

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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

Executive Director

Eric Howard

February 24, 2025, 5:30 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Join the meeting now](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 840 538 618#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) Executive Director's Report

- a) Executive Director's report [Attachment 1](#)

6) *Consent Agenda Items

- a) Approval of the January 25, 2025 regular meeting minutes
- b) Approval of the January 2025 payroll, benefits, and vouchers
- c) Resolution 25-02 Honoring Dan Gottlieb

7) Public Comment

8) Unfinished Business

- a) *Resolution 25-04 Petty Cash and Imprest Funds – Assistant Director of Finance Carla Ikehara [Attachments 2-3](#)

9) Staff Reports

- a) Financial Update – Assistant Director of Finance Nicole Wehl [Attachment 4](#)
- b) Human Resources 2024 Report – Human Resources Director Barb Adams – [Attachments 5-6](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2025 calendar [Attachment 7](#)
- b) Sno-Isle Libraries Foundation – Trustee Ryan

Sno-Isle Libraries

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11) *Adjournment

*Denotes Board of Trustees action item.

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

Executive Director

REPORT TO THE BOARD

February 24, 2025

Eric Howard
Executive Director

Visits to Olympia

Staff and I visited Olympia twice in February and met with Sara Jones, the State Librarian, elected officials and library directors from across the state. In addition to sharing our excitement for the upcoming re-opening of the Langley Community Library on March 22nd, we discussed the unique role that Libraries provide.

This is a message I carried when I met with state lawmakers who represent our Library District: Few spaces exist in American society, like the public library, that invite everyone in to learn, connect, and have fun. Yet we still hear from time-to-time community members who ask about the admission fee. Thankfully we can proudly tell them there is none. Public libraries also support community resilience. We act as daytime centers during extreme heat and recent cold events, as well as cleaner air centers during wildfire season. During local power outages our library spaces are filled with individuals charging personal devices, accessing our public Wi-Fi, and using public computers. The first visit was sponsored by the Washington Library Association and the second visit was sponsored by the Economic Alliance of Snohomish County.

State Legislative Requests

Our Library District is seeking \$5.81 million in state capital funding to support the new Mariner Library and \$750,000 for the completion of the Lake Stevens Library. If the state legislature keeps to its schedule, we will know the outcome of the state capital budget by April 27th. Sno-Isle Libraries is also supporting the City of Mountlake Terrace's state capital grant request in the amount of \$800,000 to replace the roof and HVAC system at the Mountlake Terrace Library.

While in Olympia, we also sought to address another significant need for public libraries, the escalating costs for, and access to, digital materials. Sno-Isle Libraries customers downloaded 5.2M materials in 2024, and digital materials are an increasingly popular library service. We are asking the State to conduct a study that would bring together stakeholders to identify issues and potential solutions.

Executive Director

REPORT TO THE BOARD

Community Library Visits

February also wraps up my initial visits with staff at the Service Center along with our 23 community libraries. I've enjoyed my experience listening to staff members about their experiences serving our public. In the fall, I'll return to visit with them again for another conversation. It'll provide me with a chance to reflect back to the staff on how I have considered their input. The input they have provided is informing the direction we take today, and it will also shape the development of our next strategic plan in 2026.

Sno-Isle Libraries Reads

Another example of how we connect our communities through our staff, collections, and library buildings is the Sno-Isle Reads program. We announced the community's choice this week, *Accordion Eulogies: A Memoir of Music, Migration, and Mexico* by Noé Álvarez. Sno-Isle Libraries proudly invites everyone to join our community on a journey through history, culture, geography and family ties, by reading together and celebrating with special programming.

Complementary programs based on the themes of the book will be held from March through May in community libraries and online.

Music plays a big part in this year's Sno-Isle Reads Together. While reading *Accordion Eulogies*, library customers can listen to a Spotify playlist featuring the artists mentioned throughout the book. Check the event calendar for more in-person and online Sno-Isle Reads Together programs.

Sno-Isle Libraries Foundation Support

The Foundation supports the Library District with its many services and projects. Highlighted in this month's report, I'd like to call attention to the Foundation's support in the amount of \$30,000 for this year's Sno-Isle Reads Together. They have also supported the re-opening of the Langley Library in the amount of \$40,000 and the Foundation provides ongoing support in World Languages Storytime, including Spanish Storytime, in the amount of \$30,000 for 2025.

Highlights from the Community Libraries last month:

Clinton Library staff are working diligently to provide opportunities to address loneliness among older adults in the community (>50% of all residents in South Whidbey are 60+).

Executive Director

REPORT TO THE BOARD

Oak Harbor Library is actively increasing support for Spanish speakers in the community. The library will be restarting Spanish Storytimes for families in March, and library staff will also be visiting elementary schools to provide Spanish language outreach, reading books in Spanish in classrooms that include Spanish speakers.

The **Coupeville Library** hosted an early release day program for elementary school aged students and their families "Insect Safari" with entomologist Don Ehlen. The presenter brought 2000 specimens of preserved insects and wowed 52 attendees with his bug knowledge.

Arlington Library storytimes continue to be popular. The playtimes afterwards have been a valuable outlet for connection for all three age groups (Baby Storytime, Toddler Storytime and Preschool Storytime), with parents and children staying up to an extra hour after Storytime to play, choose books, and socialize.

Camano Island Library had 22 youth, with children ranging in age from kindergarten to fourth grade, come in to play with an assortment of great construction-related toys from the library's Internal Reservation System (the Library District's system to support staff and that includes everything from learning kits to puppets which are shipped around to the 23 libraries) including Duplos, MagnaTiles, and the WePlay Construction Tower and Reflector Cube.

Darrington Library staff presented our annual Stuffed Animal Sleepover and had 30 attendees and was popular on social media. All the children brought in a stuffed animal to this special evening Storytime; staff shared stories and songs before everyone tucked their stuffies in for their sleepover at the library. The kids were delighted to pick up their stuffed animals the following day, as we sent them off with some photos of the shenanigans they got up to overnight in the library.

Stanwood Library received our first visit from the Department of Social and Health Services Mobile Office van at our library. This partnership has the van visiting our library monthly and providing an access point for DSHS services and guidance that is convenient and accessible for our community.

Mayor Linda Redmon of Snohomish recently shared information about upcoming teen programs at the **Snohomish Library** with the Snohomish Youth Council. A recent survey conducted by the Youth Council revealed that teens' top concern is the need for places to hang out that don't require a purchase. Library programs offer an opportunity for teens to connect, socialize, and build meaningful relationships in a welcoming, cost-free environment.

