available for public use free of charge, and no products or services may be advertised, solicited, or sold on library property.

~~Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services.~~ No entrance fees may be charged to meeting attendees.

~~The Library, the Foundation, local library Friends' groups, and library co-sponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.~~

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Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Responsibilities#

Customers reserving and using Library District meeting rooms will comply with all federal, state, and local laws and Library District policies. Non-compliance with laws or Library District policies may result in a group or organization being denied further use of Library District meeting rooms.~~The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Sno-Isle Libraries, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from an negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.~~

The Library District reserves the right to cancel public meeting room reservations if the meeting room is needed for Library District use or other unforeseen circumstances. Meetings or events which interfere with normal Library District operations or are anticipated to incur additional costs to the Library District will not be accommodated.

Library ~~staff~~Managers or designees are responsible for interpreting and applying this and the associated ~~Library District Meeting Room Use administrative policy~~guidelines in daily practice. ~~The District Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms. The decision to deny use of a Library District meeting room may be appealed in writing to the Sno-Isle Libraries Executive Director of Community Libraries who will provide a written response to the request. The Executive Director will provide a written response to the request. Non-compliance with the policy may result in an organization being denied further use of library meeting rooms.~~

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Associated Policies and Laws

- United States. Constitution of the United States. First Amendment
- Washington State RCW 27.12.010. Definitions
- Washington State RCW 27.12.270. Rules and Regulations – Free use of libraries
- Washington State RCW 42.17A.555. Use of public office or agency facilities in campaigns—Prohibition—Exceptions
- American Library Association. Library Bill of Rights
- Sno-Isle Libraries Board policy. Equity
- Sno-Isle Libraries Board policy. Customer Use of Library Spaces
- Sno-Isle Libraries Administrative policy. Customer Conduct
- Sno-isle Libraries Administrative Policies and Guidelines. Meeting Room Use Guidelines (in process)

Mark up Draft

Meeting Room Use 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 the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

Policy History

Date approved: ~~04/2020~~TBD

Next review date: ~~2024~~TBD

Adopted: 2013

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Purpose

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Scope

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Implementation

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Clean Draft

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