

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

July 24, 2023, 5:30 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: 418 865 879#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the June 26, 2023 regular meeting minutes
- b) Approval of the June 2023 payroll, benefits, and vouchers

6) Public Comment

7) Unfinished Business

- a) *Debt Management Policy – Strategic Planning / Finance Chair Jennifer DePrey
[Attachment 1](#)

8) New Business

- a) *Addendum No. 3 to Library Annexation Agreement between City of Mill Creek and Sno-Isle Intercounty Rural Library District – Assistant Director of Capital Strategy and Planning
[Attachments 2-5](#)

9) Staff Reports

- a) Equity, Diversity, and Inclusion update – Deputy Director David Durante and Assistant Director of Equity, Inclusion, and Development Tricia Lee
- b) Financial Update – Finance Manager Nicole Wehl [Attachment 6](#)

10) Executive Director's Report

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

11) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Kelli Smith [Attachment 8](#)
- b) Trustee Nominating Committee – Chair Paul Ryan
- c) Sno-Isle Libraries Foundation Liaison Report – Trustee Susan Kostick

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12) *Adjournment

*Denotes Board of Trustees action item.

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

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June 26, 2023

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members present: Kelli Smith, Susan Kostick, and Martin Munguia.

Members present via video conference: Jennifer DePrey, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Staff present: Barb Adams, R.D. Burley, David Durante, Meredith Kraft, Hannah Krumheuer, Chy Ross, Lois Langer Thompson, Anne Verba, Nicole Wehl, and Shanda Zimmerman.

Approval of Agenda

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

Consent Agenda

- a) Approval of the May 30, 2023 regular meeting minutes
- b) Approval of May 30, 2023 special meeting minutes
- c) Approval of the June 5, 2023 special meeting minutes
- d) Approval of the May 2023 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee Ryan 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

Debt Management Policy

Trustee DePrey introduced the revised Debt Management Policy draft and invited Executive Director Thompson to discuss the revisions made since the initial review at the June 30 work session. The Board expressed appreciation for the updates. The updated policy will be included on the July 24 regular meeting agenda for adoption.

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Meeting Room Use Policy

Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees approve the Meeting Room Use Policy as presented. Trustee DePrey provided a review of the policy discussion at the June 30 work session. The motion passed.

Staff Reports

Capital Projects and Funding Strategy Update

Deputy Director David Durante provided information to the Board about various funding options for capital projects and how they may be used in various combinations to support the needs for each location. Assistant Director of Capital Strategy and Planning Chy Ross discussed the Capital Framework and Capital Project Sequencing. Assistant Director Ross also shared renderings for the Arlington, Darrington, Edmonds, and Langley library capital projects.

Financial Update

Finance Manager Nicole Wehl provided the June 2023 financial report.

Executive Director's Report

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

- A partnership with United Way of Snohomish County as they launch the Dolly Parton Imagination Library program to residents of Snohomish County.
- Enhancements to library services, including the exploration of expanded access at the Camano Island Library and Library District participation in community Pride and Juneteenth celebrations.
- Funding updates regarding a potential HVAC upgrade at the Mountlake Terrace Library by the City using ARPA funds.
- Jane Crawford, Mukilteo Library Manager, has accepted a temporary assignment as Sustainability and Community Resilience Temporary Researcher.

Committee and Trustees' Reports

President's Report

President Smith highlighted upcoming meeting agenda topic changes on the Trustee calendar. President Smith also announced that the Board and Friends Forum will be held on October 15.

Sno-Isle Libraries

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Trustee Nominating Committee

Chair Ryan shared that the call to fill the Trustee vacancy received over 90 eligible applications. Applications will be evaluated for alignment with Trustee priorities listed in the position description as well as skills, experience, and other background that may be beneficial to the Board and Library District.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the following information provided by Foundation Executive Director Christina Kourteva:

- Foundation Executive Director Kourteva attended the International Public Library Fundraising Conference in Austin, TX.
- Following the discussions at the Board-to-Board event in early June, the Foundation Board of Directors continued to discuss the capital campaign feasibility.
- The Foundation continues to provide financial support for the Summer Reading and Third Graders Read Together programs, and for the first ever Pride Book & Resource Fair at the South Whidbey Community Center.

Executive Session

President Smith announced at 6:33 p.m. that the Board would meet in Executive Session until 7:15 p.m. as authorized under RCW 42.30.110(1)(i) to discuss litigation strategy and labor advice and strategy.

At 7:15 p.m., President Smith announced that the executive session would be extended for 10 minutes to reconvene at 7:25 p.m.

At 7:25 p.m., the President Smith reconvened the regular meeting.

Adjournment

Trustee Kostick moved to adjourn the June 26, 2023 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 7:25 p.m.

President

Secretary

Sno-Isle Libraries
June 2023 Payroll and June 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,490,610.26
Vendor Checks 79543, 79625, 79650, 79711, 79723, 79774 and 79872 through 79883, plus Electronic Transfers	<u>\$ 938,518.70</u>
Total Payroll and Benefits	<u>\$ 3,429,128.96</u>
Accounts Payable Checks 79540 through 79883 less checks	<u>\$ 1,959,943.77</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,389,072.73</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 July 24, 2023.



Finance Manager

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

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

June 2023 Payroll

Employee Pay - Direct Deposit	\$ 1,800,598.33	
Plus: Employee Deductions	\$ 690,011.93	
Sub-Total Gross Payroll		\$ 2,490,610.26
Vendor Checks 79543, 79625, 79650, 79711, 79723, 79774 and 79872 through 79883	\$ 225,026.82 *	
Electronic Funds Transfer- Employer Federal Taxes	\$ 228,493.99	
Electronic Funds Transfer - Empower - 457 Plan	\$ 7,738.38	
Electronic Funds Transfer - Mission Square - 457 Plan	\$ 53,350.29	
Electronic Funds Transfer - PERS - Retirement Plan	\$ 381,707.47	
Electronic Funds Transfer - Navia - FSA	\$ 14,687.99	
Electronic Funds Transfer - Navia - HRA/MRA	\$ 3,350.21	
Electronic Funds Transfer - Premera - Medical	\$ 284,185.90	
Electronic Funds Transfer - Washington State Support Registry	\$ 736.84	
Less: Employee Benefit Deductions	\$ (260,759.19)	
Sub-Total Benefits - Employer Expense		\$ 938,518.70
Total Payroll and Benefits		\$ 3,429,128.96

June 2023 Accounts Payable

Checks 79540 through 79883 less checks listed above	\$ 1,954,277.65 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$ 5,666.12	
Sub-Total Accounts Payable		\$ 1,959,943.77
Total Payroll, Benefits and Accounts Payable		\$ 5,389,072.73

Adjustments

Paycom Direct Service Fee	\$ 18,630.56	
Refunds and Credits	\$ 2,823.32	
Petty Cash Expense	\$ 209.00	
Bank Service Charge	\$ 202.61	
Bank Recoverable Expense	\$ 7,789.77	
Travel & Business Expense Reimbursement paid in Payroll	\$ 7,021.40	
Total Adjustments		\$ 36,676.66

June 2023 Total Expenditures

\$ 5,425,749.39 ***

* Benefit invoices paid through Accounts Payable Checks	\$ 225,026.82	
* Regular invoices paid through Accounts Payable Checks	\$ 1,954,277.65	
Total Accounts Payable Check Payments	\$ 2,179,304.47	

