

# 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

**July 28, 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 June 23, 2025 regular meeting minutes
- b) Approval of the June 2025 payroll, benefits, and vouchers

#### 7) Public Comment

#### 8) New Business

- a) Collection Trends Presentation – Assistant Director of Collection Services Jessica Russell - [Attachment 2](#)
- b) Services to Childcare Centers – Library on Wheels Manager Sonia Gustafson [Attachment 3](#)
- c) \*Capitalized Asset / Small and Attractive Asset Management Policy – Committee Chair Kostick [Attachments 4-6](#)
- d) \*Conflict of Interest Policy – Committee Chair Kostick [Attachments 7-9](#)
- e) \*Purchasing and Public Works Policy – Committee Chair Kostick [Attachments 10-12](#)

#### 9) Finance Report

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

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### 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 Adams

### 11) \*Adjournment

\*Denotes Board of Trustees action item.

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

# Executive Director

## BOARD REPORT

July 28, 2025

Eric Howard  
Executive Director

The Library District's Assistant Directors and Directors met to review and sequence goals and work over the next 9 months, aligning priorities across departments to ensure clarity, focus, and coordinated execution moving forward. This is part of our homework to prepare for the strategic planning process in 2026 which will set the Library District's long-term goals and priorities by assessing community needs, evaluating current services, engaging stakeholders, and developing a clear, actionable roadmap to guide programs, resources, and investments over a defined period.

The time together also provided a chance for the Directors and Assistant Director team to discuss the Library District's vision *to connect everyone to the library*. It is a powerful vision. Connected communities are often more resilient, healthier, creative and innovative.

Connections are also measurable, and our team considered what we need to do differently – with our culture – our processes and our priorities – to better achieve that vision. We likely won't realize that vision in three years – but by the end of next year we will have a three-year plan that moves us towards it.

To achieve lasting results, my goal is to plan for a ten- to fifteen-year horizon while using the results we learn from incoming data points to deliver concrete outcomes within nine months and as a starting point for our Strategic Plan. By focusing on customers throughout our diverse communities – demographically, geographically, economically and culturally, we will build a roadmap for expanding our customer base, while strengthening our relationship to them. Partnerships will also be central to our priorities. The goal is to connect to all customers, but we will be intentional with our focus as we learn how to better connect to different communities. This will take time.

To achieve the Library's vision, we need to better understand our customers. We need to understand who is using our library and who isn't and why. A growth culture, one that relies on all of us continually learning, using data and relying on an examination of our processes through collaboration, will drive these priorities.

- We will make significant gains in the connection customers feel towards our libraries and we will also increase the number of active library customers.
- Strengthening relationships with our partners and increasing the number of our partners will be a key component of this work.

# Executive Director

## BOARD REPORT

Internally, we will work to be clearer around roles and seek to build formal tools for feedback. We will also demonstrate leading with curiosity through a growth culture.

We will also be tackling capacity through clearer prioritization. As our summer surveys of community members sharpen our focus on services, customer service, and key messages we will continue to adapt our models and services to connect to more customers. If we think of modern library buildings as a service, then we know we can almost always count on that service complementing and enhancing our others. Looking at the operational report from our most recent modernization project, the Langley Community Library, we have seen a more than 60% increase in the number of customers visiting the library during the three-month period following its opening compared to the same period prior to its closure. In addition to enticing new customers, our modern facilities also serve as cooling, heating, and cleaner air centers during extreme weather periods; yet another example of how the connection to libraries supports resiliency.

### Capital Projects and Community Support

Modernizing our facilities will continue to be a fundamental focus for our organization for the foreseeable future. In July, I had the honor of touring State Representative Carolyn Eslick around the construction site for the new Lake Stevens Community Library. The project has gone vertical, and structural steel, cross-laminated timber, and other offsite pre-fabrication work is taking place. Over the coming months we will be placing orders on furniture, shelving and computers. The project is still on schedule to be completed next spring.

This month I reconnected with Congressman Rick Larsen at the Coupeville Library and thanked him for his continued support of our Library District and a donation of books from the Library of Congress. He will also be visiting the Mukilteo Library later in the month. We appreciate his national advocacy for public libraries as they meet funding and service challenges from agencies like the Institute of Museum and Library Services.

Staff will have very little time to catch their breath after completing Lake Stevens. In fact, we are already working on the next capital project, the Mariner Campus. We will soon be announcing a date to demolish the current structure on the property. We will also be celebrating our progress with the project at the Mariner Fest on August 9<sup>th</sup>. Please join us for a community-wide celebration.

# Executive Director

## BOARD REPORT

### Upcoming:

#### North

Camano Island: [Camano Island Library 10th Anniversary Celebration](#) – 8/16 (All ages). Festivities throughout the day include a magic show from Jeff Evans, musical performances by local bands South End String Band and Trash Panda Go Kart, and reading recommendations from Nancy Pearl.

#### South

Brier: [KidScore at Brier Park](#) – 8/8 (Family). Get ready for the SeaScare Porchlight Parade with stories, songs, games and crafts. Meet firefighters from South County Fire and visit the Sno-Isle Libraries Bookmobile!

#### East

Lake Stevens: [Mobile Bike Repair with Sharing Wheels Community Bike Shop](#) – 8/27 (All ages). Drop in for up to 30 minutes of free basic bike repair by volunteers from Sharing Wheels.

#### West

Clinton: [Clinton Library 25th Anniversary](#) – 8/23 (All Ages). Celebrate Clinton's silver anniversary with hotdogs, cake, and family-friendly activities.

#### Online

[Why Do Wildfires Seem to be Getting Worse?](#) - 8/20 (Adults). Local meteorologist Ted Buehner talks about wildfires in the Pacific Northwest and how to defend your family, home and business from fire and smoke.

### June Accomplishments from Community Libraries

- **The Digital Engagement Team** On June 24<sup>th</sup>, we started presenting a passive program called "Check Out a Discover Pass and Explore Washington." This program encourages people to use a Discover Pass and then share photos with us of their adventures. The first week has seen 805 people visit this blog post which has resulted in over 2500 clicks which tells us how much people have been engaged.
- This June marked the beginning of the teen intern program at **the Stanwood Library**. After receiving 25 applications from students across seven local schools, the library selected Sophia and Patrick, two standout teens with interests in English literature and mathematics, respectively. Both are highly involved in their communities in Stanwood and Camano. Their internship began on June 26 with orientation at the Stanwood Library.

