

# 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

**April 29, 2024, 5:30 p.m.**

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Click here](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 999 518 013

### Meeting Agenda

#### 1) Call to Order

#### 2) Land Acknowledgement

#### 3) Roll Call

#### 4) \*Approval of Agenda

#### 5) \*Consent Agenda Items

- a) Approval of the March 25, 2024 regular meeting minutes
- b) Approval of the March 25, 2024 special meeting minutes
- c) Approval of the March 2024 payroll, benefits, and vouchers

#### 6) Public Comment

#### 7) New Business

- a) \*Customer Use of Library Spaces Policy [Attachments 1-3](#)
- b) \*Donation Policy [Attachments 4-6](#)
- c) \*Library Facility Ownership Policy [Attachments 7-9](#)
- d) \*Site Selection & Ownership Policy [Attachments 10-12](#)

#### 8) Staff Reports

- a) Partnerships Presentation – Assistant Director of Strategic Relations Susan Hempstead [Attachment 13](#)
- b) Financial Update – Finance Manager Nicole Wehl [Attachment 14](#)

#### 9) Executive Director's Report

- a) Executive Director's report [Attachments 15-16](#)

#### 10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
  - i) Board of Trustees 2024 Calendar [Attachment 17](#)

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Lois Langer Thompson

- b) Library Services Committee – Committee Chair Munguia
- c) Management Committee – Committee Chair Kostick
- d) Sno-Isle Libraries Foundation – Trustee Munguia

### 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).*

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

March 25, 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, Susan Kostick, Martin Munguia, and Paul Ryan.

**Members present via videoconference:** Jennifer DePrey, Griselda Guevara-Cruz.

**Members present via teleconference:** Michael Adams.

President Olson confirmed quorum.

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

### 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 February 26, 2024 regular meeting minutes
- b) Approval of the February 2024 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.

# Sno-Isle Libraries

## BOARD OF TRUSTEES

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### Executive Director

Lois Langer Thompson

## New Business

### Resolution 24-01: Mill Creek Reserve Fund

Finance Manager Nicole Wehl presented Resolution 24-01 authorizing the use of the Mill Creek Building Reserve Fund. The renovations to the Mill Creek Library will increase the accessibility, resiliency, and sustainability of the library facility for the community. Trustee Ryan moved the Sno-Isle Libraries Board of Trustees adopt Resolution 24-01: A resolution of the Sno-Isle Intercounty Rural Library District authorizing the use of the Mill Creek Building Reserve Fund for capital improvements for the Mill Creek Library. The motion passed.

### Declaration of Surplus Assets

Finance Manager Carla Ikehara presented information regarding the items proposed for surplus. Trustee Kostick moved the Sno-Isle Libraries Board of Trustees declare the following items surplus and authorize the disposal of each in a cost effective and efficient manner:

- 2009 Dodge Caravan, VIN 2D4HN11E59R659167
- Triumph 5551-06 Hydraulic Paper Cutter, Serial Number 6311416

The motion passed.

Trustee Michael Adams joined the meeting via teleconference.

## Staff Reports

### 2023 Human Resources Report

Human Resources director Barb Adams presented 2023 Human Resources report, highlighting employment activity, trends in staff diversity, and an increase in public records requests.

### Financial Update

Finance Manager Nicole Wehl provided the March 2024 financial report.

## Executive Director's Report

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

### Enhance Library Services

- Optimized search strategies implemented by the digital experience team that are connecting customers who speak languages other than English with information, materials, and services from Sno-Isle Libraries.

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

- New outreach strategies for the Summer Reading program to build excitement with Spanish-speaking families.
- An update on the word of the Discovery and Design team, including the upcoming launch of the first Community Collection at the Suds and Duds in Lakewood this summer.
- Work underway by Feasibility Teams to evaluate a program for teen interns, a STEM mobile, and new services to Spanish speakers.
- A citizenship ceremony that took place at the Mountlake Terrace Library that was a historic first for both Sno-Isle Libraries and U.S. Citizenship and Immigration Services.
- A hybrid programming pilot taking place at the Lake Stevens Library which was well-attended and increased program accessibility.
- A status update on the Sunday self-service pilot at the Lake Stevens Library.
- An increase in the laptop usage at the Clinton Library since adding an additional table.
- An increase in afternoon and evening library by families at the Langley Library temporary location in the Community Center.
- The first Community Reads customer event at the Coupeville Library, "Dark Colors, Bright Lives: Ravens, Crows, and Jays."
- Participation at the 55+ Fair at the Camano Community Center, where staff signed up new customers and promoted library resources and services.
- The return of volunteers to the Stanwood Library, including volunteers and job coaches from the Stanwood-Camano School District's Adult Transition Program.

### Optimize Funding

- The Langley supplemental grant that allows Sno-Isle Libraries to fully complete the remodel project.

### Create Inspiring Spaces

- Capital project updates for the Langley, Mill Creek, and Lake Stevens Libraries.

### Invest in our People and our Organization

- The completion of the Person-in-charge training, which received positive reviews from staff.

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

- The return of staff drop-in sessions, which allow staff to come together virtually to ask questions and share ideas, concerns, and feel-good stories about their work.

## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- An Executive Committee meeting, during which the committee selected Partner Fred Pabst of executive search firm Herd Freed Hartz to lead the Executive Director search process.
- The formation of an ad hoc committee comprised of President Olson and Trustees Kostick and Mungia to review the Executive Director job description.
- Upcoming meetings of the Library Services and Management Committees, during which the following policies will be reviewed:
  - Customer Use of Library Spaces Policy.
  - Donation Policy.
  - Library Facility Ownership Policy.
  - Site Selection and Acquisition Policy.
- Updates to the Trustees recruitment timeline.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick provided updates from the Foundation including the Trudy Sundberg Lecture Series events held on March 15 and March 22 at the Whidbey Island Center for the Arts.

### Employee Recognition Event

Trustee Paul Ryan reported on the successful March 21 Employee Recognition Event celebrating staff who have reached milestone years of service and the annual employee recognition awards including the Trustees' Award.

## Adjournment

Trustee Kostick moved to adjourn the March 25, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:03 p.m.

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President

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Secretary

# Sno-Isle Libraries

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### Executive Director

Lois Langer Thompson

March 25, 2024

Special Meeting Minutes

Sno-Isle Libraries Administrative Office

### Call to Order

President Olson called the meeting to order at 5:00 p.m., followed by a land acknowledgment.

### Attendees

**Members present:** Rose Olson, Susan Kostick, Martin Munguia, and Paul Ryan.

**Members present via videoconference:** Jennifer DePrey and Griselda Guevara-Cruz.

President Olson confirmed quorum.

**Staff present:** Barb Adams, Melinda Armstrong, Michelle Callihan, David Durante, Baha Farkish, Casey Gabehart, Bryan Gabehart, Lindsay Hanson, Carla Ikehara, Meredith Kraft, Diane Lai, Rebecca Loney, 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.

### New Business

#### 2024 Executive Director Search

President Olson reviewed the action that had been taken in the Executive Director search process since the announcement of Executive Director Thompson's intention to retire. Herd Freed Hartz Partner Fred Pabst reviewed the executive search firm's strategic approach, services offered, and potential timeline for the recruitment process.

Trustee Munguia joined the meeting during the presentation.

### Adjournment

Trustee Ryan moved to adjourn the February 26, 2024 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 5:25 p.m.

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President

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Secretary

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

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Direct Deposits, Employee Deductions	\$ 2,552,063.92
Vendor Checks 82274, 82333, 82523 and 82541 through 82551, plus Electronic Transfers	<u>\$ 819,476.67</u>
<b>Total Payroll and Benefits</b>	<b>\$ 3,371,540.59</b>
Accounts Payable Checks 82248 through 82551 less checks listed above, plus Electronic Transfers	<u>\$ 1,712,861.63</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<b><u>\$ 5,084,402.22</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 Trustee April 29, 2024.



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Finance Manager

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



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

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**March 2024 Payroll**

Employee Pay - Direct Deposit	\$	1,840,221.48	
Plus: Employee Deductions	\$	711,842.44	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,552,063.92</b>
Vendor Checks 82274, 82333, 82523 and 82541 through 82551	\$	196,526.32 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	225,630.95	
Electronic Funds Transfer - Empower - 457 Plan	\$	5,648.14	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	56,937.88	
Electronic Funds Transfer - PERS - Retirement Plan	\$	367,977.01	
Electronic Funds Transfer - Navia - FSA	\$	13,617.40	
Electronic Funds Transfer - Navia - HRA/MRA	\$	29,608.69	
Electronic Funds Transfer - Premera - Medical	\$	193,330.59	
Electronic Funds Transfer - Washington State Support Registry	\$	736.84	
Less: Employee Benefit Deductions	\$	(270,537.15)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 819,476.67</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,371,540.59</b>

**March 2024 Accounts Payable**

Checks 82248 through 82551 less checks listed above	\$	1,709,624.71 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	3,236.92	
<b>Sub-Total Accounts Payable</b>			<b>\$ 1,712,861.63</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 5,084,402.22</b>

**Adjustments**

Paycom Direct Service Fee	\$	21,410.63	
Refunds and Credits	\$	835.01	
Retainage Deposits	\$	9,825.41	
Refund Interest	\$	1.28	
Bank Service Charge	\$	111.48	
Travel & Business Expense Reimbursement paid in Payroll	\$	9,365.87	
<b>Total Adjustments</b>			<b>\$ 41,549.68</b>

**March 2024 Total Expenditures** **\$ 5,125,951.90** \*\*\*

* Benefit invoices paid through Accounts Payable Checks	\$	196,526.32	
** Regular invoices paid through Accounts Payable Checks	\$	1,709,624.71	
<b>Total Accounts Payable Check Payments</b>	\$	<u>1,906,151.03</u>	

\*\*\* Equals Expenditure Summary Total

**Vouchers  
March 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
3/26/2024	82236	City of Langley - Void reissue on check 82485	-\$16,907.67
3/7/2024	82248	Lois Langer Thompson	582.13
3/7/2024	82249	Lois Haight	842.04
3/7/2024	82250	Susan Hempstead	1,725.62
3/7/2024	82251	Michelle Cervantes	6.03
3/7/2024	82252	Jennifer Sullivan	636.79
3/7/2024	82253	Rickey Barnett	544.41
3/7/2024	82254	Air Care System	16,552.29
3/7/2024	82255	Alderleaf Wilderness College	400.00
3/7/2024	82256	Remit Overrun	0.00
3/7/2024	82257	Amazon Capital Services, Inc	2,830.00
3/7/2024	82258	Void	0.00
3/7/2024	82259	Backstage Library Works, Inc	181.90
3/7/2024	82260	Baker & Taylor Books (277930)	7,867.98
3/7/2024	82261	Beacon Publishing Inc	1,177.50
3/7/2024	82262	Bickford	7,459.93
3/7/2024	82263	Blackstone Publishing	165.42
3/7/2024	82264	Blake, Kendare	150.00
3/7/2024	82265	Brodart Company	3,994.61
3/7/2024	82266	BuildingWork, LLC	75,038.46
3/7/2024	82267	Casey, Maria	450.00
3/7/2024	82268	CDW Government Inc	22.62
3/7/2024	82269	City of Granite Falls	127.10
3/7/2024	82270	City of Sultan	1,817.21
3/7/2024	82271	Void	0.00
3/7/2024	82272	Cortes, Marco	700.00
3/7/2024	82273	Demco Inc (8048)	48.36
3/7/2024	82274	Dept of Enterprise Services	536.57
3/7/2024	82275	EAP, Inc. dba CLC	6,759.00
3/7/2024	82276	EasyVista, Inc.	6,404.17
3/7/2024	82277	Economic Alliance Snohomish County	6,000.00
3/7/2024	82278	Everett Stamp Works	92.63
3/7/2024	82279	Fastsigns	1,017.14
3/7/2024	82280	FATBEAM, LLC	4,979.00
3/7/2024	82281	Fernandes, Judith P.	150.00
3/7/2024	82282	Gale/Cengage Learning	2,473.70
3/7/2024	82283	Gorilla Mad Film Wraps LLC	6,957.05
3/7/2024	82284	Holiday-Parks, Inc	4,072.38
3/7/2024	82285	Imagicorps Inc.	29,638.21
3/7/2024	82286	Ingram Library Services	38,289.92
3/7/2024	82287	Island County Treasurer	216.07
3/7/2024	82288	J Brock LLC	1,200.00