Executive Director

REPORT TO THE BOARD

Monroe Library served as a count station for the annual Point-in-Time Count on January 23. Staff and volunteers from community partner Take the Next Step were on-site to collect data on the number of people experiencing homelessness in our communities. (As the Snohomish County website notes, "The Annual Point-in-Time (PIT) count provides a snapshot of homelessness in Snohomish County on a single night in January of each year." More on PIT can be found here: [Point In Time \(PIT\) | Snohomish County, WA - Official Website](#))

Upcoming

- Sno-Isle Reads Together - February 25
- Women's History Month - March
- Read Across America Day - March 3
- Trudy Sundberg Lecture Series – March 14 and 21
- Langley Library Grand Opening - March 22

Sno-Isle Libraries

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January 27, 2025

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 5:35 p.m., followed by a land acknowledgment.

Attendees

Members present: Rose Olson, Michael Adams, Kay Crull, Jennifer DePrey, Griselda Guevara-Cruz, Susan Kostick, and Paul Ryan.

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, Michelle Callihan, David Durante, Baha Farkish, Bryan Gabehart, Lindsay Hanson, Eric Howard, Monica Jackson, Diane Lai, Jason Latham, Tricia Lee, Janella Lewis, and Jessica Russell.

Approval of Agenda

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

Executive Director Report

Executive Director Eric Howard highlighted information from the Executive Director's report.

Consent Agenda

- a) Approval of the November 25, 2024 regular meeting minutes
- b) Approval of the January 7, 2025 special meeting minutes
- c) Approval of the November 2024 payroll, benefits, and vouchers
- d) Approval of the December 2024 payroll, benefits, and vouchers

Trustee DePrey moved 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

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New Business

Resolution 25-01 Honoring Rebecca Loney

Trustee Ryan moved to adopt Resolution 25-01 honoring Rebecca Loney. Executive Director Howard shared highlights from former Planning and Fund Development Director Loney's tenure at Sno-Isle Libraries. The motion passed.

Resolution 25-02 Honoring Dan Gottlieb

Trustee Crull moved to adopt Resolution 25-01 honoring Dan Gottlieb. Executive Director Howard highlighted key support from Attorney Dan Gottlieb during his years providing legal support to Sno-Isle Libraries. The motion passed pending revision of the removal of the final "whereas" clause. The revised resolution will be presented for final action at a future meeting.

Resolution 25-03 Appointment of an Auditing Officer

Trustee Kostick moved to adopt Resolution 25-03 regarding the appointment of an auditing officer. Finance Director Janella Lewis presented the resolution. The motion passed.

Resolution 25-04 Changes to Petty Cash and Imprest Fund Authorization Procedures

Trustee Adams moved to adopt Resolution 25-04 regarding changes to petty cash and imprest funds authorization procedures. Finance Director Lewis presented the resolution. After discussion, Trustee Adams withdrew the original motion and moved for the matter to be tabled. The motion passed.

Declaration of Surplus Asset

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees declares the following item surplus and authorizes disposal in a cost effective and efficient manner:

2008 Chevrolet Kodiak C4500 - VIN 1GBC4C1G08F406954

Finance Director Lewis reviewed the practice for disposal of surplus assets. The motion passed.

Staff Reports

Financial Update

Finance Director Janella Lewis presented the January 2025 financial report.

Sno-Isle Libraries

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Workforce Diversity Advisory Group Update

Arlington Library Manager Monica Jackson and Mariner Library Manager Bryan Gabehart presented an overview of the Workforce Diversity Advisory Group's history and process to develop recommendations for adapting hiring practices at Sno-Isle Libraries. Assistant Director of Human Resources Melinda Armstrong reviewed the Human Resources Department's role and next steps in the implementation of adopted recommendations.

2024 State of the Collection

Assistant Director of Collection Development Jessica Russell reviewed 2024 Sno-Isle Libraries collection performance and provided information about current trends, circulation statistics, and successes.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The January 16 Executive Committee meeting.
- The 2025 Board of Trustees calendar.
- 2025 Board of Trustees committee appointments as follows:
 - Management Committee: Trustee Kostick (Chair) and Trustee Crull.
 - Library Services Committee: Trustee Adams (Chair) and Trustee Guevara-Cruz.
- The appointment of Trustee Ryan as 2025 liaison to the Sno-Isle Libraries Foundation.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the Foundation's recent strategic planning retreat.

Adjournment

Trustee Ryan moved to adjourn the January 27, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 7:14 p.m.

President

Secretary

Sno-Isle Libraries
January 2025 Payroll and January 2025 Vouchers

Direct Deposits, Employee Deductions	\$ 2,853,625.28
Vendor Checks 85491 through 85501, plus Electronic Transfers	<u>\$ 1,054,917.59</u>
Total Payroll and Benefits	\$ 3,908,542.87
 Accounts Payable Checks 85240 through 85254, 85301, and 85328 through 85501, less checks listed above, plus Electronic Transfers	 <u>\$ 663,525.26</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,572,068.13</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees February 24, 2025.

Nicole Wehl

Assistant Director of Finance

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

Sno-Isle Libraries
January 2025 Payroll and January 2025 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

January 2025 Payroll

Employee Pay - Direct Deposit	\$	2,028,479.46	
Plus: Employee Deductions	\$	825,145.82	
Sub-Total Gross Payroll			\$ 2,853,625.28
Vendor Checks 85491 through 85501	\$	232,876.47 *	
Employer Workers' Comp Insurance Premium	\$	25,502.52	
Electronic Funds Transfer- Employer Federal Taxes	\$	236,933.17	
Electronic Funds Transfer - Canopy Wellbeing	\$	4,626.90	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,816.84	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	65,260.80	
Electronic Funds Transfer - PERS - Retirement Plan	\$	400,396.49	
Electronic Funds Transfer - Navia - FSA	\$	13,770.76	
Electronic Funds Transfer - Navia - HRA/MRA	\$	13,660.76	
Electronic Funds Transfer - Premera - Medical	\$	370,377.36	
Electronic Funds Transfer - Garnishments	\$	1,699.84	
Less: Employee Benefit Deductions	\$	(315,004.32)	
Sub-Total Benefits - Employer Expense			\$ 1,054,917.59
Total Payroll and Benefits			\$ 3,908,542.87

January 2025 Accounts Payable

Checks 85240 through 85254, 85301, and 85328 through 85501, less checks listed above, plus Electronic Transfers	\$	662,654.99 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	870.27	
Sub-Total Accounts Payable			\$ 663,525.26
Total Payroll, Benefits and Accounts Payable			\$ 4,572,068.13