* Equals Expenditure Summary Total

**Vouchers
June 2023**

Date	Check	Payee	Check Amount
6/14/2023	75912	Silver Kite Community Arts - VOID Reissue on 79712	-\$320.00
6/14/2023	78401	Silver Kite Community Arts - VOID Reissue on 79712	-350.00
6/14/2023	79101	Edwards Forkner, Lorene - VOID	-450.00
6/20/2023	79168	Lifewise Assurance Company - VOID Reissue on 79723	-36,055.02
6/22/2023	78332	ChildStrive - VOID Reissue on 79790	-550.00
6/6/2023	79540	VOID	0.00
6/6/2023	79541	Alisha Hendren	1,056.75
6/6/2023	79542	Nicole Wehl	1,458.99
6/6/2023	79543	4imprint Inc	842.62
6/6/2023	79544	A-1 Mobile Lock & Key	408.83
6/6/2023	79545	Allied Universal	17,197.20
6/6/2023	79546	Remit Overrun	0.00
6/6/2023	79547	Amazon Capital Services, Inc	3,033.24
6/6/2023	79548	AT&T (105068)	43.23
6/6/2023	79549	Baker & Taylor Books (277930)	3,881.69
6/6/2023	79550	Bayview Hall	175.00
6/6/2023	79551	Blackstone Publishing	452.56
6/6/2023	79552	Brodart (Supplies)	1,298.01
6/6/2023	79553	Brodart Company	579.10
6/6/2023	79554	BuildingWork, LLC	88,343.20
6/6/2023	79555	Burke Museum	865.44
6/6/2023	79556	Camano Commons	1,100.00
6/6/2023	79557	Casey, Maria	750.00
6/6/2023	79558	CDW Government Inc	2,136.80
6/6/2023	79559	City of Granite Falls	127.10
6/6/2023	79560	City of Snohomish	3,091.46
6/6/2023	79561	Cort Party Rental	3,743.88
6/6/2023	79562	Crystal Springs	47.92
6/6/2023	79563	Dae Won LLC	7,892.49
6/6/2023	79564	Deepti Designs, Inc.	153.38
6/6/2023	79565	Del Sol Inc	62,346.20
6/6/2023	79566	E - Rate Expertise Inc	262.50
6/6/2023	79567	EBSCO	17,674.00
6/6/2023	79568	Everything Branded USA Inc	1,513.00
6/6/2023	79569	Fastsigns	1,472.85
6/6/2023	79570	FATBEAM, LLC	4,979.00
6/6/2023	79571	Gale/Cengage Learning	4,064.57
6/6/2023	79572	Guardian Security	3,755.79
6/6/2023	79573	Hilltop Children's Center	400.00
6/6/2023	79574	Imagine Children's Museum	215.00
6/6/2023	79575	Remit Overrun	0.00
6/6/2023	79576	Ingram Library Services	40,836.45
6/6/2023	79577	Island County EDC	40.00
6/6/2023	79578	Jo-Ann Stores, LLC	17,500.00
6/6/2023	79579	Johnston Architects, LLC	75,561.84
6/6/2023	79580	Kanopy	8,771.00

**Vouchers
June 2023**

Date	Check	Payee	Check Amount
6/6/2023	79581	Kindermusik with Miss Laura	900.00
6/6/2023	79582	Kodo Kids	148.50
6/6/2023	79583	L2	840.07
6/6/2023	79584	LaBombard, Louis Wendell	300.00
6/6/2023	79585	Language Exchange	1,307.41
6/6/2023	79586	Library Ideas	14,179.20
6/6/2023	79587	Lorito Books Inc	4,761.87
6/6/2023	79588	Mad Science of Sno-King	589.60
6/6/2023	79589	Manary Entertainment LLC	599.00
6/6/2023	79590	Midwest Library Service	448.85
6/6/2023	79591	Midwest Tape	16,229.36
6/6/2023	79592	Miller, Tracy L	75.00
6/6/2023	79593	Milne Electric Inc	5,597.81
6/6/2023	79594	Morningstar	10,608.00
6/6/2023	79595	Mukilteo Water & Waste District	2,865.13
6/6/2023	79596	Museum of Flight	269.50
6/6/2023	79597	Museum of Flight	269.50
6/6/2023	79598	Office Depot, INC	2,080.03
6/6/2023	79599-79612	Remit Overrun	0.00
6/6/2023	79613	Overdrive Inc	145,610.95
6/6/2023	79614	Pacific Publishing Co Inc	416.75
6/6/2023	79615	Paper Roll Products	299.54
6/6/2023	79616	Pitney Bowes Bank Inc Reserve Account	20,000.00
6/6/2023	79617	Polyline Corporation	2,636.75
6/6/2023	79618	Positive Promotions, Inc.	3,327.68
6/6/2023	79619	PUD No 1 of Snohomish County	5,200.58
6/6/2023	79620	Puget Sound Energy	1,845.92
6/6/2023	79621	Puget Sound Mobile Detail	822.95
6/6/2023	79622	Rev.com, Inc	127.50
6/6/2023	79623	Ricoh USA Inc - 31001	51.78
6/6/2023	79624	Ricoh USA Inc - 650073	154.71
6/6/2023	79625	Robert Half	6,504.27
6/6/2023	79626	S-R Broadcasting Co Inc	840.00
6/6/2023	79627	Safe Citizens Project LLC	1,600.00
6/6/2023	79628	Salish Networks	1,214.20
6/6/2023	79629	Seattle Times	6,750.00
6/6/2023	79630	Sharps Compliance Inc	483.95
6/6/2023	79631	Shred-it	104.93
6/6/2023	79632	Skagit Publishing	649.22
6/6/2023	79633	SkillSurvey, Inc.	4,109.00
6/6/2023	79634	Smokey Point Place IV, LLC	10,510.98
6/6/2023	79635	Sound Publishing	4,550.50
6/6/2023	79636	Sprague Pest Solutions	617.93
6/6/2023	79637	SSI Construction	2,762.50
6/6/2023	79638	Stewart, Nancy	400.00
6/6/2023	79639	Summit Law Group, PLLC	401.50

**Vouchers
June 2023**

Date	Check	Payee	Check Amount
6/6/2023	79640	Sunnyside Nursery, Inc.	743.92
6/6/2023	79641	Talewise LLC	375.00
6/6/2023	79642	Timeless Design	18,647.62
6/6/2023	79643	Town of Coupeville	331.21
6/6/2023	79644	Tsai Fong Books Inc	1,375.14
6/6/2023	79645	Uline	918.75
6/6/2023	79646	Verizon Communications Inc	330.79
6/6/2023	79647	Walter E Nelson Co of Western WA	2,688.37
6/6/2023	79648	Waste Management	4,242.63
6/6/2023	79649	WCP Solutions	346.94
6/6/2023	79650	Wellable LLC	225.00
6/6/2023	79651	Whidbey Camano Land Trust	100.00
6/6/2023	79652	Wolf Haven International	50.00
6/6/2023	79653	Ziplay Fiber	4,853.41
6/6/2023	79654	Lois Langer Thompson	1,515.62
6/15/2023	79655	Amazon Capital Services, Inc	834.41
6/15/2023	79656	Asavie Technologies Inc	1,820.81
6/15/2023	79657	The Athena Group, LLC	20,183.60
6/15/2023	79658	Baker & Taylor Books (277930)	1,402.43
6/15/2023	79659	BERK Consulting, Inc.	192.50
6/15/2023	79660	Bibliotheca LLC	1,697.36
6/15/2023	79661	Blackstone Publishing	59.88
6/15/2023	79662	Bluespace Interiors	64,729.45
6/15/2023	79663	Brodart Company	250.84
6/15/2023	79664	Center Point Large Print	810.81
6/15/2023	79665	City of Arlington	158.83
6/15/2023	79666	City of Brier	158.34
6/15/2023	79667	City of Monroe	890.65
6/15/2023	79668	City of Sultan	185.98
6/15/2023	79669	The Hanover Insurance Group	1,270.00
6/15/2023	79670	Hillis Clark Martin & Peterson	1,694.00
6/15/2023	79671	Ingram Library Services	25,557.56
6/15/2023	79672	Insight Direct USA, Inc	7,585.25
6/15/2023	79673	Island Disposal Inc	221.54
6/15/2023	79674	Jackson, April C.	593.70
6/15/2023	79675	Lake Stevens Chamber of Commerce	195.00
6/15/2023	79676	Library Works Inc	49.00
6/15/2023	79677	Lorito Books Inc	811.16
6/15/2023	79678	Midwest Library Service	776.25
6/15/2023	79679	Midwest Tape	12,070.84
6/15/2023	79680	MSR Design	39,599.44
6/15/2023	79681	Multi-Cultural Books & Videos	9,416.00
6/15/2023	79682	OCLC Inc (34299)	213.00
6/15/2023	79683	Office Depot, INC	1,276.43
6/15/2023	79684-79698	Remit Overrun	0.00
6/15/2023	79699	Overdrive Inc	72,451.23