**Vouchers  
March 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
3/7/2024	82289	Jimmy's Roofing	2,049.82
3/7/2024	82290	Johnston Architects, LLC	8,096.00
3/7/2024	82291	K&S Woodworks LLC	51,615.08
3/7/2024	82292	Kanopy	6,381.00
3/7/2024	82293	Kendall of Marysville	119.77
3/7/2024	82294	Lamar Transit, LLC	735.00
3/7/2024	82295	Library Ideas	13,476.48
3/7/2024	82296	Lithtex NW	514.41
3/7/2024	82297	Marysville Barker Real Estate LLC	1,163.93
3/7/2024	82298	MBI	11,328.62
3/7/2024	82299	Michael Adams	525.44
3/7/2024	82300	Midwest Library Service	1,214.15
3/7/2024	82301	Midwest Tape	17,824.34
3/7/2024	82302	MSR Design	4,471.25
3/7/2024	82303	Northwest Publishing Inc.	700.00
3/7/2024	82304	OCLC Inc (34299)	379.98
3/7/2024	82305	Remit Overrun	0.00
3/7/2024	82306	Office Depot, INC	3,243.98
3/7/2024	82307-82310	Remit Overrun	0.00
3/7/2024	82311	Overdrive Inc	110,915.41
3/7/2024	82312	Pacific Publishing Co Inc	293.25
3/7/2024	82313	Paper Roll Products	323.38
3/7/2024	82314	PBS Engineering and Environmental Inc.	6,359.70
3/7/2024	82315	PUD No 1 of Snohomish County	885.61
3/7/2024	82316	Puget Sound Energy	1,635.05
3/7/2024	82317	Rev.com, Inc	279.84
3/7/2024	82318	Ricoh USA Inc - 31001	147.87
3/7/2024	82319	Rupert Inc	2,403.34
3/7/2024	82320	S-R Broadcasting Co Inc	840.00
3/7/2024	82321	Safe Citizens Project LLC	1,665.00
3/7/2024	82322	Salish Networks	1,214.27
3/7/2024	82323	Seattle Times	6,750.00
3/7/2024	82324	Silver Kite Community Arts Consulting, LLC	375.00
3/7/2024	82325	Sound Publishing	3,892.00
3/7/2024	82326	Sprague Pest Solutions	407.11
3/7/2024	82327	Timeless Design	15,168.87
3/7/2024	82328	Toyota Lift Northwest	2,824.71
3/7/2024	82329	Tsai Fong Books Inc	4,792.94
3/7/2024	82330	Valdez Construction, Inc.	96,438.63
3/7/2024	82331	Verizon Communications Inc	330.79
3/7/2024	82332	Waste Management	4,765.20
3/7/2024	82333	Wellable LLC	267.00

**Vouchers  
March 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
3/7/2024	82334	Western Neon Inc.	873.17
3/7/2024	82335	Woodland Park Zoo	150.00
3/7/2024	82336	American Library Association	2,320.00
3/7/2024	82337	American Library Association	394.00
3/7/2024	82338	American Library Association	394.00
3/7/2024	82339	American Library Association	394.00
3/7/2024	82340	American Library Association	344.00
3/7/2024	82341	American Library Association	641.00
3/7/2024	82342	City of Lake Stevens	11,361.46
3/7/2024	82343	City of Langley	6,550.96
3/14/2024	82344	Rickey Barnett	187.36
3/14/2024	82345	A-1 Mobile Lock & Key	120.89
3/14/2024	82346	Alderwood Water District	37.96
3/14/2024	82347	Allied Universal	9,505.13
3/14/2024	82348	Amazon Capital Services, Inc	2,112.34
3/14/2024	82349	AT&T (105068)	43.23
3/14/2024	82350	Baker & Taylor Books (277930)	2,859.73
3/14/2024	82351	Bibliotheca LLC	2,702.19
3/14/2024	82352	Blackstone Publishing	214.44
3/14/2024	82353	Bluespace Interiors	6,931.30
3/14/2024	82354	Brodart Company	3,291.33
3/14/2024	82355	Camano Preparedness Group	100.00
3/14/2024	82356	Cedar Grove Organics Recycling LLC	329.10
3/14/2024	82357	City of Arlington	198.09
3/14/2024	82358	City of Sultan	201.74
3/14/2024	82359	Clinton Community Hall	40.00
3/14/2024	82360	Clinton Water Dist	53.30
3/14/2024	82361	Comcast	693.22
3/14/2024	82362	Constancy Press LLC	150.00
3/14/2024	82363	Cortes, Marco	250.00
3/14/2024	82364	Faber Construction Corporation	8,108.75
3/14/2024	82365	Gale/Cengage Learning	1,997.64
3/14/2024	82366	Gray, Asia	150.00
3/14/2024	82367	Growing Roots Together	150.00
3/14/2024	82368	Hillis Clark Martin & Peterson	1,582.00
3/14/2024	82369	Holiday-Parks, Inc	1,448.85
3/14/2024	82370	Ingram Library Services	40,591.34
3/14/2024	82371	Inscight Education	85.00
3/14/2024	82372	Insight Direct USA, Inc	8,282.94
3/14/2024	82373	Iron Mountain Incorporated	785.00
3/14/2024	82374	Island Disposal Inc	227.82
3/14/2024	82375	Jackson, April C.	295.00

**Vouchers  
March 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
3/14/2024	82376	Jo-Ann Stores, LLC	17,500.00
3/14/2024	82377	Joan Helen Green	300.00
3/14/2024	82378	Kenyon Disend, PLLC	756.00
3/14/2024	82379	Kiver, Eugene Paul	100.00
3/14/2024	82380	Library Ideas	4,507.20
3/14/2024	82381	Limble Solutions, Inc.	6,676.92
3/14/2024	82382	Lund, Deborah A.	125.00
3/14/2024	82383	Midwest Library Service	628.81
3/14/2024	82384	Midwest Tape	39.25
3/14/2024	82385	Morton, Lisa	200.00
3/14/2024	82386	Mount St Helens Institute	125.00
3/14/2024	82387	Nemnich, Jessica	100.00
3/14/2024	82388	Remit Overrun	0.00
3/14/2024	82389	Office Depot, INC	2,307.63
3/14/2024	82390	One Diversified, LLC	2,523.89
3/14/2024	82391-82394	Remit Overrun	0.00
3/14/2024	82395	Overdrive Inc	57,010.54
3/14/2024	82396	Pacific Office Automation	4,201.31
3/14/2024	82397	Paper Roll Products	651.14
3/14/2024	82398	PetroCard Systems Inc	1,830.34
3/14/2024	82399	PUD No 1 of Snohomish County	266.27
3/14/2024	82400	Puget Sound Energy	417.72
3/14/2024	82401	Puget Sound Mobile Detail	654.00
3/14/2024	82402	Republic Services 197	916.65
3/14/2024	82403	Ricoh USA Inc - 31001	662.37
3/14/2024	82404	Ricoh USA Inc - 650073	991.06
3/14/2024	82405	SCCFOA	40.00
3/14/2024	82406	SHI International	39,123.62
3/14/2024	82407	Shred-it	214.76
3/14/2024	82408	Silver Kite Community Arts Consulting, LLC	400.00
3/14/2024	82409	Silver Lake Water & Sewer	227.40
3/14/2024	82410	Smarsh, Inc	8.13
3/14/2024	82411	Sprague Pest Solutions	409.53
3/14/2024	82412	T Mobile	830.85
3/14/2024	82413	T Mobile	772.12
3/14/2024	82414	Timeless Design	15,960.41
3/14/2024	82415	Tsai Fong Books Inc	327.31
3/14/2024	82416	Uline	660.49
3/14/2024	82417	VECA Electric & Technologies, LLC	1,088.22
3/14/2024	82418	Verizon Wireless (660108)	16,213.97
3/14/2024	82419	WA Finance Officers Assoc	75.00
3/14/2024	82420	Walter E Nelson Co of Western WA	702.23

**Vouchers  
March 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
3/14/2024	82421	Washington State Ferries	1,398.40
3/14/2024	82422	When to Work Inc	5,643.00
3/14/2024	82423	Winkler, Daniel	370.00
3/14/2024	82424	ZiPLY Fiber	289.37
3/18/2024	82425	Pitney Bowes Bank Inc Reserve Account	20,000.00
3/20/2024	82426	A-1 Mobile Lock & Key	714.35
3/20/2024	82427	American Library Association	2,779.00
3/20/2024	82428	American Library Association	218.00
3/20/2024	82429	American Library Association	218.00
3/20/2024	82430	American Library Association	218.00
3/20/2024	82431	Allied Universal	2,172.60
3/20/2024	82432	Asavie Technologies Inc	655.76
3/20/2024	82433	Baker & Taylor Books (277930)	4,885.93
3/20/2024	82434	Brodart Company	616.59
3/20/2024	82435	Bushwick Northwest	825.00
3/20/2024	82436	Bushwick Northwest	825.00
3/20/2024	82437	Camano Hill Water Co.	129.25
3/20/2024	82438	CDW Government Inc	384.81
3/20/2024	82439	City of Langley	410.44
3/20/2024	82440	City of Marysville	664.37
3/20/2024	82441	Del Sol Inc	86,730.84
3/20/2024	82442	EBSCO	848.17
3/20/2024	82443	Gale/Cengage Learning	1,253.25
3/20/2024	82444	Guardian Security	4,032.54
3/20/2024	82445	Holaday-Parks, Inc	1,750.52
3/20/2024	82446	Ingram Library Services	36,067.89
3/20/2024	82447	Kendall of Marysville	1,920.10
3/20/2024	82448	Lakeshore Learning Materials, LLC	200.54
3/20/2024	82449	LeMay Mobile Shredding	247.38
3/20/2024	82450	Lewellen Associates, LLC	500.00
3/20/2024	82451	MBI	3,772.47
3/20/2024	82452	Midwest Library Service	2,168.60
3/20/2024	82453	Midwest Tape	14,383.99
3/20/2024	82454	MSR Design	11,066.95
3/20/2024	82455	Northsound Auto Group, LLC	6,780.79
3/20/2024	82456	Oak Harbor Chamber of Commerce	225.00
3/20/2024	82457	Office Depot, INC	2,221.99
3/20/2024	82458-82460	Remit Overrun	0.00
3/20/2024	82461	Overdrive Inc	47,056.69
3/20/2024	82462	Pacific Copy & Printing	1,609.23
3/20/2024	82463	Paper Roll Products	156.86
3/20/2024	82464	Puget Sound Energy	3,113.48

