

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

June 23, 2025, 5:30 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

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

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 May 27, 2025 regular meeting minutes
- b) Approval of the May 2025 payroll, benefits, and vouchers

7) Public Comment

8) New Business

- a) Internal Financial Controls Presentation – Finance Director Janella Lewis [Attachment 2](#)
- b) *Collection Development Policy – Committee Chair Adams [Attachments 3-5](#)
- c) *Internet Use Policy – Committee Chair Adams [Attachments 6-8](#)
- d) *Confidentiality of Library Records and Customer Files – Committee Chair Adams [Attachments 9-11](#)

9) Finance Report

- a) June Financial Update – Finance Director Janella Lewis [Attachment 12](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2025 Calendar [Attachment 13](#)
 - ii) Trustee Nominating Committee Update – Chair Guevara-Cruz
- b) Sno-Isle Libraries Foundation – Trustee Ryan

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

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

BOARD REPORT

June 23, 2025

Eric Howard
Executive Director

How are you, your family, and your friends connected to the Library? How does that connection feel and what does it look like? Who isn't connected to our Library and what can Sno-Isle Libraries do differently to meet our vision of connecting everyone to the Library? As Sno-Isle Libraries prepares for the 2026 strategic planning process, it is advancing several key projects to enhance services while also seeking to answer these important questions and others.

I've asked myself these questions quite a lot over the last month. In June, I've felt the most connected while in engaging with community, being in service to our customers, and focusing on inspiring spaces where our work can come together.

The more we understand our community and their needs, the better we will be able to plan our priorities in 2026.

Community

I had the honor of representing Sno-Isle Libraries at the Snohomish County Commission to thank them for their [resolution](#) recognizing Juneteenth Independence Day in Snohomish County and the Library's participation to commemorate this important day. The Library and I celebrated Juneteenth with the community on Father's Day at the Mountlake Terrace Library. Also this month, I met Rosario Reyes, Executive Director of the Latino Educational Training Institute (LETI). Rosario toured staff and me through her organization's new facility. Additionally, since our last Board meeting, Kathy Solberg, a community connector, hosted me and introduced me to other community leaders. That introduction led to another event that I attended welcoming Britany Williams, the new Executive Director of the United Way of Snohomish County. And I visited Sno-Isle Libraries staff who tabled at the Camano Island Pride celebration. Lastly, I had the pleasure of attending my first Economic Alliance Snohomish County Board meeting. I'm constantly reminded of the immense network that connects Snohomish and Island Counties' community groups and members.

Like me, staff at our twenty-three libraries, plus Wheels and our Strategic Services Department meet regularly with community partners and leaders throughout our Library District and beyond. Sno-Isle recognizes that these connections are critical for what we learn from our partners.

Executive Director

BOARD REPORT

Customer Service

At a previous Board of Trustees meeting, we discussed plans to learn more about nonusers of the Library. Since that time, the Library has pulled together a staff team which has chosen a vendor to support this analysis. The vendor will also provide another analysis on current library users. That work will help us to better understand our customers' experience with Sno-Isle Libraries, both online and within our buildings. We expect to see the results from that work by early fall. Additionally, to get a deeper appreciation for our customer service model, I have been and will continue to work at all of the service desks in our 23 locations and at our mobile services. During this reporting period, I have worked at Coupeville, Oak Harbor, Freeland, Langley, Arlington, Mariner, Clinton, Mill Creek and Mukilteo.

In addition to our external customer service, we are also conducting surveys of staff. All of these data points will inform our direction for internal and external customer service. Using that information, we will begin to workshop ideas at a November In-Service Day.

Capital Projects

Third spaces are a critical resource that Libraries provide communities and are essential for a healthy democracy and community connection. Sno-Isle Libraries carefully considers its strategy around the goal of creating inspiring spaces. At next month's Board meeting, Chy Ross, Assistant Director of Capital Strategy and Planning, will present the Library's overall plans. During this reporting period, it's worth noting the continued progress for the Lake Steven's Community Library. The walls are rising and it's on schedule to be completed by the spring of 2026. This month, I had the pleasure of taking a tour of the construction site with Representative Sam Low.

Mariner has taken another step forward. I'm happy to report that I approved language for a contract with the Everett Housing Authority (EHA) to begin the conceptual design and site analysis in our joint venture to develop the location. The conceptual design should be completed in approximately five months. I'd like to recognize Chy Ross and Terry Lott who have spearheaded this effort and have invested countless hours with partners, elected officials and attorneys to get us to this important milestone.

Highlights from Community Libraries:

Coupeville and Langley Library staff represented Sno-Isle Libraries at Baby Expo on June 1st. Baby Expo, coordinated by WhidbeyHealth, is an opportunity for new parents, expecting parents, soon-to-adopt parents, and others to come and connect with each other and with resources for babies and young families on Whidbey Island. Staff shared information about storytimes, books for babies, and other library programs with about 50 attendees. They also raffled off a basket of baby books and a gift card to Kingfisher Books in Coupeville, provided by the Friends of the Coupeville Library.

Executive Director

BOARD REPORT

Kendra Wright with **Library on Wheels** put on a STARS Training session for educators and childcare providers at the Marysville Library on May 3. The training was about how to support early literacy in ways that go beyond just reading the words on the page. Participants explored books different types of books: books with too many words for the age level, books that are written in other languages, and books that do not have any words at all. They explored how to adapt books on hand for all ages in the classroom. They also discussed tips and strategies for supporting parents or caregivers that do not have access to books in languages they can read. Later that month at a childcare visit Kendra put her strategies into practice by sharing a book written in Korean to showcase that you can still read a book even if you don't know the words. A little girl recognized her home language, excitedly pointed to herself, and gave Kendra a hug when she left.

At the **Lakewood/Smokey Point Library**, starting in May of this year, Emma Howe, adult liaison Library Associate, has been hosting Tech Drop-In sessions at the Stilly Valley Center in Arlington. We've arranged for Emma to go to the center on the 1st and 3rd Monday of each month for 1 hour to work with senior residents with their smart phones, tablets, and computers. In her first two sessions, Emma saw a packed house where 4-5 residents will show up with questions, phones, and tablets to fill up the hour; with this turn-out, we've worked with Stilly Valley Center to up sessions to 2 hours so that Emma can continue to provide quality service to our senior community. This program is slotted to go through August with the potential for SVC staff to extend for the rest of the year.

At the **Stanwood library**, interviews have begun for the two teen internship positions available this summer at the Stanwood Library. This is a pilot project for Sno-Isle Library System being led by Library Manager Chuck Pratt and Teen Librarian Nichole Squire. The teen interns will work 80 hours over the summer and get job experience working in the library, shadow library staff and learn more about library careers, and assist the team with Stanwood Summer Reading efforts. We wish to thank Melinda, the Assistant Director of HR for her assistance and direction in the creation of this program as well as the support provided by David Brown, the Assistant Director of Community Libraries in the North and Community Library Initiatives. Special thanks especially to Jennifer Sullivan for having a vision and drive to see this project become real.

The **Darrington Library** building is getting a 28kW roof-mounted solar array installed this week! The project is the result of a Decarbonization Grant awarded to the Town of Darrington from the Washington State Department of Commerce, and the benefits (annual energy cost savings: \$2,545, and annual energy production: 25,971 kWh) further the library's goals to create inspiring spaces and optimize library funding.

To kick off Pride Month, **Arlington Library** was proud to host a table of fun for the first youth led Pride Walk at Haller Park on May 31st. Thanks to Sno-Isle Libraries Foundation, staff purchased a selection of books so that all youth who attended were able to take home a free book. About 50 people came to walk.

Executive Director

BOARD REPORT

Camano Island Library held its first Homestead Fair featuring local farms and attractions (a creamery, honey producer, two organic produce farms, soap maker, draft horse farm), which was complemented with demonstrations from long-time partner WSU Extension about composting, raised garden beds, and rain barrel construction. Tulip the calf and Toby the draft horse were especially popular with the 605 attendees.

Granite Falls Librarian, Jannah Minnix, was given the "community leader" award by the Granite Falls School District at the recent WASA (Washington Association of School Administrators) Award ceremony. Jannah was recognized for the incredible work she has done supporting students and families in Granite Falls. It is wonderful to see her dedicated efforts being recognized by the community!

In partnership with the Alzheimer's Association, and with support from collection services, our **Lake Stevens Library** launched the circulation of memory care kits. The kits check out for three weeks from the Lake Stevens Library, and include games, sensory activities, and caregiver support materials.

Sultan Library Staff attended Sultan Elementary School's Family Reading Night. It was a great opportunity to connect with students and families to share about the programs and resources offered by the library.

The **Brier Library** ended its Spring with a series of popular family and children's events. Lego Club continues to bring in young Lego enthusiasts, with 30 attendees at our highest-attended session. Its weekly community genealogy programs have sparked excitement from many local residents interested in researching their history, with around 10 regular attendees per session. The makerspace sessions at Brier Terrace Middle and Terrace High School brought in as many as 35 interested students. Its once-per-month summer, outdoor Family Storytime at Brier Park was a big success with more than 35 attendees.

May marked the first Sno-Isle Libraries collaboration with Workforce Snohomish's Financial Empowerment team to provide a series of in-person educational workshops. At the **Mill Creek Library**, Workforce's Financial Coach created and presented the workshops and feels very positive about the outcomes. Attendees have included low-income and recent immigrant parents and have resulted in new clients for Workforce and new library card holders for SIL. The **Marysville Library** is also working with Workforce and the Mill Creek Library Teen Librarian is hoping to schedule a workshop or series of workshop on financial empowerment for teens/tweens (we have had multiple requests from the community for this). An expanded community benefit - we learned from an attendee that these workshops count as work/educational credits for Temporary Assistance for Needy Families (TANF) by WA State's Workfirst program. SilverKite continues to be a success and attendees have come from Whidbey Island expressing their appreciation of in-person events to connect with others through art and prevent feelings of isolation.