**Vouchers
June 2023**

Date	Check	Payee	Check Amount
6/15/2023	79700	Paper Roll Products	614.14
6/15/2023	79701	ParentMap	1,005.00
6/15/2023	79702	PBC Guru LLC	8,500.00
6/15/2023	79703	PetroCard Systems Inc	2,417.11
6/15/2023	79704	Postmaster - Langley	332.00
6/15/2023	79705	Puget Sound Energy	117.95
6/15/2023	79706	PUD No 1 of Snohomish County	180.25
6/15/2023	79707	Rentacrate Enterprises LLC	813.34
6/15/2023	79708	Republic Services 197	856.75
6/15/2023	79709	Ricoh USA Inc - 31001	3,377.60
6/15/2023	79710	Ricoh USA Inc - 650073	24,683.50
6/15/2023	79711	Robert Half	14,710.94
6/15/2023	79712	Silver Kite Community Arts	670.00
6/15/2023	79713	Silver Lake Water & Sewer	194.50
6/15/2023	79714	Sprague Pest Solutions	53.04
6/15/2023	79715	Stanwood Camano Arts Advocacy Comission	100.00
6/15/2023	79716	Teresa Wippel Communications LLC	425.00
6/15/2023	79717	Uline	757.75
6/15/2023	79718	Verizon Wireless (660108)	17,063.12
6/15/2023	79719	Visionary Office Furniture	1,977.95
6/15/2023	79720	Walter E Nelson Co of Western WA	5,178.34
6/15/2023	79721	Washington State Ferries	1,019.70
6/20/2023	79722	Imagine Children's Museum	245.08
6/20/2023	79723	Lifewise Assurance Company	36,055.02
6/22/2023	79724	4imprint Inc	749.56
6/22/2023	79725	8X8 Inc	8,441.66
6/22/2023	79726	Allied Universal	15,177.60
6/22/2023	79727	Amazon Capital Services, Inc	1,181.95
6/22/2023	79728	Baker & Taylor Books (277930)	612.66
6/22/2023	79729	Bickford	1,442.42
6/22/2023	79730	Bank of America (0958)	816.27
6/22/2023	79731	Bank of America (1458)	93.75
6/22/2023	79732	Bank of America (2175)	5,313.66
6/22/2023	79733	Bank of America (2945)	4,678.01
6/22/2023	79734	Bank of America (3736)	1,084.11
6/22/2023	79735	Bank of America (4867)	98.89
6/22/2023	79736	Bank of America (5953)	513.02
6/22/2023	79737	Bank of America (7423)	2,986.60
6/22/2023	79738	Bank of America (8208)	3,193.77
6/22/2023	79739	Bank of America (8948)	1,715.73
6/22/2023	79740	Brodart Company	86.69
6/22/2023	79741	CDW Government Inc	555.17
6/22/2023	79742	Cedar Grove Organics Recycling LLC	565.10
6/22/2023	79743	City of Marysville	1,870.69
6/22/2023	79744	Comcast	3,746.89
6/22/2023	79745	Del Sol Inc	12,585.00

**Vouchers
June 2023**

Date	Check	Payee	Check Amount
6/22/2023	79746	Demco Inc (8048)	91.82
6/22/2023	79747	Drayton Archaeology	2,164.49
6/22/2023	79748	EBSCO	2,238.35
6/22/2023	79749	Gale/Cengage Learning	1,063.44
6/22/2023	79750	Holaday-Parks, Inc	5,549.41
6/22/2023	79751	Imagine Children's Museum	245.08
6/22/2023	79752	Imagine Children's Museum	262.96
6/22/2023	79753	Imagine Children's Museum	244.36
6/22/2023	79754	Index Wall	18.00
6/22/2023	79755	Ingram Library Services	18,435.95
6/22/2023	79756	Johnston Architects, LLC	28,094.50
6/22/2023	79757	KSER Foundation	2,000.00
6/22/2023	79758	Language Testing International	196.00
6/22/2023	79759	Remit Overrun	0.00
6/22/2023	79760	Office Depot, INC	2,324.30
6/22/2023	79761-79762	Remit Overrun	0.00
6/22/2023	79763	Overdrive Inc	13,070.69
6/22/2023	79764	Penworthy	173.93
6/22/2023	79765	Petty Cash	572.25
6/22/2023	79766	Pitney Bowes	967.45
6/22/2023	79767	Platt Electric Supply	218.27
6/22/2023	79768	Prime Self Storage	814.00
6/22/2023	79769	Providence Institute for a Healthier Community (PIHC)	1,500.00
6/22/2023	79770	Puget Sound Energy	887.14
6/22/2023	79771	PUD No 1 of Snohomish County	8,105.24
6/22/2023	79772	Ricoh USA Inc - 31001	8,243.59
6/22/2023	79773	Ricoh USA Inc - 650073	1,129.14
6/22/2023	79774	Robert Half	6,835.25
6/22/2023	79775	Sentrum Marketing, LLC	147.50
6/22/2023	79776	SHI International	1,399.68
6/22/2023	79777	Shred-it	520.30
6/22/2023	79778	Snohomish Co Finance	50.00
6/22/2023	79779	Sno-Isle Refund Account	144.91
6/22/2023	79780	Sprague Pest Solutions	548.77
6/22/2023	79781	Thryv, Inc	112.43
6/22/2023	79782	Tiger Construction, Ltd.	182,176.60
6/22/2023	79783	Timeless Design	9,511.80
6/22/2023	79784	U S Bank Equipment Finance	27.50
6/22/2023	79785	WA Finance Officers Assoc	495.00
6/22/2023	79786	Walter E Nelson Co of Western WA	2,914.71
6/22/2023	79787	Wave Business	10,346.45
6/22/2023	79788	Whidbey Telecom	750.08
6/22/2023	79789	WP Company LLC	14,513.00
6/22/2023	79790	ChildStrive	550.00
6/27/2023	79791	ITC Systems	4,296.95
6/27/2023	79792	PUD No 1 of Snohomish County	2,000.00