# Executive Director

## BOARD REPORT

- On June 13, the **Darrington Library** hosted a very successful community event, Summer Kickoff at Old School Park. Darrington Library staff counted over 350 attendees, which is a huge turnout for our small community (for context, there are less than 400 students in our entire Preschool – 12<sup>th</sup> grade school district). More than 15 community partners joined in this event.
- On a rainy “Juneuary” day, over 100 children and their grown-ups came to **Arlington Library’s** Summer Reading Kickoff in the park. Participants enjoyed bubble activities and entertainment from the fantastically funny Alex Zerbe with his comedy and stunt show.
- Resulting from great effort by the managers and staff of Strategic Services, Brier and Mountlake Terrace libraries, **Mountlake Terrace Library hosted** our second annual Sno-Isle Libraries Juneteenth Celebration. It was a success, serving 300 attendees and distributing 500 meals to participants from 16 cities across the greater Seattle area, plus one attendee from Illinois. The expanded partnership included [Northwest Washington Civic Circle](#), [Change the Narrative](#), and [Snohomish County Office of Social Justice](#), [City of Mountlake Terrace](#), [Mountlake Terrace DEI Commission](#), [Community Transit](#), [The ACCESS Project](#), and [Project Girl Mentoring Program](#). The event highlights included keynote address by Councilmember Dr. Steve Woodard on fatherhood and Juneteenth, Panel discussion moderated by WA NW Civic Circle ED, Alicia Crank with SIL Trustee and Change the Narrative Founder Michael Adams, SIL Mariner Lead Terry Lott and his daughter, Shaylynn Lott, and father, Terry Lott Sr. and Mountlake Terrace Councilmember Dr. Steve Woodard. The City of Mountlake Terrace and Snohomish County Council provided resolutions honoring the date and highlighting the event and its partners.
- **The Edmonds Library** has had a very exciting June celebrating Pride Month. They have collaborated with both Under the Rainbow and Edmonds Pride. The library hosted a series of programs including the Out Loud! LGBTQIA+ Storytelling event on June 9th, Rainbow Storytime on June 11th and a Queer Zine Making Workshop on June 21st. These all had great turnouts, but the most popular turned out to be the Queer Adventures D&D Night on June 23rd, when we opened up the meeting room walls and welcomed 46 gamers to the library. Our librarians have been out and about in Edmonds as well, attending Pride events throughout the month, culminating with the Edmonds Pride Festival at Civic Park on June 28th. Where they brought roughly 800 pieces of swag, booklists, 350 buttons, 57 books provided by the Foundation. We were able to give away every book by the second hour, and we did not stop chatting with community members until we ran out of materials after four hours.

# Executive Director

## BOARD REPORT

- **The Mariner Library** welcomed the Mexican Embassy to the library on June 5<sup>th</sup> and 26<sup>th</sup> from 12-2pm for *Consulado de México en tu biblioteca*. The first event saw over 30 attendees, with a line starting outside the library at 8am. This was an excellent collaboration between the Mexican Embassy and Mariner Library Adult Services staff to bring their services and expertise to the Mariner community.
- **The Mill Creek Library** had an incredible outreach event on July 7<sup>th</sup> at the Mill Creek Pride Picnic. Thanks to a generous donation from the Foundation, they purchased and gave away 100 LGBTQIA books at the event. Patrons enjoyed the fabulous Sno-Isle-branded stickers, sunglasses, and snack bowls. They got a lot of great comments like, "Thanks for always standing with us", "We love the Mill Creek Library and all that you do," and "Thank you for providing a space that welcomes everyone." One woman told staff that she was almost 70 and didn't realize there were queer fiction books—she only thought there were non-fiction books
- **Marysville Library** staff received a letter of appreciation from a customer via our LibAnswers service. The customer expressed their profound gratitude for the support library staff provided them while they obtained their Associate of Science degree in Criminal Justice Administration.
  - "I started my higher education journey in January of 2024 and if I'm honest, I was scared to death. I'm not the typical college student. I retired from the US Navy in 2021 so I'm a bit older than most of your typical college students. However, with some gentle nudging from my wife, I enrolled with Columbia College of Missouri. Now don't forget, I have not been in any form of schooling for 30 years and the thought of how I would do had me extremely nervous, especially with a lot of it being online (I'm not a computer person). When I started my first class, it felt as though I was a baby learning to walk, but as time went on, I began to take a few steps. Eventually I was able to walk on my own which was an amazing feeling. That being said, I could not have done it if it were not for the help of some of the amazing folks at the Marysville Library. It would have been a much tougher journey if not for the wonderful people and staff at the Marysville Library. Thanks and all the kudos go out to you all!"
- This summer **the Snohomish Library** is again home to the school district's Kid Café, which provides free breakfast and lunch to children every weekday. Last summer, the Kids Café at the library provided 4,850 meals.
- This year's annual "Teen Pride and Tacos" event at **the Marysville Library** was a resounding success, drawing an enthusiastic crowd of LGBTQ+ teens, their friends, and allies who enjoyed an evening of food, music, games, and prize books. This event, supported by the Sno-Isle Libraries Foundation, highlighted the strong community spirit and engagement library staff aim to foster with programs.

# Executive Director

## BOARD REPORT

- **The Freeland Library** had 250 people attend their annual summer family festival on June 28. The festival includes music, face painting, free books, and ice cream funded by the Friends of the Library. Staff created crafts and games for the kids, and the fire truck attended for families to learn more about fire safety.
- **The Oak Harbor Library** hosted a Summer Reading program featuring Western Washington University scientists and visiting student interns from Shannon Point Marine Center on July 1<sup>st</sup>. More than 200 children and caregivers attended the event, exploring the creatures that can be found in our local waters and on beaches. The *Whidbey News Times* published an article about the event prior to the library program: <https://www.whidbeynewstimes.com/life/sea-life-on-display-at-oak-harbor-library/>
- **Library on Wheels** had a great time attending the Lynnwood Juneteenth celebration. They connected with many families, including one family where the Dad is Thai and they were looking for books in his native language. They were very excited to hear about the LOTE4Kids online resource so they can see the language written, hear it spoken, and get the translation.
- **The Coupeville Library** participated in the third annual Coupeville Pride festival and parade on Saturday, June 14. Coupeville Library staff tabled during the festival, held 10am-2pm during the Farmer's Market, to give away LGBTQ+ books and Sno-Isle Libraries swag. Sno-Isle Libraries supported the Coupeville Pride festival with a \$500 sponsorship and was recognized as a sponsor by the event speakers and on signage at Coupeville Pride's tent at the event. Library staff gave away 116 books, which were purchased with generous support from the Sno-Isle Libraries Foundation.



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Eric Howard

June 23, 2025

Meeting Minutes

Sno-Isle Libraries Service Center

### Call to Order

President Olson called the meeting to order at 5:32 p.m., followed by a land acknowledgment.

### Attendees

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

**Members present via videoconference:** Paul Ryan

President Olson confirmed quorum.

**Staff present:** Barb Adams, David Durante, Nick Fuchs, Eric Howard, Meredith Kraft, Diane Lai, Jason Latham, Janella Lewis, Jessica Russell, Nicole Wehl, and Shanda Zimmerman.

### Approval of Agenda

Trustee DePrey 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 and discussed connection opportunities with community leaders, STARS training provided by the Library District to educators, and recent online and in-person library programs.

### Consent Agenda

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

Trustee Crull 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.

Trustee Adams joined the meeting.

# Sno-Isle Libraries

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## New Business

### Internal Financial Controls Presentation

Finance Director Janella Lewis highlighted the importance of financial controls and the Board's role in the library district's oversight. Future presentations to the Board will include the topics of the Whistleblower administrative policy, risk management, and ethics.

### Collection Development Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Collection Development Policy as presented.