Executive Director

BOARD REPORT

Working with the Pilchuck Audubon Society, the **Edmonds Library** will offer a localized "Library of Things," lending binoculars for library customers. The Library has access to 50 birding backpacks ready to lend out. In the spirit of co-creation, the children's librarian has partnered with the Birdfest Festival offering a bird themed story time while making attendees aware of the Audubon's backpack resource for May 31. The Library also has an active birding community and several birding hotspots including the Edmonds Marsh Estuary, Richmond Beach Saltwater Park, Lake Ballinger, and Edmonds Waterfront.

Programs Planned Ahead:

North

Stanwood Library

Neighbors Who Inspire: A Look Back at Japanese Internment - 7/12 (Adults)

Camano Island resident Joan Pang looks back at her experience as an internee in a Japanese internment camp in Amache, Colorado during WW2.

South

Lynnwood Library

Pigeons Are Not Pesty: True Heroes of the Avian World - 7/10 (Adults)

Master birder Connie Sidles opens a window into the wondrous world of these amazing birds. You'll never look at a pigeon in the same way again.

East

Marysville Library

Metal Tooling / Repujado – 7/24 (Teens, Adults)

Learn about the intriguing, traditional art form of Repujado, or Metal Tooling with artist and educator Amaranta Ibarra-Sandys of ArtMaranth Mobile School.

West

Oak Harbor Library

Shannon Point Marine Center: Marine Wildlife Touch Tank Adventure - 7/1 (Family)

Join Shannon Point Marine Center scientists and college students in a touch tank scavenger hunt adventure and learn all about Salish Sea marine life and their habitats.

Executive Director

BOARD REPORT

Online

Grizzly Confidential: Face-to-Face with North America's Brown Bears - 7/30 (Adults)

Author Kevin Grange will talk about his new book Grizzly Confidential and his journey across the American west and Alaska to study the formidable bears.

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

May 27, 2025

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, Kay Crull, Griselda Guevara-Cruz, Susan Kostick, and Paul Ryan.

Members present via videoconference: Michael Adams and Jennifer DePrey.

President Olson confirmed quorum.

Staff present: Sandra Barnhart, David Durante, Baha Farkish, Bryan Gabehart, Casey Gabehart, Eric Howard, Christina Kourteva, Meredith Kraft, Janella Lewis, and Chila Oglesby.

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 reviewed information from the Executive Director's report, including highlights from his meetings with elected officials in Washington, D.C. Executive Director Howard also Noted that the Lynnwood City Council would soon be holding a vote regarding the Tax Increment Financing Program.

Trustee Adams joined the meeting.

Consent Agenda

- a) Approval of the April 28, 2025 regular meeting minutes
- b) Approval of the April 2025 payroll, benefits, and vouchers

Trustee Kostick 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

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

New Business

Sno-Isle Libraries Foundation Overview

Sno-Isle Libraries Foundation Executive Director Christina Kourteva presented information about the Foundation, including the organization's history, mission, strategic goals, and examples of support provided to Sno-Isle Libraries. The Board commended Executive Director Kourteva for the Foundation's growth since she took leadership and asked questions about organizational structure, marketing efforts, and partnerships with the Friends of the Library groups

Finance Report

May Financial Update

Finance Director Janella Lewis presented the May 2025 financial report.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The formation of the Trustee Nominating Committee, comprised of Trustees Guevara-Cruz (chair) and Adams.
- The Board's plan to hold a retreat in the fall.

Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan reported on the Foundation's recent social event and thanked Foundation Executive Director Christina Kourteva for her informative presentation.

Adjournment

Trustee Crull moved to adjourn the May 27, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:52 p.m.

President


Secretary

Sno-Isle Libraries
MAY 2025 Payroll and MAY 2025 Vouchers

Direct Deposits, Employee Deductions	\$ 2,759,679.63
Vendor Checks 86496, 86501, 86565, 86569, 86620, 86625, 86683, 86686, 86728 through 86736, 86739, plus Electronic Transfers	\$ 1,131,965.66
Total Payroll and Benefits	\$ 3,891,645.29
Accounts Payable Checks Checks 86496 through 86739, less checks listed above, plus Electronic Transfers	\$ 2,576,664.93
Total Payroll, Benefits and Accounts Payable	\$ 6,468,310.22 *

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 June 23, 2025.

 6/12/2025

Finance Director

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

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

MAY 2025 Payroll

Employee Pay - Direct Deposit	\$	1,971,753.65	
Plus: Employee Deductions	\$	787,925.98	
Sub-Total Gross Payroll			\$ 2,759,679.63
Vendor Checks 86496, 86501, 86565, 86569, 86620, 86625, 86683, 86686, 86728 through 86736, 86739	\$	264,228.13	*
Employer Workers' Comp Insurance Premium	\$	27,429.84	
Electronic Funds Transfer- Employer Federal Taxes	\$	229,101.02	
Electronic Funds Transfer - Canopy Wellbeing	\$	2,318.30	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,245.89	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	62,664.68	
Electronic Funds Transfer - PERS - Retirement Plan	\$	388,263.46	
Electronic Funds Transfer - Navia - FSA	\$	13,645.76	
Electronic Funds Transfer - Navia - HRA/MRA	\$	13,640.53	
Electronic Funds Transfer - Premera - Medical	\$	427,920.81	
Electronic Funds Transfer - Washington State Support Registry	\$	1,169.84	
Less: Employee Benefit Deductions	\$	(302,662.60)	
Sub-Total Benefits - Employer Expense			\$ 1,131,965.66
Total Payroll and Benefits			\$ 3,891,645.29

2025 Accounts Payable

Checks 86496 through 86739, less checks listed above, plus Electronic Transfers	\$	2,575,733.88	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax		\$931.05	
Sub-Total Accounts Payable			\$ 2,576,664.93
Total Payroll, Benefits and Accounts Payable			\$ 6,468,310.22

Adjustments

Overage/Shortage/NSF Checks	\$	2.00	
Refunds and Credits	\$	(1,095.86)	
Retainage Deposits	\$	7,348.50	
Bank Service Charge	\$	332.62	
Travel & Business Expense Reimbursement paid in Payroll	\$	13,195.36	
Total Adjustments			\$ 19,782.62
MAY 2025 Total Expenditures			\$ 6,488,092.84 ***

* Benefit invoices paid through Accounts Payable Checks	\$	264,228.13
** Regular invoices paid through Accounts Payable Checks	\$	2,575,733.88
Total Accounts Payable Check Payments	\$	<u>2,839,962.01</u>

*** Equals Expenditure Summary Total

Vouchers May 2025

Date	Check Number	Payee	Check Amount
5/21/2025	86369	KAMORI AUSTRALIA PTY LTD (Void)	\$ (410.29)
5/8/2025	86496	4IMPRINT INC	1,196.43
5/8/2025	86497	ABILA	681.88
5/8/2025	86498	ALVAREZ, NOE	3,000.00
5/8/2025	86499	AT&T MOBILITY (6463)	43.23
5/8/2025	86500	BAKER & TAYLOR BOOKS (277930)	3,425.78
5/8/2025	86501	BEACON HILL STAFFING GROUP LLC	2,200.00
5/8/2025	86502	BEACON PUBLISHING INC	637.50
5/8/2025	86503	BRODART (SUPPLIES)	2,508.72
5/8/2025	86504	CERNA, ENRIQUE	1,306.00
5/8/2025	86505	CITY OF GRANITE FALLS	136.21
5/8/2025	86506	CO3 CONSULTING, LLC	350.00
5/8/2025	86507	CORTES, MARCO	800.00
5/8/2025	86508	CURISMO HEALING & ARTS LLC	150.00
5/8/2025	86509	DAYFORCE US, INC.	10,537.91
5/8/2025	86510	DEMCO INC (8048)	34.52
5/8/2025	86511	DIAZ RAMIREZ, MARIA MAGDALENA	232.20
5/8/2025	86512	EBSCO	18,750.00
5/8/2025	86513	EDNETICS, INC.	138.35
5/8/2025	86514	CONFERENCE SOLUTIONS	1,358.00
5/8/2025	86515	FATBEAM, LLC	4,979.00
5/8/2025	86516	FREELAND WATER DIST	57.18
5/8/2025	86517	GALE/CENGAGE LEARNING	837.65
5/8/2025	86518	GLASS FIX, LLC	1,509.72
5/8/2025	86519	GUPTA, RASHMI	550.00
5/8/2025	86520	HF GROUP LLC	552.35
5/8/2025	86521	HIRERIGHT, LLC	266.63
5/8/2025	86522	IMAGICORPS INC.	42,646.68
5/8/2025	86523	INGRAM LIBRARY SERVICES	41,833.24
5/8/2025	86524	KANOPY	7,217.00
5/8/2025	86525	LAKESHORE LEARNING MATERIALS, LLC	408.30
5/8/2025	86526	LODESTAR MARKETING GROUP	9,175.00
5/8/2025	86527	MEDINA ENTERTAINMENT RESOURCES	875.00
5/8/2025	86528	MIDWEST LIBRARY SERVICE	79.70
5/8/2025	86529	MIDWEST TAPE	20,297.16
5/8/2025	86530	MY NEIGHBORHOOD NEWS NETWORK	425.00
5/8/2025	86531	NACKOS, STARLYN STOUT	50.00
5/8/2025	86532	NORTHWEST PUBLISHING INC.	400.00
5/8/2025	86533	OCLC INC (34299)	286.20
5/8/2025	86534-86539	REMIT OVERRUN	0.00
5/8/2025	86540	OVERDRIVE INC	200,315.24
5/8/2025	86541	PACIFIC PUBLISHING CO INC	301.25
5/8/2025	86542	RICOH USA INC - 31001	10,081.84
5/8/2025	86543	ROMANO, CRAIG	250.00
5/8/2025	86544	NORTH SOUND MEDIA	800.00
5/8/2025	86545	SKAGIT PUBLISHING	463.00
5/8/2025	86546	SNO-ISLE GENEALOGICAL SOCIETY	175.60
5/8/2025	86547	SNO-ISLE REFUND ACCOUNT	549.09