**Vouchers
June 2023**

Date	Check	Payee	Check Amount
6/29/2023	79793	Advance Testing & Service Inc	1,213.06
6/29/2023	79794	Allied Universal	13,678.20
6/29/2023	79795	Amazon Capital Services, Inc	1,484.73
6/29/2023	79796	Arts for Hearts, Inc.	400.00
6/29/2023	79797	Baker & Taylor Books (277930)	4,594.24
6/29/2023	79798	Bank of America (2945)	9,863.08
6/29/2023	79799	Beuthien, Gaylynn	300.00
6/29/2023	79800	Bibliocommons Inc.	269,807.46
6/29/2023	79801	Brodart Company	77.24
6/29/2023	79802	Camano Commons	1,250.00
6/29/2023	79803	Candid	2,995.00
6/29/2023	79804	Cascade Natural Gas	26.78
6/29/2023	79805	Casey, Maria	375.00
6/29/2023	79806	Casey, Maria	410.37
6/29/2023	79807	Casey, Maria	450.00
6/29/2023	79808	City of Edmonds	80.00
6/29/2023	79809	Crystal Springs	71.91
6/29/2023	79810	FATBEAM, LLC	4,979.00
6/29/2023	79811	Gale/Cengage Learning	2,228.34
6/29/2023	79812	Harmsen, LLC	750.00
6/29/2023	79813	Hennig, Jeanine Tullos	125.00
6/29/2023	79814	Herencias Mexicanas	500.00
6/29/2023	79815	Remit Overrun	0.00
6/29/2023	79816	Ingram Library Services	35,373.63
6/29/2023	79817	Iron Mountain Incorporated	706.42
6/29/2023	79818	Island County EDC	315.00
6/29/2023	79819	Kathy Lynott	485.68
6/29/2023	79820	Kendall of Marysville	836.17
6/29/2023	79821	Lamar Transit, LLC	300.00
6/29/2023	79822	LeMay Mobile Shredding	46.18
6/29/2023	79823	Lois Ann Landgrebe	500.00
6/29/2023	79824	Lytho, Inc	40,192.45
6/29/2023	79825	Manary Entertainment LLC	499.00
6/29/2023	79826	Midwest Library Service	1,010.72
6/29/2023	79827	Midwest Tape	11,734.31
6/29/2023	79828	Multi-Cultural Books & Videos	2,310.00
6/29/2023	79829	Ng, Sammy	200.00
6/29/2023	79830	Northwest Skyline Counseling & Biofeedback	300.00
6/29/2023	79831	O'Donnell, Kristi	200.00
6/29/2023	79832	Office Depot, INC	1,019.75
6/29/2023	79833	Online Labels, LLC	300.19
6/29/2023	79834-79839	Remit Overrun	0.00
6/29/2023	79840	Overdrive Inc	44,258.14
6/29/2023	79841	Paper Roll Products	600.53
6/29/2023	79842	Paulson, Rhonda S.	100.00
6/29/2023	79843	PawsWithCause	220.00

**Vouchers
June 2023**

Date	Check	Payee	Check Amount
6/29/2023	79844	PawsWithCause	165.00
6/29/2023	79845	PetroCard Systems Inc	2,411.48
6/29/2023	79846	Primal Tree Service	6,286.75
6/29/2023	79847	Proquest LLC (6216)	8,974.27
6/29/2023	79848	PUD No 1 of Snohomish County	5,023.88
6/29/2023	79849	Puget Sound Energy	404.47
6/29/2023	79850	Rife, Jordan Mevay	90.00
6/29/2023	79851	Rubatano	500.00
6/29/2023	79852	Salish Networks	1,214.21
6/29/2023	79853	SCCFOA	30.00
6/29/2023	79854	Seattle Kids Yoga, LLC	350.00
6/29/2023	79855	Sentrum Marketing, LLC	3,673.20
6/29/2023	79856	Seven Star Women's Kung Fu, Inc	300.00
6/29/2023	79857	Shred-it	105.09
6/29/2023	79858	Silver Kite Community Arts	350.00
6/29/2023	79859	Smokey Point Place IV, LLC	1,294.50
6/29/2023	79860	Sprague Pest Solutions	419.75
6/29/2023	79861	Summit Law Group, PLLC	1,153.00
6/29/2023	79862	Timeless Design	8,952.62
6/29/2023	79863	Tripscholars LLC	100.00
6/29/2023	79864	Walter E Nelson Co of Western WA	4,492.02
6/29/2023	79865	Whidbey Camano Land Trust	100.00
6/29/2023	79866	Wilson, Cynthia	300.00
6/29/2023	79867	Wolf Haven International	242.00
6/29/2023	79868	ZiPLY Fiber	11,879.96
6/29/2023	79869	Jennifer Sullivan	160.23
6/29/2023	79870	David Adkins-Brown	641.80
6/30/2023	79871	Photojj LLC	13,495.67
6/30/2023	79872	Canopy Wellbeing	1,401.00
6/30/2023	79873	Central Puget Sound Regional Transit	4,461.48
6/30/2023	79874	Delta Dental of Washington	34,165.78
6/30/2023	79875	Dept of Labor & Industries	80.63
6/30/2023	79876	Kaiser Permanente	96,607.40
6/30/2023	79877	Lifewise Assurance Company	36,220.41
6/30/2023	79878	Lincoln National Life Ins Company	9,602.01
6/30/2023	79879	Navia Benefit Solutions Client Pay	1,969.00
6/30/2023	79880	Premera Blue Cross	9,688.56
6/30/2023	79881	Snohomish County Superior Court Clerk	250.00
6/30/2023	79882	Sno-Isle Library Foundation	567.00
6/30/2023	79883	United States Treasury	895.47
			\$ 2,179,304.47

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.

As described in Washington State RCW 27.12.222, the Library District is permitted to incur indebtedness as follows:

- The issuance of nonvoter approved limited tax general obligation bonds (LTGO Bonds) for any purpose. The aggregate principal amount of the LTGO Bonds, together with the principal amount of all other outstanding nonvoter approved indebtedness, will not exceed 0.1% of the total assessed value of the taxable property within the Library District.
- The issuance of voter approved unlimited tax general obligation bonds (UTGO Bonds), for capital purposes only. The aggregate principal amount, together with the principal amount of all other outstanding voter approved and nonvoter approved indebtedness, will not exceed 0.5% of the total assessed value of the taxable property within the Library District.
- The execution of nonvoter approved executory conditional sales contracts for the purchase of real or personal property (e.g., land and buildings, or furniture, fixtures, and equipment). The entire amount of the purchase price specified in such contract will not result in a total indebtedness in excess of 0.75% of the total assessed value of the taxable property within the Library District.

The Library District may choose to structure any such indebtedness such that the interest paid to the entity, investor, or holder of the debt will be tax exempt or will be taxable under federal law.

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 taxable property within 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 during the calendar year of the adopted annual budget. The Board resolution 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 it deems 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.

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

Debt Management Policy

Sno-Isle Libraries Board Policy

- Washington State [chapter 27.15](#) RCW Library Capital Facility Areas
- [Washington State RCW 39.30.010 Executory conditional sales contracts for purchase of property—Limit on indebtedness—Election, when.](#)
- 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

**ANNEXATION AGREEMENT
BETWEEN
THE CITY OF MILL CREEK
AND
SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT**

1.0 Parties

This Annexation Agreement (hereinafter "Agreement") is entered into on the last date set forth below between Sno-Isle Intercounty Rural Library District ("District") and the City of Mill Creek, a Washington municipal corporation ("City").

2.0 Recitals

2.1 The City owns a library facility on land deeded to the City for such purposes under Snohomish County real property record number 8604010162. On August 31, 1998 the City entered into a Library Services Agreement ("LSA") with the District to provide library services within the City. Under Section 10 of the LSA, the LSA will terminate upon annexation of the City into the District.