### Internet Use Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Internet Use Policy as presented.

### Confidentiality of Library Records and Customer Files

Trustee Crull moved the Sno-Isle Libraries Board of Trustees approve Confidentiality of Library Records and Customer Files Policy as presented and change the name to "Confidentiality of Library Records and Customer Data Policy."

## Finance Report

### May Financial Update

Finance Director Janella Lewis presented the June 2025 financial report.

## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- Board of Trustees retreat planning is underway and the committee is close to confirming the date.
- The two Snohomish County positions that will become vacant on January 1 are those of Trustees Kostick and Ryan.

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### Trustee Nominating Committee Report

Committee Chair Guevara-Cruz reported on the following:

- A meeting to discuss the application questions and review the process timeline.
- Both vacant seats are open to Snohomish County residents.
- The communication plan to promote the vacancy to Snohomish County residents, including a request to share the application to each Trustee's network.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan reported on the Foundation's June 16 meeting:

- Early Literacy Service Coordinator Joy Feldman presented information about early literacy programs in the District, many of which are supported by the Foundation.
- The Foundation supported Pride Month for 11 locations within the Sno-Isle Libraries District service area.
- Foundation Executive Director Christina Kourteva's recent attendance at a public libraries fundraising conference.

### Adjournment

Trustee DePrey moved to adjourn the June 23, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:40 p.m.

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President

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Secretary

**Sno-Isle Libraries**  
**June 2025 Payroll and June 2025 Vouchers**

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<b>Direct Deposits, Employee Deductions</b>	\$ 2,911,473.00
<b>Vendor Checks 86778, 86789, 86876, 87009 through 87020, plus Electronic Transfers</b>	<u>\$ 963,717.91</u>
<b>Total Payroll and Benefits</b>	\$ 3,875,190.91
 <b>Accounts Payable Checks 86740 through 87020 less checks listed above, plus Electronic Transfers</b>	 <u>\$ 1,861,892.02</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<u><u>\$ 5,737,082.93</u></u> *

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

Submitted to the Sno-Isle Libraries Board of Trustees July 28, 2025.



7/11/2025

\_\_\_\_\_  
Finance Director

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

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

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**June 2025 Payroll**

Employee Pay - Direct Deposit	\$	2,079,057.92	
Plus: Employee Deductions	\$	832,415.08	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,911,473.00</b>

Vendor Checks 86778, 86789, 86876, 87009 through 87020	\$	312,517.13	*
Employer Workers' Comp Insurance Premium	\$	26,693.13	
Electronic Funds Transfer- Employer Federal Taxes	\$	241,935.99	
Electronic Funds Transfer - Canopy Wellbeing	\$	2,328.00	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,472.19	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	57,686.80	
Electronic Funds Transfer - PERS - Retirement Plan	\$	409,210.02	
Electronic Funds Transfer - Navia - FSA	\$	13,645.76	
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,549.23	
Electronic Funds Transfer - Premera - Medical	\$	277,465.29	
Electronic Funds Transfer - Support Registry	\$	1,169.84	
Less: Employee Benefit Deductions	\$	(389,955.47)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 963,717.91</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,875,190.91</b>

**June 2025 Accounts Payable**

Checks 86740 through 87020 less checks listed above, plus Electronic Transfers	\$	1,859,469.28	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,422.74	
<b>Sub-Total Accounts Payable</b>			<b>\$ 1,861,892.02</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 5,737,082.93</b>

**Adjustments**

Refunds and Credits	\$	(659.27)	
Replenish Petty Cash and Safe	\$	(536.99)	
Bank Service Charge	\$	870.16	
Travel & Business Expense Reimbursement paid in Payroll	\$	6,186.52	
<b>Total Adjustments</b>			<b>\$ 5,860.42</b>

**June 2025 Total Expenditures** **\$ 5,742,943.35** \*\*\*

* Benefit invoices paid through Accounts Payable Checks	\$	312,517.13
** Regular invoices paid through Accounts Payable Checks	\$	1,859,469.28
<b>Total Accounts Payable Check Payments</b>	<u>\$</u>	<u>2,171,986.41</u>

\*\*\* Equals Expenditure Summary Total

## Vouchers June 2025

Date	Check Number	Payee	Check Amount
6/12/2025	80154	The Fractal Phase (Void, Reissue Ck #86805)	-\$884.00
6/12/2025	84131	Silver Kite Community Arts Consulting, LLC (Void, Reissue Ck #86846)	-400.00
6/3/2025	86663	Silver Kite Community Arts Consulting, LLC (Void, Reissued Ck #86847)	-400.00
6/3/2025	86740	DAWN KAESTNER	188.48
6/3/2025	86741	SUSAN HEMPSTEAD	1,562.76
6/5/2025	86742	AT&T MOBILITY (6463)	43.23
6/5/2025	86743	BEACON PUBLISHING INC	637.50
6/5/2025	86744	BLUE PEONY, LLC	75.00
6/5/2025	86745	BLUESPACE INTERIORS	3,763.32
6/5/2025	86746	CAMANO COMMONS	1,250.00
6/5/2025	86747	CASCADE NATURAL GAS	207.36
6/5/2025	86748	CITY OF SULTAN	2,262.57
6/5/2025	86749	CLARK NUBER P.S.	649.43
6/5/2025	86750	CONSTANCY PRESS LLC	200.00
6/5/2025	86751	CORTES, MARCO	1,000.00
6/5/2025	86752	CRYSTAL SPRINGS	75.35
6/5/2025	86753	DAYFORCE US, INC.	10,569.84
6/5/2025	86754	DE-EL ENTERPRISES, INC	644.37
6/5/2025	86755	HP INC	3,583.94
6/5/2025	86756	KENDALL OF MARYSVILLE	125.80
6/5/2025	86757	LES SCHWAB - MARYSVILLE	339.04
6/5/2025	86758	MOSS ADAMS LLP	7,000.00
6/5/2025	86759	MUKILTEO WATER & WASTE DISTRICT	3,961.50
6/5/2025	86760-86765	REMIT OVERRUN	0.00
6/5/2025	86766	OVERDRIVE INC	213,170.28
6/5/2025	86767	PETROCARD SYSTEMS INC	2,311.45
6/5/2025	86768	PUGET SOUND ENERGY	1,933.89
6/5/2025	86769	PUD NO 1 OF SNOHOMISH COUNTY	5,694.93
6/5/2025	86770	PUGET SOUND MOBILE DETAIL	1,651.35
6/5/2025	86771	RICOH USA INC - 31001	10,348.80
6/5/2025	86772	RIVERA, SHARON NICOLE	800.00
6/5/2025	86773	SAFE CITIZENS PROJECT LLC	570.00
6/5/2025	86774	SILVER LAKE WATER & SEWER	203.34
6/5/2025	86775	SPRAGUE PEST SOLUTIONS	402.77
6/5/2025	86776	STERICYCLE, INC.	462.16
6/5/2025	86777	WALTER E NELSON CO OF WESTERN WA	5,147.11
6/5/2025	86778	WELLABLE LLC	319.00
6/5/2025	86779	DAE WON LLC	8,240.21
6/12/2025	86780	8X8 INC	7,999.22
6/12/2025	86781	AIR CARE SYSTEM	14,414.78
6/12/2025	86782	ALLIED UNIVERSAL	15,450.24
6/12/2025	86783.00	REMIT OVERRUN	0.00
6/12/2025	86784	AMAZON CAPITAL SERVICES, INC	2,337.05
6/12/2025	86785	A. RIFKIN CO	336.31
6/12/2025	86786	AUNT FLOW CORP.	960.00
6/12/2025	86787	BACKSTAGE LIBRARY WORKS, INC	559.20
6/12/2025	86788	BAKER & TAYLOR BOOKS (277930)	6,024.33
6/12/2025	86789	BEACON HILL STAFFING GROUP LLC	4,400.00

