

# Sno-Isle Libraries

## BOARD OF TRUSTEES

### Board of Trustees

Rose Olson, *President* • Paul Ryan, *Vice President* • Jennifer DePrey, *Secretary* • Michael Adams • Griselda Guevara-Cruz • Susan Kostick • Martin Munguia

### Executive Director

Lois Langer Thompson

**February 26, 2024, 5:30 p.m.**

Mukilteo Library

4675 Harbour Pointe Blvd

Mukilteo, WA 98275

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 974 810 119#

### Meeting Agenda

#### 1) Call to Order

#### 2) Land Acknowledgement

#### 3) Roll Call

#### 4) \*Approval of Agenda

#### 5) \*Consent Agenda Items

- a) Approval of the January 22, 2024 regular meeting minutes
- b) Approval of the January 22, 2024 special meeting minutes
- c) Approval of the January 2024 payroll, benefits, and vouchers

#### 6) Public Comment

#### 7) New Business

- a) \*Sno-Isle Libraries Board of Trustees Bylaws – Management Committee Chair Susan Kostick [Attachments 1-3](#)

#### 8) Staff Reports

- a) Staff presentation – Emerging Services – Assistant Director Community Libraries David Brown and Lakewood/Smokey Point Library Manager Cassie Hanson [Attachment 4](#)
- b) Financial Update – Finance Manager Nicole Wehl [Attachment 5](#)

#### 9) Executive Director's Report

- a) Executive Director's report [Attachment 6](#)

#### 10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
  - i) Board of Trustees 2024 Calendar [Attachment 7](#)
- b) Sno-Isle Libraries Foundation – Trustee Kostick

#### 11) Adjournment

\*Denotes Board of Trustees action item.

*To request accommodation for an event, email [accessibility@sno-isle.org](mailto:accessibility@sno-isle.org) or visit [sno-isle.org](http://sno-isle.org).*

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### Executive Director

Lois Langer Thompson

January 22, 2024

Meeting Minutes

Sno-Isle Libraries Service Center

## Call to Order

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

## Attendees

**Members present:** Rose Olson, Griselda Guevara-Cruz, Susan Kostick, Martin Munguia, and Paul Ryan.

**Members present via videoconference:** Michael Adams and Jennifer DePrey.

President Olson confirmed quorum.

**Staff present:** Barb Adams, David Durante, Baha Farkish, Casey Gabehart, Lindsay Hanson, Carla Ikehara, Meredith Kraft, Diane Lai, Rebecca Loney, Chila Oglesby, Lois Langer Thompson, and Nicole Wehl.

## Approval of Agenda

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

## Consent Agenda

- a) Approval of the November 27, 2023 regular meeting minutes
- b) Approval of the January 4, 2024 special meeting minutes
- c) Approval of the November 2023 payroll, benefits, and vouchers
- d) Approval of the December 2023 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.

Trustee DePrey joined the meeting.

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

## New Business

### Audit Exit Conference

Assistant Audit Manager Amanda Robinson and Assistant State Auditor Izzy Kanaly from the Office of the Washington State Auditor presented the following results of the financial statement audit for the year ending on December 31, 2022:

- 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.

## Staff Reports

### Vision Assessment

Deputy Director David Durante provided a report on the vision assessment project, highlighting the criteria for success, status of current work, and implementation strategy.

Trustee Adams joined the meeting.

### Financial Update

Finance Manager Nicole Wehl provided the December 2023 and January 2024 financial reports.

## Executive Director's Report

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

- A status update on the City of Everett's consideration of annexing into the Sno-Isle Libraries district.

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

### Enhance Library Services

- A 2023 Collection Performance report.
- Ongoing work by the Design and Development Team to form community partnerships.
- A report on 2024 programming work and format.

### Optimize Funding

- Attendance at two upcoming legislative days:
  - January 31 as a partner of Economic Alliance Snohomish County
  - February 14 is Library Legislative day. Trustees Olson, DePrey, and Adams will also attend.

### Create Inspiring Spaces

- A successful grand re-opening of the Edmonds Library with over 3,000 customers in attendance.
- The Lake Stevens Library Board meeting, where the Future Lake Stevens Library project status was reviewed.
- The status of the Langley Library remodel project, which is in final negotiations for award.

### Invest in our People and our Organization

- The 2024 Board policy work update included in the packet.
- An update on administrative policies, all of which are up to date with the exception of three that may be influenced by the collective bargaining process.
- The initiation of the collective bargaining process.

# Sno-Isle Libraries

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## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- The work of the Executive Committee at the January 8 meeting, including a discussion of the 2024 Board of Trustees calendar.
- 2024 committee appointments as follows:
  - Board of Trustees Management Committee: Susan Kostick (Chair) & Michael Adams.
  - Board of Trustees Library Services Committee: Martin Munguia (Chair) & Griselda Guevara-Cruz.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on discussions at Foundation Board of Directors meetings regarding a capital campaign.

## Adjournment

Trustee Ryan moved to adjourn the January 22, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:15 p.m.

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President

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Secretary

# Sno-Isle Libraries

## BOARD OF TRUSTEES

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### Executive Director

Lois Langer Thompson

January 22, 2024

Special Meeting Minutes

Sno-Isle Libraries Service Center

## Call to Order

President Olson called the meeting to order at 6:30 p.m., followed by a land acknowledgment.

## Attendees

**Members present:** Rose Olson, Griselda Guevara-Cruz, Susan Kostick, Martin Munguia, and Paul Ryan.

**Members present via videoconference:** Michael Adams and Jennifer DePrey.

President Olson confirmed quorum.

