

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

Board of Trustees / Foundation Board Event

June 5, 2023, 7:00 p.m.

Tulalip Resort Casino

Birch Conference Room

10200 Quil Ceda Boulevard

Tulalip, WA 98271

Special Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) Roles of Each Entity [Attachment 1](#)

- Sno-Isle Libraries Board of Trustees President Kelli Smith
- Sno-Isle Libraries Executive Director Lois Langer Thompson
- Sno-Isle Libraries Foundation Board President Luke Distelhorst
- Sno-Isle Libraries Foundation Executive Director Christina Kourteva

6) Capital Campaign Feasibility Study Preliminary Report

- Optimus Fundraising Principal Robert Bayersdorfer

7) *Adjournment

*Denotes Board of Trustees action item.

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

Sno-Isle Libraries

Roles Overview

	Board of Trustees <i>Governance</i>	Sno-Isle Libraries <i>Library Services</i>	Foundation Board of Directors <i>Philanthropy</i>	Sno-Isle Libraries Foundation <i>Philanthropy</i>
Mission and Vision	<ul style="list-style-type: none"> Establish Sno-Isle’s vision and mission, long-range plans, and Board policies in coordination with the Executive Director. 	<ul style="list-style-type: none"> Establish service directions based on the vision and mission. Accomplish long-range plans. 	<ul style="list-style-type: none"> Establish Foundation’s vision and mission, in support of Sno-Isle’s mission, vision, and long-range goals. Promote the Library’s vision and mission. 	<ul style="list-style-type: none"> Establish fundraising campaigns to advance the mission, vision, and goals of the Library District and Foundation.
Fiscal Stewardship	<ul style="list-style-type: none"> Review and adopt the annual library budget/levy, assuring that long-range plan goals will be addressed by the budget priorities. 	<ul style="list-style-type: none"> Prepare the proposed annual library budget for Board consideration. Administer the library budget, staying within fiscal restraints. 	<ul style="list-style-type: none"> Review and adopt the annual Foundation budget. Provide oversight of all contributed revenue, including endowed and restricted funds. 	<ul style="list-style-type: none"> Prepare the annual Foundation budget. Meet the Foundation’s fundraising plan to support Sno-Isle Libraries.
Financial Sustainability	<ul style="list-style-type: none"> Plan for, secure, and maintain adequate funding for the library within legal limits of library funding. 	<ul style="list-style-type: none"> Manage the annual budget with sound fiscal stewardship. Actively market the library and maintain a public relations program. 	<ul style="list-style-type: none"> Fundraise through donor cultivation, network activation, and stewardship activities. 	<ul style="list-style-type: none"> Grow and diversify contributed revenue. Engage and cultivate donors. Promote a culture of philanthropy in the community.
Engage and Inform	<ul style="list-style-type: none"> Know community needs, keep abreast of library trends, and actively participate in state and national library associations. Actively communicate and discuss library policy issues with the public and elected officials. 	<ul style="list-style-type: none"> Communicate with the public and elected officials about library related issues. Keep the Board informed about emerging critical issues. Actively participate in state and national library organizations. 	<ul style="list-style-type: none"> Communicate library trends and needs to current and potential donors and stakeholders. Champion library programs and services through personal and professional networks. 	<ul style="list-style-type: none"> Increase the visibility of the Foundation in the community to grow philanthropic support of the library. Champion library programs and services.

Adapted from [Public Library Trustee Summary Manual](#), Washington State Library.