2.2 On May 11, 2004 the Mill Creek City Council approved Ordinance 2004-586 declaring the City's intent to annex into the District, authorizing the submission of a proposition to that effect to be put before the voters of the City on September 14, 2004, and requesting that Snohomish County take the necessary steps to effectuate that action. The Library Board of the District and the Library Board of the City have each reviewed and concurred in that Ordinance.

2.3 If the annexation is approved by the voters, Snohomish County advises that the District would first be able to collect taxes commencing January 1, 2006. Section 10 of the LSA states that "If the City annexes into the Sno-Isle Regional Library District during the term of this Agreement, then this Agreement shall be terminated following the annexation at the beginning of the first year in which the Library District begins to receive tax revenue from the annexed areas."

2.4 In the event that the annexation is approved by the voters, the purpose of this Agreement is to define the terms, conditions and obligations of the parties commencing January 1, 2006 with respect to the provision of library services within the City.

Therefore, in consideration of the mutual benefits and promises of this Agreement, the receipt and sufficiency of which is hereby acknowledged, the City and the District agree as follows:

3.0 City Obligations

3.1 Library Building. The City shall continue to provide the District with the building space at no rental cost, together with current furnishings, at the City-owned facility known as the Ralph W. Hammitt and Winnifred B. Hammitt Public Library, located at 15429 Bothell-Everett Highway, Mill Creek, Washington ("Library Building").

3.2 Repairs and Maintenance. The City shall keep the Library Building in good order and repair, excluding reasonable wear and tear.

3.3 Services. The City shall provide janitorial services, utility services, and landscaping services necessary for the Library Building and its surrounding grounds.

3.4 City Library Board. The City may appoint and maintain a local library board in accordance the Mill Creek Municipal Code.

4.0 District Obligations

4.1 Operations. The District shall continue to provide library services at the Library Building, including without limitation books, staff, equipment, etc., which services shall be in accordance with RCW Chapter 27.12 ("Library Services").

4.2 Furnishings. The District shall provide all new or replacement furnishings, shelving, office equipment, fixtures and equipment needed to provide Library Services.

4.3 Payment for Utility and Janitorial Services. The District shall reimburse the City for its reasonable costs of providing janitorial and utility services to the Library Building. The City shall periodically invoice the District for such costs, providing reasonable backup documentation as needed. The District shall pay such invoices in accordance with its usual procedures, but not more than 30 days after receipt of the City's invoice.

5.0 Library Building Reserve Fund

5.1 Reserve Fund. The District shall establish a Mill Creek Library Building Reserve Fund ("Reserve Fund"). The District shall pay into the Reserve Fund by June 1 of the first three years of this Agreement the following amounts: \$160,000 in 2006, \$120,000 in 2007, and \$70,000 in 2008, for a total amount of \$350,000.

5.2 Investment. The District shall invest the Reserve Fund in the same manner as any other District reserve funds; 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.

5.3 Use of Funds. The Reserve Fund may be used with the mutual consent of the District and the City to pay for maintenance, furnishings, equipment and improvements within the Library Building, or for expansion, major renovation or replacement of the Library Building. Maintenance and improvements may include but are not limited to carpeting, paint and/or wall coverings, light fixtures, any and all other fixtures and amenities within the Library Building. The level of maintenance and/or replacement paid for from the Reserve Fund shall be at the reasonable discretion of the District.

5.4 Repair and Capital Costs. Except as provided for herein, the City shall be responsible for all other maintenance, repair or capital costs to the Library 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.

5.5 Termination of Fund. 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 Building. In the event that this Agreement terminates before the Reserve Fund is exhausted, the District shall be free to apply any remaining balance in the Reserve Fund as it may deem appropriate in its sole discretion.

6.0 Library Building Reconstruction, Destruction, and/or Relocation

6.1 In the event that the Library Building is destroyed, or suffers catastrophic loss, or becomes obsolete, or requires substantial reconstruction or expansion in the reasonable opinion of either party, or the District wishes to move the location of the Library Building within the City, or a library capital facility area encompassing all or a portion of the City is formed pursuant to RCW Chapter 27.15 or any successor statute, the City and the District shall meet and negotiate, in good faith, concerning different terms as appropriate for this Agreement, including without limitation equity ownership in the Library Building and responsibility for building repairs and maintenance, janitorial and utility services, landscaping services, and furnishings and equipment.

7.0 Responsibility

7.1 The City and the District, for themselves, their officers, elected and appointed officials, employees and agents (collectively "personnel") shall each at all times be responsible for their own acts and omissions and for all acts and omissions of their own personnel, when any such acts or omissions arise from or are connected with performance of this Agreement.

8.0 Insurance

8.1 Property Insurance. The District and the City shall each procure, provide annual proof of, and maintain for the duration of this Agreement property insurance coverage for their respective property, except for the District-owned collection utilized in providing Library Services, on a replacement cost basis (if available at commercially reasonable rates) and otherwise on a fair market value basis.

8.2 Liability Insurance. The District and the City shall each procure, provide annual proof of, and maintain for the duration of this Agreement liability insurance against claims for injuries to persons or damage to property which may arise from their respective actions in connection with this Agreement. The liability insurance shall have minimum coverage limits of not less than two million dollars (\$2,000,000) combined single limit per occurrence for bodily injury and property damage.

8.3 Public Officials Liability Insurance. The District and the City shall each procure, provide annual proof of, and maintain for the duration of this Agreement public officials liability insurance with coverage limits not less than one million dollars (\$1,000,000) per occurrence.

8.4 Deductible. Any payment of deductible or self insured retention shall be the sole responsibility of the party procuring the insurance.

8.5 Coverage. Insurance shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. The insurance shall be primary insurance with respect to the other party in accordance with insurance industry conventions. Each party shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage of the other party. All the insurance required of the City under this Section 8.0 shall be considered fulfilled by the City's membership in the Washington Cities Insurance Authority, provided such membership provides required coverage for all the identified liability risks.

8.6 Mutual Waiver of Claims. The District and the City each release and relieve the other, and waive their right of recovery against the other, for loss or damage to their respective property which arises out of the occurrence of any peril normally insured against in a standard all risk property insurance policy. Each party shall have its respective insurer endorse the applicable insurance policies to reflect the foregoing waiver, provided that such endorsement shall not be required if the applicable insurance policy permits the named insured to waive rights of subrogation on a blanket basis, in which case such blanket waiver shall be acceptable.

9.0 Effective Date, Duration and Termination

9.1 Effective Date. This Agreement shall become effective January 1, 2006 if and only if the proposition to annex the City into the District described in Section 2.0 above is approved by the voters of the City on or about September 14, 2004.

9.2 Duration and Termination. Once effective, this Agreement shall remain in effect until (a) mutual agreement of the parties, or (b) the effective date upon which the annexation of the City to the District shall be withdrawn or terminated as provided by state law, at which time this Agreement shall automatically terminate.

10.0 General Terms

10.1 Severability. If any provision of this Agreement or its application is held invalid, the remainder of this Agreement and its application shall not be affected.

10.2 Integration; Modification. This Agreement represents the entire agreement between the parties and supersedes all other agreements whether oral or written. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either party unless executed in writing by authorized representatives of the party against whom the change, termination or waiver is claimed. This Agreement shall not be modified, supplemented or otherwise affected by course of dealings between the parties.