**Vouchers  
June 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
6/12/2025	86790	BELIEF AGENCY	15,000.00
6/12/2025	86791	BLACKSTONE PUBLISHING	1,019.13
6/12/2025	86792	BRODART (SUPPLIES)	3,597.79
6/12/2025	86793	CITY OF GRANITE FALLS	136.21
6/12/2025	86794	CONVERGE LOT, INC	20,729.00
6/12/2025	86795	COSCO FIRE PROTECTION, INC.	3,574.09
6/12/2025	86796	CURISMO HEALING & ARTS LLC	150.00
6/12/2025	86797	DAILY JOURNAL OF COMMERCE	88.45
6/12/2025	86798	DEL SOL INC	82,631.34
6/12/2025	86799	DOW JONES & COMPANY, INC.	6,000.00
6/12/2025	86800	EBSCO	5,761.99
6/12/2025	86801	E - RATE EXPERTISE INC	10,962.00
6/12/2025	86802	EVERGREEN STATE FAIRGROUNDS	1,000.00
6/12/2025	86803	FABER CONSTRUCTION CORPORATION	561,310.43
6/12/2025	86804	FATBEAM, LLC	4,979.00
6/12/2025	86805	THE FRACTAL PHASE	884.00
6/12/2025	86806	GALE/CENGAGE LEARNING	1,885.35
6/12/2025	86807	GAME TO GROW	2,000.00
6/12/2025	86808	GUARDIAN SECURITY	4,487.35
6/12/2025	86809	THE HANOVER INSURANCE GROUP	7,114.00
6/12/2025	86810	HIRERIGHT, LLC	68.36
6/12/2025	86811	ID LABEL, INC	1,483.88
6/12/2025	86812	IMAGINE CHILDREN'S MUSEUM	245.56
6/12/2025	86813	REMIT OVERRUN	0.00
6/12/2025	86814	INGRAM LIBRARY SERVICES	67,111.86
6/12/2025	86815	ISLAND COUNTY OF WASHINGTON	100.00
6/12/2025	86816	KANOPY	8,005.00
6/12/2025	86817	KINCHEN, KIMBERLY A.	325.00
6/12/2025	86818	LES SCHWAB - MARYSVILLE	695.53
6/12/2025	86819	LODESTAR MARKETING GROUP	9,165.00
6/12/2025	86820	LYTHO, INC	42,407.17
6/12/2025	86821	MEERKERK RHODODENDRON GARDENS	200.00
6/12/2025	86822	MIDWEST LIBRARY SERVICE	2,241.58
6/12/2025	86823	MIDWEST TAPE	23,945.50
6/12/2025	86824	MILL CREEK VIEW	290.00
6/12/2025	86825	MILNE ELECTRIC INC	679.85
6/12/2025	86826	MULTI-CULTURAL BOOKS & VIDEOS	16,921.56
6/12/2025	86827	MUSEUMS WITH MARISA	210.00
6/12/2025	86828	MY NEIGHBORHOOD NEWS NETWORK	425.00
6/12/2025	86829	MYSTIC SEAPORT MUSEUM INC.	250.00
6/12/2025	86830	NEMNICH, JESSICA	300.00
6/12/2025	86831	NORTH NODE YOGA	621.08
6/12/2025	86832	NORTHWEST PUBLISHING INC.	400.00
6/12/2025	86833	REMIT OVERRUN	0.00
6/12/2025	86834	OFFICE DEPOT, INC	1,969.10
6/12/2025	86835	ONE DIVERSIFIED, LLC	2,762.51
6/12/2025	86836	PACIFIC PUBLISHING CO INC	424.75
6/12/2025	86837	PAPER ROLL PRODUCTS	143.27

**Vouchers  
June 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
6/12/2025	86838	PARENTMAP	1,025.00
6/12/2025	86839	PUGET SOUND ENERGY	377.06
6/12/2025	86840	PUD NO 1 OF SNOHOMISH COUNTY	421.29
6/12/2025	86841	RICOH USA INC - 650073	2,028.88
6/12/2025	86842	RIVERA, SHARON NICOLE	800.00
6/12/2025	86843	SCHOOX LLC	21,600.00
6/12/2025	86844	SEASIDE PUBLIC LIBRARY	23.95
6/12/2025	86845	SENTRUM MARKETING, LLC	391.90
6/12/2025	86846	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
6/12/2025	86847	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
6/12/2025	86848	SKAGIT PUBLISHING	463.00
6/12/2025	86849	SMITH, KESTREL	617.00
6/12/2025	86850	SOUND PUBLISHING	38.22
6/12/2025	86851	SPENGLER, CHRISTINE	150.00
6/12/2025	86852	SPRAGUE PEST SOLUTIONS	651.65
6/12/2025	86853	STERICYCLE, INC.	121.07
6/12/2025	86854	STEWART, NANCY	400.00
6/12/2025	86855	TIMELESS DESIGN	790.98
6/12/2025	86856	T MOBILE	15,290.00
6/12/2025	86857	T MOBILE	131.01
6/12/2025	86858	TSAI FONG BOOKS INC	245.53
6/12/2025	86859	ULINE	1,337.64
6/12/2025	86860	VERIZON COMMUNICATIONS INC	330.79
6/12/2025	86861	REMIT OVERRUN	0.00
6/12/2025	86862	WALTER E NELSON CO OF WESTERN WA	12,049.35
6/12/2025	86863	WASTE MANAGEMENT	5,177.53
6/12/2025	86864	WATSON, LAURA B.	200.00
6/12/2025	86865	WAVE BUSINESS	9,303.26
6/12/2025	86866	WHIDBEY TELECOM	798.60
6/12/2025	86867	MICHELLE CALLIHAN	2,391.27
6/12/2025	86868	SAM DAVIS	2,093.75
6/12/2025	86869	KELLY JAITE	626.35
6/13/2025	86870	SNO-ISLE REFUND ACCOUNT	187.91
6/18/2025	86871	AIR CARE SYSTEM	6,476.30
6/18/2025	86872	ALLIED UNIVERSAL	14,693.26
6/18/2025	86873	ARBOR DREAMS LLC	350.00
6/18/2025	86874	THE BACKYARD WHIDBEY	100.00
6/18/2025	86875	BARNETT BOOKS LLC	100.00
6/18/2025	86876	BEACON HILL STAFFING GROUP LLC	2,200.00
6/18/2025	86877	BUILDINGWORK, LLC	29,789.40
6/18/2025	86878	BUZA, MATTHEW	114.00
6/18/2025	86879	CASEY, MARIA	450.00
6/18/2025	86880	CDW GOVERNMENT INC	6,464.18
6/18/2025	86881	CEDAR GROVE ORGANICS RECYCLING LLC	359.85
6/18/2025	86882	CENTRAL PAVING, LLC	5,280.00
6/18/2025	86883	CITY OF ARLINGTON	223.86
6/18/2025	86884	CITY OF BRIER	307.70
6/18/2025	86885	CITY OF MONROE	1,045.74