Adjustments

Refunds and Credits	\$	1,050.75	
Bank Recoverable Expense	\$	9,574.13	
Bank Service Charge	\$	213.45	
Travel & Business Expense Reimbursement paid in Payroll	\$	5,510.53	
Total Adjustments			\$ 16,348.86

January 2025 Total Expenditures **\$ 4,588,416.99 *****

* Benefit invoices paid through Accounts Payable Checks	\$	232,876.47	
** Regular invoices paid through Accounts Payable Checks	\$	662,654.99	
Total Accounts Payable Check Payments	\$	<u>895,531.46</u>	

*** Equals Expenditure Summary Total

**Vouchers
January 2025**

Date	Check Number	Payee	Check Amount
1/28/2025	85124	Hillis Clark Martin & Peterson - Void	-\$854.00
1/23/2025	85159	Ingram Library Services - Void	-9,574.13
1/8/2025	85240	American Library Association	215.00
1/8/2025	85241	American Library Association	215.00
1/8/2025	85242	American Library Association	215.00
1/8/2025	85243	American Library Association	215.00
1/8/2025	85244	American Library Association	215.00
1/8/2025	85245	Henry E Buehner	249.58
1/8/2025	85246	Carrera-Infante, Estela	300.00
1/8/2025	85247	Gold Strings Show	400.00
1/8/2025	85248	The Harmonica Pocket	550.00
1/8/2025	85249	Music Together of North Whidbey and Anacortes	150.00
1/8/2025	85250	The Productive Owl, Home Organization	250.00
1/8/2025	85251	Russian Action Ntwrk for Democratic Organizing and Mentoring	100.00
1/8/2025	85252	South Whidbey School District	40.00
1/8/2025	85253	Stillaguamish Senior Center	400.00
1/8/2025	85254	Trojan Storage of Marysville	468.00
1/10/2025	85301	Eric Howard	1,416.00
1/17/2025	85328 - 85368	Spoiled	0.00
1/10/2025	85369	Nicole Wehl	1,493.92
1/10/2025	85370	Michelle Cervantes	335.18
1/10/2025	85371	Janella Lewis	1,474.13
1/17/2025	85372	David Brown	1,172.92
1/17/2025	85373	All Land Surveying LLC	1,250.00
1/17/2025	85374	Clinton Community Hall	80.00
1/23/2025	85375	Aspoya Boats	300.00
1/23/2025	85376	Baker & Taylor Books (277930)	6,337.33
1/23/2025	85377	Blackstone Publishing	566.61
1/23/2025	85378	Brodart Company	1,205.94
1/23/2025	85379	Buza, Matthew	113.40
1/23/2025	85380	Candid	3,258.57
1/23/2025	85381	Center Point Large Print	756.90
1/23/2025	85382	City of Langley	528.50
1/23/2025	85383	Collins, Emily	50.00
1/23/2025	85384	Cordova-Jensen, Cynthia	200.00
1/23/2025	85385	Daily Journal of Commerce	186.05
1/23/2025	85386	Dayforce US, Inc.	38,102.50
1/23/2025	85387	EBSCO	122,005.00
1/23/2025	85388	Economic Alliance Snohomish County	5,500.00
1/23/2025	85389	Ehlen, Don	350.00
1/23/2025	85390	Fastsigns	85.70

**Vouchers
January 2025**

Date	Check Number	Payee	Check Amount
1/23/2025	85391	Gale/Cengage Learning	1,488.65
1/23/2025	85392	Gemeinhart, Dan A.	500.00
1/23/2025	85393	The Hanover Insurance Group	13,230.23
1/23/2025	85394	Imagine Children's Museum	245.68
1/23/2025	85395	Ingram Library Services	70,889.74
1/23/2025	85396	Innovative Users Group	1,350.00
1/23/2025	85397	Lake Stevens Sewer District	352.48
1/23/2025	85398	Lamar Transit, LLC	735.00
1/23/2025	85399	Language Exchange	390.00
1/23/2025	85400	LeMay Mobile Shredding	154.77
1/23/2025	85401	Lift Every Voice Legacy	500.00
1/23/2025	85402	Lodestar Marketing Group	9,165.00
1/23/2025	85403	Midwest Library Service	505.23
1/23/2025	85404	Midwest Tape	21,207.88
1/23/2025	85405	Mill Creek Chamber of Commerce	250.00
1/23/2025	85406	Mill Creek View	290.00
1/23/2025	85407	Multi-Cultural Books & Videos	2,110.51
1/23/2025	85408	My Neighborhood News Network	425.00
1/23/2025	85409	National Nordic Museum	50.00
1/23/2025	85410	Northwest Center	700.00
1/23/2025	85411	Northwest Center	700.00
1/23/2025	85412	Northwest Publishing Inc.	400.00
1/23/2025	85413	PawsWithCause	291.03
1/23/2025	85414	People's Memorial Association	150.00
1/23/2025	85415	Public Libraries of Washington	7,500.00
1/23/2025	85416	Ricoh USA Inc - 31001	3,488.76
1/23/2025	85417	Ricoh USA Inc - 650073	48,921.65
1/23/2025	85418	Salish Networks	1,214.29
1/23/2025	85419	Shopbell, Santan Juanita	450.00
1/23/2025	85420	Silver Kite Community Arts Consulting, LLC	400.00
1/23/2025	85421	Genet Simone	300.00
1/23/2025	85422	Smarsh, Inc	9,691.39
1/23/2025	85423	Snohomish County Dept of Conservation and Natural Resources	210.00
1/23/2025	85424	Snohomish County Prayer Breakfast	500.00
1/23/2025	85425	YMCA of Snohomish County	200.00
1/23/2025	85426	Sound Publishing	63.00
1/23/2025	85427	Sterling Volunteers	68.00
1/23/2025	85428	Taylor, Lisa	350.00
1/23/2025	85429	Thryv, Inc	223.33
1/23/2025	85430	Verizon Wireless (660108)	4,095.46
1/23/2025	85431	Wellable LLC	313.00