10.3 Notices. All notices, requests, demands and other communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered, or at the time of mailing if mailed first class, postage prepaid and addressed to the party at its then current or at such other address as the party may designate at any time in writing.

10.4 Authority. By and through their signatures below, each party warrants to the other that it is fully authorized to enter into this Agreement and has performed all of the actions required for such authorization. Any defect in such performance or authorization shall not release that party from its obligations under this Agreement.

10.5 No Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the District and the City. This Agreement shall confer no benefits, direct, indirect, or implied on or to any third persons, and no third persons shall claim any such benefits.

10.6 Dispute Resolution. In the event of a dispute relating to the interpretation, application or performance of this Agreement, the principals of each party shall meet within twenty (20) days of written notice of the dispute to negotiate a resolution in good faith. In the event the dispute remains unresolved thirty (30) days after such meeting, the

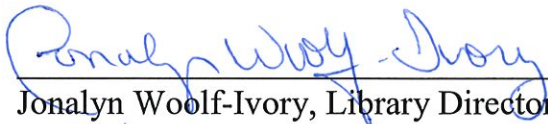
parties may jointly seek professional mediation and/or jointly or individually apply to the Superior Court for Snohomish County for such relief as may be deemed appropriate.

10.7 Attorneys' Fees. The prevailing party in any dispute arising under or in connection with this Agreement shall be entitled to an award of its reasonable costs and attorney fees against the non-prevailing party.

10.8 Re-Opener. Upon mutual agreement of the parties, any provision of this Agreement may be reopened for possible modification.

WHEREFORE, the District and the City enter into this Agreement and agree to be bound by its terms and conditions and to faithfully adhere to same.

SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT:



Jonalyn Woolf-Ivory, Library Director

6/3/04

Date

CITY OF MILL CREEK



Robert S. Stowe, City Manager

6/9/04

Date

ATTEST:




Kelly Hennessey, City Clerk

6/9/04

Date

**APPROVED AS TO FORM:
SHORT CRESSMAN & BURGESS,
PLLC**



Scott M. Missall, City Attorney

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

This Addendum No. 1 is made, as of the date below written, by and between the city of Mill Creek, a Washington municipal corporation (the "City") and Sno-Isle Intercounty Rural Library District ("Library District") as follows.

Whereas, the City and the Library District are parties to an Annexation Agreement (dated June 9, 2004) which provides for the Library District to establish and pay into a Mill Creek Library Building Reserve Fund ("Reserve Fund"); and

Whereas, Section 5.3 of said Annexation Agreement provides, in pertinent part, that:

"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 Library Building"; and

Whereas, the Library District has established and paid into said Reserve Fund, which currently has a balance substantially in excess of \$15,000; and

Whereas, the parties are mutually desirous of making improvements to the parking area serving the Library Building, substantially as described in Exhibit "A" attached hereto and by this reference incorporated herein ("Improvements"); and

Whereas, the City has committed approximately \$95,000 toward the making of said improvements and has requested that the Library District use up to, but not to exceed, \$15,000 from the Reserve Fund for additional funding of said Improvements, and the Library District believes such use of funds will be mutually beneficial to the parties and of substantial benefit to Library District patrons; and

Whereas, the City and the Library District wish to amend Section 5.3 of said Annexation Agreement to provide for the use of a portion of the Reserve Fund to pay for a portion of the Improvements; and


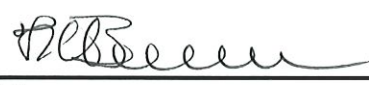

Whereas, the governing bodies of both the City and the Library District have approved this Addendum No. 1;

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 to amend Section 5.3 of said Annexation Agreement to specifically provide for said use of the Reserve Fund and construction of the Improvements, as follows:

1. Use of Reserve Fund. The Library District shall transfer to the City, from the Reserve Fund, within 30 days, following the completion of the said improvements, the sum of up to, but not to exceed, \$15,000 to be used by the City for payment toward the costs of the Improvements.

2. Completion of Improvements. The City shall undertake and diligently complete construction and installation of the Improvements, directly or through such licensed contractors as the City deems prudent.

3. Representative Authorization. Each of the representatives of the respective parties, executing this Addendum No.1 below, certify thereby that this Addendum No. 1 was approved by the governing body of the respective party and that said representatives are duly authorized to execute and deliver this Addendum No. 1 on behalf thereof.

SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT:	CITY OF MILL CREEK
	
Library Director	City Manager
Date: December 17, 2007	Date: 2/21/2008
	ATTEST:
	
	City Clerk
	Date: 2/21/08

APPROVED AS TO FORM:



SCOTT M. MISSALL

CITY ATTORNEY

**ADDENDUM NO. 2 TO ANNEXATION AGREEMENT
BETWEEN
THE CITY OF MILL CREEK
AND
SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT**

This Addendum No. 2 is made, as of the date below written, by and between the city of Mill Creek, a Washington municipal corporation (the "City") and Sno-Isle Intercounty Rural Library District ("Library District") as follows.

WHEREAS, the City and the Library District entered into an Annexation Agreement (hereinafter "Agreement") dated as of June 9, 2004;

WHEREAS, the City and the Library District entered into an Addendum No. 1 (hereinafter "Agreement") dated as of February 21, 2008;

WHEREAS, the Agreement set forth the obligations of the City and the obligations of the Library District with regard to the Library Building and operation of the Library;

WHEREAS, the Agreement provided that the City would provide janitorial services and that the Library District would reimburse the City for the cost of such janitorial services;

WHEREAS, the City and the Library District mutually desire to amend the Agreement to require the Library District to provide the janitorial services at its own expense;

WHEREAS, the Agreement provided that the City would first pay for and then seek reimbursement from the Library District for all utilities serving the Library Building; and

WHEREAS, to improve administrative efficiencies, the City and the Library District mutually desire to amend the Agreement to require the Library District to directly pay utility providers for all utilities serving the Library Building;

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 Library District agree as follows:

1. **Amendment to Agreement.** The Agreement is hereby amended as follows:
 - 1.1. Section 3.3 of the Agreement shall be amended to read as follows in its entirety:

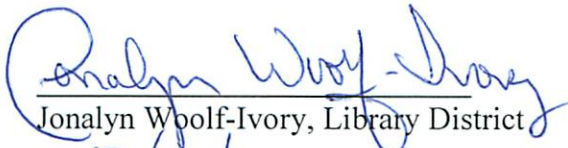
3.3 **Services.** The City shall provide landscaping services necessary for the Library Building and its surrounding grounds.
 - 1.2 Section 4.3 of the Agreement shall be amended to read as follows in its entirety:

4.3. **Utility and Janitorial Services.** The Library District shall pay utility providers directly for all utilities serving the Library Building. The Library

District shall provide and pay for janitorial services including labor, materials, and supplies for the Library Building.


2. **Effective Date, Duration and Termination.** This Addendum No. 2 shall become effective on the first 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:**



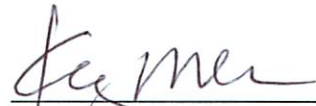
Jonalyn Woolf-Ivory, Library District
Date 12/17/12

CITY OF MILL CREEK:




Kenneth W. Armstrong, City Manager
Date 12/17/2012

ATTEST:



Kelly Chelin, City Clerk
Date 12/12/12

APPROVED AS TO FORM:



Shane Moloney, City Attorney
Date _____

LETTER OF TRANSMITTAL

SNO-ISLE LIBRARIES
7312 35TH AVENUE NE
MARYSVILLE, WA 98271-7417
(360) 651-7000
FAX (360) 651-7001

Date: 12/20/12

RE: Addendum No. 2 to
Annexation Agreement

TO: KELLY CHELIN
CITY CLERK
CITY OF MILL CREEK
MILL CREEK, WA 98012

COPIES:	DESCRIPTION:
1 Signed Originals	Addendum No. 2 to Annexation Agreement

REMARKS:

SIGNED: Judy Carter for
Jonalyn Woolf-Ivory



**ADDENDUM NO. 3 TO ANNEXATION AGREEMENT
BETWEEN
THE CITY OF MILL CREEK
AND
SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT**

This Addendum No. 3 is made as of the latest date written below, by and between the City of Mill Creek, a Washington municipal corporation (the “City”), and Sno-Isle Intercounty Rural Library District (the “District”) as follows.