**Vouchers
May 2025**

Date	Check Number	Payee	Check Amount
5/8/2025	86548	SPRAGUE PEST SOLUTIONS	293.26
5/8/2025	86549	STERICYCLE, INC.	121.07
5/8/2025	86550	STITCHDX, LLC	11,970.00
5/8/2025	86551	TIMELESS DESIGN	17,701.50
5/8/2025	86552	T MOBILE	14,912.68
5/8/2025	86553	T MOBILE	131.01
5/8/2025	86554	ULINE	350.01
5/8/2025	86555	VERIZON COMMUNICATIONS INC	330.79
5/8/2025	86556	WALTER E NELSON CO OF WESTERN WA	2,623.10
5/8/2025	86557	WASTE MANAGEMENT	5,399.47
5/8/2025	86558	WAVE BUSINESS	9,303.26
5/8/2025	86559	WHIDBEY TELECOM	835.13
5/15/2025	86560	8X8 INC	7,991.15
5/15/2025	86561	ACE EQUIPMENT RENTALS	340.01
5/15/2025	86562	ALDERWOOD WATER DISTRICT	53.85
5/15/2025	86563	THE ALLY LEAGUE	3,700.00
5/15/2025	86564	ALVAREZ, NOE	1,000.00
5/15/2025	86565	AMAZON CAPITAL SERVICES, INC	1,245.65
5/15/2025	86566	THE ART OF ROSEMARY	250.00
5/15/2025	86567	BACHO, PETER	600.00
5/15/2025	86568	BAKER & TAYLOR BOOKS (277930)	3,448.86
5/15/2025	86569	BEACON HILL STAFFING GROUP LLC	2,200.00
5/15/2025	86570	BLACKSTONE PUBLISHING	116.82
5/15/2025	86571	BORDOLOI, SAMIT DIPON	2,100.00
5/15/2025	86572	BRODART (SUPPLIES)	488.73
5/15/2025	86573	BUILDINGWORK, LLC	36,396.71
5/15/2025	86574	CAMANO HILLS WATER COMPANY INC.	130.51
5/15/2025	86575	CDW GOVERNMENT INC	565.97
5/15/2025	86576	CENTER POINT LARGE PRINT	756.90
5/15/2025	86577	CERNA, ENRIQUE	1,250.00
5/15/2025	86578	CITY OF ARLINGTON	243.58
5/15/2025	86579	CITY OF LANGLEY	609.39
5/15/2025	86580	CITY OF MARYSVILLE	714.15
5/15/2025	86581	CITY OF MONROE	1,050.43
5/15/2025	86582	CITY OF SULTAN	211.79
5/15/2025	86583	CLINTON WATER DIST	52.94
5/15/2025	86584	CUNNINGHAM, TEKLA	450.00
5/15/2025	86585	DEL SOL INC	87,029.99
5/15/2025	86586	EXPEDITIONARY ART, INC.	250.00
5/15/2025	86587	FABER CONSTRUCTION CORPORATION	997,201.83
5/15/2025	86588	THE FLORIDA AQUARIUM, INC.	100.00
5/15/2025	86589	GALE/CENGAGE LEARNING	20,318.65
5/15/2025	86590	GRAPHICSLAND, INC.	5,509.90
5/15/2025	86591	E.J. HARRIS PHOTOGRAPHY	675.00
5/15/2025	86592	HEARING, SPEECH, AND DEAF CENTER	1,640.00
5/15/2025	86593	HERENCIAS MEXICANAS	450.00
5/15/2025	86594	HESS, M RYAN	2,200.00
5/15/2025	86595	INGRAM LIBRARY SERVICES	21,154.99

**Vouchers
May 2025**

Date	Check Number	Payee	Check Amount
5/15/2025	86596	INSIGHT PUBLIC SECTOR INC.	15,660.39
5/15/2025	86597	ISLAND DISPOSAL INC	239.71
5/15/2025	86598	SUSAN KOSTICK	484.40
5/15/2025	86599	KSER FOUNDATION	666.72
5/15/2025	86600	LITHTEX NW	110.78
5/15/2025	86601	MILL CREEK VIEW	290.00
5/15/2025	86602	MILNE ELECTRIC INC	6,829.66
5/15/2025	86603	MUSEUMS WITH MARISA	300.00
5/15/2025	86604	OFFICE DEPOT, INC	1,955.97
5/15/2025	86605	PAPER ROLL PRODUCTS	265.13
5/15/2025	86606	PAWSWITHCAUSE	275.00
5/15/2025	86607	PITNEY BOWES	967.45
5/15/2025	86608	PUGET SOUND ENERGY	1,679.29
5/15/2025	86609	PUD NO 1 OF SNOHOMISH COUNTY	4,781.30
5/15/2025	86610	REPUBLIC SERVICES 197	1,012.24
5/15/2025	86611	RYAN, PAUL	260.40
5/15/2025	86612	SCHOOX LLC	17,400.00
5/15/2025	86613	SENTRUM MARKETING, LLC	2,506.00
5/15/2025	86614	SILVER LAKE WATER & SEWER	150.87
5/15/2025	86615	SNOHOMISH CO FINANCE	54.00
5/15/2025	86616	SOUND PUBLISHING	4,821.35
5/15/2025	86617	STERLING VOLUNTEERS	68.00
5/15/2025	86618	TULALIP RESORT CASINO	8,138.26
5/15/2025	86619	WALTER E NELSON CO OF WESTERN WA	730.23
5/15/2025	86620	WELLABLE LLC	318.00
5/15/2025	86621	WP COMPANY LLC	14,513.00
5/21/2025	86622	A-1 MOBILE LOCK & KEY	65.94
5/21/2025	86623	AIR CARE SYSTEM	2,573.30
5/21/2025	86624	BAKER & TAYLOR BOOKS (277930)	437.98
5/21/2025	86625	BEACON HILL STAFFING GROUP LLC	2,241.25
5/21/2025	86626	BLACKBOURN MEDIA PACKAGING	2,028.78
5/21/2025	86627	BRODART (SUPPLIES)	499.38
5/21/2025	86628	CEDAR GROVE ORGANICS RECYCLING LLC	273.45
5/21/2025	86629	CITY OF LYNNWOOD	2,350.39
5/21/2025	86630	CLINTON CHAMBER OF COMMERCE	50.00
5/21/2025	86631	CLINTON COMMUNITY HALL	500.00
5/21/2025	86632	COSCO FIRE PROTECTION, INC.	3,549.50
5/21/2025	86633	DEMCO INC (8048)	519.32
5/21/2025	86634	DEPT OF LABOR & IND (BOILER)	31.80
5/21/2025	86635	EVERETT RUBBER STAMP WORKS	24.12
5/21/2025	86636	FATBEAM, LLC	14,937.00
5/21/2025	86637	GALE/CENGAGE LEARNING	2,711.59
5/21/2025	86638	IMAGICORPS INC.	521.19
5/21/2025	86639	INGRAM LIBRARY SERVICES	23,056.63
5/21/2025	86640	INNOVATIVE INTERFACES, INC	271,876.89
5/21/2025	86641	JOHNSTON ARCHITECTS, LLC	1,955.00
5/21/2025	86642	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	8,157.12
5/21/2025	86643	LEMAY MOBILE SHREDDING	44.95

Vouchers May 2025

Date	Check Number	Payee	Check Amount
5/21/2025	86644	MIDWEST LIBRARY SERVICE	325.41
5/21/2025	86645	MIDWEST TAPE	6,310.66
5/21/2025	86646	MOON CONSTRUCTION COMPANY	54,334.23
5/21/2025	86647	MSR DESIGN	5,378.65
5/21/2025	86648	MULTI-CULTURAL BOOKS & VIDEOS	1,577.86
5/21/2025	86649	NORTHSOUND AUTO GROUP, LLC	118.07
5/21/2025	86650-86654	REMIT OVERRUN	0.00
5/21/2025	86655	OVERDRIVE INC	89,611.70
5/21/2025	86656	PEOPLE'S MEMORIAL ASSOCIATION	225.00
5/21/2025	86657	PETROCARD SYSTEMS INC	2,095.41
5/21/2025	86658	PLAYAWAY PRODUCTS, LLC	19,118.25
5/21/2025	86659	PUGET SOUND ENERGY	528.52
5/21/2025	86660	SORIANO, RAY	250.00
5/21/2025	86661	RICOH USA INC - 650073	1,390.83
5/21/2025	86662	SAVAGE, CAITLIN	300.00
5/21/2025	86663	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
5/21/2025	86664	SNO-ISLE GENEALOGICAL SOCIETY	103.90
5/21/2025	86665	SNO-ISLE REFUND ACCOUNT	405.93
5/21/2025	86666	SOLARWINDS	79,018.08
5/21/2025	86667	SOUND PUBLISHING	3,771.35
5/21/2025	86668	SPRAGUE PEST SOLUTIONS	116.10
5/21/2025	86669	TAYLOR, LISA	375.00
5/21/2025	86670	THOMAS, BENJAMIN	600.00
5/21/2025	86671	TILCO VANGUARD INC.	7,955.57
5/21/2025	86672	TIMELESS DESIGN	17,701.50
5/21/2025	86673	TSAI FONG BOOKS INC	288.24
5/21/2025	86674	VERIZON WIRELESS (660108)	4,808.53
5/21/2025	86675	VIETNAMESE BUDDHIST COMMUNITY CO LAM	550.00
5/21/2025	86676	VISIONARY OFFICE FURNITURE	651.96
5/21/2025	86677	WALTER E NELSON CO OF WESTERN WA	2,010.27
5/21/2025	86678	WHIDBEY AUDUBON SOCIETY	75.00
5/21/2025	86679	WASHINGTON STATE FERRIES	876.25
5/29/2025	86680	AIR CARE SYSTEM	24,844.61
5/29/2025	86681	ALLIED UNIVERSAL	29,719.04
5/29/2025	86682	REMIT OVERRUN	0.00
5/29/2025	86683	AMAZON CAPITAL SERVICES, INC	3,763.21
5/29/2025	86684	REVISIONARY GLASSWORKS	300.00
5/29/2025	86685	BAKER & TAYLOR BOOKS (277930)	16,364.21
5/29/2025	86686	BEACON HILL STAFFING GROUP LLC	4,400.00
5/29/2025	86687	BRIGGS, KARA	110.45
5/29/2025	86688	BRODART (SUPPLIES)	1,484.68
5/29/2025	86689	CAMPBELL, TESSA	57.40
5/29/2025	86690	CASEY, MARIA	450.00
5/29/2025	86691	CLINTON COMMUNITY HALL	360.00
5/29/2025	86692	COMCAST BUSINESS	693.26
5/29/2025	86693	D'ANGELO-GARY, CHERYL A.	185.00
5/29/2025	86694	GALE/CENGAGE LEARNING	3,600.08
5/29/2025	86695	GALE/CENGAGE LEARNING	122.69