## Vouchers June 2025

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
6/18/2025	86886	CITY OF SNOHOMISH - UTILITIES	3,433.65
6/18/2025	86887	CITY OF SULTAN	211.79
6/18/2025	86888	COCHRANE, JACOB	350.00
6/18/2025	86889	COMCAST BUSINESS	693.26
6/18/2025	86890	CORDOVA-JENSEN, CYNTHIA	200.00
6/18/2025	86891	CRYSTAL SPRINGS	87.36
6/18/2025	86892	Void	0.00
6/18/2025	86893	DARLAND, CALLIE	150.00
6/18/2025	86894	DODDS, SCOTT	50.00
6/18/2025	86895	EARTH SANCTUARY LLC	170.00
6/18/2025	86896	ELEVATE MUSIC TOGETHER	150.00
6/18/2025	86897	E - RATE EXPERTISE INC	1,032.00
6/18/2025	86898	ELIZABETH ANNE GROVE	50.00
6/18/2025	86899	HILLIA PRODUCTIONS	550.00
6/18/2025	86900	DOBSON, IAN	493.00
6/18/2025	86901	IMAGINE CHILDREN'S MUSEUM	258.76
6/18/2025	86902	IMAGINE CHILDREN'S MUSEUM	245.68
6/18/2025	86903	IMAGINE CHILDREN'S MUSEUM	262.96
6/18/2025	86904	IMAGINE CHILDREN'S MUSEUM	245.68
6/18/2025	86905	INSIGHT PUBLIC SECTOR INC.	8,427.20
6/18/2025	86906	ISLAND DISPOSAL INC	344.62
6/18/2025	86907	JORDAN, REBECCA ANN	300.00
6/18/2025	86908	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	2,086.92
6/18/2025	86909	LEMAY MOBILE SHREDDING	166.83
6/18/2025	86910	LES SCHWAB - MARYSVILLE	931.37
6/18/2025	86911	MERCEDES-BENZ OF LYNNWOOD	1,403.35
6/18/2025	86912	MSR DESIGN	2,093.00
6/18/2025	86913	ONE DIVERSIFIED, LLC	5,408.85
6/18/2025	86914-86920	REMIT OVERRUN	0.00
6/18/2025	86921	OVERDRIVE INC	120,512.78
6/18/2025	86922	PACIFIC OFFICE AUTOMATION INC	4,581.44
6/18/2025	86923	PETROCARD SYSTEMS INC	2,593.10
6/18/2025	86924	PETTY CASH	288.49
6/18/2025	86925	PETTY CASH	248.50
6/18/2025	86926	PITNEY BOWES	5,000.00
6/18/2025	86927	PUGET SOUND ENERGY	1,278.14
6/18/2025	86928	PUD NO 1 OF SNOHOMISH COUNTY	4,584.04
6/18/2025	86929	REPTILE LADY LLC	524.70
6/18/2025	86930	REPUBLIC SERVICES 197	1,014.82
6/18/2025	86931	RICOH USA INC - 31001	63.11
6/18/2025	86932	RICOH USA INC - 650073	1,331.01
6/18/2025	86933	SHARPS COMPLIANCE INC	1,388.86
6/18/2025	86934	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	450.00
6/18/2025	86935	SNO-ISLE GENEALOGICAL SOCIETY	89.20
6/18/2025	86936	SPRAGUE PEST SOLUTIONS	771.38
6/18/2025	86937	SPRINGSHARE LLC	2,867.50
6/18/2025	86938	STERLING VOLUNTEERS	102.00
6/18/2025	86939	TIMELESS DESIGN	18,550.14

**Vouchers  
June 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
6/18/2025	86940	TOWN OF COUPEVILLE	351.02
6/18/2025	86941	ULINE	465.97
6/18/2025	86942	VERIZON WIRELESS (660108)	6,917.84
6/18/2025	86943	VISIONARY OFFICE FURNITURE	877.37
6/18/2025	86944	WALTER E NELSON CO OF WESTERN WA	187.61
6/18/2025	86945	WASTE MANAGEMENT	236.02
6/18/2025	86946	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	42,355.47
6/18/2025	86947	WASHINGTON STATE FERRIES	696.80
6/18/2025	86948	ALEX ZERBE	725.00
6/18/2025	86949	ALEX ZERBE	600.00
6/18/2025	86950	ALEX ZERBE	625.00
6/18/2025	86951	ZIPLY FIBER	17,474.96
6/20/2025	86952	ANA ESCOBAR	376.60
6/20/2025	86953	SUSANA HACKMILLER	376.60
6/20/2025	86954	CARLA IKEHARA	841.16
6/26/2025	86955	ALVAREZ, NOE	294.96
6/26/2025	86956-86957	REMIT OVERRUN	0.00
6/26/2025	86958	AMAZON CAPITAL SERVICES, INC	4,728.64
6/26/2025	86959	BAKER & TAYLOR BOOKS (277930)	3,793.89
6/26/2025	86960	BLACKSTONE PUBLISHING	1,304.79
6/26/2025	86961	BRODART (SUPPLIES)	5,818.70
6/26/2025	86962	CAMANO COMMONS	1,250.00
6/26/2025	86963	CAMPBELL, KELLY	300.00
6/26/2025	86964	CENTER POINT LARGE PRINT	756.90
6/26/2025	86965	CREATIVEBUG HOLDINGS LLC	17,500.00
6/26/2025	86966	DEMCO INC (8048)	55.56
6/26/2025	86967	EBSCO	3,097.24
6/26/2025	86968	ENDRES, ERIC HERMAN	1,150.00
6/26/2025	86969	EVERETT COMMUNITY COLLEGE	4,142.00
6/26/2025	86970	GALE/CENGAGE LEARNING	4,409.98
6/26/2025	86971	HEARING, SPEECH, AND DEAF CENTER	852.50
6/26/2025	86972	HILLIS CLARK MARTIN & PETERSON	28,881.75
6/26/2025	86973	IMAGINE CHILDREN'S MUSEUM	245.68
6/26/2025	86974	IMAGINE CHILDREN'S MUSEUM	245.68
6/26/2025	86975	INGRAM LIBRARY SERVICES	33,735.81
6/26/2025	86976	INTERSECTION MEDIA, LLC	3,764.71
6/26/2025	86977	JR LANGUAGE TRANSLATION SERVICES INC.	125.00
6/26/2025	86978	LEE, RIANN	250.00
6/26/2025	86979	LIFT EVERY VOICE LEGACY	500.00
6/26/2025	86980	MARYSVILLE BARKER REAL ESTATE LLC	6,633.57
6/26/2025	86981	SEVEN STAR WOMEN'S KUNG FU, INC	350.00
6/26/2025	86982	MIDWEST LIBRARY SERVICE	408.71
6/26/2025	86983	MIDWEST TAPE	10,974.68
6/26/2025	86984	Mini Golf on the Go - PNW	3,139.26
6/26/2025	86985	MULTI-CULTURAL BOOKS & VIDEOS	2,739.01
6/26/2025	86986	MYSTIC SEAPORT MUSEUM INC.	250.00
6/26/2025	86987-86988	REMIT OVERRUN	0.00
6/26/2025	86989	OFFICE DEPOT, INC	4,437.49