**Vouchers
January 2025**

Date	Check Number	Payee	Check Amount
1/23/2025	85432	Whidbey Telecom	699.59
1/23/2025	85433	ZiPLY Fiber	16,779.96
1/31/2025	85434	A-1 Mobile Lock & Key	8.24
1/31/2025	85435	Air Care System	10,692.56
1/31/2025	85436	Akamai Technologies, Inc.	408.37
1/31/2025	85437	Allied Universal	18,911.36
1/31/2025	85438	Amazon Capital Services, Inc	2,099.22
1/31/2025	85439	Archer Construction, Inc.	1,622.75
1/31/2025	85440	Bank of America (842425)	2,344.38
1/31/2025	85441	Brodart (Supplies)	40.48
1/31/2025	85442	Camano Commons	1,250.00
1/31/2025	85443	Camano Hill Water Co.	127.92
1/31/2025	85444	CDW Government Inc	235.62
1/31/2025	85445	Cedar Grove Organics Recycling LLC	261.20
1/31/2025	85446	City of Langley	355.33
1/31/2025	85447	City of Lynnwood	15,055.60
1/31/2025	85448	Clinton Water Dist	49.52
1/31/2025	85449	Comcast Business	1,386.44
1/31/2025	85450	Crystal Springs	67.15
1/31/2025	85451	Gale/Cengage Learning	1,410.94
1/31/2025	85452	Graphicsland, Inc.	695.40
1/31/2025	85453	Guardian Security	4,341.21
1/31/2025	85454	Ingram Library Services	19,364.88
1/31/2025	85455	Intersection Media, LLC	14,755.57
1/31/2025	85456	Kendall of Marysville	649.90
1/31/2025	85457	KeyBank National Association	395.26
1/31/2025	85458	Lamar Transit, LLC	2,545.00
1/31/2025	85459	Les Schwab - Marysville	605.79
1/31/2025	85460	Marysville Barker Real Estate LLC	6,117.68
1/31/2025	85461	MSR Design	2,194.79
1/31/2025	85462	News Bank Inc	13,452.00
1/31/2025	85463	Office Depot, INC	1,715.21
1/31/2025	85464	One Diversified, LLC	3,741.40
1/31/2025	85465	Online Labels, LLC	390.04
1/31/2025	85466	Paper Roll Products	1,279.00
1/31/2025	85467	PetroCard Systems Inc	1,898.30
1/31/2025	85468	Pioneer Welding Services LLC	1,641.00
1/31/2025	85469	Pitney Bowes	967.45
1/31/2025	85470	Primal Tree Service	4,352.00
1/31/2025	85471	Prime Self Storage	814.00
1/31/2025	85472	Puget Sound Energy	4,362.47
1/31/2025	85473	PUD No 1 of Snohomish County	15,618.64

Vouchers January 2025

Date	Check Number	Payee	Check Amount
1/31/2025	85474	Puget Sound Mobile Detail	692.15
1/31/2025	85475	Raven Lock and Safe, LLC	649.15
1/31/2025	85476	Ricoh USA Inc - 31001	1,619.09
1/31/2025	85477	Salish Networks	1,232.50
1/31/2025	85478	Shred-it	465.40
1/31/2025	85479	Smokey Point Place IV, LLC	11,789.53
1/31/2025	85480	South Whidbey School District	2,014.88
1/31/2025	85481	Sprague Pest Solutions	750.40
1/31/2025	85482 - 85483	Remit Overrun	0.00
1/31/2025	85484	Timeless Design	41,000.85
1/31/2025	85485	Trojan Storage of Marysville	390.00
1/31/2025	85486	VECA Electric & Technologies, LLC	2,730.60
1/31/2025	85487	Walter E Nelson Co of Western WA	1,844.33
1/31/2025	85488	WCP Solutions	1,509.13
1/31/2025	85489	Dae Won LLC	8,240.21
1/31/2025	85490	ZiPLY Fiber	4,298.23
1/31/2025	85491	ASSURED PARTNERS OF WA, LLC	4,892.04
1/31/2025	85492	DELTA DENTAL OF WASHINGTON	34,002.01
1/31/2025	85493	WSCCCE, AFSCME, AFL-CIO	13,319.64
1/31/2025	85494	EMPLOYMENT SECURITY DEPT.	13,606.75
1/31/2025	85495	KAISER PERMANENTE	102,642.92
1/31/2025	85496	LIFEWISE ASSURANCE CO.	44,727.66
1/31/2025	85497	LINCOLN NATIONAL LIFE INS COMPANY	3.39
1/31/2025	85498	MUTUAL OF OMAHA	5,686.10
1/31/2025	85499	NAVIA BENEFIT SOLUTIONS CLIENT PAY	4,014.00
1/31/2025	85500	PREMERA BLUE CROSS	9,200.46
1/31/2025	85501	SNO-ISLE LIBRARY FOUNDATION	468.50
1/31/2025	TRANS_012025_1	BANK OF AMERICA (0958)	1,844.24
1/31/2025	TRANS_012025_2	BANK OF AMERICA (1458)	9,090.77
1/31/2025	TRANS_012025_3	BANK OF AMERICA (2175)	1,532.88
1/31/2025	TRANS_012025_4	BANK OF AMERICA (2945)	395.72
1/31/2025	TRANS_012025_5	BANK OF AMERICA (3670)	3,047.93
1/31/2025	TRANS_012025_6	BANK OF AMERICA (3736)	1,037.79
1/31/2025	TRANS_012025_7	BANK OF AMERICA (5088)	3,174.78
1/31/2025	TRANS_012025_8	BANK OF AMERICA (5659)	264.00
1/31/2025	TRANS_012025_9	BANK OF AMERICA (5773)	230.00
1/31/2025	TRANS_012020_10	BANK OF AMERICA (5953)	576.19
1/31/2025	TRANS_012020_11	BANK OF AMERICA (7423)	972.59
1/31/2025	TRANS_012020_12	BANK OF AMERICA (8208)	1,477.85
			1,477.85
			\$895,531.46

RESOLUTION 25-02
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT HONORING THE LIBRARY CONTRIBUTIONS, SUPPORT, LEGACY,
AND SERVICE OF DAN GOTTLIEB**

WHEREAS, Sno-Isle Intercounty Rural Library District (the “Library District”), is pursuing four strategic goals to:

Create inspiring spaces so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use, and

Optimize library funding so that the Library District can continue to be a good steward of its finances and work to secure additional private and state funds; and

Enhance library services so that everyone can engage in experiences they value.

Invest in our people and organization so that we are resilient, equitable and regenerative and our staff have the support and resources they need.

WHEREAS, in support of these goals, the Board of Trustees (the “Board”) of the Library District has heretofore supported the Library District’s contractual relationship with Dan Gottlieb, Attorney at Hillis, Clark, Martin and Peterson P.S.