Vouchers May 2025

Date	Check Number	Payee	Check Amount
5/29/2025	86696	GRAPHICSLAND, INC.	641.79
5/29/2025	86697	INGRAM LIBRARY SERVICES	17,189.99
5/29/2025	86698	INTERSECTION MEDIA, LLC	3,764.71
5/29/2025	86699	IRON MOUNTAIN INCORPORATED	1,233.36
5/29/2025	86700	SUSAN KOSTICK	752.61
5/29/2025	86701	LAKE STEVENS SCHOOL DISTRICT #4	76.50
5/29/2025	86702	LAMAR TRANSIT, LLC	2,940.00
5/29/2025	86703	LANGUAGE EXCHANGE	780.00
5/29/2025	86704	LITHTEX NW	3,297.45
5/29/2025	86705	MARYSVILLE BARKER REAL ESTATE LLC	6,633.57
5/29/2025	86706	MIDWEST TAPE	9,398.99
5/29/2025	86707	NWI GLOBAL	2,103.75
5/29/2025	86708	O'DONNELL, KRISTI	300.00
5/29/2025	86709	REMIT OVERRUN	0.00
5/29/2025	86710	OFFICE DEPOT, INC	3,227.10
5/29/2025	86711	PAPER ROLL PRODUCTS	392.21
5/29/2025	86712	PNWAS	500.00
5/29/2025	86713	PRIME SELF STORAGE	814.00
5/29/2025	86714	PUD NO 1 OF SNOHOMISH COUNTY	3,699.86
5/29/2025	86715	SALISH NETWORKS	1,214.29
5/29/2025	86716	SMOKEY POINT PLACE IV, LLC	12,472.53
5/29/2025	86717	SNO-ISLE GENEALOGICAL SOCIETY	143.25
5/29/2025	86718	SPOKANE COUNTY LIBRARY DISTRICT	10.00
5/29/2025	86719	SPRAGUE PEST SOLUTIONS	58.40
5/29/2025	86720	SUMMIT LAW GROUP, PLLC	167.50
5/29/2025	86721	THRYV, INC	110.90
5/29/2025	86722	TROJAN STORAGE OF MARYSVILLE	390.00
5/29/2025	86723	ULINE	520.27
5/29/2025	86724	WCP SOLUTIONS	5,000.92
5/29/2025	86725	WONDER TREE CREATIVE ARTS LLC	180.00
5/29/2025	86726	ZIPLY FIBER	21,148.38
5/29/2025	86727	KELLY JAITE	159.99
5/31/2025	86728	ASSURED PARTNERS OF WA, LLC	6,112.04
5/31/2025	86729	CENTRAL PUGET SOUND REGIONAL TRANSIT	28,851.12
5/31/2025	86730	DELTA DENTAL OF WASHINGTON	34,223.90
5/31/2025	86731	WSCCCE, AFSCME, AFL-CIO	12,736.52
5/31/2025	86732	KAISER PERMANENTE	105,663.79
5/31/2025	86733	LIFEWISE ASSURANCE CO.	45,717.21
5/31/2025	86734	MUTUAL OF OMAHA	6,010.85
5/31/2025	86735	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,244.70
5/31/2025	86736	PREMERA BLUE CROSS	9,404.01
5/31/2025	86737	SPOILED	0.00
5/31/2025	86738	SPOILED	0.00
5/31/2025	86739	SNO-ISLE LIBRARY FOUNDATION	467.00
5/21/2025	TRANSF_052025_1	BANK OF AMERICA (0161)	366.48
5/21/2025	TRANSF_052025_2	BANK OF AMERICA (0958)	1,994.44
5/21/2025	TRANSF_052025_3	BANK OF AMERICA (1458)	732.90
5/21/2025	TRANSF_052025_4	BANK OF AMERICA (2175)	200.00

**Vouchers
May 2025**

Date	Check Number	Payee	Check Amount
5/21/2025	TRANSF_052025_5	BANK OF AMERICA (2945)	289.99
5/21/2025	TRANSF_052025_6	BANK OF AMERICA (3670)	831.58
5/21/2025	TRANSF_052025_7	BANK OF AMERICA (3736)	1,245.54
5/21/2025	TRANSF_052025_8	BANK OF AMERICA (5088)	4,666.38
5/21/2025	TRANSF_052025_9	BANK OF AMERICA (5659)	1,414.00
5/21/2025	TRANSF_052025_10	BANK OF AMERICA (5953)	1,264.94
5/21/2025	TRANSF_052025_11	BANK OF AMERICA (7067)	1,937.55
5/21/2025	TRANSF_052025_12	BANK OF AMERICA (7150)	758.25
5/21/2025	TRANSF_052025_13	BANK OF AMERICA (7423)	3,540.36
5/21/2025	TRANSF_052025_14	KAMORI AUSTRALIA PTY LTD	428.16
			<u>\$2,839,962.01</u>

Internal Controls: Oversight Responsibilities of the Board

REPORT TO THE BOARD

June 23, 2025

Introduction

This memo is in response to a question from a member of the Board of Trustees for more information on their role around internal controls. The Trustee had been asked by the Washington State Auditor's Office after the last audit, "Are you aware of the internal controls that are in place at your organization?"

Internal controls are not just operational tools—they are a governance imperative. As fiduciaries, the Board of Trustees plays a critical role in overseeing the design, implementation, and effectiveness of internal controls. This memo outlines responsibilities for the Trustees and the strategic importance of internal controls in safeguarding public resources, ensuring compliance, and maintaining public trust.

What Are Internal Controls?

Internal controls are processes designed to provide reasonable assurance that an organization will achieve its objectives in the areas of:

- Operational efficiency and effectiveness
- Reliable financial reporting
- Compliance with laws and regulations

They include policies, procedures, and activities that prevent, detect, and correct errors or fraud. Examples include:

- Segregation of duties: Ensuring that no single individual has control over all aspects of any financial transaction.
- Purchase order approvals: Requiring multiple levels of authorization for significant purchases.
- Bank reconciliations: Regularly comparing bank statements with internal records to identify discrepancies.
- Physical inventory counts: Periodically counting physical inventory to ensure accuracy of records.
- IT access controls: Restricting access to sensitive information and systems to authorized personnel only.

Internal Controls: Oversight Responsibilities of the Board

REPORT TO THE BOARD

The Board's Oversight Role

The Board supports oversight, in part, by reviewing monthly vouchers, financial and annual reports. They also vote on policies and are invited to attend all-staff day and observe the Library's leadership. They also review monthly reports from the Executive Director.

The Board's oversight responsibilities include, but are not limited to:

Monitoring Management's Control Environment

The Board must ensure that management sets a strong ethical tone and maintains a culture of accountability and transparency.

Reviewing and Approving Policies

This includes policies related to financial reporting, asset protection, procurement, and fraud prevention.

Ensuring Adequate Risk Management

The Board should understand the organization's risk profile and ensure that internal controls are designed to mitigate those risks effectively.

Overseeing the Audit Process

The Board is responsible for engaging with external auditors, reviewing audit findings, and ensuring that management addresses any deficiencies.

Supporting Whistleblower and Ethics Programs

A strong internal control framework includes mechanisms for reporting misconduct, which the Board must support and monitor.

Why It Matters

Effective internal controls are essential for:

- Protecting Public Resources: Controls help prevent misuse, fraud, and waste of taxpayer funds.
- Maintaining Compliance: They ensure adherence to laws, grant requirements, and accounting standards.
- Upholding Public Trust: Transparent and accountable governance builds confidence among stakeholders and the community.

Internal Controls: Oversight Responsibilities of the Board

REPORT TO THE BOARD

Conclusion

The Board's role in internal control oversight is not passive, it is active, strategic, and essential. Your commitment ensures that the organization remains resilient, compliant, and aligned with its mission. I welcome the opportunity to discuss any further questions you may have. Should the Trustees wish, the Library could calendar its schedule of meetings throughout the year with these five areas as an additional or more intentional focus for its work.

Collection Development Policy

Sno-Isle Libraries Board Policy

Purpose

To provide direction on the procurement and provision of library materials that reflect the ever-evolving needs and interests of the communities served by Sno-Isle Libraries (Library District) and inform members of the community about the principles used to select and manage the collection.

Scope

This policy applies to the physical and digital materials and resources that are available online or distributed between the Library District's various locations and collectively known as the collection. This policy provides information on:

- Intellectual Freedom and Access
- Responsibility for Selection and Management
- Purchasing
- Collection Selection and Maintenance
- Request for Review / Reconsideration

Implementation

Intellectual Freedom and Access

The Library District is committed to supporting intellectual freedom by providing a collection that reflects a diversity of cultures, views, and opinions.

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that the library was created to serve all the people within the Library District's service area and that within the Library District there are individuals and groups with varied interests, backgrounds, ages, life experiences, and information needs.