**Vouchers  
March 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
3/20/2024	82465	PUD No 1 of Snohomish County	6,872.78
3/20/2024	82466	Ricoh USA Inc - 31001	10,421.46
3/20/2024	82467	Ricoh USA Inc - 650073	27,759.67
3/20/2024	82468	Snohomish Co Finance	81.00
3/20/2024	82469	Sno-Isle Refund Account	327.79
3/20/2024	82470	Sprague Pest Solutions	53.04
3/20/2024	82471	Sterling Volunteers	182.00
3/20/2024	82472	Remit Overrun	0.00
3/20/2024	82473	Timeless Design	12,331.17
3/20/2024	82474	Uline	129.51
3/20/2024	82475	U S Bank Equipment Finance	424.16
3/20/2024	82476	Void	0.00
3/20/2024	82477	VECA Electric & Technologies, LLC	3,462.78
3/20/2024	82478	Walter E Nelson Co of Western WA	6,934.12
3/20/2024	82479	Wave Business	9,022.77
3/20/2024	82480	Whidbey Telecom	760.02
3/20/2024	82481	Ziplay Fiber	17,280.80
3/20/2024	82482	Rickey Barnett	586.42
3/20/2024	82483	Susan Hempstead	1,534.73
3/20/2024	82484	Danielle Dreger	1,329.53
3/26/2024	82485	City of Langley	12,246.27
3/28/2024	82486	Air Care System	4,216.29
3/28/2024	82487	Allied Universal	10,479.60
3/28/2024	82488	Remit Overrun	0.00
3/28/2024	82489	Amazon Capital Services, Inc	2,558.44
3/28/2024	82490	Association of National Advertisers, Inc.	1,799.00
3/28/2024	82491	Baker & Taylor Books (277930)	5,620.79
3/28/2024	82492	Bank of America (0958)	636.13
3/28/2024	82493	Bank of America (1458)	8,971.06
3/28/2024	82494	Bank of America (2175)	4,024.44
3/28/2024	82495	Bank of America (2945)	1,776.10
3/28/2024	82496	Bank of America (3736)	2,282.44
3/28/2024	82497	Bank of America (5953)	3,498.05
3/28/2024	82498	Bank of America (7423)	808.50
3/28/2024	82499	Bank of America (8208)	7,720.45
3/28/2024	82500	Blackstone Publishing	920.49
3/28/2024	82501	Brodart Company	131.72
3/28/2024	82502	City of Lynnwood	2,135.08
3/28/2024	82503	Diversified Communications	2,425.00
3/28/2024	82504	E.J. Harris Photography	627.33
3/28/2024	82505	EBSCO	17,922.86
3/28/2024	82506	Gale/Cengage Learning	615.16
3/28/2024	82507	Generator Services NW	1,254.65

**Vouchers  
March 2024**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
3/28/2024	82508	Herd Freed Hartz, Inc.	58,500.00
3/28/2024	82509	Ingram Library Services	19,343.02
3/28/2024	82510	Midwest Library Service	170.19
3/28/2024	82511	Midwest Tape	4,307.41
3/28/2024	82512	Northwest Publishing Inc.	350.00
3/28/2024	82513	Office Depot, INC	1,447.58
3/28/2024	82514-81516	Remit Overrun	0.00
3/28/2024	82517	Overdrive Inc	129,948.29
3/28/2024	82518	Paper Roll Products	927.14
3/28/2024	82519	Petty Cash	441.95
3/28/2024	82520	Prime Self Storage	1,139.00
3/28/2024	82521	Puget Sound Energy	898.30
3/28/2024	82522	Ricoh USA Inc - 31001	425.15
3/28/2024	82523	Robert Half	2,549.80
3/28/2024	82524	Shred-it	448.48
3/28/2024	82525	Silver Kite Community Arts Consulting, LLC	400.00
3/28/2024	82526	Simply Magic LLC	1,275.00
3/28/2024	82527	Smokey Point Place IV, LLC	11,878.98
3/28/2024	82528	Snohomish Regional Fire and Rescue	75.00
3/28/2024	82529	SolarWinds	80,949.01
3/28/2024	82530	Sprague Pest Solutions	110.75
3/28/2024	82531	Stewart, Nancy	800.00
3/28/2024	82532	Summit Law Group, PLLC	8,906.84
3/28/2024	82533	Thryv, Inc	10.90
3/28/2024	82534	Timeless Design	18,647.62
3/28/2024	82535	Trojan Storage of Marysville	310.00
3/28/2024	82536	Visionary Office Furniture	1,301.69
3/28/2024	82537	Walter E Nelson Co of Western WA	330.97
3/28/2024	82538	Western Nursery Sales Inc.	540.05
3/28/2024	82539	Woodland Park Zoo	150.00
3/30/2024	82540	Lake Stevens Sewer District	5,000.00
3/31/2024	82541	Assured Partners of WA, LLC	4,931.51
3/31/2024	82542	Canopy Wellbeing	1,804.04
3/31/2024	82543	Delta Dental of Washington	32,610.29
3/31/2024	82544	Dept of Labor & Industries	76.23
3/31/2024	82545	Kaiser Permanente	97,316.85
3/31/2024	82546	Lifewise Assurance Company	37,642.93
3/31/2024	82547	Lincoln National Life Ins Company	7,482.96
3/31/2024	82548	Navia Benefit Solutions Client Pay	2,034.60
3/31/2024	82549	Premera Blue Cross	8,561.54
3/31/2024	82550	Snohomish County Superior Court Clerk	250.00
3/31/2024	82551	Sno-Isle Library Foundation	462.00
			1,906,151.03



Current

# Customer Use of Library Spaces Policy

## Sno-Isle Libraries Board of Trustees Policy

### Purpose

The purpose of this policy is to express the roles and responsibilities of Sno-Isle Libraries (the Library) customers and staff to keep the Library's physical and virtual spaces welcoming, safe, and secure.

### Scope

Public library spaces are valued community assets that rely on the stewardship, mutual support, and goodwill of all.

The Library's mission that "everyone in our community is connected to their library" is achieved in part by the willingness of its customers to respect one another and coexist in library spaces.

Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of customers.

### Implementation

#### **Roles and Responsibilities**

As participants in a shared, public use environment, customers will be courteous, considerate, and understanding of library customers and staff.

Parents and caregivers are responsible to supervise the activities and choices of their charges.

As stewards of the library and its resources, customers will value and respect library resources and conduct themselves in a safe and orderly way.

Customers will comply with federal, state, and local laws and policies.

Library staff will work in partnership with facilities and security staff to keep library spaces safe and welcoming to all. Staff will work with individuals or groups to ensure compliance

Current

# Customer Use of Library Spaces Policy

## Sno-Isle Libraries Board of Trustees Policy

with the policy. Failure to comply may result in loss of library use privileges. Illegal conduct may be referred to the proper authorities for legal action in accordance with the Washington RCW.

### Associated Policies and Laws

This policy is subject to all federal, state, and local laws and policies including but not limited to:

- RCW Chapter [9A.48](#) Arson, Reckless Burning, and Malicious Mischief
- RCW [9A.84.030](#) Disorderly conduct
- RCW [70.160](#) Smoking in a public place
- RCW [9.68A.075](#) Viewing depictions of a minor engaged in sexually explicit conduct.
- Sno-Isle Libraries Board policy. [Library Bill of Rights](#)
- Sno-Isle Libraries Board policy. [Internet Use and Safety](#)
- Sno-Isle Libraries Administrative policy. [Customer Conduct](#)

### Process

This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

## Policy History

Date approved: 4/2020

Next review date: 2024

Date adopted: 2020

# Customer Use of Library Spaces Policy

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

### Purpose

~~The purpose of this policy is to~~ express affirm the roles ~~and responsibilities~~ of Sno-Isle Libraries (~~the~~ Library District) in providing physical and virtual library spaces for community members to engage with library services, programs, and collections and to clarify customers' responsibilities associated with ~~and staff to~~ keeping the Library District's physical and virtual spaces welcoming, safe, and secure.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) welcomes all members of the community, regardless of status, to use and enjoy the Library District's facilities, services, programs, and collections. ~~Public library spaces are valued community assets that rely on the stewardship, mutual support, and goodwill of all.~~

The Library District's ~~mission~~ vision that "everyone in our community is connected to their library" is achieved in part by the willingness of its customers to respect one another and coexist in library spaces.

Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of customers free of charge.

### Implementation

The Library District recognizes that public library spaces are valued community assets that rely on the stewardship, mutual support, and goodwill of all.

#### **Roles and Responsibilities** ~~Customer Responsibilities~~

As participants in a shared, public use environment, customers will be respectful, courteous, and considerate, ~~and understanding~~ of other library customers and staff.

Customers will comply with requests from Library staff.

# Customer Use of Library Spaces Policy

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

Parents and caregivers are responsible ~~to~~ for supervising the activities and choices of those in their charges care.

As stewards of the library and its resources, customers will value and respect library resources and conduct themselves in a safe and orderly way.

Customers ~~will~~ shall comply with all federal, state, and local laws, and Library District policies.

Library staff will work in partnership with facilities and security staff to keep library spaces safe and welcoming to all. Library sStaff will work with individuals or groups to ensure compliance with the Library District policies. Failure to comply may result in the loss of library use privileges. Illegal conduct including, but not limited to, smoking, stealing personal or library property, fighting or assault, may be referred to the proper authorities for legal action in accordance with the Washington RCW applicable federal, state, and local laws.

## Associated Policies and Laws

~~This policy is subject to all federal, state, and local laws and policies including but not limited to:~~

- Washington State RCW chapter 9A.48 RCW. Arson, Reckless Burning, and Malicious Mischief
- Washington State RCW 9A.84.030 Disorderly conduct
- Washington State RCW 9A.41.300 Weapons prohibited in certain places – Local laws and ordinances – Exceptions - Penalty
- Washington State chapter 9.68A RCW, ~~9.68A.075~~ Viewing depictions of a minor engaged in sexually explicit conduct. Sexual Exploitation of Children
- Washington State RCW chapter 70.160 RCW. Smoking in a pPublic pPlaces
- ~~Sno-Isle Libraries Board policy~~ American Library Association. Library Bill of Rights
- American Library Association. Freedom to Read
- American Library Association. Freedom to View
- Washington Library Association. Intellectual Freedom Statement
- Sno-Isle Libraries Board Policy. Equity

# Customer Use of Library Spaces Policy

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

- Sno-Isle Libraries Board ~~p~~Policy. [Internet Use ~~and Safety~~](#)
- ~~\_\_~~ Sno-Isle Libraries Administrative ~~p~~Policy. [Customer Conduct](#)
- [Sno-Isle Libraries Administrative Policy. Security Camera Use](#)
- [Sno-Isle Libraries Administrative Guidelines. Social Media](#)

### Process

This policy is reviewed [every four \(4\) years](#) by the Executive Director (or designee) ~~every four (4) years, or more frequently as needed. who makes R~~ recommendations ~~are forwarded~~ to ~~at~~ the appropriate Board ~~of Trustees~~ committee. The committee reviews [the recommendations](#), ~~and~~ revises [the policy](#) as necessary [and appropriate](#), endorses, and advances [the policy](#) to the full Board ~~of Trustees~~ for approval.