WHEREAS, the City and the District entered into an Annexation Agreement dated June 9, 2004, but effective as of January 1, 2006, as previously amended by that certain Addendum No. 1 to Annexation Agreement, effective as of February 21, 2008 and Addendum No. 2 to Annexation Agreement, effective as of January 1, 2013 (as amended, the “Agreement”); and

WHEREAS, the Agreement sets forth the obligations of the City and the obligations of the District with regard to the City-owned facility known as the Mill Creek Library (the “Library Building”) and the District’s provision of library services at the Library Building; and

WHEREAS, the District and the City have agreed to make renovations and other improvements to the Library Building to increase the accessibility and functionality of the Library Building for the community (the “Library Upgrade Project”), and the City has obtained a local community project grant from the State of Washington (the “State Community Project Grant”) as a significant source of funding for the Library Upgrade Project; and

WHEREAS, the City and the District mutually desire to amend the Agreement to set forth the obligations of the City and the obligations of the District with regard to the Library Upgrade Project;

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 District agree as follows:

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

a. Section 3.1 of the Agreement shall be amended to read in its entirety as follows:

3.1 Library Building. The City shall provide the District with building space at no rental cost, together with current furnishings, at the City-owned facility known as the Mill Creek Library (the “Library Building”). The City finds that the renovations and improvements to the Library Building comprising the Library Upgrade Project will increase the accessibility and functionality of the Library Building, and will be in the best interests of the City. The City hereby consents to the Library Upgrade Project and agrees to apply funds received from the State Community Project Grant to the Library Upgrade Project.

b. A new Section 4.4 shall be added to the Agreement to read as follows:

4.4. Library Upgrade Project. The Library Upgrade Project shall consist of accessibility upgrades, including restrooms, HVAC upgrades, repair and

upgrades to the library flooring and an update of the Library Building, all undertaken to develop a more resilient, inclusive and welcoming Library Building.

The District finds that the Library Upgrade Project will improve access and functionality of the Library Building, thereby increasing its ability to meet current and emerging community needs. The Library Upgrade Project is in the best interests of the District.

The District will be the lead agency for the undertaking of the Library Upgrade Project. As such, the District will be responsible for engaging contractors, architects and consultants, and for providing project management, as needed, to accomplish the Library Upgrade Project.

Funding for the Library Upgrade Project will be derived from available funds in the Mill Creek Library Building Reserve Fund, funds received by the City from the State Community Project Grant and available District funds. To the extent of amounts available thereunder, the City agrees to timely reimburse the District from funds received from the State Community Project Grant for costs of the Library Upgrade Project paid by the District upon receipt of the District's written request therefor, accompanied by copies of the billings for such costs and evidence of their payment. The City's only financial contribution to the Library Upgrade Project shall be the funds received by the City from the State Community Project Grant;

In connection with undertaking the Library Upgrade Project, the District shall:

- Obtain the City's consent to the final design and project elements, which consent shall not be unreasonably withheld;
- Warrant that the work complies with all applicable codes, regulations, ordinances and statutes;
- Ensure that all designers, contractors, suppliers and laborers are paid;
- To the extent permitted by law, defend, indemnify and hold the City harmless from any claims arising out of the Library Upgrade Project including but not limited to claims for bodily injury, including death, and/or property damage to the City, City employees or third parties;

Upon completion, all structural elements and fixtures installed in connection with the Library Upgrade Project shall become part of the Library Building.

c. Section 5.3 of the Agreement shall be amended in its entirety to read as follows:

5.3 Use of Funds. The Reserve Fund shall be used, first, to pay costs of the Library Upgrade Project, and any remainder may be used, with the mutual consent of the District and the City, to pay for maintenance, furnishings, equipment and improvements to the Library Building, or for expansion, major renovation or replacement of the Library Building. 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 Building. The level of such maintenance and/or replacement shall be at the reasonable discretion of the District.

2. **Effective Date, Duration and Termination**. This Addendum No. 3 shall become effective on the first of the month following the date this Addendum is adopted by the City and the 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 MILL CREEK:

Lois Langer Thompson, Executive Director

Martin Yamamoto, City Manager

Date

Date

ATTEST:

Adrian Garcia, City Clerk

Date

APPROVED AS TO FORM:

Grant Degginger, City Attorney

Date

Financial Update

FINANCE DEPARTMENT

July 2023

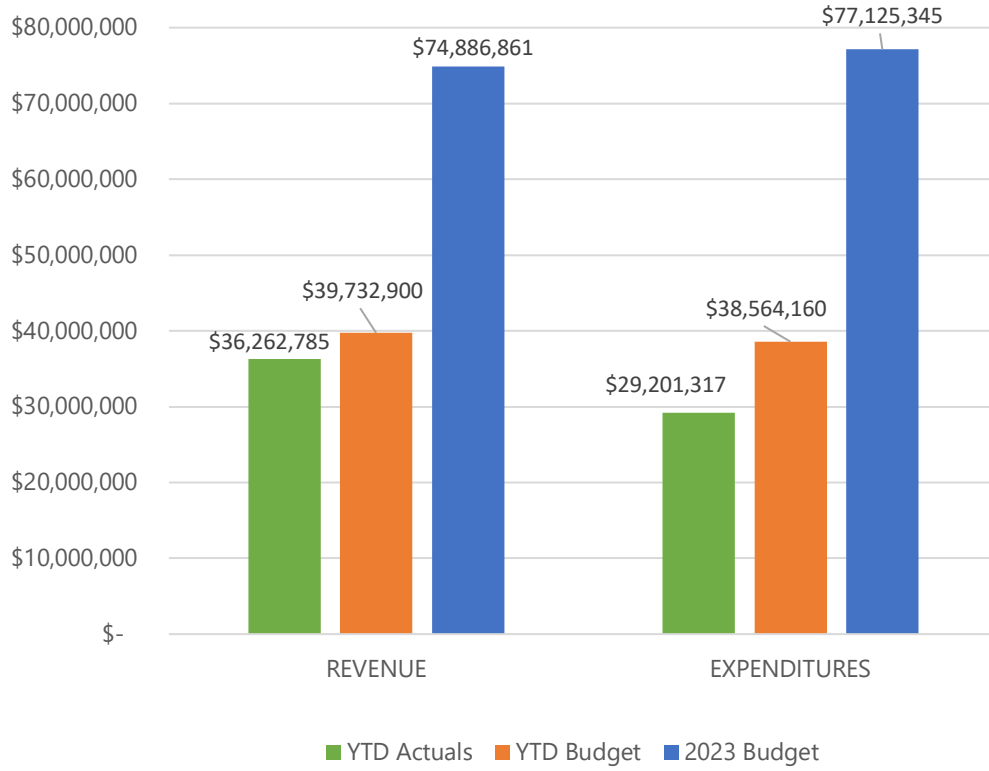
June 2023 Revenue Summary

- Total revenue received in June was \$1.4M compared to the monthly budget of \$2.2M. Year to date (YTD) total revenue was \$36.3M compared to the YTD budget of \$39.7M.
- General property tax receipts for June were \$766k compared to the monthly budget of \$1.3M.
- Timber tax and associated excise tax revenues for June were \$6k compared to the monthly budget of \$44k.
- Investment Interest for June was \$176k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for June were collectively \$35k compared to the monthly budget of \$79k.
- Other Revenue for June was \$387k compared to the monthly budget of \$719k.