The Library District's collection is organized and maintained with the goal of making materials easy to find. Materials and resources will not be restricted, separated, or altered because of controversy surrounding the author or subject matter.

The Library District provides an impartial environment where customers and their interests are brought together with the universe of ideas and information that spans the spectrum of knowledge and opinions.

The Board of Trustees believes that customers should be free to select or reject materials based on personal values; however, they may not restrict the freedom of others to read, view, or inquire. Only parents / guardians are in charge of what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches.

Collection Development Policy

Sno-Isle Libraries Board Policy

Responsibility for Selection and Management

The Library District's Executive Director is responsible for the selection and management of the collection as authorized by the Board of Trustees. In turn, the Executive Director delegates this function to qualified library staff members.

Purchasing

Multiple vendors are approved for the purchase of materials and resources because of the variety of formats, languages, vendor areas of focus and expertise, and due to independent publishers or distributors not reselling or using wholesalers for their products. Administrative procedures and guidelines for purchasing are established and maintained by the Finance Director that assure a competitive, open, and fair purchasing process.

Collection Selection and Maintenance

Selection

Materials are selected for the collection based on criteria in the Library District's Collection Development Guidelines. Materials are acquired in various print, audio, visual, and electronic formats. Selection of materials and resources does not mean that the Library District endorses the content contained in those materials and resources. Materials that are not in the Library District's collection may be obtained on behalf of a customer through resource sharing with other libraries (Interlibrary Loan).

Purchase Suggestions

The Library District is responsive to suggestions for titles and subjects to be included in the collection when these requests meet selection criteria.

Gifts and Donations

Gifts or donations of materials may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Following the [Sno-Isle Libraries Donation Policy](#), any gifts may be donated to Friends of the Library groups, the Sno-Isle Libraries Foundation, other community partners, or recycled at the Library District's discretion.

Collection Maintenance

The collection is reviewed and evaluated on an ongoing basis. The Library District does not maintain an archival collection and may discard materials based on criteria in the Collection Development Guidelines. Discarded materials are disposed of according to Washington State law.

Collection Development Policy

Sno-Isle Libraries Board Policy

Request for Review / Reconsideration

The Board of Trustees recognizes the right of individuals to ask questions and share feedback about materials in the Library District's collection. A customer with collection questions or feedback is encouraged to contact local library staff.

If a customer wishes to request a formal review or reconsideration of an item in the Library District's collection and is a resident of the Library District's service area, they may complete and submit a *Request for Review / Reconsideration of Library Materials* form. The Assistant Director of Collection Services will respond with a written decision within thirty (30) days of receiving a completed *Request for Review / Reconsideration* form.

If a customer wishes to appeal the Request for Review / Reconsideration decision, the appeal will be reviewed by the Executive Director to whom the Board of Trustees has delegated operations authority. Materials under review will remain available to customers during the process.

Associated Policies and Laws

- United States. [First Amendment of the Constitution of the United States](#)
- Washington State [RCW 12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- Washington State [RCW 33.070](#). Disposal of obsolete or surplus reading materials - procedures
- 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 Policy](#)
- Sno-Isle Libraries Board policy. [Donation Policy](#)
- Sno-Isle Libraries Administrative Policies & Guidelines. [Collection Development Guidelines](#)

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

Current

Collection Development Policy

Sno-Isle Libraries Board Policy

Policy History

Date Approved: March 27, 2023

Next Review Date: 2027

Adopted: April 1987

Collection Development Policy

Sno-Isle Libraries Board Policy

Purpose

To provide direction on the procurement and provision of library materials that reflect the ever-evolving needs and interests of the communities served by Sno-Isle Libraries (Library District) and inform members of the community about the principles used to select and manage the collection.

Scope

This policy applies to the physical and digital materials and resources that are available online or distributed between the Library District's various locations and collectively known as the collection. This policy provides information on:

- Intellectual Freedom and Access
- Responsibility for Selection and Management
- Purchasing
- Collection Selection and Maintenance
- Requests for Review / Reconsideration

Implementation

Intellectual Freedom and Access

The Library District is committed to supporting intellectual freedom by providing a collection that reflects a diversity of cultures, views, and opinions.

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that the library was created to serve all the people within the Library District's service area and that within the Library District there are individuals and groups with varied interests, backgrounds, ages, life experiences, and information needs.

The Library District's collection is organized and maintained with the goal of making materials easy to find. Materials and resources will not be restricted, separated, or altered because of controversy surrounding the author or subject matter.

The Library District provides an impartial environment where customers and their interests are brought together with the universe of ideas and information that spans the spectrum of knowledge and opinions.

The Board of Trustees believes that customers should be free to select or reject materials based on personal values; however, they may not restrict the freedom of others to read, view, or inquire. Only parents / guardians ~~are in charge of~~ oversee what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches.

Collection Development Policy

Sno-Isle Libraries Board Policy

Responsibility for Selection and Management

The Library District's Executive Director is responsible for the selection and management of the collection as authorized by the Board of Trustees. In turn, the Executive Director delegates this function to qualified library staff members.

Purchasing

~~Multiple vendors are approved necessary for the purchase of materials and resources because of the variety of formats, languages, vendor areas of focus and expertise, and due to independent publishers or distributors not reselling or using wholesalers for their products. Administrative procedures and guidelines for purchasing are established and maintained by the Finance Director that assure ensure a competitive, open, and fair purchasing process.~~

Collection Selection and Maintenance

Selection

Materials are selected for the collection based on criteria in the Library District's Collection Development Guidelines. Materials are acquired in various print, audio, visual, and electronic formats. Selection of materials and resources does not mean that the Library District endorses the content contained in those materials and resources. Materials that are not in the Library District's collection may be obtained on behalf of a customer through resource sharing with other libraries (Interlibrary Loan).

Purchase Suggestions

The Library District is responsive to suggestions for titles and subjects to be included in the collection when these requests meet selection criteria.

Gifts and Donations

~~Gifts or donations of materials may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Following the Sno-Isle Libraries Donation Policy, any gifts may be donated to Friends of the Library groups, the Sno-Isle Libraries Foundation, other community partners, or recycled at the Library District's discretion.~~

Collection Maintenance

The collection is reviewed and evaluated on an ongoing basis. The Library District does not maintain an archival collection and may discard materials based on criteria in the Collection Development Guidelines. Discarded materials are disposed of according to Washington State law.

Collection Development Policy

Sno-Isle Libraries Board Policy

Request for Review / Reconsideration

The Board of Trustees recognizes the right of individuals to ask questions and share feedback about materials in the Library District's collection. A customer with questions or feedback is encouraged to contact local library staff.

If a customer wishes to request a formal review or reconsideration of an item in the Library District's collection and is a resident of the Library District's service area, they may complete and submit a *Request for Review / Reconsideration of Library Materials* form. Eligible customers may submit up to three (3) Request for Review/Reconsideration in a calendar year. Titles in the Library District's collection may be reviewed up to one (1) time in a calendar year. The Assistant Director of Collection Services will respond with a written decision within thirty (30) days of receiving a completed *Request for Review / Reconsideration* form.

If a customer wishes to appeal the Request for Review / Reconsideration decision, the appeal will be reviewed by the Executive Director to whom the Board of Trustees has delegated operations authority. Materials under review will remain available to customers during the process.

Associated Policies and Laws

- United States. [First Amendment of the Constitution of the United States](#)
- Washington State [RCW 12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- Washington State [RCW 33.070](#). Disposal of obsolete or surplus reading materials - procedures
- 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 Policy](#)
- Sno-Isle Libraries Board policy. [Donation Policy](#)
- Sno-Isle Libraries Administrative Policies & Guidelines. [Collection Development Guidelines](#)

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

Markup

Collection Development Policy

Sno-Isle Libraries Board Policy

Policy History

Date Approved: March 27, 2023

Next Review Date: 2027⁹

Adopted: April 1987

Collection Development Policy

Sno-Isle Libraries Board Policy

Purpose

To provide direction on the procurement and provision of library materials that reflect the ever-evolving needs and interests of the communities served by Sno-Isle Libraries (Library District) and inform members of the community about the principles used to select and manage the collection.

Scope

This policy applies to the physical and digital materials and resources that are available online or distributed between the Library District's various locations and collectively known as the collection. This policy provides information on:

- Intellectual Freedom and Access
- Responsibility for Selection and Management
- Purchasing
- Collection Selection and Maintenance
- Requests for Review / Reconsideration

Implementation

Intellectual Freedom and Access

The Library District is committed to supporting intellectual freedom by providing a collection that reflects a diversity of cultures, views, and opinions.

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that the library was created to serve all the people within the Library District's service area and that within the Library District there are individuals and groups with varied interests, backgrounds, ages, life experiences, and information needs.

The Library District's collection is organized and maintained with the goal of making materials easy to find. Materials and resources will not be restricted, separated, or altered because of controversy surrounding the author or subject matter.

The Library District provides an impartial environment where customers and their interests are brought together with the universe of ideas and information that spans the spectrum of knowledge and opinions.

The Board of Trustees believes that customers should be free to select or reject materials based on personal values; however, they may not restrict the freedom of others to read, view, or inquire. Only parents / guardians oversee what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches.

Collection Development Policy

Sno-Isle Libraries Board Policy

Responsibility for Selection and Management

The Library District's Executive Director is responsible for the selection and management of the collection as authorized by the Board of Trustees. In turn, the Executive Director delegates this function to qualified library staff members.

Collection Selection and Maintenance

Selection

Materials are selected for the collection based on criteria in the Library District's Collection Development Guidelines. Materials are acquired in various print, audio, visual, and electronic formats. Selection of materials and resources does not mean that the Library District endorses the content contained in those materials and resources. Materials that are not in the Library District's collection may be obtained on behalf of a customer through resource sharing with other libraries (Interlibrary Loan).

Purchase Suggestions

The Library District is responsive to suggestions for titles and subjects to be included in the collection when these requests meet selection criteria.