## Policy History

Date approved: ~~4/2020~~[TBD](#)

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

Date adopted: [April](#), 2020

# Customer Use of Library Spaces Policy

## **Sno-Isle Libraries Board Policy**

### Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing physical and virtual library spaces for community members to engage with library services, programs, and collections and to clarify customer responsibilities associated with keeping the Library District's physical and virtual spaces welcoming, safe, and secure.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) welcomes all members of the community, regardless of status, to use and enjoy the Library District's facilities, services, programs, and collections.

The Library District's vision that "everyone in our community is connected to their library" is achieved in part by the willingness of its customers to respect one another and coexist in library spaces.

Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of customers free of charge.

### Implementation

The Library District recognizes that public library spaces are valued community assets that rely on the stewardship, mutual support, and goodwill of all.

#### **Customer Responsibilities**

As participants in a shared, public use environment, customers will be respectful, courteous, and considerate of other library customers and staff.

Customers will comply with requests from Library staff.

Parents and caregivers are responsible for supervising the activities and choices of those in their care.

# Customer Use of Library Spaces

## Policy

### **Sno-Isle Libraries Board Policy**

As stewards of the library and its resources, customers will value and respect library resources and conduct themselves in a safe and orderly way.

Customers shall comply with all federal, state, and local laws, and Library District policies.

Library staff will work in partnership with facilities and security staff to keep library spaces safe and welcoming to all. Library staff will work with individuals or groups to ensure compliance with Library District policies. Failure to comply may result in the loss of library use privileges. Illegal conduct including, but not limited to, smoking, stealing personal or library property, fighting or assault, may be referred to the proper authorities for legal action in accordance with applicable federal, state, and local laws.

### **Associated Policies and Laws**

- Washington State chapter [9A.48](#) RCW. Arson, Reckless Burning, and Malicious Mischief
- Washington State RCW [9A.84.030](#) Disorderly conduct
- Washington State RCW [9.41.300](#) Weapons prohibited in certain places – Local laws and ordinances – Exceptions - Penalty
- Washington State chapter [9.68A](#) RCW. Sexual Exploitation of Children
- Washington State chapter [70.160](#) RCW. Smoking In Public Places
- American Library Association. [Library Bill of Rights](#)
- American Library Association. [Freedom to Read](#)
- American Library Association. [Freedom to View](#)
- Washington Library Association. [Intellectual Freedom Statement](#)
- Sno-Isle Libraries Board Policy. [Equity](#)
- Sno-Isle Libraries Board Policy. [Internet Use](#)
- Sno-Isle Libraries Administrative Policy. [Customer Conduct](#)
- Sno-Isle Libraries Administrative Policy. [Security Camera Use](#)
- Sno-Isle Libraries Administrative Guidelines. [Social Media](#)

### **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

Clean Draft

# Customer Use of Library Spaces Policy

## **Sno-Isle Libraries Board Policy**

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

Date adopted: April, 2020



# Donation Policy

## Sno-Isle Libraries Board Policy

### Purpose

Sno-Isle Libraries welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support Sno-Isle Libraries through a financial or other donation.

### Scope

The scope of this policy includes Sno-Isle Libraries donation principles, defines roles and responsibilities, and outlines the implementation for accepting donations made to Sno-Isle Libraries.

This scope of this policy does not include donations of real estate.

### Principles

- Donations are welcomed and valued expressions of individual support for Sno-Isle Libraries and its vision that everyone in our community is connected to their library.
- Donations enhance the library's services and programs.
- Financial donations enhance Sno-Isle Libraries, but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the vision and mission of Sno-Isle Libraries.

### Roles and Responsibilities

- The Executive Director, or designee, has the authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives.
- Significant donations will be reported to the Board of Trustees who will thank the donor.
- The Library does not establish or verify the value of donated items. All donated items are outright gifts to the Library.

### Implementation

Library supporters are encouraged to make financial donations to the Sno-Isle Libraries Foundation or to the individual Friends of the Library groups.

Current

# Donation Policy

## Sno-Isle Libraries Board Policy

The Board of Trustees encourages library supporters to consider planned giving opportunities.

The Board of Trustees' Collection Development Policy is the basis for staff decisions about adding materials to the collection. The decision to accept the donation of materials is made by designated staff. Donated items become the property of Sno-Isle Libraries, which has the final decision on retention, location, and disposition.

Gifts to enhance library buildings not owned by Sno-Isle Libraries, may be made to the city or entity which owns the building, in accordance with local policy and/or regulations and in coordination with Sno-Isle Libraries.

The donor of the gift may qualify for a charitable deduction for federal income tax purposes under Section 170 of the Internal Revenue Code; however, the Library District does not establish or verify the value of donated items. Donors are referred to their tax consultant for any questions.

### Associated Policies

- [Collection Development Policy](#)
- [Site Selection and Acquisition Policy](#)

### Process

This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

## Policy History

Date approved: July 27, 2020

Next review date: 2024

Date adopted: 2018 (Formerly Library Materials – Gift Policy)

# Donation Policy

## Sno-Isle Libraries Board Policy

### Purpose

~~Sno-Isle Libraries welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support Sno-Isle Libraries ([Library District](#)) through a financial or other donation.~~

### Scope

~~The scope of this policy includes Sno-Isle Libraries [Board of Trustees \(Board\)](#) welcomes and encourages donations that support the mission and goals of the [Library District](#). [donation principles, defines roles and responsibilities, and outlines the implementation for accepting donations made to Sno-Isle Libraries.](#)~~

~~This scope of this policy does not include donations of real estate.~~

### Principles

- ~~Donations are welcomed and valued expressions of individual support for [Sno-Isle Libraries](#)[the Library District](#) and its vision that everyone in our community is connected to their library.~~
- ~~[Material](#) ~~D~~donations enhance the ~~library's~~[Library District's](#) services and programs.~~
- ~~Financial donations enhance [Sno-Isle Libraries](#)[the Library District](#), but do not replace public tax support.~~
- ~~[Planned gifts](#) contribute to the legacy and sustain the vision and mission of [Sno-Isle Libraries](#)[the Library District](#).~~

~~[The scope of this policy does not include donations of real estate.](#)~~

~~[The Library District is unable to accept donated works of art. Exceptions may be suggested by the Executive Director who will bring to the Board for approval.](#)~~

### Roles and Responsibilities

- ~~The Executive Director, or designee, has the authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives.~~
- ~~Significant donations will be reported to the Board of Trustees who will thank the donor.~~
- ~~The Library does not establish or verify the value of donated items. All donated items are outright gifts to the Library.~~

# Donation Policy

## Sno-Isle Libraries Board Policy

### Implementation

The Sno-Isle Libraries Foundation and local Friends of the Library groups provide philanthropic support to the Library District. These non-profit 501(c)(3) organizations are dedicated to raising funds and accepting donations to expand library services and programs in communities across the Library District.

Library supporters are encouraged to make financial donations to the Sno-Isle Libraries Foundation or to ~~the~~ individual community Friends of the Library groups.

The Board ~~of Trustees~~ encourages library supporters to consider planned giving opportunities administered through the Sno-Isle Libraries Foundation.

The Library District may accept donated materials. The Board's ~~of Trustees'~~ Collection Development Policy is the basis for staff decisions about adding materials to the collection. The decision to accept the donation of materials is made by designated staff. Donated ~~items~~ materials become the property of ~~Sno-Isle Libraries~~ the Library District, which has the final decision on retention, location, and disposition.

Significant donations will be reported to the Board who will thank the donor.

Donations ~~Gifts~~ to enhance library buildings not owned by ~~Sno-Isle Libraries~~ the Library District, may be made to the city or entity which owns the building, in accordance with local policy and/or regulations and in coordination with ~~Sno-Isle Libraries~~ the Library District.

~~The donor of the gift~~ Donations may qualify for a charitable deduction for federal income tax purposes under Section 170 of the Internal Revenue Code; however, the Library District does not establish or verify the value of donated items. Donors are referred to their tax consultant for any questions.

All donations accepted by the Library District at any point in time are the property of the Library District, which has the final decision on retention, location, and disposition.

The Library District may decline any donation determined to present unacceptable challenges or undue expense, or that conflicts with or does not support the Library District's mission and goals.

# Donation Policy

## Sno-Isle Libraries Board Policy

### Associated Policies

- [Washington State RCW 12.210. Library trustees – Organization – Bylaws – Powers and duties](#)
- [American Library Association. Library Bill of Rights](#)
- [American Library Association. Freedom to Read](#)
- [American Library Association. Freedom to View](#)
- [Washington Library Association. Intellectual Freedom Statement](#)
- [Sno-Isle Libraries Board Policy. Capitalized Asset / Small and Attractive Asset Management](#)
- [Sno-Isle Libraries Board Policy. Collection Development Policy](#)
- [Sno-Isle Libraries Board Policy. Equity](#)
- [Sno-Isle Libraries Board Policy. Friends of the Library](#)
- [Sno-Isle Libraries Board Policy. Site Selection and Acquisition Policy](#)

### Process

This policy is reviewed [every four \(4\) years](#) by the Executive Director (or designee) ~~every four (4) years, or more frequently as needed. Rwho makes recommendations are forwarded to a~~ [the appropriate](#) Board ~~of Trustees~~ committee. The committee reviews [the recommendations](#), ~~and~~ revises [the policy](#) as necessary [and appropriate](#), endorses, and advances [the policy](#) to the full Board ~~of Trustees~~ for approval.

## Policy History

Date approved: ~~July 27, 2020~~ [TBD](#)

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

Date adopted: 2018 ~~(Formerly Library Materials – Gift Policy)~~

# Donation Policy

## Sno-Isle Libraries Board Policy

### Purpose

To provide guidance to those who wish to support Sno-Isle Libraries (Library District) through a financial or other donation.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) welcomes and encourages donations that support the mission and goals of the Library District.

#### Principles

- Donations are welcomed and valued expressions of individual support for the Library District and its vision that everyone in our community is connected to their library.
- Material donations enhance the Library District's services and programs.
- Financial donations enhance the Library District, but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the vision and mission of the Library District.

The scope of this policy does not include donations of real estate.

The Library District is unable to accept donated works of art. Exceptions may be suggested by the Executive Director who will bring to the Board for approval.

### Implementation

The Sno-Isle Libraries Foundation and local Friends of the Library groups provide philanthropic support to the Library District. These non-profit 501(c)(3) organizations are dedicated to raising funds and accepting donations to expand library services and programs in communities across the Library District.

Library supporters are encouraged to make financial donations to the Sno-Isle Libraries Foundation or to individual community Friends of the Library groups.

The Board encourages library supporters to consider planned giving opportunities administered through the Sno-Isle Libraries Foundation.

# Donation Policy

## Sno-Isle Libraries Board Policy

The Library District may accept donated materials. The Board's Collection Development Policy is the basis for staff decisions about adding materials to the collection. The decision to accept the donation of materials is made by designated staff. Donated materials become the property of the Library District, which has the final decision on retention, location, and disposition.