# Vouchers June 2025

Date	Check Number	Payee	Check Amount
6/26/2025	86990	PAPER ROLL PRODUCTS	682.66
6/26/2025	86991	POSTMASTER - LANGLEY	360.00
6/26/2025	86992	PRICE SCULPTURE FOREST	200.00
6/26/2025	86993	PRIME SELF STORAGE	814.00
6/26/2025	86994	REFORMA	2,005.00
6/26/2025	86995	REPTILE LADY LLC	1,524.70
6/26/2025	86996	RICOH USA INC - 31001	425.15
6/26/2025	86997	SEATTLE HAND DRUMMERS	425.00
6/26/2025	86998	SENTRUM MARKETING, LLC	445.00
6/26/2025	86999	SMOKEY POINT PLACE IV, LLC	12,472.53
6/26/2025	87000	SNO-ISLE REFUND ACCOUNT	423.17
6/26/2025	87001	STERN, DAVID	400.00
6/26/2025	87002	STUART, CHARLOTTE	150.00
6/26/2025	87003	SUMMIT LAW GROUP, PLLC	435.00
6/26/2025	87004	TROJAN STORAGE OF MARYSVILLE	390.00
6/26/2025	87005	JUSTINE EASLEY	73.20
6/30/2025	87006-87008	SPOILED	0.00
6/30/2025	87009	ASSURED PARTNERS OF WA, LLC	6,150.36
6/30/2025	87010	DELTA DENTAL OF WASHINGTON	33,916.39
6/30/2025	87011	DEPARTMENT OF LABOR & INDUSTRIES	82,954.22
6/30/2025	87012	WSCCCE, AFSCME, AFL-CIO	13,250.05
6/30/2025	87013	KAISER PERMANENTE	103,651.42
6/30/2025	87014	KAISER PERMANENTE	1,008.50
6/30/2025	87015	LIFEWISE ASSURANCE CO.	45,519.30
6/30/2025	87016	MUTUAL OF OMAHA	5,993.46
6/30/2025	87017	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,235.90
6/30/2025	87018	PREMERA BLUE CROSS	9,363.30
6/30/2025	87019	SNO-ISLE LIBRARY FOUNDATION	467.00
6/30/2025	87020	DEPARTMENT OF THE TREASURY	1,088.23
6/5/2025	TRANSF_052025_16	BANK OF AMERICA (5211)	809.85
6/30/2025	TRANSF_0625_01	BANK OF AMERICA (0958)	2,149.89
6/30/2025	TRANSF_0625_02	BANK OF AMERICA (1458)	2,170.59
6/30/2025	TRANSF_0625_03	BANK OF AMERICA (2175)	591.70
6/30/2025	TRANSF_0625_04	BANK OF AMERICA (2945)	1.10
6/30/2025	TRANSF_0625_05	BANK OF AMERICA (3736)	3,661.29
6/30/2025	TRANSF_0625_06	BANK OF AMERICA (5088)	3,414.26
6/30/2025	TRANSF_0625_07	BANK OF AMERICA (5659)	3,392.78
6/30/2025	TRANSF_0625_08	BANK OF AMERICA (5953)	2,477.83
6/30/2025	TRANSF_0625_09	BANK OF AMERICA (7067)	117.41
6/30/2025	TRANSF_0625_10	BANK OF AMERICA (7423)	7,385.87
			<b>\$2,171,986.41</b>

# Collection Services Update

## REPORT TO THE BOARD

July 28, 2025

### Publishing, AI, and the Library Collection

Artificial Intelligence (AI) is on many minds in both libraries and the publishing industry. As the new technology develops, readers have questions and concerns about the impact of AI on the book industry. Amazon has seen an influx of submissions to their Kindle Unlimited program, including [one that accidentally left the AI prompt asking for a rewrite of the story in another author's voice](#). Overdrive shared that some digital audiobooks use an AI narrator, noted in the title information. A Puget Sound area librarian noticed that some of those titles had suspiciously similar cover art. They also noted that author names sounded too similar and their websites all looked alike and provided little or no information. Sno-Isle Libraries owns [some AI-narrated digital audiobooks](#), purchased in response to customer requests. Collection Development received feedback from a customer about [the new James Frey book](#) where Frey reportedly used AI in writing the book. The customer was curious if we would label books that use AI.

### Sno-Isle Libraries Collection and AI

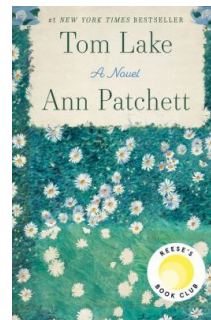
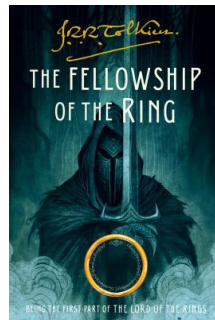
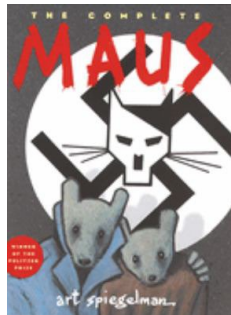
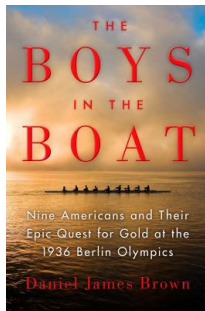
Our existing policies, guidelines, and procedures currently support us in making decisions about AI and the library collection.

- We can choose whether we want to select books that indicate that they've used AI and use different parameters for different areas of the collection. We still prioritize customer requests and interests.
- We have always dealt with scams, misinformation, and quality issues, especially since self-publishing became popular. We will deal with these issues on a case-by-case basis as they come up.
- We won't physically label books that use AI, because we don't label other kinds of content that way.
- We include readily available information about titles in our catalog records. Right now, AI information is not readily available and may require extensive research. Cataloging staff monitor these types of trends and will be able to see when and how AI is being noted in MARC records in the future.
- When AI title information is readily available, our cataloging team will decide how to best include the information in our catalog records.
- We welcome customer and staff curiosity! Library staff can always help customers or other staff research titles to learn more. We already know that every book is not for every reader and AI is an additional facet for individual readers to consider when choosing reading/listening material.

## A Peek Behind the Curtain

Collection Development has been working on a collection enhancement called HITS (High Interest Titles). HITS titles are popular or evergreen, available at every library location, and are “no-float”—items that will return to each individual library. Popular titles can end up settling at high-circulation libraries, so that customers at other locations must place holds. HITS helps mitigate that and ensure that customers of all ages can browse popular items on the shelf at their local library.