Collection Maintenance

The collection is reviewed and evaluated on an ongoing basis. The Library District does not maintain an archival collection and may discard materials based on criteria in the Collection Development Guidelines. Discarded materials are disposed of according to Washington State law.

Request for Review / Reconsideration

The Board of Trustees recognizes the right of individuals to ask questions and share feedback about materials in the Library District's collection. A customer with questions or feedback is encouraged to contact local library staff.

If a customer wishes to request a formal review or reconsideration of an item in the Library District's collection and is a resident of the Library District's service area, they may complete and submit a Request for *Review / Reconsideration of Library Materials* form. Eligible customers may submit up to three (3) Request for Review/Reconsideration in a calendar year. Titles in the Library District's collection may be reviewed up to one (1) time in a calendar year. The Assistant Director of Collection Services will respond with a written decision within thirty (30) days of receiving a completed *Request for Review / Reconsideration* form.

Collection Development Policy

Sno-Isle Libraries Board Policy

If a customer wishes to appeal the Request for Review / Reconsideration decision, the appeal will be reviewed by the Executive Director to whom the Board of Trustees has delegated operations authority. Materials under review will remain available to customers during the process.

Associated Policies and Laws

- United States. [First Amendment of the Constitution of the United States](#)
- Washington State [RCW 12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- Washington State [RCW 33.070](#). Disposal of obsolete or surplus reading materials - procedures
- 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 Policy](#)
- Sno-Isle Libraries Board policy. [Donation Policy](#)
- Sno-Isle Libraries Administrative Policies & Guidelines. [Collection Development Guidelines](#)

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

Policy History

Date Approved: March 27, 2023

Next Review Date: 2029

Adopted: April 1987

Internet Use Policy

Sno-Isle Libraries Board Policy

Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing public access to the Internet and to clarify customer responsibilities associated with Internet use in the library.

Scope

Public access to the Internet is integral to the Library District's mission to engage and inspire our communities through equitable access to knowledge and resources.

The Internet helps the Library District to provide information outside of its own collection; allows customers to create content, communicate, and engage with others; and provides a way for customers to complete transactions with public, nonprofit, and private entities.

The Internet is world-wide and is not controlled by the Library District or any other organization. Not all sources on the Internet provide accurate, complete, or up-to-date information and some material may be controversial or offensive. The Library District cannot track or endorse the content of information, ideas, or opinions on the Internet.

Implementation

The Library District is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of customers, and to following the provisions of the Children's Internet Protection Act (CIPA).

Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding Internet activities. The Library District will not release information on the use of specific Internet resources by customers except as required by law or necessary for the proper operation of the Library District.

The Library District uses technology protection measures on Library District-provided Internet access devices that are intended to block obscene materials, child pornography, and materials harmful to minors as defined by law. Technology protection measures such as filtering are imperfect and cannot guarantee that all such sites will be blocked or that legitimate research sites will be unrestricted.

Customers can use their own digital devices to access the Internet in community libraries throughout the Library District. Public Wi-Fi is not routed through the Library District's computer system, is not filtered, and is not secure.

Internet Use Policy

Sno-Isle Libraries Board Policy

Customer Responsibilities

Customers recognize that their use of the Internet on library premises is conducted in a public place shared by many. Customers are subject to the [Customer Use of Library Spaces](#) policy.

Customers acknowledge that the Library District cannot protect the privacy of data that is transmitted to parties via the Internet.

Customers shall comply with all federal, state, and local laws. Some prohibited behavior includes but is not limited to:

- Using the Library District's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials as defined by law or material that violates laws relating to child pornography;
- Disseminating, exhibiting, or displaying to minors materials that are harmful to minors as defined by law;
- Using the Library District's Internet access to transmit threatening or harassing material;
- Violating copyright or software licensing agreements;
- Gaining unauthorized access to any computing, information, or communications devices or resources; or
- Damaging, altering, or degrading computer equipment, peripherals, software, or configurations.

Only parents/guardians are in charge of what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches. Families should discuss together Internet use, Internet safety, and sharing personal information online.

The Library District is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library District staff will not track the use of the Internet in any way other than as directed by the [Customer Use of Library Spaces](#) Policy.

Current

Internet Use Policy

Sno-Isle Libraries Board Policy

Associated Policies and Laws

- United States. [Children's Internet Protection Act](#)
- Washington State [RCW 9.68A](#). Sexual Exploitation of Children
- Washington State [RCW 19.188.030](#). Library access policies
- 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. [Customer Use of Library Spaces](#)
- Sno-Isle Libraries Board policy. [Equity](#)

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: February 27, 2023

Next Review Date: 2027

Adopted: 1996

Internet Use Policy

Sno-Isle Libraries Board Policy

Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing public access to the Internet and to clarify customer responsibilities associated with Internet use in the library.

Scope

Public access to the Internet is integral to the Library District's mission to engage and inspire our communities through equitable access to knowledge and resources.

The Internet helps the Library District to provide information outside of its own collection; allows customers to create content, communicate, and engage with others; and provides a way for customers to complete transactions with public, nonprofit, and private entities.

The Internet is ~~global~~world-wide and is not controlled by the Library District or any other organization. Not all sources on the Internet provide accurate, complete, or up-to-date information and some material may be controversial or offensive. The Library District cannot track or endorse the content of information, ideas, or opinions on the Internet.

Implementation

The Library District is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of customers, and to following the provisions of the Children's Internet Protection Act (CIPA).

Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding Internet activities. The Library District will not release information on the use of specific Internet resources by customers except as required by law or necessary for the proper operation of the Library District.

The Library District uses technology protection measures on Library District-provided Internet access devices that are intended to block obscene materials, child pornography, and materials harmful to minors as defined by law. Technology protection measures such as filtering are imperfect and cannot guarantee that all such sites will be blocked or that legitimate research sites will be unrestricted.

Customers can use their own digital devices to access the Internet in community libraries throughout the Library District. Public Wi-Fi is not routed through the Library District's computer system, is not filtered, and is not secure.

Internet Use Policy

Sno-Isle Libraries Board Policy

Customer Responsibilities

Customers recognize that their use of the Internet on library premises is conducted in a public place shared by many. Customers are subject to the [Customer Use of Library Spaces](#) policy.

Customers acknowledge that the Library District cannot protect the privacy of data that is transmitted to parties via the Internet.

Customers shall comply with all federal, state, and local laws. Some prohibited behavior includes but is not limited to:

- Using the Library District's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials, ~~as defined by law,~~ or material that violates laws relating to child pornography;
- Disseminating, exhibiting, or displaying ~~to minors~~ materials [to minors](#) that are harmful to ~~minors~~ [them](#) as defined by law;
- Using the Library District's Internet access to transmit threatening or harassing material;
- Violating copyright [laws](#) or software licensing agreements;
- Gaining unauthorized access to any computing, information, or communications devices or resources; ~~or~~
- ~~Damaging, altering, tampering, stealing,~~ or degrading computer equipment, peripherals, software, or configurations; ~~or~~
- [Unauthorized removal or retention of computer equipment from the Library District. This includes keeping "checked-out" equipment past its due date.](#)

Only parents/guardians ~~are in charge of~~ [oversee](#) what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches. Families should discuss together Internet use, Internet safety, and sharing personal information online.

The Library District is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library District staff will not track the use of the Internet in any way other than as directed by the [Customer Use of Library Spaces](#) [Confidentiality of Library Records and Customer Files](#) [Data](#) Policy.

Internet Use Policy

Sno-Isle Libraries Board Policy

Associated Policies and Laws

- United States. [Children's Internet Protection Act](#)
- Washington State [RCW 9.68A](#). Sexual Exploitation of Children
- Washington State [RCW 19.188.030](#). Library access policies
- 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. [Customer Use of Library Spaces](#)
- [Sno-Isle Libraries Board policy. Confidentiality of Library Records and Customer FilesData Policy](#)
- Sno-Isle Libraries Board policy. [Equity](#)

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: February 27, 2023

Next Review Date: 2029⁷

Adopted: 1996

Internet Use Policy

Sno-Isle Libraries Board Policy

Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing public access to the Internet and to clarify customer responsibilities associated with Internet use in the library.

Scope

Public access to the Internet is integral to the Library District's mission to engage and inspire our communities through equitable access to knowledge and resources.

The Internet helps the Library District to provide information outside of its own collection; allows customers to create content, communicate, and engage with others; and provides a way for customers to complete transactions with public, nonprofit, and private entities.

The Internet is global and is not controlled by the Library District or any other organization. Not all sources on the Internet provide accurate, complete, or up-to-date information and some material may be controversial or offensive. The Library District cannot track or endorse the content of information, ideas, or opinions on the Internet.

Implementation

The Library District is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of customers, and to following the provisions of the Children's Internet Protection Act (CIPA).

Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding Internet activities. The Library District will not release information on the use of specific Internet resources by customers except as required by law or necessary for the proper operation of the Library District.

The Library District uses technology protection measures on Library District-provided Internet access devices that are intended to block obscene materials, child pornography, and materials harmful to minors as defined by law. Technology protection measures such as filtering are imperfect and cannot guarantee that all such sites will be blocked or that legitimate research sites will be unrestricted.

Customers can use their own digital devices to access the Internet in community libraries throughout the Library District. Public Wi-Fi is not routed through the Library District's computer system, is not filtered, and is not secure.

Internet Use Policy

Sno-Isle Libraries Board Policy

Customer Responsibilities

Customers recognize that their use of the Internet on library premises is conducted in a public place shared by many. Customers are subject to the [Customer Use of Library Spaces](#) policy.

Customers acknowledge that the Library District cannot protect the privacy of data that is transmitted to parties via the Internet.