Significant donations will be reported to the Board who will thank the donor.

Donations to enhance library buildings not owned by the Library District, may be made to the city or entity which owns the building, in accordance with local policy and/or regulations and in coordination with the Library District.

Donations may qualify for a charitable deduction for federal income tax purposes under Section 170 of the Internal Revenue Code; however, the Library District does not establish or verify the value of donated items. Donors are referred to their tax consultant for any questions.

All donations accepted by the Library District at any point in time are the property of the Library District, which has the final decision on retention, location, and disposition.

The Library District may decline any donation determined to present unacceptable challenges or undue expense, or that conflicts with or does not support the Library District's mission and goals.

## Associated Policies

- Washington State RCW [12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- American Library Association. [Library Bill of Rights](#)
- American Library Association. [Freedom to Read](#)
- American Library Association. [Freedom to View](#)
- Washington Library Association. [Intellectual Freedom Statement](#)
- Sno-Isle Libraries Board Policy. [Capitalized Asset / Small and Attractive Asset Management](#)
- Sno-Isle Libraries Board Policy. [Collection Development](#)
- Sno-Isle Libraries Board Policy. [Equity](#)
- Sno-Isle Libraries Board Policy. [Friends of the Library](#)
- Sno-Isle Libraries Board Policy. [Site Selection and Acquisition](#)

Clean Draft

# Donation Policy

## Sno-Isle Libraries Board Policy

### **Process**

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

## Policy History

Date approved: TBD

Next review date: TBD

Date adopted: 2018



# Library Facility Ownership Policy

## Sno-Isle Libraries Board of Trustees Policy

### Purpose

The purpose of this policy is to set the conditions under which Sno-Isle Libraries (the Library) assumes ownership of a library facility. It is the policy of the Library to own library facilities when the library's ability to provide library service is best served.

### Scope

Decisions regarding library facility ownership will be governed by the Sno-Isle Libraries Board of Trustees and will at all times be compliant with applicable Federal, State, and local laws, rules, regulations and ordinances. Sno-Isle Libraries shall not acquire any interest in facility ownership unless authorized by a majority vote of the Board of Trustees.

All Library facility acquisitions and transfers must comply with the requirements in the Board of Trustees's *Site Selection and Acquisition Policy* to the extent not superseded by this policy.

The Executive Director has responsibility for carrying out the directives of the Board of Trustees with regards to library facility ownership. All contracts must be executed in the name of *Sno-Isle Intercounty Rural Library District* and all agreements shall be handled in accordance to the Library's purchasing policies and procedures.

The Board of Trustees may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to library facility ownership. In the event that the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate to a Department Director.

### Implementation

The Library may assume ownership of a community facility only when the Library deems the facility to be in acceptable condition, the property is transferred without restriction, and only in those communities meeting one of the following conditions:

- They are annexed to the Library.
- They are at a full levy rate contract with the Library.
- They are located in an unincorporated community.

Current

# Library Facility Ownership Policy

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

Library owned buildings may be financed through Library Capital Facility Area bonds, non-voter approved bonds, grants and/or capital partnerships.

The Library may accept facilities previously owned by cities, towns, or other groups wishing to transfer ownership.

Building maintenance and repair expenses will be funded within the annual Library operating budget or through established building reserves.

## Policy History

Date approved: 1/2020

Next review date: 1/2024

Date adopted: 2020

# Library Facility Ownership Policy

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

### Purpose

~~The purpose of this policy is to~~ set the conditions under which Sno-Isle Libraries (~~the~~ Library District) assumes ownership of a library facility. ~~It is the policy of the Library to own library facilities when the library's ability to provide library service is best served.~~

### Scope

The Library District endeavors to own library facilities when the Library District's ability to provide library service is best served by owning the facility.

Decisions regarding library facility ownership ~~will be~~ governed by the Sno-Isle Libraries Board of Trustees (Board) and ~~will at all times be~~ compliant with all applicable Federal, State, and local laws, rules, regulations, and ordinances. ~~Sno-Isle Libraries~~The Library District shall not acquire any interest in facility ownership unless authorized by a majority vote of the Board ~~of Trustees~~.

All Library District facility acquisitions and transfers must comply with the requirements in the Board's ~~of Trustee's~~ *Site Selection and Acquisition Policy* to the extent not superseded by this policy.

The Executive Director ~~has responsibility~~is responsible for carrying out the directives of the Board ~~of Trustees with regards to~~ regarding library facility ownership. All contracts must be executed in the name of *Sno-Isle Intercounty Rural Library District* and all agreements ~~shall be~~ handled in accordance ~~to~~with the Library District's purchasing policies and procedures.

The Board ~~of Trustees~~ may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to library facility ownership. ~~In the event that~~ the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate it to the Deputy Director or a Department Director.

# Library Facility Ownership Policy

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

### Implementation

The Library District may assume ownership of a community library facility only when the Library District deems the facility to be in acceptable condition, the property is transferred without restriction, and only in those communities meeting one of the following conditions:

- They are annexed to the Library District.
- They are at a full levy rate contract with the Library District.
- They are located in an unincorporated community.

The Library District may assume ownership of library facilities previously owned by cities, towns, or other groups wishing to transfer ownership.

Library owned buildings may be financed through Library Capital Facility Area bonds, non-voter approved bonds, grants and/or capital partnerships.

The Library may accept facilities previously owned by cities, towns, or other groups wishing to transfer ownership.

Building construction, renovation, maintenance, and repair expenses ~~will~~may be funded in a variety and / or combination of ways. Funding methods include but are not limited to: Library Capital Facility Area bonds, non-voter approved bonds, grants, capital partnerships, ~~within~~ the annual Library District operating budget, ~~or through~~and established building reserves.

### **Associated Policies and Laws**

- Washington State RCW 27.12.210. Library trustees – Organization – Bylaws – Powers and duties
- Washington State RCW 27.12.300. Gifts – Title to property
- Sno-Isle Libraries Board Policy. Equity.
- Sno-Isle Libraries Board Policy. Site Selection and Acquisition.

### **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

Markup Draft

# Library Facility Ownership Policy

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

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

## Policy History

Date approved: 1/2020TBD

Next review date: 1/2024TBD

Date adopted: January, 2020

# Library Facility Ownership Policy

## Sno-Isle Libraries Board Policy

### Purpose

To set the conditions under which Sno-Isle Libraries (Library District) assumes ownership of a library facility.

### Scope

The Library District endeavors to own library facilities when the Library District's ability to provide library service is best served by owning the facility.

Decisions regarding library facility ownership are governed by the Sno-Isle Libraries Board of Trustees (Board) and compliant with all applicable Federal, State, and local laws, rules, regulations, and ordinances. The Library District shall not acquire any interest in facility ownership unless authorized by a majority vote of the Board.

All Library District facility acquisitions and transfers must comply with the requirements in the Board's *Site Selection and Acquisition Policy* to the extent not superseded by this policy.

The Executive Director is responsible for carrying out the directives of the Board regarding library facility ownership. All contracts must be executed in the name of *Sno-Isle Intercounty Rural Library District* and all agreements handled in accordance with the Library District's purchasing policies and procedures.

The Board may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to library facility ownership. If the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate it to the Deputy Director or a Department Director.

### Implementation

The Library District may assume ownership of a community library facility only when the Library District deems the facility to be in acceptable condition, the property is transferred without restriction, and only in those communities meeting one of the following conditions:

# Library Facility Ownership Policy

## Sno-Isle Libraries Board Policy

- They are annexed to the Library District.
- They are at a full levy rate contract with the Library District.
- They are located in an unincorporated community.

The Library District may assume ownership of library facilities previously owned by cities, towns, or other groups wishing to transfer ownership.

Building construction, renovation, maintenance, and repair expenses may be funded in a variety and / or combination of ways. Funding methods include but are not limited to: Library Capital Facility Area bonds, non-voter approved bonds, grants, capital partnerships, the annual Library District operating budget, and established building reserves.

## Associated Policies and Laws

- Washington State RCW [27.12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- Washington State RCW [27.12.300](#). Gifts – Title to property
- Sno-Isle Libraries Board Policy. [Equity](#).
- Sno-Isle Libraries Board Policy. [Site Selection and Acquisition](#).

## 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

Date adopted: January, 2020

# Site Selection and Acquisition Policy

## Sno-Isle Libraries Board of Trustees Policy

### Purpose

Library site selection and property acquisition are strategic decisions having long-lasting impacts. The criteria, process, and authority that support these decisions are of great importance, not only to Sno-Isle Libraries, but also to the local communities, the environment, and future generations.

The purpose of this policy is to establish the accountabilities and requirements accompanying the selection and acquisition of real property.

### Scope

The selection and acquisition of real property will be governed by the Sno-Isle Libraries Board of Trustees and will at all times be compliant with applicable Federal, State, and local laws, rules, regulations and ordinances. Sno-Isle Libraries shall not acquire any interest in real property unless such acquisition is authorized by a majority vote of the Board of Trustees.

Real property acquisitions must be for the purpose of providing library services as established in Chapters 27.12 RCW.

The Executive Director has responsibility for carrying out the directives of the Board of Trustees with regards to site selection and acquisition of real property. All contracts must be executed in the name of Sno-Isle Libraries and all real property agreements shall be handled in accordance to the Library's purchasing policies and procedures.

The Board of Trustees may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property. In the event that the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate to a Department Director.

The Board of Trustees authorizes the Executive Director to adopt such administrative rules, procedures or guidelines as the Executive Director may determine necessary to implement this Policy, and also authorizes the Executive Director to modify those procedures as may



# Site Selection and Acquisition Policy

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

be necessary to comply with changes in applicable laws or regulations or Board-adopted policies.

## Implementation

### **Definitions**

#### **Site selection**

Refers to the process of seeking out potential properties to be considered for possible acquisition and purchase refers to the acquisition of real property.

#### **Real property**

Any land or property that is fixed in its location. This would include permanent buildings and fixtures, site improvements, and any interests, benefits and rights inherent in the ownership of the property (such as water rights, access rights, rights of way and leases).

#### **Site Selection**

When selecting a location for a new public library facility, Sno-Isle Libraries will conduct reasonable due diligence and feasibility analysis including but not limited to the following criteria to evaluate the suitability of the site:

- Clear title
- Zoning & Boundaries
- Geotechnical Evaluations
- Property liens, rights-of-way, easements, covenants, or other deed restrictions due to wetlands, water frontage, steep slopes, historical or cultural sites, or other local, state, or federal regulations
- Projected library services demand within geographic area
- Site capacity
- Access and Accessibility (public transportation, pedestrian, and automobile)
- Visibility
- Neighborhood compatibility
- Space for adequate parking
- Cost factors (land costs, building costs, site development costs)
- Demographic patterns
- Community preference
- Potential community partnerships

# Site Selection and Acquisition Policy

## Sno-Isle Libraries Board of Trustees Policy

### **Real Property**

All real property acquisitions by purchase, exchange, donation, options, lease or other means and all real property sales or disposals will be first approved by the Board of Trustees. The final purchase and sale agreement negotiated with the property owner(s) and / or their representative(s) will be contingent upon a majority vote by the Board of Trustees at a scheduled Board meeting in public session.