WHEREAS, Dan Gottlieb has served as bond counsel for the Library District for over 28 years, with extensive bond counsel and underwriter’s counsel experience through his 43-year public career; and

WHEREAS, Dan earned a J.D. from Harvard Law School, 1980, and a B.A., Columbia University, summa cum laude, 1976; and

WHEREAS, Dan has been repeatedly recognized by *The Best Lawyers in America*® in the field of Public Finance Law, most recently for 2025, as well as the following awards and distinctions;

- Named the 2021 *Best Lawyers in America*® Public Finance Law "Lawyer of the Year" in Seattle.
- Acritas Stars - Independently Rated Lawyer, 2020.
- A/V Preeminent Lawyer, Martindale Hubbell.
- KCBA's "2001 Helen Geisness Award for Exemplary and Distinguished Service".
- Economic Development Council of Seattle and King County's "Achievement. Award for Outstanding Service in Economic Development in King County, 1990".
- Owner, Gottlieb Fisher PLLC, 1997 - 2013.
- Partner, Riddell Williams Bullitt & Walkinshaw, 1986 - 1997.

- Associate, Riddell Williams Bullitt & Walkinshaw, 1980 – 1986; and

WHEREAS, Dan also has significant experience presenting as borrower’s counsel, disclosure counsel, underwriter’s counsel, and lender’s counsel experience, having worked on all manner of general obligation, revenue, and special assessment transactions for a variety of governmental entities, including the Library District, the State of Washington, and a number of its agencies, King County, Snohomish County, numerous cities, school districts, libraries, junior taxing districts, other special purpose districts, and Tribal governments; and

WHEREAS, Dan has assisted with competitive sales and negotiated sales of government bonds, and has seen almost every type of creative public financing structure throughout his 43-year professional career; and

WHEREAS, Dan has also served as special counsel to a variety of Washington public agencies for public finance and general municipal law matters; and

WHEREAS, Dan is one of the attorneys responsible for the firm’s public finance federal tax practice and federal and state securities law practice; and

WHEREAS, Dan is sought out for his legal knowledge, public library experience, and collaborative approach; and

WHEREAS, Dan served as special counsel and bond counsel in connection with the development of numerous library facilities throughout Washington State through the creation of and bond financing by local library capital facility areas, including, most recently, the Camano Island Library Capital Facility Area in 2014.

WHEREAS, He supported the Library District in legislative activities, most notably in 2020, working with the Library District Strategic Relations team on the proposed amendment to RCW 27.12.020 to create and finance a Library Capital Facility Area with one ballot measure with a supermajority vote; and

WHEREAS, He has supported the Library District through annual meetings of the District’s Library Capital Facility Areas, and provided legal counsel for the levy lid lifts and potential Board approved bonds; and

WHEREAS, He has provided significant support to the capital strategy and planning team to craft addendums to annexation agreements, transfer of asset agreements, and memorandums of understanding, and development agreements for the Library District to build inspiring spaces;

WHEREAS, Dan was the keynote speaker at the Washington State Public Library Directors’ Meeting in 2015, “When to Call an Attorney, Who to Call and Other Burning Issues,” and

WHEREAS, Dan was a speaker at the Libraries Friends and Boards Forum in 2015 “Washington State (and Federal Tax) Law and Friends of the Library: What Friends Groups Need to Know,” and

WHEREAS, Dan has served our community as a member of the Kitsap Regional Library Board of Trustees, as well as the following organizations:

- National Association of Bond Lawyers
- Washington State Society of Healthcare Attorneys
- Healthcare Financial Management Association
- American Bar Association, State and Local Government Law Section
- King County Bar Association ("KCBA")
- Washington State Association of Municipal Attorneys
- Washington State Bar Association, Health Law Section; Indian Law Section
- Oregon State Bar
- Seattle Clemency Project, Pro Bono Counsel

WHEREAS, Dan has contributed to the culture and creativity in our region as a Tubaist with the Seattle Symphonic Band since 1982; and

THEREFORE, IT IS RESOLVED that the Library District hereby expresses its profound gratitude and appreciation to Dan Gottlieb for unwavering dedication, exemplary service, and invaluable contributions as legal bond counsel to the Library.

BE IT FURTHER RESOLVED that Dan Gottlieb’s commitment to excellence, integrity, and the mission of public libraries has left an indelible mark on this institution,

BE IT FINALLY RESOLVED that Dan Gottlieb is wished the very best in retirement and all future endeavors, with the assurance that his legacy to public library will be celebrated and remembered for years to come.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on January 27, 2025 pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Kay Crull, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Memo

BOARD OF TRUSTEES

Date: February 24, 2025

To: Sno-Isle Libraries Board of Trustees

From: Eric Howard, Executive Director

Re: Authorization to reclassify and rename imprest accounts, and authorizing increases to imprest change fund balances.

Recommendation

Adopt Resolution 25-04 Authorizing the reclassification and renaming of imprest accounts and authorizing the increase of imprest fund balances.

Background

The Board of Trustees adopted balances for imprest funds such as petty cash and change funds as part of Resolution 12-03 in April 2012. Throughout the years, the Board has adopted resolutions to adjust account balances in the imprest funds as was operationally needed (see timeline below).

Timeline of Imprest (Petty Cash and Change Fund) Balances								
Amounts below are the ending balance(s) after each resolution								
	4/23/2012 Res. 12-03	3/25/2013 Res. 13-02	9/23/2013 Res. 13-06	9/29/2014 Res. 14-06	6/27/2016 Res. 16-01	11/27/2017 Res. 17-05	3/22/2021 Res. 21-01	
	Establish Accounts	Decrease Change Funds	Increase Change Funds	Increase Change Funds	Increase Petty Cash (CL)	Increase Petty Cash (CL)	Decrease Change Funds	Current Authorized Balances
Petty Cash Funds								
Service Center	\$ 1,200.00							\$ 1,200.00
Community Libraries	\$ 1,670.00				\$ 2,000.00	\$ 2,100.00		\$ 2,100.00
Change Funds								
Service Center	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ 10,950.00			\$ 2,000.00	\$ 2,000.00
Community Libraries	\$ 30,000.00	\$ 16,000.00	\$ 17,000.00	\$ 19,050.00			\$ -	\$ -

Memo

BOARD OF TRUSTEES

Imprest funds are accounts organizations establish and maintain to meet payments where it would otherwise be difficult to disburse via regular payment procedures. The Library District uses two types of imprest accounts – one for petty cash, and one for change funds to meet organizational needs. Petty cash is an accessible amount of cash on hand used to pay for organizational expenses of small, incidental items where it is too small to warrant processing a check for payment. Change Funds are accounts that are only used to make change either for customers or for another change fund (i.e. the Service Center's change fund makes change for the Community Libraries' change funds).

As the Library District continues to grow and technological advances and efficiencies are gained, certain updates to imprest cash balances need to occur as outlined below.