Sample HITS titles:



# Service to Childcare Centers

## REPORT TO THE BOARD

July 28, 2025

### Library on Wheels Overview

Library on Wheels brings the library experience to those who may face barriers to accessing library services. Through outreach efforts, we connect communities and individuals with the library, supporting Sno-Isle's mission of providing equitable access to knowledge and resources. Our services include a community bookmobile, monthly stops at senior living homes, deposit services for adult family homes, books by mail, and storytimes and book deliveries to childcare centers.

### Childcare Services

#### Evaluation and Redesign

By 2023, the eligibility criteria for Library on Wheels services were outdated and insufficiently defined. As a result, only a small portion of childcare centers in Snohomish and Island Counties were served, leaving many others who could benefit from a library connection overlooked. Based on feedback from customers and staff, we recognized the need to redesign our processes to better align with our vision of connecting everyone to the library. The redesign process involved meetings with regional early learning leaders, local childcare providers, other library mobile services teams, and feedback from Sno-Isle's EDI and Library on Wheels teams. In May 2025, a new service plan was launched.

#### New Service Plan

Starting in 2025, childcare centers in Sno-Isle's service area can apply annually for book deliveries and storytimes. With over 500 childcares in the region, if demand exceeds capacity, priority will be given to centers that serve low-income families. A new online form will also be available for special event visits, such as family library card sign-ups, literacy nights, or end-of-year parties. These events may be hosted by Library on Wheels, community library staff, or both.

#### Current Status and Next Steps

126 childcare centers have already requested book deliveries and storytimes, and there is sufficient capacity to accommodate all of them. In 2026, more proactive strategies will be explored to increase awareness of these services. Library on Wheels will continue to evaluate and enhance its offerings to ensure maximum connection, with a focus on equity, diversity, and inclusion.

# Capitalized Asset / Small & Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

### Purpose

To establish criteria for the identification, verification, protection, and disposal of Sno-Isle Libraries' Capital Assets and Small Attractive Assets.

### Scope

Real and personal property acquired by Sno-Isle Libraries through purchase, trade, gift, or fabrication (including but not limited to land, buildings, equipment, fixtures, improvements to land, buildings, or infrastructure) which satisfies the definition of a Capital Asset or Small Attractive Asset is subject to this policy.

#### Definitions

##### Capital Assets

Tangible property having an actual cost of \$5,000 or more (including tax and shipping) and an estimated life of one or more years will be considered a Capital Asset provided the outlay:

- acquires a new addition of property; or,
- extends the useful life of the property as a whole or restores it to a "like new" condition; or,
- enhances the value of the property in terms of a betterment; or,
- improves the efficiency, quality, strength, or capacity of property, or,
- adapts the property to a new use.

The cost threshold will be applied to the individual item acquired as opposed to an aggregation of items. A fair market value will be applied to assets donated to the Library to determine if the definitional criteria are satisfied to classify the donation as a capital asset or small attractive asset under this policy.

##### Small Attractive Assets

Small Attractive Assets are tangible assets costing less than \$5,000 but more than \$300 that are particularly vulnerable to loss, such as electronic devices (e.g. computers, iPads, printers, cell phones) and equipment.

##### Inventoriable Assets

Capital Assets that are stationary, such as land, buildings, furniture, and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets. Capital Assets and Small Attractive Assets that are easily moved or replaced are inventoriable.

# Capitalized Asset / Small & Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

### Library Collections

Physical materials such as books, DVDs, CDs, and other library collection material intended for customer use are not considered Capital Assets or Small Attractive Assets for the purposes of this policy.

## Implementation

### **Depreciation**

In accordance with the Washington State Budgetary, Accounting and Reporting System (BARS) for Library Districts, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

### **Risk Assessment**

An annual risk assessment will be completed to determine which assets or asset categories are Small Attractive Assets. The assessment will be conducted by the Director of Finance and Facilities in conjunction with department managers. A list of Small Attractive Assets will be maintained.

### **Inventory**

Sno-Isle Libraries will maintain a capital asset inventory system(s) that includes records for all inventoriable assets. A physical inventory of Capital Assets and all Small Attractive Assets will be conducted at least every two years.

### **Protection**

Sno-Isle Libraries will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

### **Disposition**

Capital assets which have been destroyed or damaged beyond repair will be reported to the Board of Trustees at a regularly scheduled meeting.

When Sno-Isle Libraries determines it no longer needs a Capital Asset, a majority of the Board of Trustees members present at a duly called meeting must declare the asset surplus before it can be removed from inventory. Sno-Isle Libraries may then sell, donate or dispose of surplus assets in a cost effective and responsible manner.



Current

# Capitalized Asset / Small & Attractive Asset Management Policy

**Sno-Isle Libraries Board Policy**

## Policy History

Date Approved: July 26, 2021

Next Review Date: 2025

Adopted: 2010

# Capitalized Asset / Small ~~and~~ Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

### Purpose

To establish criteria for the identification, verification, protection, and disposal of Sno-Isle Libraries' (Library District) Capital Assets and Small and Attractive Assets.

### Scope

Real and personal property acquired by the Library District ~~Sno-Isle Libraries~~ through purchase, trade, gift, or fabrication (including but not limited to land, buildings, equipment, fixtures, improvements to land, buildings, or infrastructure) which satisfies the definition of a Capital Asset or Small and Attractive Asset is subject to this policy.

### Definitions

Capital Assets are

~~T~~angible property having an actual cost of \$510,000 or more (including tax and shipping) and an estimated life of one or more years ~~will be considered a Capital Asset~~ provided the outlay:

- acquires a new addition of property; or,
- extends the useful life of the property as a whole or restores it to a "like new" condition; or,
- enhances the value of the property in terms of a betterment; or,
- improves the efficiency, quality, strength, or capacity of property, or,
- adapts the property to a new use.

The cost threshold will be applied to the individual item acquired as opposed to an aggregation of items. A fair market value will be applied to assets donated to the Library District to determine if the definitional criteria are satisfied to classify the donation as a capital asset or small and-attractive asset under this policy.

Small and Attractive Assets are

~~Small Attractive Assets are~~ tangible assets costing less than \$105,000 but more than \$300 that are

particularly vulnerable to loss, such as electronic devices (e.g. computers, iPads, printers, cell phones) and equipment.

Real Property refers to immovable assets like land and buildings.

Personal Property refers to movable items like furniture, equipment, or vehicles.

# Capitalized Asset / Small ~~and~~ & Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

### Inventoriable Assets are

~~Capital Assets~~ capital or small and attractive assets that are easily moved or replaceable. Items that are stationary, such as land, buildings, furniture, and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets. ~~Capital Assets and Small Attractive Assets that are easily moved or replaced are inventoriable.~~

### Library Collections are

~~Physical~~ physical materials such as books, DVDs, CDs, and other library collection material intended for customer use are not considered Capital Assets or Small ~~and~~ Attractive Assets for the purposes of this policy.