Sno-Isle Libraries will not own any real property outside the jurisdictional boundaries of the Sno-Isle Libraries District.

All real property must be conveyed with insurable title, free of outstanding liens or encumbrances, including taxes, special assessments, water and refuse bills, and any other charges assessed subject to such exceptions as specifically authorized by the Board of Trustees. In no event shall property be acquired where outstanding liens and/or encumbrances exceed the fair market value. All property must be conveyed with insurable title.

The Library may acquire real property only when it has operational and financial capacity to complete the requirements of the transaction.

Sno-Isle Libraries may acquire an option to purchase real property for a specified percentage of the purchase price with a negotiated time frame to be negotiated by the Library. This payment will be credited to the sale price at closing. If closing does not occur, the fee shall be forfeited. All option agreements are subject to all policies and procedures of Sno-Isle Libraries pertaining to property acquisitions.

Transactions involving real property are to be guided by site selection criteria developed by the Library.

Real property may not be acquired for the purpose of generating rental income.

### **Land Acquisition**

Capital facilities planning extends over a period of many years, and with this foresight, the Sno-Isle Libraries may be evaluating sites for future libraries well in advance of community readiness to fund the construction of a new library. In such a case, when the site selection process reveals a pattern of rising land costs and decreasing land supply in

# Site Selection and Acquisition Policy

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

a particular target area, the Library staff (with the authorization of the Board of Trustees) may purchase options for the future purchase of desirable properties. With the approval of the Board, an option may be exercised / extended at an appropriate time or, if conditions change, it may be allowed to expire.

Prior to negotiating a purchase and sale agreement with property owner(s) and / or their representative(s), Library staff will meet with Board of Trustees to discuss terms and conditions of a draft purchase and sale agreement, budget considerations, and possible contingencies. This meeting shall be conducted in Executive Session if the topics meet requirements set forth in RCW 42.30.110(1)) pertaining to the Open Public Meetings Act.

When acquiring real property by purchase, exchange, or donation, the Executive Director, or designee, will secure professionally prepared appraisal reports estimating the market value of the real property being considered for acquisition as of a specific date. The Board of Trustees may waive securing an appraisal report. Real property may be purchased or acquired for more or less than appraisal value.

Criteria for acquisition shall include an analysis to determine that Sno-Isle Libraries' action and involvement will achieve a desired objective in a manner that is more cost effective, timely, brings greater benefits and/or adds value. Costs associated with real property acquisitions will be projected, including costs of acquisition, management and disposal.

An environmental review will be conducted prior to acquisition of any real property that is currently, or was formerly, used for commercial or industrial purposes, or any property where contamination is suspected.

### **Jointly Owned Properties**

When the Library shares ownership of properties with another agency(ies), the same site selection and land acquisition procedures are followed. However, prior to acquisition, a memorandum of understanding between the parties defining each party's responsibility and authority will be executed.

Current

# Site Selection and Acquisition Policy

Sno-Isle Libraries Board of Trustees Policy

## **Policy History**

Date approved: 2/2020

Next review date: 2/2024

Adopted: 2007

# Site Selection and Acquisition Policy

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

## Purpose

~~Library site selection and property acquisition are strategic decisions having long-lasting impacts. The criteria, process, and authority that support these decisions are of great importance, not only to Sno-Isle Libraries, but also to the local communities, the environment, and future generations.~~

~~The purpose of this policy is to~~ establish the accountabilities and requirements ~~accompanying~~ the selection and acquisition of real property by Sno-Isle Libraries (Library District) for the purpose of providing library services.

## Scope

The Library District Board of Trustees (Board) recognizes that library site selection and property acquisition are strategic decisions having long-lasting impacts. The authority, process, and criteria that support these decisions are of great importance, not only to the Library District, but also to local communities, the environment, and future generations.

The selection and acquisition of real property ~~will be~~ governed by the ~~Sno-Isle Libraries Board of Trustees~~ and ~~will at all times be~~ compliant with applicable Federal, State, and local laws, ~~rules,~~ regulations, and ordinances. ~~Sno-Isle Libraries~~The Library District shall not acquire any interest in real property unless such acquisition is authorized by a majority vote of the Board ~~of Trustees~~.

~~Real property acquisitions must be for the purpose of providing library services as established in Chapters 27.12 RCW.~~

The Executive Director ~~has~~ responsibility for carrying out the directives of the Board ~~of Trustees with regards to~~ regarding site selection and acquisition of real property. All contracts must be executed in the name of ~~Sno-Isle Libraries~~ Intercounty Rural Library District and all real property agreements ~~shall be~~ handled in accordance ~~to~~ with the Library District's purchasing policies and procedures.

# Site Selection and Acquisition Policy

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

The Board ~~of Trustees~~ may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property. ~~In the event that~~ the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate it to the Deputy Director or a Department Director.

~~The Board of Trustees authorizes the Executive Director to adopt such administrative rules, procedures or guidelines as the Executive Director may determine necessary to implement this Policy, and also authorizes the Executive Director to modify those procedures as may be necessary to comply with changes in applicable laws or regulations or Board-adopted policies.~~

## Implementation

### Definitions

#### Site selection

~~Refers to t~~he process of seeking out potential ~~properties~~real property to be considered for possible acquisition ~~and purchase refers to the acquisition of real property.~~

#### Real property

Any land or property that is fixed in its location. This ~~would~~ includes permanent buildings and fixtures, site improvements, and any interests, benefits, and rights (such as water rights, access rights, rights of way, and leases) inherent in the ownership of the property ~~(such as water rights, access rights, rights of way and leases).~~

### Site Selection

~~When selecting a location for a new public library facility, Sno-Isle Libraries~~The Library District will conduct reasonable due diligence and feasibility analysis that may include ~~ing~~ but not be limited to the following criteria to evaluate the suitability of ~~the site~~ location for a new library facility:

- Clear title
- Zoning & Boundaries
- Geotechnical Evaluations
- 
-

# Site Selection and Acquisition Policy

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

- Property liens, rights-of-way, easements, covenants, or other deed restrictions due to wetlands, water frontage, steep slopes, historical or cultural sites, or other local, state, or federal regulations
- Projected library services demand within geographic area
- Site capacity
- Environmental reviews
- Access and Accessibility (public transportation, pedestrian, and automobile)
- Visibility
- Neighborhood compatibility
- Space for adequate parking
- Cost factors (land costs, building costs, site development costs)
- Demographic patterns
- Community preference
- Potential community partnerships

### **Real Property**

The Library District may acquire real property only when it has operational and financial capacity to complete the requirements of the transaction.

Transactions involving real property are guided by site selection criteria developed by the Library District.

All ~~real property acquisitions~~ ~~Intent to acquire real property~~ by purchase, exchange, donation, options, lease or other means and all real property sales or disposals will be first approved by the Board ~~of Trustees~~. Prior to negotiating a purchase and sale agreement with property owner(s) and / or their representative(s), the Executive Director (or designee) will meet with Board to discuss terms and conditions of a draft purchase and sale agreement, budget considerations, and possible contingencies.

All reasonable and appropriate professional real estate due diligence will be conducted prior to acquisition of any real property.

Prior to a ~~The~~ final purchase and sale agreement ~~negotiated with the property owner(s) and / or their representative(s)~~, the Executive Director (or designee) will secure professionally prepared appraisal reports estimating the market value of the real

# Site Selection and Acquisition Policy

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

~~property being considered for acquisition as of a specific date. The Board may waive securing an appraisal report. Real property may be purchased or acquired for more or less than appraisal value. The final purchase and sale agreement negotiated with the property owner(s) and / or their representative(s) will be contingent upon approval by a majority vote by~~of the Board ~~of Trustees~~ at a scheduled Board meeting in public session.

~~Sno-Isle Libraries will not own any real property outside the jurisdictional boundaries of the Sno-Isle Libraries District.~~

All real property must be conveyed with insurable title, free of outstanding liens or encumbrances, including taxes, special assessments, water and refuse bills, and any other charges assessed subject to such exceptions as specifically authorized by the Board ~~of Trustees~~. In no event shall property be acquired where outstanding liens and/or encumbrances exceed the fair market value. All property must be conveyed with insurable title.

~~Capital facilities planning extends over a period of many years, and with this foresight, the Library District may evaluate sites for future libraries well in advance of community readiness to fund the construction of a new library. In such a case, when the site selection process reveals a pattern of rising land costs and decreasing land supply in a particular target area, the Board may authorize the Executive Director (or designee) to purchase options for the future purchase of desirable properties. With the approval of the Board, an option may be exercised / extended at an appropriate time or, if conditions change, it may be allowed to expire.~~

~~The Library may acquire real property only when it has operational and financial capacity to complete the requirements of the transaction.~~

~~Sno-Isle Libraries may acquire an option to purchase real property for a specified percentage of the purchase price with a negotiated time frame to be negotiated by the Library. This payment will be credited to the sale price at closing. If closing does not occur, the fee shall be forfeited. All option agreements are subject to all policies and procedures of Sno-Isle Libraries pertaining to property acquisitions.~~



# Site Selection and Acquisition Policy

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

~~Transactions involving real property are to be guided by site selection criteria developed by the Library. The Library District will not own any real property outside the jurisdictional boundaries of the Sno-Isle Intercounty Rural Library District.~~

Real property ~~may~~will not be acquired for the purpose of generating rental income.

### **Land Acquisition**

~~Capital facilities planning extends over a period of many years, and with this foresight, the Sno-Isle Libraries may be evaluating sites for future libraries well in advance of community readiness to fund the construction of a new library. In such a case, when the site selection process reveals a pattern of rising land costs and decreasing land supply in a particular target area, the Library staff (with the authorization of the Board of Trustees) may purchase options for the future purchase of desirable properties. With the approval of the Board, an option may be exercised / extended at an appropriate time or, if conditions change, it may be allowed to expire.~~

~~Prior to negotiating a purchase and sale agreement with property owner(s) and / or their representative(s), Library staff will meet with Board of Trustees to discuss terms and conditions of a draft purchase and sale agreement, budget considerations, and possible contingencies. This meeting shall be conducted in Executive Session if the topics meet requirements set forth in RCW 42.30.110(1)) pertaining to the Open Public Meetings Act.~~

~~When acquiring real property by purchase, exchange, or donation, the Executive Director, or designee, will secure professionally prepared appraisal reports estimating the market value of the real property being considered for acquisition as of a specific date. The Board of Trustees may waive securing an appraisal report. Real property may be purchased or acquired for more or less than appraisal value.~~

~~Criteria for acquisition shall include an analysis to determine that Sno-Isle Libraries' action and involvement will achieve a desired objective in a manner that is more cost effective, timely, brings greater benefits and/or adds value. Costs associated with real property acquisitions will be projected, including costs of acquisition, management and disposal.~~

~~An environmental review will be conducted prior to acquisition of any real property that is currently, or was formerly, used for commercial or industrial purposes, or any property where contamination is suspected.~~

# Site Selection and Acquisition Policy

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

### Jointly Owned Properties

When the Library District shares ownership of properties with another agency(ies), the same site selection and landreal property acquisition procedures are followed. However, prior to acquisition, a memorandum of understanding between the parties defining each party's responsibility and authority will be executed.