**Staff present:** Casey Gabehart, Meredith Kraft, Rebecca Loney, Chila Oglesby, and Lois Langer Thompson.

## Approval of Agenda

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

## Unfinished Business

### Philanthropic Campaign Report Discussion

Executive Director Thompspon reviewed the research methodology and results of the Capital Campaign Feasibility Study Report. The Board discussed the impact of the study and what additional information may be needed before deciding whether to pursue a capital campaign. Trustee Kostick will present an overview of the Board's discussion to the next meeting of the Sno-Isle Libraries Foundation Board of Directors.

## Adjournment

Trustee Munguia moved to adjourn the January 22, 2024 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 7:34 p.m.

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President

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Secretary

**Sno-Isle Libraries**  
**January 2024 Payroll and January 2024 Vouchers**

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Direct Deposits, Employee Deductions	\$ 2,647,156.53
Vendor Checks 81796, 81831, 81849, 81935, 81963 and 81982 through 81991, plus Electronic Transfers	<u>\$ 811,749.74</u>
<b>Total Payroll and Benefits</b>	<b>\$ 3,458,906.27</b>
Accounts Payable Checks 81771 through 81991 less checks listed above, plus Electronic Transfers	<u>\$ 889,208.59</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<b><u><u>\$ 4,348,114.86</u></u> *</b>

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees February 26, 2024.



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Finance Manager

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

**Sno-Isle Libraries**  
**January 2024 Payroll and January 2024 Vouchers**  
**Reconciliation of Actual Expenditures to Expenditure Summary**

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**January 2024 Payroll**

Employee Pay - Direct Deposit	\$	1,901,382.17	
Manual Check - January	\$	1,016.05	
Plus: Employee Deductions	\$	744,758.31	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,647,156.53</b>

Vendor Checks 81796, 81831, 81849, 81935, 81963 and 81982 through 81991	\$	208,519.97 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	240,558.58	
Electronic Funds Transfer - Empower - 457 Plan	\$	6,897.05	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	56,568.78	
Electronic Funds Transfer - PERS - Retirement Plan	\$	384,188.91	
Electronic Funds Transfer - Navia - FSA	\$	13,717.40	
Electronic Funds Transfer - Navia - HRA/MRA	\$	4,048.51	
Electronic Funds Transfer - Premera - Medical	\$	174,056.04	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(277,542.34)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 811,749.74</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,458,906.27</b>

**January 2024 Accounts Payable**

Checks 81771 through 81991 less checks listed above	\$	887,981.17 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,227.42	
<b>Sub-Total Accounts Payable</b>			<b>\$ 889,208.59</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 4,348,114.86</b>

**Adjustments**

Paycom Direct Service Fee	\$	22,605.03	
Refunds and Credits	\$	(3,973.59)	
Bank Service Charge	\$	506.63	
Travel & Business Expense Reimbursement paid in Payroll	\$	3,439.67	
<b>Total Adjustments</b>			<b>\$ 22,577.74</b>

<b>January 2024 Total Expenditures</b>			<b>\$ 4,370,692.60 ***</b>
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* Benefit invoices paid through Accounts Payable Checks	\$	208,519.97	
** Regular invoices paid through Accounts Payable Checks	\$	887,981.17	
<b>Total Accounts Payable Check Payments</b>	\$	<u>1,096,501.14</u>	

\*\*\* Equals Expenditure Summary Total

## Vouchers January 2024

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/18/2024	80842	The Dance School VOID program cancelled	-\$40.00
1/30/2024	81906	Steve Olson VOID program cancelled	-500.00
1/11/2024	81771	Cascara Coffee Company	635.37
1/11/2024	81772	De Castro, Joanne	690.00
1/11/2024	81773	Paint With Melissa LLC	600.00
1/18/2024	81774	Carla Ikehara	500.00
1/18/2024	81775	Susan Hempstead	2,262.33
1/18/2024	81776	8X8 Inc	8,480.11
1/18/2024	81777	Alderwood Water District	36.12
1/18/2024	81778	Allied Universal	12,141.00
1/18/2024	81779	Asavie Technologies Inc	1,546.81
1/18/2024	81780	Association of Washington Cities	500.00
1/18/2024	81781	Bibliotheca LLC	1,811.69
1/18/2024	81782	BuildingWork, LLC	749.84
1/18/2024	81783	City of Arlington	186.87
1/18/2024	81784	City of Marysville	672.01
1/18/2024	81785	City of Monroe	909.49
1/18/2024	81786	City of Sultan	185.98
1/18/2024	81787	Commercial Fire Protection, Inc.	38.19
1/18/2024	81788	David Block Williams	300.00
1/18/2024	81789	Dept of Labor & Ind ( Boiler)	68.70
1/18/2024	81790	E - Rate Expertise Inc	5,500.00
1/18/2024	81791	E.J. Harris Photography	538.56
1/18/2024	81792	EAP, Inc. dba CLC	6,759.00
1/18/2024	81793	EBSCO	489.53
1/18/2024	81794	Economic Alliance Snohomish County	5,500.00
1/18/2024	81795	Edmonds Center for the Arts	500.00
1/18/2024	81796	Express Employment Professionals	2,678.40
1/18/2024	81797	Fastsigns	727.88
1/18/2024	81798	FATBEAM, LLC	4,979.00
1/18/2024	81799	Gale/Cengage Learning	2,301.99
1/18/2024	81800	Gupta, Rashmi	1,469.65
1/18/2024	81801	Hearing, Speech, and Deaf Center	190.00
1/18/2024	81802	Hillis Clark Martin & Peterson	2,912.00
1/18/2024	81803	Ingram Library Services	70,401.29
1/18/2024	81804	Interlibrary Loan, Hillsboro Brookwood Library	16.95
1/18/2024	81805	Island County EDC	1,350.00
1/18/2024	81806	Island Disposal Inc	224.54
1/18/2024	81807	Kendall of Marysville	65.02
1/18/2024	81808	Language Testing International Inc.	98.00
1/18/2024	81809	LINC NW	2,000.00
1/18/2024	81810	Lund, Deborah A.	125.00
1/18/2024	81811	Midwest Library Service	538.02