Customers shall comply with all federal, state, and local laws. Some prohibited behavior includes but is not limited to:

- Using the Library District's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials, as defined by law, or material that violates laws relating to child pornography;
- Disseminating, exhibiting, or displaying materials to minors that are harmful to them as defined by law;
- Using the Library District's Internet access to transmit threatening or harassing material;
- Violating copyright laws or software licensing agreements;
- Gaining unauthorized access to any computing, information, or communications devices or resources;
- Damaging, altering, tampering, or degrading computer equipment, peripherals, software, or configurations; or
- Unauthorized removal or retention of computer equipment from the Library District. This includes keeping "checked-out" equipment past its due date.

Only parents/guardians oversee what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what a person reads or watches. Families should discuss together Internet use, Internet safety, and sharing personal information online.

The Library District is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library District staff will not track the use of the Internet in any way other than as directed by the Policy.

Internet Use Policy

Sno-Isle Libraries Board Policy

Associated Policies and Laws

- United States. [Children's Internet Protection Act](#)
- Washington State [RCW 9.68A](#). Sexual Exploitation of Children
- Washington State [RCW 19.188.030](#). Library access policies
- 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. [Customer Use of Library Spaces](#)Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Data Policy](#)
- Sno-Isle Libraries Board policy. [Equity](#)

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: February 27, 2023

Next Review Date: 2029

Adopted: 1996

Confidentiality of Library Records & Customer Files Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to communicate Sno-Isle Libraries' (the Library) commitment, role, and responsibility to safeguard customer data and to describe the obligations and constraints under which the Library operates.

Scope

The Library is committed to protecting the privacy of its customers and restricts access to information used in the normal course of business. In accordance with RCW 42.56.210 and 42.56.310, it is the policy of the Library that "Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter."

These records are considered confidential and protected by the right of privacy established by the Constitution of the United States and the Constitution and laws of the State of Washington.

Definition

For the purpose of this policy, such confidential records include but are not limited to: registration records, circulation records, customer requests for information, materials request lists, database search and download records via third party vendors, meeting room reservations, and wireless access and computer use records.

Network and Digitized Library Environment

The Library provides access to the Internet via its wireless network and by making computers and other devices available to customers. The Library does not monitor what customers do while using the Library's computers or other devices. It does not scrutinize sites customers visit, documents they produce, transactions they make, or emails they create or view.

Customer library card numbers, and the location and time of customer logins are collected to manage the queues for using library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data be retained for a reasonable period of time. It is currently retained for one year.

The Library's collection is also part of the networked, digitized library environment. Customers may borrow library materials by accessing and downloading them via third party vendors. The Library actively works with third party vendors to support customer data privacy.

Confidentiality of Library Records & Customer Files Policy

Sno-Isle Libraries Board Policy

Implementation

Information from confidential records shall not be made available to any individual, organization, entity, or any agency of federal, state, or local government except as follows:

- Customers may access data that is about themselves.
- Community Libraries may release reserved materials to a family member or other person who, with the customer's permission, is picking up the material on behalf of the customer.
- Pursuant to a valid court order, or other applicable legal authority, under applicable state or federal law.

The library does not give, share, sell, or transfer customer data for commercial purposes.

Customer information may be used for research purposes, customer notifications, and other efforts which enhance library services to meet community and customer needs.

Names and addresses, only, of adult customers eighteen (18) years of age and older, who have opted in to receive notifications by the Sno-Isle Libraries Foundation, may be shared with the Sno-Isle Libraries Foundation for the sole purpose of notifying users of upcoming events in support of the Library and / or to invite customers to participate in or to financially support Sno-Isle Libraries Foundation activities.

Associated Policies and Laws

- United States. [Children's Online Privacy Protection Act](#).
- United States. [Electronic Communications Privacy Act](#).
- United States. [USA PATRIOT Act](#).
- Washington State [RCW 42.56.210](#). Certain personal and other records exempt.
- Washington State [RCW 42.56.230](#). Personal Information.
- Washington State [RCW 42.56.310](#). Library records.

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

Current

Confidentiality of Library Records & Customer Files Policy

Sno-Isle Libraries Board Policy

Policy History

Date Approved: July 27, 2020

Next Review Date: 2024

Adopted: August 1994

Confidentiality of Library Records ~~and~~ Customer ~~Files~~ Data Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to communicate Sno-Isle Libraries' (the Library [District](#)) commitment, role, and responsibility to safeguard customer data and to describe the obligations and constraints under which the Library [District](#) operates.

Scope

The Library [District](#) is committed to protecting the privacy of its customers and restricts access to information used in the normal course of business. In accordance with RCW 42.56.210 and 42.56.310, it is the policy of the Library that "Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter." These records are considered confidential and protected by the right of privacy established by the Constitution of the United States and the Constitution and laws of the State of Washington.

Definition

~~For the purpose of~~For this policy, such confidential records include but are not limited to: registration records, circulation records, customer requests for information, materials request lists, database search and download records via third party vendors, meeting room reservations, and wireless access and computer use records.

Network and Digitized Library Environment

The Library [District](#) provides access to the Internet via its wireless network and by making computers and other devices available to customers. The Library [District](#) does not monitor what customers do while using the Library [District](#)'s computers or other devices. It does not scrutinize sites customers visit, documents they produce, transactions they make, or emails they create or view.

Customer library card numbers, and the location and time of customer logins are collected to manage the queues for using library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data be retained for a reasonable period of time. It is currently retained for one year.

Confidentiality of Library Records ~~and~~ Customer ~~Files~~ Data Policy

Sno-Isle Libraries Board Policy

The Library [District](#)'s collection is also part of the networked, digitized library environment. Customers may borrow library materials by accessing and downloading them via third party vendors. The Library [District](#) actively works with third party vendors to support customer data privacy.

Implementation

Information from confidential records shall not be made available to any individual, organization, entity, or any agency of federal, state, or local government except as follows:

- Customers may access data that is about themselves.
- Community Libraries may release reserved materials to a family member or other person who, with the customer's permission, is picking up the material on behalf of the customer.
- Pursuant to a valid court order, or other applicable legal authority, under applicable state or federal law.

The ~~L~~ibrary [District](#) does not give, share, sell, or transfer customer data for commercial purposes.

Customer ~~data~~[information](#) may be used for research purposes, customer notifications, and other efforts which enhance library services to meet community and customer needs.

[The Library District will establish and maintain administrative policies, standards, procedures, and guidelines and procedures for safeguarding customer data.](#)

Names, [email addresses](#) and/or [physical](#) addresses, only, of adult customers eighteen (18) years of age and older, who have opted in to receive notifications by the Sno-Isle Libraries Foundation, may be shared with the Sno-Isle Libraries Foundation for the sole purpose of notifying users of upcoming events in support of the Library [District](#) and / or to invite customers to participate in or to financially support Sno-Isle Libraries Foundation activities.

Associated Policies and Laws

- United States. [Children's Online Privacy Protection Act.](#)
- United States. [Electronic Communications Privacy Act.](#)
- United States. [USA PATRIOT Act.](#)
- Washington State [RCW 42.56.210](#). Certain personal and other records exempt.
- Washington State [RCW 42.56.230](#). Personal Information.
- [Washington State RCW 42.56.310](#). Library records.
- [Sno-Isle Libraries Board Policy - Library Administrative Policies Policy](#)

Markup

Confidentiality of Library Records and Customer ~~Files~~ Data 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 and revises as necessary, endorses, and advances to the full Board for approval.

Policy History

Date Approved: July 27, 2020

Next Review Date: 2028

Adopted: August 1994

Confidentiality of Library Records and Customer Data Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to communicate Sno-Isle Libraries' (the Library District) commitment, role, and responsibility to safeguard customer data and to describe the obligations and constraints under which the Library District operates.

Scope

The Library District is committed to protecting the privacy of its customers and restricts access to information used in the normal course of business. In accordance with RCW 42.56.210 and 42.56.310, it is the policy of the Library that "Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter."

These records are considered confidential and protected by the right of privacy established by the Constitution of the United States and the Constitution and laws of the State of Washington.

Definition

For this policy, such confidential records include but are not limited to: registration records, circulation records, customer requests for information, materials request lists, database search and download records via third party vendors, meeting room reservations, and wireless access and computer use records.

Network and Digitized Library Environment

The Library District provides access to the Internet via its wireless network and by making computers and other devices available to customers. The Library District does not monitor what customers do while using the Library District's computers or other devices. It does not scrutinize sites customers visit, documents they produce, transactions they make, or emails they create or view.

Customer library card numbers, and the location and time of customer logins are collected to manage the queues for using library computers. For wireless connections, the date and time of a wireless connection and the MAC address of the device that is connected through the wireless network is retained. The USA PATRIOT Act requires that this data be retained for a reasonable period of time. It is currently retained for one year.

Confidentiality of Library Records and Customer Data Policy

Sno-Isle Libraries Board Policy

The Library District's collection is also part of the networked, digitized library environment. Customers may borrow library materials by accessing and downloading them via third party vendors. The Library District actively works with third party vendors to support customer data privacy.

Implementation

Information from confidential records shall not be made available to any individual, organization, entity, or any agency of federal, state, or local government except as follows:

- Customers may access data that is about themselves.
- Community Libraries may release reserved materials to a family member or other person who, with the customer's permission, is picking up the material on behalf of the customer.
- Pursuant to a valid court order, or other applicable legal authority, under applicable state or federal law.

The Library District does not give, share, sell, or transfer customer data for commercial purposes.

Customer data may be used for research purposes, customer notifications, and other efforts which enhance library services to meet community and customer needs.

The Library District will establish and maintain administrative policies, standards, procedures, and guidelines for safeguarding customer data.

Names, email addresses and/or physical addresses, only, of adult customers eighteen (18) years of age and older, who have opted in to receive notifications by the Sno-Isle Libraries Foundation, may be shared with the Sno-Isle Libraries Foundation for the sole purpose of notifying users of upcoming events in support of the Library District and / or to invite customers to participate in or to financially support Sno-Isle Libraries Foundation activities.