### Associated Policies and Laws

- Washington State RCW 27.12.210. Library trustees – Organization – Bylaws – Powers and duties
- Washington State RCW 27.12.300. Gifts – Title to property
- Washington State RCW 42.30.110 Executive Sessions
- Sno-Isle Libraries Board Policy. Debt Management
- Sno-Isle Libraries Board Policy. Equity
- Sno-Isle Libraries Board Policy. Library Facility Ownership
- Sno-Isle Libraries Board Policy. Unreserved and Reserved Fund Policy

### Process

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

## Policy History

Date approved: 2/2020TBD

Next review date: 2/2024TBD

Adopted: 2007

# Site Selection and Acquisition Policy

## Sno-Isle Libraries Board Policy

### Purpose

To establish the accountabilities and requirements of the selection and acquisition of real property by Sno-Isle Libraries (Library District) for the purpose of providing library services.

### Scope

The Library District Board of Trustees (Board) recognizes that library site selection and property acquisition are strategic decisions having long-lasting impacts. The authority, process, and criteria that support these decisions are of great importance, not only to the Library District, but also to local communities, the environment, and future generations.

The selection and acquisition of real property is governed by the Board and compliant with applicable Federal, State, and local laws, regulations, and ordinances. The Library District shall not acquire any interest in real property unless such acquisition is authorized by a majority vote of the Board.

The Executive Director is responsible for carrying out the directives of the Board regarding site selection and acquisition of real property. All contracts must be executed in the name of *Sno-Isle Intercounty Rural Library District* and all real property agreements handled in accordance with the Library District's purchasing policies and procedures.

The Board may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property. If the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate it to the Deputy Director or a Department Director.

# Site Selection and Acquisition Policy

## Sno-Isle Libraries Board Policy

## Implementation

### Definitions

#### Site selection

The process of seeking out potential real property to be considered for possible acquisition.

#### Real property

Any land or property that is fixed in its location. This includes permanent buildings and fixtures, site improvements, and any interests, benefits, and rights (such as water rights, access rights, rights of way, and leases) inherent in the ownership of the property.

### Site Selection

The Library District will conduct reasonable due diligence and feasibility analysis that may include but not be limited to the following criteria to evaluate the suitability of a location for a new library facility:

- Clear title
- Zoning & Boundaries
- Geotechnical Evaluations
- Property liens, rights-of-way, easements, covenants, or other deed restrictions due to wetlands, water frontage, steep slopes, historical or cultural sites, or other local, state, or federal regulations
- Projected library services demand within geographic area
- Site capacity
- Environmental reviews
- Access and Accessibility (public transportation, pedestrian, and automobile)
- Visibility
- Neighborhood compatibility
- Space for adequate parking
- Cost factors (land costs, building costs, site development costs)
- Demographic patterns
- Community preference
- Potential community partnerships

# Site Selection and Acquisition Policy

## Sno-Isle Libraries Board Policy

### **Real Property**

The Library District may acquire real property only when it has operational and financial capacity to complete the requirements of the transaction.

Transactions involving real property are guided by site selection criteria developed by the Library District.

Intent to acquire real property by purchase, exchange, donation, options, lease or other means and all real property sales or disposals will be first approved by the Board. Prior to negotiating a purchase and sale agreement with property owner(s) and / or their representative(s), the Executive Director (or designee) will meet with Board to discuss terms and conditions of a draft purchase and sale agreement, budget considerations, and possible contingencies.

All reasonable and appropriate professional real estate due diligence will be conducted prior to acquisition of any real property.

Prior to a final purchase and sale agreement, the Executive Director (or designee) will secure professionally prepared appraisal reports estimating the market value of the real property being considered for acquisition as of a specific date. The Board may waive securing an appraisal report. Real property may be purchased or acquired for more or less than appraisal value. The final purchase and sale agreement negotiated with the property owner(s) and / or their representative(s) will be contingent upon approval by a majority vote of the Board at a scheduled Board meeting in public session.

All real property must be conveyed with insurable title, free of outstanding liens or encumbrances, including taxes, special assessments, water and refuse bills, and any other charges assessed subject to such exceptions as specifically authorized by the Board. In no event shall property be acquired where outstanding liens and/or encumbrances exceed the fair market value. All property must be conveyed with insurable title.

Capital facilities planning extends over a period of many years, and with this foresight, the Library District may evaluate sites for future libraries well in advance of community readiness to fund the construction of a new library. In such a case, when the site

# Site Selection and Acquisition Policy

## Sno-Isle Libraries Board Policy

selection process reveals a pattern of rising land costs and decreasing land supply in a particular target area, the Board may authorize the Executive Director (or designee) to purchase options for the future purchase of desirable properties. With the approval of the Board, an option may be exercised / extended at an appropriate time or, if conditions change, it may be allowed to expire.

The Library District will not own any real property outside the jurisdictional boundaries of the Sno-Isle Intercounty Rural Library District.

Real property will not be acquired for the purpose of generating rental income.

### Jointly Owned Properties

When the Library District shares ownership of properties with another agency(ies), the same site selection and real property acquisition procedures are followed. However, prior to acquisition, a memorandum of understanding between the parties defining each party's responsibility and authority will be executed.

### Associated Policies and Laws

- Washington State RCW [27.12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- Washington State RCW [27.12.300](#). Gifts – Title to property
- Washington State RCW [42.30.110](#) Executive Sessions
- Sno-Isle Libraries Board Policy. [Debt Management](#)
- Sno-Isle Libraries Board Policy. [Equity](#)
- Sno-Isle Libraries Board Policy. [Library Facility Ownership](#)
- Sno-Isle Libraries Board Policy. [Unreserved and Reserved Fund Policy](#)

### Process

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

Clean Draft

# Site Selection and Acquisition Policy

**Sno-Isle Libraries Board Policy**

## **Policy History**

Date approved: TBD

Next review date: TBD

Adopted: 2007

# Strategic Alliances Update

## REPORT TO THE BOARD

April 29, 2024

Sno-Isle Libraries champions enduring relationships that amplify awareness and support for public libraries. We actively engage with public, private, nonprofit, and community organizations through collaboration, in-kind services, sponsorships, and investments for the purpose of increasing the visibility of the Library District in the community and reaching new audiences. Our objective is to position the Library District as a trusted and respected information hub in the region.

The purpose of the [Strategic Alliances Policy](#) is to provide guidance to Sno-Isle Libraries in identifying, prioritizing, and developing alliances with community agencies, and meet the standard of the net public benefit to the Library District. Our community partnerships contribute to the advancement of Sno-Isle Libraries' vision, mission, values, and strategic goals.

We have identified three categories representing existing, planned, and prospective regional partnerships:

### Resource Sharing Initiatives

Regional partnerships facilitate resource sharing, increased networks, collective investments and impact, joint advocacy efforts, shared education opportunities toward aligned goals etc. Examples include:

- **ARPA Funding for Digital Equity:** In partnership with Snohomish County's Office of Recovery and Resilience (ORR), with the \$1.5M allocated, 800 devices and 500 internet hotspots with improved coverage have been purchased to address high holds queues for devices and hotspots available for checkout. The increased resources will contribute to expanded marketing of Digital Navigators / Book A Librarian programs, focused resources to ensure culturally relevant support and tailored outreach and engagement strategies to historically excluded communities including translation and interpretation services.
- **BEAD Partnership Pilot with Island and Snohomish Counties:** Sno-Isle Libraries will lead a joint funding request to provide digital navigation services, cybersecurity education, equitable digital access and more to connect our community to this expansive internet. Public libraries are familiar with this work and have qualified staff to support community connection and knowledge. This pilot will prioritize information sharing for seniors, veterans, limited English speakers and low literacy populations to advance access to education, healthcare, and economic development.

### Joint Programming and Outreach

By making connections and joining forces with community partners and government agencies, we amplify the reach and impact of our programming efforts. Collaborative events, workshops, and educational programs cater to diverse interests and demographics, fostering a sense of belonging and empowerment among patrons. From literacy initiatives to cultural celebrations, these joint endeavors highlight our commitment to serving as dynamic community hubs.



# Strategic Alliances Update

## REPORT TO THE BOARD

- **Snohomish County Auditor's Office:** This partnership is a strategic alliance rooted in civic engagement. Historically, we have collaborated on vital initiatives such as coordinating ballot boxes, voter registration, and hosting town halls. As we prepare for the 2024 presidential elections, our joint efforts have intensified, with a focus on educating the public through tours in 2024 that will be led by the auditor and coordinated marketing campaigns. This partnership underscores our continued commitment to fostering informed citizenship and amplifying our impact on the community's democratic process.
- **Hispanic Heritage Month Celebration:** Sno-Isle hosted a first community-led Hispanic Heritage Month Celebration at the Lynnwood Library with over 950 attendees. At the celebration 229 free meals were provided by Latino owned businesses. Additional activities included: an Aztec ceremony, art projects for children and programming with community leaders, tv presenters, former Mexican Consulate staff and Latino elected officials. This day was an opportunity for the Library District to honor the community's achievements, connect to culturally and language relevant social and library services and increase library card sign-ups.

### Strategic Community Investments

Investing in community-led events contributes to building Sno-Isle Libraries' presence and brand in spaces where we have historically not been as present. Examples include historically excluded community-led celebrations like PRIDE at Langley, Arlington and Snohomish, community focused health fairs like Latino Educational Training Institute's, cultural festivals like Sounds of Africa, UTSAV (*Celebration* in Hindi) etc.

- **PRIDE Events:** Sno-Isle is deploying a district-wide investment strategy for community PRIDE events in Arlington, Langley, Snohomish, and Wheels. Activities will include library information and swag tables, parade participation, and joint sponsorship of these events.
- **Juneteenth Celebrations:** In partnership with the City of Mountlake Terrace DEI Commission, we will be co-hosting a Juneteenth Celebration at the Mountlake Terrace library the second weekend of June. There will be food trucks providing free meals, activities for children and youth, and resource tables hosted by Black and African American community-led and service organizations. We are also a sponsor of Change the Narrative's Juneteenth Celebration and are currently monitoring other upcoming events.

### Looking Ahead:

Sno-Isle's regional partnerships will continue to adapt to meet the evolving needs of our communities. We anticipate expanded outreach to historically excluded communities, including Tribes, and enhanced collaboration with other community organizations and partners. By leveraging our collective strengths and resources, we will forge stronger relationships, foster greater inclusivity, and drive positive change across our Library District.