Discussion

Reclassify the Community Libraries' petty cash fund to a change fund, and rename the two imprest funds associated with the Community Libraries.

The Finance Department has new staff who evaluated the various imprest accounts used by the Library District. The petty cash fund for the Community Libraries whose balance is currently \$2,100 operates as a change fund rather than a petty cash fund. It needs to be reclassified as a change fund. As noted in the background section, a petty cash fund is used to pay for expenditures of small items, whereas this Community Libraries Change Fund is used to make change for customers for lost materials fees and/or even exchanges where a customer needs smaller bills or coins. It is noted that reclassifying this fund to its proper imprest type would cause two funds to have the same name and as such, would need to be renamed. For consistency, both Service Center accounts should be renamed as well.

It is recommended that the Board authorize and approve the following:

- Rename the Community Libraries petty cash fund to Community Libraries – cash box
- Reclassify the Community Libraries Petty Cash Fund to the Change Fund
- Rename the Community Libraries change fund to Community Libraries – copy/print services
- Rename the Service Center petty cash fund to Service Center – petty cash
- Rename the Service Center change fund to Service Center – finance safe

Memo

BOARD OF TRUSTEES

Current	Proposed
Petty Cash Funds Service Center Community Libraries	Petty Cash Funds Service Center – petty cash
Change Funds Service Center Community Libraries	Change Funds Service Center – finance safe Community Libraries – cash box Community Libraries – copy/print services

Increase the balances for imprest change fund balances.

The Service Center Change Fund and the Community Libraries – copy/print services Change Fund both relate to managing the copy/print stations in the Community Libraries. Each Community Library has 1-3 locked pay stations connected to the network printers and copiers for customers to use. Each pay station starts with a dedicated amount of money and the amount fluctuates as customers use the copiers/printers. The Service Center Change Fund is kept on hand to service and refill the Community Libraries' pay stations as needed.

The pay stations that were purchased as part of the 2019 Pay for Print Copy project are aging and failing causing many service calls to a third-party vendor and causing increased staff pay station troubleshooting across Community Libraries, the IT Department, and the Finance Department in addition to causing inconvenience for customers. The IT Department has procured and is replacing the aging pay stations in 2025. The newer pay stations hold less money per unit and the Finance Department anticipates that there may be more change replenishment requests from the Service Center Safe Change Fund and as such, would require the Service Center Safe Change Fund to increase. An increase is requested from \$2,000 to \$5,000.

The Finance Department notes that Resolution 21-01 dated March 22, 2021, reduced the entire Change Fund Balance from \$30,000 to \$2,000 which is the balance of the Service Center Safe. Resolution 21-01 appears to have inadvertently not included the money within the Community Libraries' pay stations, which should have been \$7,140. The current proposed Resolution 25-05 aims to correct this by increasing the balance of the Community Libraries – copy/print services Change Fund from \$0 to \$6,640; the amount of money that will be on hand once all the new pay stations are deployed.

Lastly, the Library District is updating procedures for efficiency to reduce the number of change requests between the Community Libraries and the Service Center and also that the Community Libraries have sufficient change when a customer pays cash for a larger lost materials fee transaction. An increase of the Community Libraries – cash box Change Fund is requested from \$2,100 to \$2,400.

Memo

BOARD OF TRUSTEES

It is recommended that the Board authorize and approve the following:

- Increase the Community Libraries – cash box Change Fund balance from \$2,100 to \$2,400;
- Increase the Service Center Change Fund balance from \$2,000 to \$5,000; and
- Increase the Community Libraries – copy/print services Change Fund balance from \$0 to \$6,640.

Request to Increase Change Fund Amounts			
Table below assumes approval of Topic 1 renaming/reclassifying fund names/type.			
		Proposed Res. 25-04	
	Current Authorized Balance	Increase Change Funds	Ending Authorized Balance if Res. Passed
Petty Cash Funds			
Service Center - petty cash	\$ 1,200.00	-	\$ 1,200.00
Change Funds			
Service Center - finance safe	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
Community Libraries - copy/print services	\$ -	\$ 6,640.00	\$ 6,640.00
Community Libraries - cash box	\$ 2,100.00	\$ 300.00	\$ 2,400.00

Fiscal Impact

There is no anticipated fiscal impact as a result of the recommended action.

Resolution 25-04
of the
Sno-Isle Libraries Board of Trustees

A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT AUTHORIZING THE RECLASSIFICATION AND RENAMING OF IMPREST ACCOUNTS, AND AUTHORIZING INCREASES TO IMPREST FUND BALANCES.

WHEREAS, Sno-Isle Intercounty Rural Library District (“Sno-Isle Libraries”) maintains checking accounts, imprest petty cash funds, and imprest change fund to meet the day-to-day business needs of Sno-Isle Libraries; and

WHEREAS, pursuant to RCW 27.12.210(10), The Library Board of Trustees is authorized to undertake all actions necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees authorized the establishment of balances for the checking accounts, imprest petty cash funds, and imprest change funds in Resolution 12-03; and

WHEREAS, Resolution 21-01 brought the total Change Fund from \$30,000.00 to \$2,000.00; and

WHEREAS, Resolution 17-05 increased the Community Libraries Petty Cash Fund from \$2,000.00 to \$2,100.00

WHEREAS, the Community Libraries Petty Cash Fund requires reclassification to a Change Fund; and

WHEREAS, with the reclassification of the Community Libraries Petty Cash Fund to a Change Fund, the accounts need to be renamed; and

WHEREAS, new copy/print pay stations will replace the old copy/print pay stations and have different coinage and bill amounts; and

WHEREAS, the amount imprest change amount held at the Service Center will need to supplement coinage and bills in the pay stations should the need arise;

THEREFORE, IT IS RESOLVED that the Library Board of Trustees authorizes revised fund type and name and revised imprest change fund balance as follows:

From	To
Petty Cash Funds Service Center Community Libraries	Petty Cash Funds Service Center – petty cash
Change Funds Service Center Community Libraries	Change Funds Service Center – finance safe Community Libraries – cash box Community Libraries – copy/print services

	From	To
Change Funds		
Service Center - finance safe	\$ 2,000.00	\$ 5,000.00
Community Libraries - copy/print services	\$ -	\$ 6,640.00
Community Libraries - cash box	\$ 2,100.00	\$ 2,400.00

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on February 24, 2025 pursuant to notice given as required by law.