## Vouchers January 2024

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/18/2024	81812	Midwest Tape	18,182.25
1/18/2024	81813	Morris Magnets	2,763.75
1/18/2024	81814	MSR Design	9,747.75
1/18/2024	81815	My Neighborhood News Network	425.00
1/18/2024	81816	Northwest Center	550.00
1/18/2024	81817	One Diversified, LLC	4,634.21
1/18/2024	81818 - 81819	Remit Overrun	0.00
1/18/2024	81820	Overdrive Inc	53,943.00
1/18/2024	81821	Paint With Melissa LLC	120.00
1/18/2024	81822	Patron Point, Inc.	1,126.31
1/18/2024	81823	PetroCard Systems Inc	2,230.10
1/18/2024	81824	Platt Electric Supply	85.29
1/18/2024	81825	PUD No 1 of Snohomish County	1,441.98
1/18/2024	81826	Puget Sound Energy	115.01
1/18/2024	81827	Puget Sound Mobile Detail	790.25
1/18/2024	81828	Rentacrate Enterprises LLC	1,364.30
1/18/2024	81829	Republic Services 197	856.17
1/18/2024	81830	Rev.com, Inc	37.50
1/18/2024	81831	Robert Half	2,148.02
1/18/2024	81832	Salish Networks	1,214.27
1/18/2024	81833	Scholar Fund	1,000.00
1/18/2024	81834	Sky Valley Chamber of Commerce	100.00
1/18/2024	81835	Sprague Pest Solutions	315.01
1/18/2024	81836	State Auditor's Office	6,955.36
1/18/2024	81837	Sterling Volunteers	17.00
1/18/2024	81838	Stillion, Martin	250.00
1/18/2024	81839	The Dance School	40.00
1/18/2024	81840	Timeless Design	1,458.60
1/18/2024	81841	Tremblay, Adrian Xavier	900.00
1/18/2024	81842	Tsai Fong Books Inc	433.04
1/18/2024	81843	Uline	502.59
1/18/2024	81844	Verizon Communications Inc	347.46
1/18/2024	81845	Verizon Wireless (660108)	12,255.50
1/18/2024	81846	Walter E Nelson Co of Western WA	272.66
1/18/2024	81847	Washington State Ferries	472.85
1/18/2024	81848	Waste Management	4,201.21
1/18/2024	81849	Wellable LLC	263.00
1/18/2024	81850	South Whidbey School District	2,014.88
1/18/2024	81851	South Whidbey School District	1,342.50
1/25/2024	81852	VOID	0.00
1/25/2024	81853	Abila	12,157.84
1/25/2024	81854	All City Fence Co.	553.88
1/25/2024	81855	Remit Overrun	0.00

## Vouchers January 2024

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/25/2024	81856	Amazon Capital Services, Inc	5,233.43
1/25/2024	81857	Bank of America (0958)	453.28
1/25/2024	81858	Bank of America (1458)	59.95
1/25/2024	81859	Bank of America (2175)	924.11
1/25/2024	81860	Bank of America (2945)	949.86
1/25/2024	81861	Bank of America (3736)	51.35
1/25/2024	81862	Bank of America (5953)	142.89
1/25/2024	81863	Bank of America (8208)	668.00
1/25/2024	81864	Blackstone Publishing	1,050.62
1/25/2024	81865	Brodart Company	664.78
1/25/2024	81866	Camano Hill Water Co.	125.22
1/25/2024	81867	Cedar Grove Organics Recycling LLC	402.75
1/25/2024	81868	Center Point Large Print	738.90
1/25/2024	81869	City of Langley	378.13
1/25/2024	81870	City of Lynnwood	1,992.59
1/25/2024	81871	Commercial Fire Protection, Inc.	1,886.59
1/25/2024	81872	Daida	4,378.00
1/25/2024	81873	Demco Inc (8048)	950.53
1/25/2024	81874	Gale/Cengage Learning	2,210.35
1/25/2024	81875	Goldfinch Brothers	9,548.19
1/25/2024	81876	Ingram Library Services	25,211.89
1/25/2024	81877	Johnston Architects, LLC	29,177.52
1/25/2024	81878	Kendall of Marysville	1,448.80
1/25/2024	81879	Midwest Library Service	982.76
1/25/2024	81880	Midwest Tape	4,367.43
1/25/2024	81881	Milne Electric Inc	18,419.65
1/25/2024	81882	Remit Overrun	0.00
1/25/2024	81883	Office Depot, INC	4,456.51
1/25/2024	81884 - 81887	Remit Overrun	0.00
1/25/2024	81888	Overdrive Inc	140,769.01
1/25/2024	81889	Pacific Science Center	300.00
1/25/2024	81890	Paper Roll Products	780.48
1/25/2024	81891	Petty Cash	145.95
1/25/2024	81892	PUD No 1 of Snohomish County	5,860.17
1/25/2024	81893	Puget Sound Energy	3,808.79
1/25/2024	81894	Punch Drunk Productions, LLC	1,576.92
1/25/2024	81895	Purple Communications, Inc	1,446.92
1/25/2024	81896	Ricoh USA Inc - 31001	9,758.64
1/25/2024	81897	Ricoh USA Inc - 650073	11,817.24
1/25/2024	81898	Roth IAMS LLC	767.94
1/25/2024	81899	SCCFOA	60.00
1/25/2024	81900	Scholastic Library Publishing	17,605.00
1/25/2024	81901	Shred-it	453.52