June 2023 Expenditures Summary

- Total expenditures for June were \$5.4M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$29.2M compared to the YTD budget of \$38.6M.
- Salaries & Benefits for June were \$3.4M compared to the monthly budget of \$3.6M.
- Collection materials expenditures for June were \$574k compared to the monthly budget of \$532k.
- Capital expenditures for June were \$494k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for June were \$928k compared to the monthly budget of \$1.0M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 6/1/2023 Through 6/30/2023
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,429,129	20,632,669	21,761,280	43,521,848	47.40%
20.0	Materials	574,247	2,947,910	3,190,680	6,381,400	46.19%
26.0	Professional & Contract Services	226,160	1,250,772	2,026,560	4,052,749	30.86%
35.0	Equipment & Furnishings	9,441	125,141	1,190,100	2,380,000	5.25%
38.0	Maintenance & Repair	21,690	179,178	377,880	755,300	23.72%
41.0	Software License & Maint Fees	335,060	950,182	751,080	1,502,215	63.25%
42.0	Communications	61,259	336,345	338,400	676,500	49.71%
43.0	Office & Operating Supplies	58,478	276,131	304,140	608,250	45.39%
44.0	Utilities	37,602	273,280	247,680	495,100	55.19%
45.0	Rentals & Leases	49,161	279,703	252,480	504,838	55.40%
46.0	Insurance	1,270	32,770	86,040	172,000	19.05%
48.0	Employee Training / Travel	24,084	79,809	59,940	120,000	66.50%
49.0	Miscellaneous	84,051	297,276	290,340	580,145	51.24%
50.0	Strategic Initiatives / Innovation	20,184	98,455	375,000	750,000	13.12%
61.0	Capital - Land	0	0	1,500,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	195,180	448,629	4,256,460	8,513,000	5.26%
62.5	Capital - A&E	234,024	928,339	1,075,080	2,150,000	43.17%
64.0	Capital - Furnishings & Equipment	64,729	64,729	357,540	715,000	9.05%
64.4	Capital - Vehicles	0	0	123,480	247,000	0.00%
	Total Expenditures	<u>5,425,749</u>	<u>29,201,317</u>	<u>38,564,160</u>	<u>77,125,345</u>	<u>37.86%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 6/1/2023 Through 6/30/2023
(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	765,657	34,409,039	34,328,600	64,157,420	53.63%
02.0	Timber Tax / Sales	5,658	257,552	314,500	550,000	46.82%
03.0	Print/Copy Services	2,580	12,939	6,000	12,000	107.82%
04.0	Services/City Contract Fees	0	0	1,980	3,941	0.00%
05.0	Lost Materials Paid	4,182	26,348	17,520	35,000	75.27%
06.0	Investment Interest	176,060	922,756	300,000	600,000	153.79%
07.0	Donations Private Sources	28,332	63,582	450,000	900,000	7.06%
08.0	Other Revenue	386,552	549,910	4,314,300	8,628,500	6.37%
09.1	Insurance Recoveries	0	20,659	0	0	0.00%
	Total Revenues	<u>1,369,020</u>	<u>36,262,785</u>	<u>39,732,900</u>	<u>74,886,861</u>	<u>48.42%</u>

Executive Director

BOARD REPORT

July 2023

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Coupeville Town Council meeting with Library Manager Emily Felt.
- Mukilteo City Council with Library Manager Mamie Alsdorf.
- Lynnwood Mayor Christine Frizzell, Lynnwood Public Facilities District (LPFD) Executive Director Janet Pope, LPFD Board Member Mike Miller, and Assistant Director of Capital Strategy and Planning Chy Ross.
- Housing Authority of Snohomish County (HASCO) Executive Director Duane Leonard and Everett Housing Authority Director of Development Jason Morrow.
- Mill Creek City Manager Martin Yamamoto.

Board of Trustees

- Executive Committee.
- Trustee interviews.

Library Updates

- Strategic goals.

BOARD OF TRUSTEES 2023 CALENDAR

JULY 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 vacancy process (information)

FEBRUARY

Strategic Planning / Finance (February 13)

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

Executive (February 17)

- Trustee employee recognition award review

MARCH

Strategic Planning / Finance (March 2)

- Collection Development Policy

Board Development / Administration (March 14)

- Policy Management Policy
- Public Records Policy
- Trustee vacancy process

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*

Special Meeting (February 4)

- Board retreat
 - Board survey
 - Collection Development Policy
 - Internet Use Policy

Regular Meeting (February 27)

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

Regular Meeting (March 27)

- Collection Development Policy

BOARD OF TRUSTEES 2023 CALENDAR

JULY 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

APRIL

Executive (April 14)

- Executive Director quarterly check-in
- Board retreat follow-up

Regular Meeting (April 24)

- Trustee Nominating Committee appointments
- Trustee vacancy process (information)
- Policy Management Policy
- Public Records Policy
- *Staff development – Tricia Lee*

MAY

Strategic Planning / Finance (May 2)

- Business Expense Reimbursement Policy
- Unreserved & Reserved Funds Policy
- Board & Friends Forum planning (tentative for September)

Special Meeting (May 4)

- Interlocal Agreement between the City of Edmonds and Sno-Isle Intercounty Rural Library District

Regular Meeting (May 30)

- Business Expense Reimbursement Policy
- Unreserved & Reserved Funds Policy
- *Communications and Marketing Strategy – Katie Leone and Susan Hempstead*

Work Session (May 30)

- Debt Policy (new)
- Meeting Room Policy

JUNE

Trustee Nominating (June 21)

- Candidate review

Special Meeting (June 5)

- Board-to-Board event

Regular Meeting (June 26)

- Debt Policy review (new)
- Meeting Room Policy
- *Capital Framework and Capital Funding Strategy – David Durante and Chy Ross*
- Executive Session

BOARD OF TRUSTEES 2023 CALENDAR

JULY 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY

Executive (July 11)

- Executive Director quarterly check-in

Trustee Nominating

- Interviews

Regular Meeting (July 24)

- Debt Policy final review (new)
- Addendum No. 3 to Library Annexation Agreement between City of Mill Creek and Sno-Isle Intercounty Rural Library District
- Trustee candidate recommendation
- *EDI – David Durante and Tricia Lee*

Work Session (July 24)

- Art Policy (new)
- Naming Policy (new)

SEPTEMBER

Regular Meeting (September 18)

- 2024 Officer Nominating Committee appointments
- Art Policy (new)
- Naming Policy (new)
- *Artificial Intelligence – Nick Fuchs*
- *2024 Budget introduction and kickoff – David Durante*

OCTOBER

Executive (October 10)

- Executive Director quarterly check-in

Nominating

- 2024 officer nomination

Work Session (October 3)

- 2024 budget proposal overview

Special Meeting (October 15)

- Board & Friends Forum

Regular Meeting (October 23)

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

BOARD OF TRUSTEES 2023 CALENDAR

JULY 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

July 10, 2023



SNO-ISLE LIBRARIES