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Kay Crull, Trustee

Griselda Guevara-Cruz, Trustee

Susan Kostick, Trustee

Financial Update

FINANCE DEPARTMENT

February 24, 2025

2025 Budget Allocation:

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

January 2025 Revenue Summary

- Total revenue received in January was \$438.9k compared to the monthly budget of \$1.M.
Total revenue for the 2025 budget is \$77,785,600.
- General property tax receipts for January were \$146.1k compared to the monthly budget of \$153.8k.
- Timber tax, Leasehold Excise Tax, and DNR revenue for January were \$14.9k compared to the monthly budget of \$47.2k.
- Grant revenue for January was \$25.1k compared to the monthly budget of \$616.7k.
- Investment Interest for January was \$175.6k compared to the monthly budget of \$108.3k.
- Print/copy services, city contract fees, lost materials revenue, and donations for January were collectively \$74.5k compared to the monthly budget of \$52k.
- Other Revenue for January was \$3k compared to the monthly budget of \$50k.

January 2024 Expenditures Summary

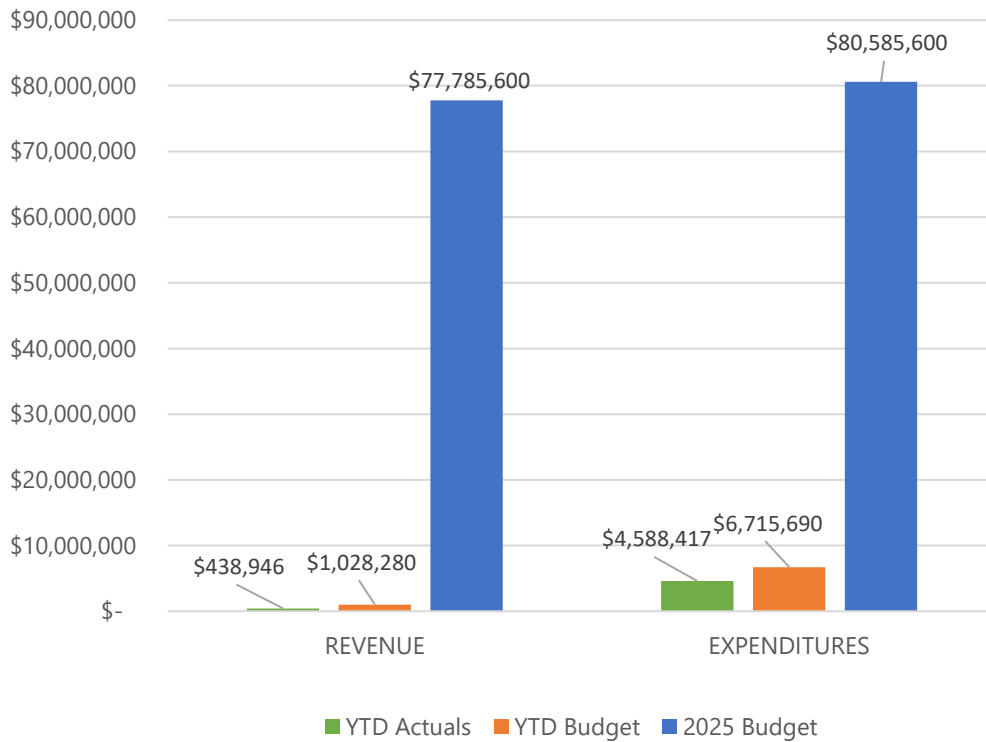
- Total expenditures for January were \$4.6M compared to the monthly budget of \$6.7M.
Total expenditures for the 2025 budget are \$80.6M.
- Salaries & Benefits for January were \$3.9M compared to the monthly budget of \$4.1M.
- Collection materials expenditures for January were \$264.6k compared to the monthly budget of \$576k.
- Employee training expenditures for January were \$8.4k compared to the monthly budget of \$22.6k.
- Capital expenditures for January were \$5.7k compared to the monthly budget of \$1.1M.
Expenditures are for building & improvements, architecture & engineering, and vehicles.

Financial Update

FINANCE DEPARTMENT

- All other expenditures (professional & contract services, equipment & furnishing, maintenance & repairs, software license & maintenance fees, communications, office & operating supplies, utilities, rentals & leases, insurance and miscellaneous) for January were \$391.7k compared to the monthly budget of \$976.6k.

2025 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 1/1/2025 Through 1/31/2025
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures					
10.0	3,908,543	3,908,543	4,058,390	48,700,000	8.02%
20.0	264,577	264,577	576,000	6,912,000	3.82%
26.0	120,188	120,188	294,320	3,530,900	3.40%
35.0	3,228	3,228	50,280	603,500	0.53%
38.0	32,680	32,680	110,770	1,328,300	2.46%
41.0	11,667	11,667	142,060	1,704,900	0.68%
42.0	29,706	29,706	68,500	822,000	3.61%
43.0	10,331	10,331	53,240	639,350	1.61%
44.0	23,222	23,222	45,590	547,000	4.24%
45.0	80,895	80,895	48,460	581,600	13.90%
46.0	14,270	14,270	22,600	271,100	5.26%
48.0	8,352	8,352	22,580	271,000	3.08%
49.0	73,059	73,059	78,270	938,400	7.78%
50.0	1,989	1,989	62,500	750,000	0.26%
62.0	881	881	874,220	10,490,550	0.00%
62.5	3,445	3,445	110,000	1,320,000	0.26%
64.0	0	0	97,910	1,175,000	0.00%
64.5	1,382	1,382	0	0	0.00%
Total Expenditures	<u>4,588,417</u>	<u>4,588,417</u>	<u>6,715,690</u>	<u>80,585,600</u>	<u>5.69%</u>

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 1/1/2025 Through 1/31/2025
(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	146,107	146,107	153,760	67,230,900	0.21%
02.0	14,890	14,890	47,200	627,000	2.37%
02.5	25,087	25,087	616,680	7,400,000	0.33%
03.0	813	813	1,670	20,000	4.06%
04.0	2,190	2,190	330	4,000	54.75%
05.0	5,285	5,285	4,170	50,000	10.57%
06.0	175,628	175,628	108,330	1,300,000	13.50%
07.0	66,188	66,188	46,140	553,700	11.95%
08.0	2,758	2,758	50,000	600,000	0.45%
	<u>438,946</u>	<u>438,946</u>	<u>1,028,280</u>	<u>77,785,600</u>	<u>0.56%</u>

Human Resources

2024 ANNUAL REPORT

Approved FTE – Summary (as of December 31, 2024)

Full-time equivalent (FTE) refers to the number of position hours equal to full time positions.