## Vouchers January 2024

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/25/2024	81902	Silver Kite Community Arts	450.00
1/25/2024	81903	Skagit Publishing	324.61
1/25/2024	81904	Snohomish County Dept of Conservation and Natural	200.00
1/25/2024	81905	Sprague Pest Solutions	476.97
1/25/2024	81906	Steve Olson	500.00
1/25/2024	81907	The Hanover Insurance Group	12,067.97
1/25/2024	81908	Thryv, Inc	213.98
1/25/2024	81909	Remit Overrun	0.00
1/25/2024	81910	Timeless Design	54,053.99
1/25/2024	81911	Triple B Foundation for Pet Therapy	150.00
1/25/2024	81912	Trojan Storage of Marysville	310.00
1/25/2024	81913	U S Bank Equipment Finance	299.97
1/25/2024	81914	Varner Candle Co., Candle Bar & Boutique	90.00
1/25/2024	81915	WA Finance Officers Assoc	75.00
1/25/2024	81916	Walter E Nelson Co of Western WA	2,962.72
1/25/2024	81917	Ricoh USA Inc - 650073	13,585.73
1/30/2024	81918	Allied Universal	13,003.65
1/30/2024	81919	American Library Assoc - RDA Toolkit	197.00
1/30/2024	81920	AT&T (105068)	43.23
1/30/2024	81921	Bickford	413.49
1/30/2024	81922	Blackstone Publishing	378.56
1/30/2024	81923	Brodart Company	1,583.58
1/30/2024	81924	Camano Commons	1,250.00
1/30/2024	81925	Cascade Natural Gas	710.74
1/30/2024	81926	CDW Government Inc	45.23
1/30/2024	81927	City of Edmonds	1,500.00
1/30/2024	81928	City of Granite Falls	127.10
1/30/2024	81929	Clinton Community Hall	40.00
1/30/2024	81930	Comcast Business	693.22
1/30/2024	81931	Cortes, Marco	700.00
1/30/2024	81932	Crystal Springs	83.85
1/30/2024	81933	Cushion Source	1,040.31
1/30/2024	81934	EBSCO	731.35
1/30/2024	81935	Express Employment Professionals	2,883.00
1/30/2024	81936	FATBEAM, LLC	4,979.00
1/30/2024	81937	Freeland Water Dist	152.45
1/30/2024	81938	Gale/Cengage Learning	1,645.03
1/30/2024	81939	Joan Helen Green	300.00
1/30/2024	81940	Ingram Library Services	32,985.01
1/30/2024	81941	Iron Mountain Incorporated	1,663.12
1/30/2024	81942	Lamar Transit, LLC	3,477.75
1/30/2024	81943	LeMay Mobile Shredding	189.72
1/30/2024	81944	Lund, Deborah A.	125.00

## Vouchers January 2024

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/30/2024	81945	Marysville Barker Real Estate LLC	155.18
1/30/2024	81946	Midwest Library Service	307.86
1/30/2024	81947	Midwest Tape	769.26
1/30/2024	81948	Morales, Jannette	350.00
1/30/2024	81949-81951	Remit Overrun	0.00
1/30/2024	81952	Overdrive Inc	48,084.63
1/30/2024	81953	Pacific Copy & Printing	4,548.63
1/30/2024	81954	PBS Engineering and Environmental Inc.	810.00
1/30/2024	81955	Penworthy	1,528.77
1/30/2024	81956	PetroCard Systems Inc	1,955.99
1/30/2024	81957	Platt Electric Supply	498.28
1/30/2024	81958	Puget Sound Energy	1,486.60
1/30/2024	81959	PUD No 1 of Snohomish County	13,021.98
1/30/2024	81960	Puget Sound Mobile Detail	704.00
1/30/2024	81961	Ricoh USA Inc - 31001	5.85
1/30/2024	81962	Ricoh USA Inc - 650073	1,331.01
1/30/2024	81963	Robert Half	3,133.31
1/30/2024	81964	Salish Networks	1,232.48
1/30/2024	81965	Signarama Lynnwood	1,625.49
1/30/2024	81966	Silver Kite Community Arts	400.00
1/30/2024	81967	Smarsh, Inc	9,057.03
1/30/2024	81968	Smokey Point Place IV, LLC	10,510.98
1/30/2024	81969	Sno-Isle Refund Account	197.01
1/30/2024	81970	Sprague Pest Solutions	55.64
1/30/2024	81971	Summit Law Group, PLLC	657.00
1/30/2024	81972	T Mobile	837.79
1/30/2024	81973	T Mobile	244.40
1/30/2024	81974	Tsai Fong Books Inc	375.62
1/30/2024	81975	Wave Business	9,022.77
1/30/2024	81976	WCP Solutions	479.17
1/30/2024	81977	Western Neon Inc.	873.16
1/30/2024	81978	Whidbey Life Magazine	12.00
1/30/2024	81979	Whidbey Telecom	729.90
1/30/2024	81980	Dae Won LLC	8,063.78
1/30/2024	81981	ZiPLY Fiber	18,526.46
1/31/2024	81982	Assured Partners of WA, LLC	4,570.01
1/31/2024	81983	Canopy Wellbeing	1,815.41
1/31/2024	81984	Delta Dental of Washington	32,820.48
1/31/2024	81985	Kaiser Permanente	98,242.08
1/31/2024	81986	Lifewise Assurance Company	39,250.60
1/31/2024	81987	Lincoln National Life Ins Company	7,499.26
1/31/2024	81988	Navia Benefit Solutions Client Pay	3,787.90
1/31/2024	81989	Premera Blue Cross	8,716.50

**Vouchers  
January 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/31/2024	81990	Snohomish County Superior Court Clerk	250.00
1/31/2024	81991	Sno-Isle Library Foundation	462.00
			<hr/>
			<u>\$1,096,501.14</u>

# Bylaws of the Board of Trustees of Sno-Isle Libraries

## I. Name

The name of the District is Sno-Isle Regional Intercounty Rural Library District, which shall be commonly known as and shall transact business under the name "Sno-Isle Libraries" (referred to hereinafter as the "Library District"). The name of this Board shall be "Sno-Isle Libraries Board of Trustees," hereinafter the "Board."