Associated Policies and Laws

- United States. [Children's Online Privacy Protection Act](#).
- United States. [Electronic Communications Privacy Act](#).
- United States. [USA PATRIOT Act](#).
- Washington State [RCW 42.56.210](#). Certain personal and other records exempt.
- Washington State [RCW 42.56.230](#). Personal Information.
- Washington State [RCW 42.56.310](#). Library records.
- Sno-Isle Libraries Board Policy - [Library Administrative Policies Policy](#)

Proposed Update

Confidentiality of Library Records and Customer Data 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 and revises as necessary, endorses, and advances to the full Board for approval.

Policy History

Date Approved: July 27, 2020

Next Review Date: 2028

Adopted: August 1994

Financial Update

FINANCE DEPARTMENT

June 23, 2025

May 2025 Revenue Summary

- Total revenue received in May was \$7.1M compared to the monthly budget of \$7.7M.
Year to date (YTD) total revenue was \$37M compared to the YTD budget of \$40M, which is 47% of the annual revenue budgeted.
- General property tax receipts for May were \$6.6M compared to the monthly budget of \$6.7M.
- Timber tax, Leasehold Excise Tax, and DNR revenue for May were \$142k compared to the monthly budget of \$146k.
- Grant revenue was \$21k compared to the monthly budget of \$617k.
- Investment Interest for May was \$192k compared to the monthly budget of \$108k.
- Print/copy services, city contract fees, lost materials revenue, and donations for May were collectively \$65k compared to the monthly budget of \$52k. Donations are from Foundation and Friends of Library for a total of \$54k, with a monthly budget of \$46k.
- Other Revenue for May was \$149k compared to the monthly budget of \$50k.

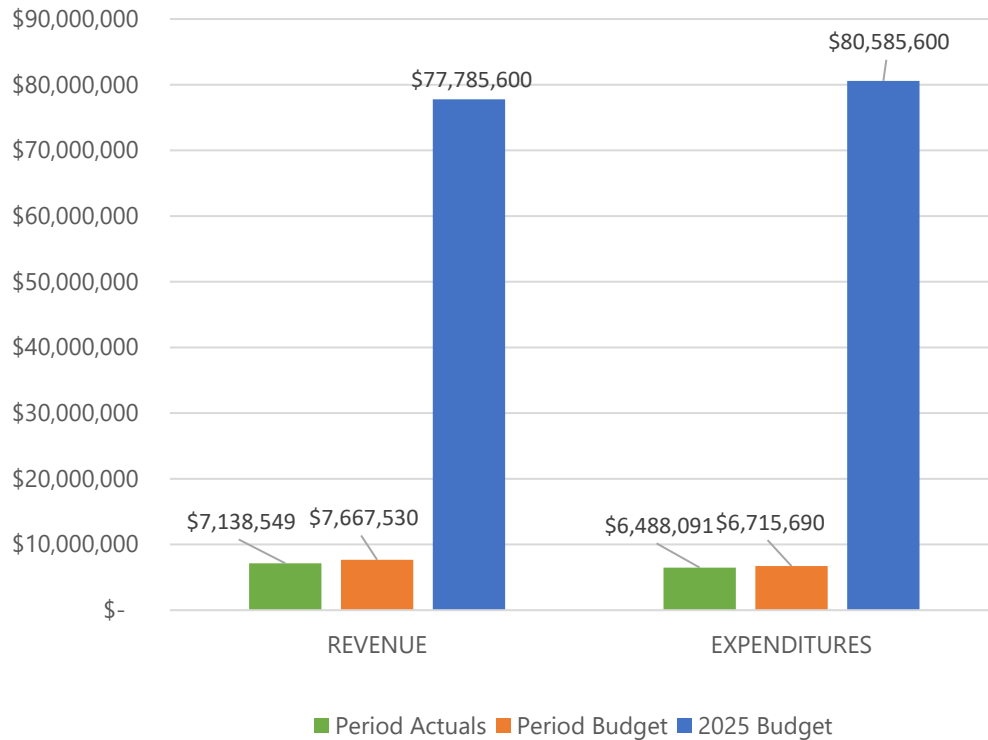
May 2025 Expenditures Summary

- Total expenditures for May were \$6.5M compared to the monthly budget of \$6.7M.
Total expenditures YTD were \$28.8M compared to the YTD budget of \$33.6M, which was 36% of the annual expenditure budgeted.
- Salaries & Benefits for May were \$3.9M compared to the monthly budget of \$4.1M.
- Collection materials expenditures for May were \$539k compared to the monthly budget of \$576k.
- Employee training expenditures for May were \$24k compared to the monthly budget of \$23k.
- Capital expenditures for May were \$1.1M compared to the monthly budget of \$1.1M. Expenditures are for building & improvements, architecture & engineering, and vehicles.
- 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 May were \$924k compared to the monthly budget of \$977k.

Financial Update

FINANCE DEPARTMENT

2025 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,891,645	4,058,390	19,122,131	20,291,950	48,700,000	39.26%
20.0 Materials	539,412	576,000	2,728,469	2,880,000	6,912,000	39.47%
26.0 Professional & Contract Services	201,078	294,320	1,102,855	1,471,600	3,530,900	31.23%
35.0 Equipment & Furnishings	3,733	50,280	141,604	251,400	603,500	23.46%
38.0 Maintenance & Repair	87,495	110,770	335,441	553,850	1,328,300	25.25%
41.0 Software License & Maint Fees	407,768	142,060	727,343	710,300	1,704,900	42.66%
42.0 Communications	76,414	68,500	277,435	342,500	822,000	33.75%
43.0 Office & Operating Supplies	31,949	53,240	238,628	266,200	639,350	37.32%
44.0 Utilities	23,429	45,590	229,170	227,950	547,000	41.89%
45.0 Rentals & Leases	20,930	48,460	219,401	242,300	581,600	37.72%
46.0 Insurance	0	22,600	40,137	113,000	271,100	14.80%
48.0 Employee Training / Travel	24,170	22,580	123,083	112,900	271,000	45.41%
49.0 Miscellaneous	71,150	78,270	395,761	391,350	938,400	42.17%
50.0 Strategic Initiatives / Innovation	0	62,500	5,673	312,500	750,000	0.75%
62.0 Capital - Bldgs & Improvements	1,043,913	874,220	2,492,266	4,371,100	10,490,550	23.75%
62.5 Capital - A&E	49,932	110,000	214,620	550,000	1,320,000	16.25%
64.0 Capital - Furnishings & Equipment	15,073	97,910	291,488	489,550	1,175,000	24.80%
64.5 Capital - Other Assets	0	0	79,289	0	0	0.00%
Total Expenditures	6,488,093	6,715,690	28,764,795	33,578,450	80,585,600	35.69%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 5/1/2025 Through 5/31/2025
(In Whole Numbers)

		Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	6,569,397	6,694,210	34,958,734	35,310,800	67,230,900	51.99%
02.0	Timber Tax / Sales	142,026	146,000	341,457	379,800	627,000	54.45%
02.5	Grants	21,018	616,680	68,917	3,083,400	7,400,000	0.93%
03.0	Print/Copy Services	7,321	1,670	27,716	8,350	20,000	138.57%
04.0	Services/City Contract Fees	0	330	4,380	1,650	4,000	109.50%
05.0	Lost Materials Paid	3,939	4,170	35,410	20,850	50,000	70.82%
06.0	Investment Interest	191,622	108,330	991,376	541,650	1,300,000	76.25%
07.0	Donations Private Sources	53,913	46,140	142,798	230,700	553,700	25.78%
08.0	Other Revenue	149,313	50,000	326,619	250,000	600,000	54.43%
	Total Revenues	7,138,550	7,667,530	36,897,408	39,827,200	77,785,600	47.43%

BOARD OF TRUSTEES 2025 CALENDAR

JUNE 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
JANUARY	President <ul style="list-style-type: none">Committee appointments Executive (January 16) <ul style="list-style-type: none">2025 Board of Trustees calendar2025 Organizational and Leadership outcomes2025 Conferences for Trustees	Special Meeting (January 7) <ul style="list-style-type: none">Joint levy certification Regular Meeting (January 27) <ul style="list-style-type: none">2025 Board of Trustees calendarResolution 25-01 Honoring Rebecca LoneyResolution 25-02 Honoring Dan GottliebResolution 25-03 Appointment of Audit OfficerResolution 25-04 Petty Cash and Imprest FundsCommittee appointments<i>Staff Presentation – 2024 State of the Library Collection</i><i>Staff presentation- Workforce Diversity Advisory Group</i>
FEBRUARY	Executive <ul style="list-style-type: none">Trustee employee recognition award review	Regular Meeting (February 24) <ul style="list-style-type: none">Resolution 25-04 Petty Cash and Imprest Funds<i>Staff presentation – Human Resources 2024 Report</i>
MARCH		Regular Meeting (March 24) <ul style="list-style-type: none"><i>Staff presentation - Programs and Services Update</i>
APRIL	Executive <ul style="list-style-type: none">Executive Director quarterly check-inTrustee vacancy process (information) Management (May 7) <ul style="list-style-type: none">Board retreat planning	Regular Meeting (April 28) <ul style="list-style-type: none">Trustee vacancy process (information)<i>Staff presentation – Summer Reading Program Preview</i>

BOARD OF TRUSTEES 2025 CALENDAR

JUNE 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

OPEN MEETING

MAY

President

- Trustee Nominating Committee appointments

Regular Meeting (May 27)

- *Staff presentation – Sno-Isle Libraries Foundation*

JUNE

Library Services (June 4)

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

Management (June 26)

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

Regular Meeting (June 23)

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

JULY

Executive (July)

- Executive Director quarterly check-in

Trustee Nominating

- Interview planning

Trustee Nominating

- Application review

Regular Meeting (July 28)

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy
- *Staff presentation – Collection Trends*
- *Staff presentation – Capital Projects update*

AUGUST

Trustee Nominating

- Candidate review and interviews

June 10, 2025

SNO-ISLE LIBRARIES

BOARD OF TRUSTEES 2025 CALENDAR

JUNE 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

JUNE 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 (September 2025)