	Employees	FTE
Full-Time	301	301
Part-Time (28 or fewer hours)	177	73.4
Vacant	N/A	17.6
Total	478	392

Race of Applicants (Self-reported)

Race	Applicants
White	44.62%
Not answered	29.07%
I do not wish to self-identify	5.59%
Hispanic or Latino	7.32%
Asian	6.55%
Two or more races	3.81%
Black or African American	2.08%
Native American or Alaska Native	0.49%
Native Hawaiian or other Pacific Islanders	0.47%

Race of Current Staff (Self-reported)

The percentage of BIPOC (black, indigenous, and people of color) staff has increased from 11.2% in 2014 to 18.2% in 2024. We have seen an increase in staff not answering or not self-identifying, totaling 7.53% of staff in 2024.

Race	Count of Staff	Percent of Staff
White	355	74.27%
Not answered	18	3.77%
I do not wish to self-identify	18	3.77%
Hispanic or Latino	30	6.28%
Asian	27	5.65%
Two or more races	18	3.77%
Black of African American	6	1.26%
Native American or Alaska Native	4	0.84%
Native Hawaiian or other Pacific Islanders	2	0.42%

Human Resources

2024 ANNUAL REPORT

Employment Activity

	2023	2024
Total job vacancies	116	118
External Hires	63	58
Completed applications	2,672	3,279

Recruitment Methods

Employment newsletters are sent to interested applicants who subscribe directly to jobs on the Library District's website.

Sno-Isle Libraries Website	41%
Online Job Board (LinkedIn etc.)	36%
Other	10%
Sno-Isle Newsletter	7%
Referral	6%

Reasons for Separation

Turnover Rate was 11.2%. Retirement continues to remain the top separation reason.

Retirement	17
Other Employment	7
Moving	5
Personal Reasons	8
Involuntary	4
Medical	2
Returned to School	4
Resigned (no reason given)	1
Laid Off	3
Job Dissatisfaction	1
Temporary Position Ended	1
Total Separations	53

Separations by Race	Employee Count	Percentage
Asian	6	11.32%
Hispanic or Latino	3	5.66%
Two or more races	2	3.77%
White	42	79.25%

Records Management

2024 ANNUAL REPORT

Sno-Isle Libraries has seen a significant increase in the number of public records requests received in recent years, and this trend continued in 2024. Overall, there were requests spanning across a wide variety of records categories with nine new record categories added this year. The largest increase in requests were received in: Incident reports, Budget, Human Resources, and Procurement records.

Requests by Category

	2023	2024
Accounting	5	0
Budget	0	4
Board of Trustees	2	1
Collections	1	2
Facilities	0	1
Finance	0	2
Foundation	0	1
Human Resources	6	10
Incidents	0	7
Legal	1	1
Library System Information	9	6
Miscellaneous	1	4
Multiple Categories	0	3
Policy	0	1
Procurement	8	13
Public Records Requests	0	6
Technology/IT	0	1
Union	0	3
Email Communications	14	15
Total	47	81

Requests

Multiple requests coming from the same requester increased from 6 in 2023 to 13 in 2024. A single requester submitted 11 requests, another submitted 10 requests, and another submitted 8 requests.

	2022	2023	2024
Total Public Records Requests	28	47	81

BOARD OF TRUSTEES 2025 CALENDAR

FEBRUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

JANUARY

President

- Committee appointments

Executive (January 16)

- 2025 Board of Trustees calendar
- 2025 Organizational and Leadership outcomes
- 2025 Conferences for Trustees

OPEN MEETING

Special Meeting (January 7)

- Joint levy certification

Regular Meeting (January 27)

- 2025 Board of Trustees calendar
- Resolution 25-01 Honoring Rebecca Loney
- Resolution 25-02 Honoring Dan Gottlieb
- Resolution 25-03 Appointment of Audit Officer
- Resolution 25-04 Petty Cash and Imprest Funds
- Committee appointments
- *Staff Presentation – 2024 State of the Library Collection*
- *Staff presentation- Workforce Diversity Advisory Group*

FEBRUARY

Executive

- Trustee employee recognition award review

Regular Meeting (February 24)

- Resolution 25-04 Petty Cash and Imprest Funds
- *Staff presentation – Human Resources 2024 Report*

MARCH

Regular Meeting (March 24)

- *Staff presentation - Programs and Services Update*

APRIL

Executive

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

Regular Meeting (April 28)

- Trustee vacancy process (information)
- *Staff presentation – Summer Reading Program Preview*

BOARD OF TRUSTEES 2025 CALENDAR

FEBRUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

OPEN MEETING

MAY

President

- Trustee Nominating Committee appointments

Management

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy

Regular Meeting (May 27)

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy
- *Staff presentation – Budget Preview (potential scenarios)*
- *Staff presentation – Sno-Isle Libraries Foundation*

JUNE

Library Services

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files

Regular Meeting (June 23)

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files
- *Staff presentation – Collection Trends*

JULY

Executive (July)

- Executive Director quarterly check-in

Trustee Nominating

- Interview planning

Trustee Nominating

- Application review

Regular Meeting (July 28)

- *Staff presentation – Capital Projects update*

AUGUST

Trustee Nominating

- Candidate review and interviews

BOARD OF TRUSTEES 2025 CALENDAR

FEBRUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

OPEN MEETING

SEPTEMBER

President

- Officer Nominating Committee appointment

Regular Meeting (September 15)

- Trustee candidate recommendation
- 2026 Officer Nominating Committee appointment
- *Staff presentation - 2026 Budget Introduction*

OCTOBER

Executive

- Executive Director quarterly review planning
- 2026 meeting schedule

Officer Nominating

- 2026 officer nomination

Special Meeting (October 14 - Tentative)

- 2026 preliminary budget discussion

Regular Meeting (October 27)

- 2026 meeting schedule (first review)
- Officer slate announcement
- 2026 budget proposal
- Public hearing on 2026 levy
- Resolution regarding the 2026 levy

NOVEMBER

Regular Meeting (November 24)

- Resolution regarding the 2026 budget
- Election of officers
- 2026 meeting schedule adoption
- Executive Director review

DECEMBER

President (December)

- Onboarding and assigning mentor to new Trustee

BOARD OF TRUSTEES 2025 CALENDAR

FEBRUARY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

SILCON and Employee Recognition Event (April 21)

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

Other Events

- Washington Library Association Conference. Tacoma, WA. April 10-12, 2025
- American Library Association Conference. Philadelphia, PA, June 26 - July 1, 2025
- Board-to-Board event (tentative)
- Board retreat (June 2025)

February 18, 2025

SNO-ISLE LIBRARIES