## II. Management and Control

A. Management. The management and control of the Library District is vested in the Board who shall appoint an Executive Director as hereinafter provided.

B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:

- i. Adopt such bylaws, rules, and regulations for Board guidance and for the government of the library as the Board deems expedient;
- ii. Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
- iii. Employ a librarian, and upon his or her recommendation employ such other assistants as may be necessary, all in accordance with the provisions of [RCW 27.04.055](#) prescribe their duties, fix their compensation, and remove them for cause;
- iv. Prepare its budget, certify the same, and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
- v. Have exclusive control of the finances of the library;
- vi. Accept such gifts of money or property for library purposes as they deem expedient;
- vii. Lease or purchase land for library buildings;
- viii. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
- ix. Purchase books, periodicals, maps, and supplies for the library; and
- x. Do all other acts necessary for the orderly and efficient management and control of the library.

## III. Membership

A. Appointment. The Board shall consist of seven (7) members appointed by the joint action of the boards of county commissioners of each of the counties included in a district. [RCW 27.12.190](#)

# Bylaws of the Board of Trustees of Sno-Isle Libraries

- B. Representation by county. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County.
- C. Terms. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. An unexpired term of more than three (3) years shall be considered a full term. All terms commence January 1 of their respective year of appointment.
- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. [RCW 27.12.190](#)
- E. Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to [RCW 27.12.190](#).
- F. Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
- G. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds. [RCW 27.12.190](#)
- H. Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. [RCW 27.12.190](#) and [RCW 27.04.055](#).

## IV. Meetings

- A. Regular Meetings. Regular open public meetings of the Board shall be held on dates and time determined annually unless changed according to IV c. Notices of regular monthly meetings shall be published at least five (5) days before the meeting and shall include the place of the meeting, the agenda, financial statements, and documents or reports pertaining to business that require Board action. [RCW 42.30.030](#), [RCW 42.30.070](#), and [RCW 42.30.077](#).

# Bylaws of the Board of Trustees of Sno-Isle Libraries

- B. Special Meetings. The Board President, or a majority of the Board, may schedule special meetings in accordance with the laws of the state of Washington. Notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken by the governing body on any other matter at such meetings. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [RCW 42.30.080](#)
- C. Change of schedule. The schedule may be changed by a simple majority vote of the Board and updated on the Library District's website.

## V. Officers

- A. Officers. The officers of the Board shall be President, Vice President, and Secretary. The Board shall elect officers at the last regular Board meeting of each year. Elected officers shall serve through the election.
- B. Nominating Committee. Prior to the last regular meeting of each year, a nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers.
- C. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- D. Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.
- E. Liaison to the Sno-Isle Libraries Foundation. The Vice President, or another Trustee as appointed by the President, shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
- F. Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tempore.
- G. Records of Proceedings. The Executive Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

# Bylaws of the Board of Trustees of Sno-Isle Libraries

## VI. Quorum

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. [RCW 24.03.090](#)

## VII. Form of Action

- A. Motions. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions may be made orally.
- B. Voice vote. All voting at meetings of the Board shall be by voice vote, unless a member shall request a roll call, and recorded in the minutes of the Board. [RCW 24.03.085](#)
- C. Simple majority. The vote of a majority of the members of the Board at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by this chapter, the articles of incorporation, or the bylaws. [RCW 24.03.090](#)

## VIII. Procedure at Meetings

- A. Procedures. The President shall determine the procedures for the Board meetings subject to the approval of the Board. The rules of order shall be in the general form of *Roberts' Rules of Order* as determined by the President.
- B. Open public meetings. All procedures of the Board, with the exception of Executive Sessions, shall be performed in open public session.
- C. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- D. Absence of quorum. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
- E. Attendance by phone or video call. Trustees may participate in a meeting of the board of committee by means of a conference telephone, video call, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means constitutes presence in person at the meeting.
- F. Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar years.

# Bylaws of the Board of Trustees of Sno-Isle Libraries

G. Permanent Record. The Library District shall maintain a permanent record of the approved minutes of each regular and special meeting as the official record of said meeting. After six (6) years, the Library District may transfer the print copies of the minutes to Washington State Archives for permanent retention. [Washington State Archives Common Records Retention Schedule](#).

## IX. Amendment of Bylaws

- A. Amendments. These bylaws may be amended by approval of at least five (5) Trustees at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Board members shall have received written copies of any proposed change(s) at least five (5) days prior to said meeting. [RCW 24.03.070](#)
- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

## Policy History

Date approved: June 2022

Adopted: 1963

Next review date: 2024

# Bylaws of the Board of Trustees of Sno-Isle Libraries

## I. Name

The name of the District is Sno-Isle Regional Intercounty Rural Library District, which shall be commonly known as and shall transact business under the name "Sno-Isle Libraries" (referred to hereinafter as the "Library District"). The name of this Board shall be "Sno-Isle Libraries Board of Trustees," hereinafter the "Board."