# Financial Update

## FINANCE DEPARTMENT

April 29, 2024

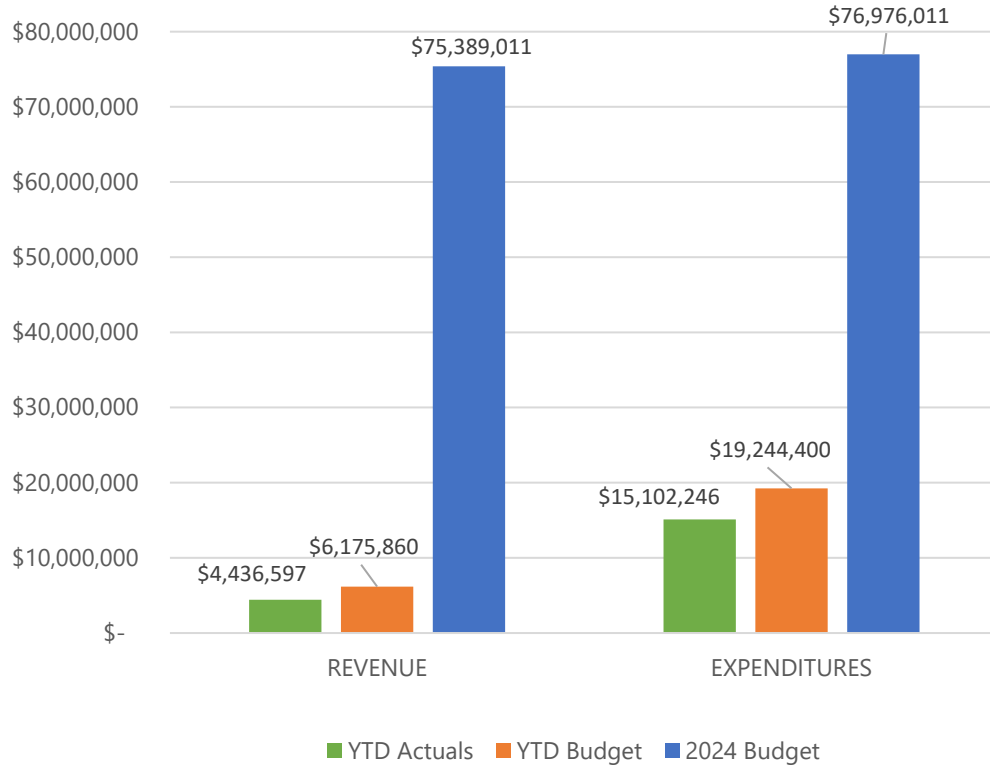
### March 2024 Revenue Summary

- Total revenue received in March was \$2.6M compared to the monthly budget of \$3.8M.  
Year to date (YTD) total revenue was \$4.4M compared to the YTD budget of \$6.2M.
- General property tax receipts for March were \$2.2M compared to the monthly budget of \$3.0M.
- Timber tax and associated excise tax revenues for March were \$40k compared to the monthly budget of \$13k.
- Grant revenue for March was \$147k compared to the monthly budget of \$614k.
- Investment Interest for March was \$178k compared to the monthly budget of \$83k.
- Print/copy services, lost materials revenue, and donations for March were collectively \$9k compared to the monthly budget of \$40k.
- Other Revenue for March was \$34k compared to the monthly budget of \$46k.

### March 2024 Expenditures Summary

- Total expenditures for March were \$5.1M compared to the monthly budget of \$6.4M.  
Total expenditures YTD were \$15.1M compared to the YTD budget of \$19.2M.
- Salaries & Benefits for March were \$3.4M compared to the monthly budget of \$3.7M.
- Collection materials expenditures for March were \$619k compared to the monthly budget of \$559k.
- Employee training expenditures for March were \$28k compared to the monthly budget of \$23k.
- Capital expenditures for March were \$345k compared to the monthly budget of \$1.1M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for March were \$762k compared to the monthly budget of \$1.0M.

## 2024 Year-to-Date Summary



Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 3/1/2024 Through 3/31/2024  
(In Whole Numbers)

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Used</u>	
Expenditures						
10.0	Salaries & Benefits	3,371,541	10,379,414	11,144,910	44,579,160	23.28%
20.0	Materials	619,139	1,658,808	1,675,620	6,702,520	24.74%
26.0	Professional & Contract Services	298,222	689,625	932,970	3,732,018	18.47%
35.0	Equipment & Furnishings	14,183	129,956	357,660	1,430,500	9.08%
38.0	Maintenance & Repair	70,506	142,152	199,680	798,300	17.80%
41.0	Software License & Maint Fees	153,247	215,583	438,720	1,754,650	12.28%
42.0	Communications	52,100	149,019	214,860	859,500	17.33%
43.0	Office & Operating Supplies	55,551	104,482	161,460	645,800	16.17%
44.0	Utilities	26,570	130,432	133,260	532,800	24.48%
45.0	Rentals & Leases	43,667	157,822	121,710	486,838	32.41%
46.0	Insurance	0	24,251	59,910	239,600	10.12%
48.0	Employee Training / Travel	28,132	49,342	67,500	270,000	18.27%
49.0	Miscellaneous	48,100	117,288	211,140	844,325	13.89%
50.0	Strategic Initiatives / Innovation	0	2,549	187,500	750,000	0.33%
61.0	Capital - Land	0	0	750,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	174,950	559,250	2,025,000	8,100,000	6.90%
62.5	Capital - A&E	98,148	223,930	375,000	1,500,000	14.92%
64.0	Capital - Furnishings & Equipment	71,896	368,343	187,500	750,000	49.11%
	<b>Total Expenditures</b>	<u>5,125,952</u>	<u>15,102,246</u>	<u>19,244,400</u>	<u>76,976,011</u>	<u>19.62%</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 3/1/2024 Through 3/31/2024  
(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	2,237,659	3,307,501	3,683,830	65,451,650	5.05%
02.0	Timber Tax / Sales	40,332	307,741	142,700	540,000	56.98%
02.5	Grants	146,550	146,550	1,841,760	7,367,000	1.98%
03.0	Print/Copy Services	2,086	5,898	3,000	12,000	49.14%
04.0	Services/City Contract Fees	0	0	1,050	4,200	0.00%
05.0	Lost Materials Paid	3,488	12,556	8,760	35,000	35.87%
06.0	Investment Interest	177,635	531,451	249,990	1,000,000	53.14%
07.0	Donations Private Sources	3,815	21,410	106,230	425,000	5.03%
08.0	Other Revenue	24,044	103,491	138,540	554,161	18.67%
	<b>Total Revenues</b>	<u>2,635,608</u>	<u>4,436,597</u>	<u>6,175,860</u>	<u>75,389,011</u>	<u>5.88%</u>

# Executive Director

## BOARD REPORT

April 2024

Lois Langer Thompson  
Executive Director

### Meetings with Elected Officials and Stakeholders

- Edmonds Community College President Dr. Amit Singh.
- Senator June Robinson.
- Fred Pabst – Herd, Freed, Hartz.
- Foundation Board President Jeanne Thorsen, Foundation Executive Director Christina Kourteva, and Sno-Isle Libraries Planning and Fund Development Director Rebecca Loney.

### Board Meetings

- Board of Trustees Executive Committee meeting

### Library Updates

- Strategic goals.

**ADDENDUM NO. 2024 TO THE MASTER AGREEMENT  
BETWEEN SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT  
AND SNO-ISLE LIBRARIES FOUNDATION**

**Purpose**

The purpose of this Addendum No. 2024 is to (i) identify the support and services that the Sno-Isle Libraries Foundation (Foundation) will provide for the benefit of Sno-Isle Intercounty Rural Library District (Sno-Isle Libraries); and (ii) identify the support and services that Sno-Isle Libraries will render to the Foundation during the calendar year. The effective date of this addendum is January 1, 2024.

Sno-Isle Libraries staff and Board of Trustees and the Foundation staff and Board of Directors will work collaboratively on grant applications and preparing for a potential future capital campaign.

**The Foundation will**

- a) Make distributions to Sno-Isle Libraries from gifts, grants, donations, and endowments solicited by the Foundation as represented in the Foundation's 2024 budget for programs and services to exceed the amount needed for the net benefit of Sno-Isle Libraries estimated at \$295,000.
- b) Raise community awareness of Sno-Isle Libraries' value as a world-class provider of knowledge and resources in Snohomish and Island County. Educate and inform the community regarding Sno-Isle Libraries' services in twenty-three library locations, in the community, and online.
- c) Build community by connecting people from diverse communities to resources that are relevant to their lives.
- d) Engage and steward a community of Library supporters who understand and advocate for Sno-Isle Libraries' purpose, goals, and services.
- e) Attract people and resources to build and leverage taxpayer support to strengthen and supplement, not supplant, public funding for Sno-Isle Libraries.

**Sno-Isle Libraries will**

- a) Prepare the 2025 annual budget request for the Foundation's consideration as part of the Foundation's annual budget process.
- b) Support the work of the Foundation through engagement by the Sno-Isle Libraries Executive Director and Planning and Fund Development Director.
- c) Pay for the existing 1.6 full-time equivalent (FTE) support. 2024 estimated at \$254,000.
- d) Provide additional Library District support including, but not limited to, Marketing, Finance, office space and supplies, and IT. 2024 cost estimated at \$41,000.

**Sno-Isle Libraries Foundation**

Christina Kourteva

Christina Kourteva  
Executive Director

April 15, 2024

Date

**Sno-Isle Libraries**

Lois Langer Thompson

Lois Langer Thompson  
Executive Director

April 12, 2024

Date

# BOARD OF TRUSTEES 2024 CALENDAR

APRIL 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

#### Executive Committee (March 14)

- Executive Director Search

#### Library Services Committee (March 26)

- Customer Use of Library Spaces Policy
- Donation Policy

#### Management Committee (March 28)

- Library Facility Ownership Policy
- Site Selection & Ownership Policy

#### Special Meeting (March 25)

- Executive Director Search process

#### Regular Meeting (March 25)

- Mill Creek Reserve Fund Transfer
- Declaration of Surplus Asset
- Human Resources Annual Report



# BOARD OF TRUSTEES 2024 CALENDAR

APRIL 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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### APRIL

#### Executive (April)

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

#### Regular Meeting (April 29)

- 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

#### President (May)

- Trustee Nominating Committee appointments

#### Library Services Committee (May)

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

#### Management Committee (May)

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

#### Regular Meeting (May 28)

- Equity Policy
- Friends of the Library Policy
- Library Administrative Policies Policy
- Library Card & Lending Policy
- Strategic Alliances Policy
- Volunteer Policy

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### JUNE

#### Trustee Nominating Committee (June)

#### Regular Meeting (June 24)

- *Intellectual Freedom – staff presentation*

#### Special Meeting (June)

- Executive Director Search process
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# BOARD OF TRUSTEES 2024 CALENDAR

APRIL 2024

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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### JULY

#### Executive (July)

- Executive Director quarterly check-in
- Confirm process for Executive Director review.

#### Regular Meeting (July 22)

- *Workforce Diversity Advisory Group – staff presentation*

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### AUGUST

#### Trustee Nominating (August)

- Candidate review and interviews

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### SEPTEMBER

#### President (September)

- Officer Nominating Committee appointments

#### Regular Meeting (September 23)

- Trustee candidate recommendation
- 2024 Officer Nominating Committee appointment
- *2024 Budget introduction – David Durante*

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### OCTOBER

#### Executive (October)

- Executive Director quarterly check-in
- Finalize process for Executive Director review.

#### Officer Nominating (October)

- 2025 officer nomination

#### Special Meeting (October 15)

- 2025 preliminary budget discussion

#### Regular Meeting (October 28)

- 2025 meeting schedule (first review)
- 2025 budget proposal
- Officer slate announcement
- Public hearing on 2025 levy
- Resolution regarding the 2025 levy

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### NOVEMBER

#### Executive (November)

- Preparation for Executive Session

#### Regular Meeting (November 25)

- Resolution regarding the 2025 budget
  - Election of officers
  - 2025 meeting schedule adoption
  - Executive Session
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# BOARD OF TRUSTEES 2024 CALENDAR

APRIL 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
- 

#### Employee Recognition Event (March 21)

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

#### 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