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- A. Management. The management and control of the Library District is vested in the Board who shall appoint an Executive Director as hereinafter provided.
- B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:
- i. Adopt such bylaws, rules, and regulations for Board guidance and for the government of the library as the Board deems expedient;
  - ii. Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
  - iii. Employ a librarian, and upon his or her recommendation employ such other assistants as may be necessary, all in accordance with the provisions of [RCW 27.04.055](#) prescribe their duties, fix their compensation, and remove them for cause;
  - iv. Prepare its budget, certify the same, and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
  - v. Have exclusive control of the finances of the library;
  - vi. Accept such gifts of money or property for library purposes as they deem expedient;
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  - viii. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
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- A. Appointment. The Board shall consist of seven (7) members appointed by the joint action of the Snohomish County Council and the Board of Island County Commissioners. ~~boards of county commissioners of each of the counties included in a district.~~ [RCW 27.12.190](#)

## Bylaws of the Board of Trustees of Sno-Isle Libraries

- B. Representation by county. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County. Any resident of the Sno-Isle Library District shall be eligible for appointment.
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- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. RCW 27.12.190
- E. Trustee Nominating Committee. A Trustee nominating committee shall be appointed by the President to select a candidate for Trustee to recommend to the Snohomish County Council and the Board of Island County Commissioners for appointment to the Board of Trustees.
- ~~E.F.~~ Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to RCW 27.12.190.
- ~~F.G.~~ Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
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- ~~H.I.~~ Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. RCW 27.12.190 and RCW 27.04.055.

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## Bylaws of the Board of Trustees of Sno-Isle Libraries

reports pertaining to business that require Board action. RCW [42.30.030](#), [RCW 42.30.070](#), and [RCW 42.30.077](#).

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~~B.A. Nominating Committee. Prior to the last regular meeting of each year, a nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers.~~

- ~~C.B.~~ Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.

~~D.C.~~ Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.

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# Bylaws of the Board of Trustees of Sno-Isle Libraries

~~F. Officer Nominating Committee. Prior to the last regular meeting of each year, a officer nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers. If no additional nominations are received, the officers will be elected by acclamation.~~

~~E.G.~~ Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tempore.

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## Bylaws of the Board of Trustees of Sno-Isle Libraries

- B. Open public meetings. All procedures of the Board, with the exception of Executive Sessions, shall be performed in open public session. [RCW 42.30](#)
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- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

### Policy History

Date approved: ~~June 2022~~ [TBD](#)

Adopted: 1963

Next review date: ~~2024~~ [TBD](#)

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## Bylaws of the Board of Trustees of Sno-Isle Libraries

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## Bylaws of the Board of Trustees of Sno-Isle Libraries

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## Bylaws of the Board of Trustees of Sno-Isle Libraries

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## Bylaws of the Board of Trustees of Sno-Isle Libraries

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- E. Attendance by phone or video call. Trustees may participate in a meeting of the board of committee by means of a conference telephone, video call, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means constitutes presence in person at the meeting.
- F. Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar year.
- G. Permanent Record. The Library District shall maintain a permanent record of the approved minutes of each regular and special meeting as the official record of said meeting. After six (6) years, the Library District may transfer the print copies of the minutes to Washington State Archives for permanent retention. [Washington State Archives Common Records Retention Schedule](#).

### IX. Amendment of Bylaws

- A. These bylaws may be amended by approval of at least five (5) Trustees at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Any proposed change(s) shall be sent to Trustees at least five (5) days prior to said meeting. [RCW 27.12.120](#).
- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

### Policy History

Date approved: TBD

Adopted: 1963

Next review date: TBD

# Discovery and Design Team

## REPORT TO THE BOARD

February 26, 2024

### Introduction

The Lakewood/Smokey Point (LSP) Demonstration Library has been successfully connecting our community to services since 2018. As the location reached the five-year point of service, the Leadership Team wanted to assess how the Library District can best serve the broader LSP community, a future location, and emerging services for this community and the Library District as a whole in the future.

### Discovery and Design Team

To support this work, a Discovery and Design Team was formed and given space to consider emerging ideas for library service. A cross-functional team was selected, with each member bringing a distinct viewpoint and experience. The team works primarily within the mindset of experimentation and exploration. The team seeks to uncover and overcome obstacles to best serve Sno-Isle customers in new and engaging ways.

### Current Projects

#### *Community Collections*

- With a focus on outreach and engagement, these are temporary collections checked out to a location, offering additional access to library materials.
- Status: Currently establishing community partnerships and exploring support structures with internal stakeholders.

#### *Library without Walls*

- This project seeks to move library services to points most accessible to community members by placing external holds lockers and Wi-Fi benches in these locations.
- Status: Finalizing progress on location selection in coordination with community partners who wish to share space for remote external holds lockers and solar-powered Wi-Fi benches.

#### *Teen Internships*

- Exploring work experiences and opportunities for teens that honor and value their time.
- Status: Funding streams are being explored that would allow for sustained funding and equitable access for all teens who apply.

#### *Rotating Featured Services*

- Recognizing space limitations and access across the Library District rotating featured services will create short term access points to services that require more dedicated time and assistance.
- Status: Exploring existing programs to learn about equipment needs and obstacles faced in the development and delivery of those services.

# Financial Update

## FINANCE DEPARTMENT

February 2024

### 2024 Budget Allocation:

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

### Beginning Cash:

A target beginning cash balance target of \$28M was included in the 2024 budget. This balance provides funds required to support library operations during the first quarter when tax receipts tend to be lower. The actual beginning cash balance as of January 1, 2024, is \$31M.

### January 2024 Revenue Summary

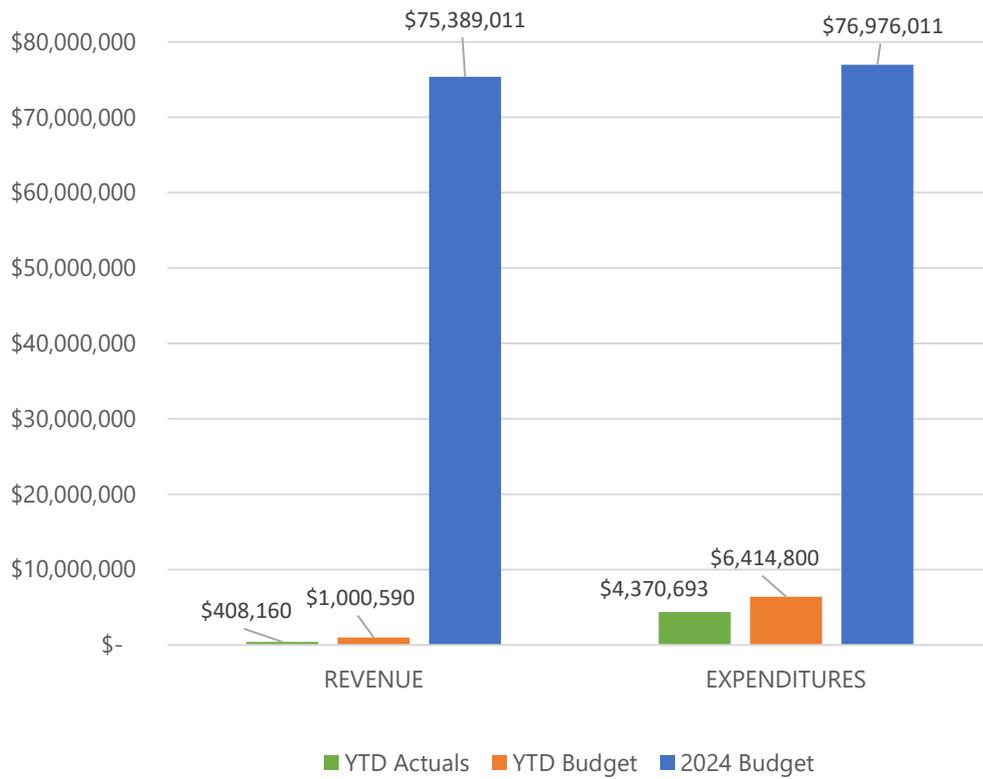
- Total revenue received in January was \$408k compared to the monthly budget of \$1.0M. Total revenue for the 2024 budget is \$75.4M.
- General property tax receipts for January were \$143k compared to the monthly budget of \$192k.
- Timber tax and associated excise tax revenues for January were \$70k compared to the monthly budget of \$25k.
- Grant revenue for January was \$0k compared to the monthly budget of \$614k.
- Investment Interest for January was \$185k compared to the monthly budget of \$83k.
- Print/copy services, lost materials revenue, and donations for January were collectively \$10k compared to the monthly budget of \$40k.
- Other Revenue for January was \$0k compared to the monthly budget of \$46k.

### January 2024 Expenditures Summary

- Total expenditures for January were \$4.4M compared to the monthly budget of \$6.4M. Total expenditures for the 2024 budget are \$77.0M.
- Salaries & Benefits for January were \$3.5M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for January were \$423k compared to the monthly budget of \$559k.

- Employee training expenditures for January were \$5k compared to the monthly budget of \$23k.
- Capital expenditures for January were \$46k compared to the monthly budget of \$1.1M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for January were \$438M compared to the monthly budget of \$1.0M.

### 2024 Year-to-Date Summary



Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 1/1/2024 Through 1/31/2024  
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures					
10.0	3,458,906	3,458,906	3,714,970	44,579,160	7.75%
20.0	422,519	422,519	558,540	6,702,520	6.30%
26.0	151,496	151,496	310,990	3,732,018	4.05%
35.0	27,852	27,852	119,220	1,430,500	1.94%
38.0	27,014	27,014	66,560	798,300	3.38%
41.0	33,209	33,209	146,240	1,754,650	1.89%
42.0	54,758	54,758	71,620	859,500	6.37%
43.0	14,001	14,001	53,820	645,800	2.16%
44.0	36,896	36,896	44,420	532,800	6.92%
45.0	51,881	51,881	40,570	486,838	10.65%
46.0	12,068	12,068	19,970	239,600	5.03%
48.0	5,031	5,031	22,500	270,000	1.86%
49.0	28,562	28,562	70,380	844,325	3.38%
50.0	0	0	62,500	750,000	0.00%
61.0	0	0	250,000	3,000,000	0.00%
62.0	13,113	13,113	675,000	8,100,000	0.16%
62.5	32,435	32,435	125,000	1,500,000	2.16%
64.0	951	951	62,500	750,000	0.12%
Total Expenditures	<u>4,370,693</u>	<u>4,370,693</u>	<u>6,414,800</u>	<u>76,976,011</u>	<u>5.68%</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 1/1/2024 Through 1/31/2024  
(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	142,621	142,621	192,080	65,451,650	0.21%
02.0	Timber Tax / Sales	70,272	70,272	25,400	540,000	13.01%
02.5	Grants	0	0	613,920	7,367,000	0.00%
03.0	Print/Copy Services	1,989	1,989	1,000	12,000	16.57%
04.0	Services/City Contract Fees	0	0	350	4,200	0.00%
05.0	Lost Materials Paid	5,003	5,003	2,920	35,000	14.29%
06.0	Investment Interest	185,087	185,087	83,330	1,000,000	18.50%
07.0	Donations Private Sources	3,135	3,135	35,410	425,000	0.73%
08.0	Other Revenue	54	54	46,180	554,161	0.00%
	<b>Total Revenues</b>	<u>408,160</u>	<u>408,160</u>	<u>1,000,590</u>	<u>75,389,011</u>	<u>0.54%</u>

# Executive Director

## BOARD REPORT

February 2024

Lois Langer Thompson  
Executive Director

### Meetings with Elected Officials and Stakeholders

- Legislative Days – Economic Alliance of Snohomish County (EASC) and Library Legislative Day.
- Arlington City Manager Paul Ellis.
- Mill Creek City Manager Martin Yamamoto.
- Meeting with Lakewood School District leaders.

### Board Meetings

- Board of Trustees Executive Committee.
- Board of Trustees Management Committee.
- Sno-Isle Libraries Foundation Board meeting.

### County and City/Town Meetings

- Index Town Council Meeting.

### Professional Development

- Public Libraries of Washington – Winter meeting

### Library Updates

- Strategic goals.

# BOARD OF TRUSTEES 2024 CALENDAR

FEBRUARY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

## COMMITTEE MEETING

### JANUARY

#### President (prior to January Board meeting)

- Committee appointments

#### Executive (January 8)

- 2024 Board of Trustees calendar
- 2024 Organizational and Leadership outcomes
- Proposed committee structure
- 2024 Conferences

## OPEN MEETING

#### Special Meeting (January 4)

- Joint levy certification

#### Regular Meeting (January 22)

- Auditor's report
- 2024 Board of Trustees calendar
- Committee appointments
- *Vision assessment – staff presentation*

#### Work Session (January 22)

- Philanthropic campaign report discussion

### FEBRUARY

#### Executive (February 12)

- Trustee employee recognition award review

#### Management Committee (February 7)

- Library Facility Ownership Policy
- Bylaws update

#### Regular Meeting (February 26)

- Bylaws update
- *Emerging Services – staff presentation*

### MARCH

#### Library Services Committee (March)

- Customer Use of Library Spaces Policy
- Donation Policy

#### Management Committee (March 28)

- Library Facility Ownership Policy
- Site Selection & Ownership Policy

#### Employee Recognition Event (March 21)

- *President presents Trustee Award*
- *Board members invited to attend*

#### Regular Meeting (March 25)

- Human Resources Annual Report
- *Intellectual Freedom – staff presentation*

# BOARD OF TRUSTEES 2024 CALENDAR

FEBRUARY 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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### APRIL

#### President (April)

- Trustee Nominating Committee appointments

#### Executive (April)

- Executive Director quarterly check-in
- Trustee vacancy process (information)

#### Regular Meeting (April 29)

- Trustee Nominating Committee appointments
- Trustee vacancy process (information)
- Customer Use of Library Spaces Policy
- Donation Policy
- Library Facility Ownership Policy
- Site Selection & Ownership Policy
- *Partnerships – staff presentation*

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### MAY

#### Library Services Committee (May)

- Friends of the Library Policy
- Library Card & Lending
- Volunteer Policy

#### Management Committee (May)

- Equity Policy
- Library Administrative Policies Policy
- Strategic Alliances Policy

#### Regular Meeting (May 28)

- Equity Policy
- Library Card & Lending Policy
- *Workforce Diversity Advisory Group – staff presentation*

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### JUNE

#### Trustee Nominating (June)

- Candidate review

#### Regular Meeting (June 24)

- Friends of the Library Policy
  - Strategic Alliances Policy
  - Volunteer Policy
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# BOARD OF TRUSTEES 2024 CALENDAR

FEBRUARY 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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<b>JULY</b>	<b>Executive (July)</b> <ul style="list-style-type: none"><li>Executive Director quarterly check-in</li><li>Confirm process for Executive Director review.</li></ul> <b>Trustee Nominating (July)</b> <ul style="list-style-type: none"><li>Candidate interviews</li></ul>	<b>Regular Meeting (July 22)</b> <ul style="list-style-type: none"><li>Trustee candidate recommendation</li><li>Library Administrative Policies Policy</li><li>Library Card &amp; Lending Policy</li></ul>
<b>SEPTEMBER</b>	<b>President (September)</b> <ul style="list-style-type: none"><li>Officer Nominating Committee appointments</li></ul>	<b>Regular Meeting (September 23)</b> <ul style="list-style-type: none"><li>2024 Officer Nominating Committee appointment</li><li><i>2024 Budget introduction – David Durante</i></li></ul>
<b>OCTOBER</b>	<b>Executive (October)</b> <ul style="list-style-type: none"><li>Executive Director quarterly check-in</li><li>Finalize process for Executive Director review.</li></ul> <b>Officer Nominating (October)</b> <ul style="list-style-type: none"><li>2025 officer nomination</li></ul>	<b>Special Meeting (October 15)</b> <ul style="list-style-type: none"><li>2025 preliminary budget discussion</li></ul> <b>Regular Meeting (October 28)</b> <ul style="list-style-type: none"><li>2025 meeting schedule (first review)</li><li>2025 budget proposal</li><li>Officer slate announcement</li><li>Public hearing on 2025 levy</li><li>Resolution regarding the 2025 levy</li></ul>
<b>NOVEMBER</b>	<b>Executive (November)</b> <ul style="list-style-type: none"><li>Preparation for Executive Session</li></ul>	<b>Regular Meeting (November 25)</b> <ul style="list-style-type: none"><li>Resolution regarding the 2025 budget</li><li>Election of officers</li><li>2025 meeting schedule adoption</li><li>Executive Session</li></ul>

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# BOARD OF TRUSTEES 2024 CALENDAR

FEBRUARY 2024

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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## DECEMBER

### President (December)

- Meet with Executive Director to discuss review and contract.
  - Onboard new Trustee with Executive Director
  - Assign mentor to new Trustee
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### Other Meetings

*Date to be determined.*

- Board retreat
- Board-to-Board event

### Other Events

- Washington Library Association Conference. March 1-3, 2024. Spokane, WA
- Public Library Association. April 3-5. Columbus, OH
- American Library Association Conference. June 27-July 2. San Diego, CA