Revised Code of Washington (RCW) is a compilation of all permanent laws currently in force. It is a collection of Session Laws (enacted by Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

## Implementation

### Depreciation

In accordance with the Washington State Cash-Basis Budgetary, Accounting and Reporting System (BARS) for ~~Library Districts~~, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

### Risk Assessment

An annual risk assessment will be completed to determine which assets or asset categories are Small ~~and~~ Attractive Assets. The assessment will be conducted by the Finance Director ~~of Finance and Facilities~~ in conjunction with department managers. A list of Small Attractive Assets will be maintained.

### Inventory

~~Sno-Isle Libraries~~ The Library District will maintain an ~~capital asset~~ inventory system(s) that includes records for all inventoriable assets. A physical inventory of Capital Assets and all Small ~~and~~ Attractive Assets will be conducted at least every two years.

### Protection

~~Sno-Isle Libraries~~ The Library District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide

Markup

# Capitalized Asset / Small and& Attractive Asset Management Policy

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

reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

# Capitalized Asset / Small ~~and~~ & Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

### Disposition

Capital assets which have been destroyed or damaged beyond repair will be reported to the Board of Trustees at a regularly scheduled meeting.

When ~~Sno-Isle Libraries~~ the Library District determines it no longer needs a Capital Asset, a majority of the Board of Trustees members present at a duly called meeting must declare the asset surplus before it can be removed from inventory. ~~Sno-Isle Libraries~~ The Library District may then sell, donate or dispose of surplused assets in a cost effective and responsible manner.

## Associated Policies and Laws

- Office of the Washington State Auditor BARS Cash Manual Capital Assets Management Chapter 3
- Washington State RCW 27.12.210 Library trustees – Organization-Bylaws-Powers and duties

## Policy History

Date Approved: July 28~~6~~, 202~~1~~5

Next Review Date: 202~~5~~9

Adopted: 2010

Proposed

# Capitalized Asset / Small and Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

### Purpose

To establish criteria for the identification, verification, protection, and disposal of Sno-Isle Libraries' (Library District) Capital Assets and Small and Attractive Assets.

### Scope

Real and personal property acquired by the Library District through purchase, trade, gift, or fabrication (including but not limited to land, buildings, equipment, fixtures, improvements to land, buildings, or infrastructure) which satisfies the definition of a Capital Asset or Small and Attractive Asset is subject to this policy.

### Definitions

Capital Assets are tangible property having an actual cost of \$10,000 or more (including tax and shipping) and an estimated life of one or more years provided the outlay:

- acquires a new addition of property; or,
- extends the useful life of the property as a whole or restores it to a "like new" condition; or,
- enhances the value of the property in terms of a betterment; or,
- improves the efficiency, quality, strength, or capacity of property, or,
- adapts the property to a new use.

The cost threshold will be applied to the individual item acquired as opposed to an aggregation of items. A fair market value will be applied to assets donated to the Library District to determine if the definitional criteria are satisfied to classify the donation as a capital asset or small and attractive asset under this policy.

Small and Attractive Assets are tangible assets costing less than \$10,000 but more than \$300 that are particularly vulnerable to loss, such as electronic devices (e.g. computers, iPads, printers, cell phones) and equipment.

Real Property refers to immovable assets like land and buildings.

Personal Property refers to movable items like furniture, equipment, or vehicles.

# Capitalized Asset / Small and Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

Inventoriable Assets are capital or small and attractive assets that are easily moved or replaceable. Items that are stationary, such as land, buildings, furniture, and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets. Library Collections are physical materials such as books, DVDs, CDs, and other library collection material intended for customer use are not considered Capital Assets or Small and Attractive Assets for the purposes of this policy.

Revised Code of Washington (RCW) is a compilation of all permanent laws currently in force. It is a collection of Session Laws (enacted by Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

## Implementation

### Depreciation

In accordance with the Washington State Cash-Basis Budgetary, Accounting and Reporting System (BARS) for Library Districts, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

### Risk Assessment

An annual risk assessment will be completed to determine which assets or asset categories are Small and Attractive Assets. The assessment will be conducted by the Finance Director in conjunction with department managers. A list of Small Attractive Assets will be maintained.

### Inventory

The Library District will maintain an inventory system(s) that includes records for all inventoriable assets. A physical inventory of Capital Assets and all Small and Attractive Assets will be conducted at least every two years.

### Protection

The Library District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

Proposed

# Capitalized Asset / Small and Attractive Asset Management Policy

## Sno-Isle Libraries Board Policy

### Disposition

Capital assets which have been destroyed or damaged beyond repair will be reported to the Board of Trustees at a regularly scheduled meeting.

When the Library District determines it no longer needs a Capital Asset, a majority of the Board of Trustees members present at a duly called meeting must declare the asset surplus before it can be removed from inventory. The Library District may then sell, donate or dispose of surplus assets in a cost effective and responsible manner.

## Associated Policies and Laws

- Office of the Washington State Auditor BARS Cash Manual Capital Assets Management [Chapter 3](#)
- Washington State RCW [27.12.210](#) Library trustees – Organization-Bylaws-Powers and duties

## Policy History

Date Approved: July 28, 2025

Next Review Date: 2029

Adopted: 2010



# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

### Purpose

To preserve the integrity of the decision-making process of Sno-Isle Libraries (Library), the Library has adopted and maintains this Conflict of Interest Policy to oversee the participation of its Trustees and Senior Level Library Staff in matters in which they may have a conflict of interest.

The Trustees and Senior Level Library Staff are expected to exercise their judgment and powers in the best interests of the Library in preference to their individual interests and the interests of third parties when evaluating and approving transactions and other arrangements undertaken by, and otherwise performing and discharging their respective functions as Trustees or Senior Level Library Staff.

This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to public libraries.

### Scope

Outline the roles and responsibilities of Trustees and Senior Level Library Staff in regard to conflicts of interest.

#### Definitions

##### Senior Level Library Staff

Executive Director of the Library System, Executive Director of the Sno-Isle Libraries Foundation, Deputy Director, Director, or Assistant Director.

##### Trustee

An individual appointed to serve as a member of the Sno-Isle Libraries' Board of Trustees.

### Implementation

No Trustee or Senior Level Library Staff member may use their position to obtain financial or other gain for their own benefit, or to benefit a relative or significant other, or any entity in which the Trustee, employee or their relative or significant other has a significant ownership interest.

State law, codified at [RCW 42.23.070](#), provides a code of ethics. The code of ethics has four provisions, as follows:

1. No Trustee may use their position to secure special privileges or exemptions for themselves or others.

# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

2. No Trustee may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source, except the employing municipality, for a matter connected with or related to the Trustee's services unless otherwise provided by law.
3. No Trustee may accept employment or engage in business that the Trustee might reasonably expect would require them to disclose confidential information acquired by reason of their official position.
4. No Trustee may disclose confidential information gained by reason of the Trustee's position, nor may the Trustee use such information for their personal gain.

### **Obligation to report potential or actual Conflict of Interest**

If any Trustee or Senior Level Library Staff member perceives a possible conflict of interest position for any other Trustee or Senior Level Library Staff member, the possible conflict shall be brought to the attention of the Board of Trustees in a timely manner.

A Trustee or Senior Level Library Staff member who recognizes an actual or potential conflict of interest, any financial or personal beneficial interest, direct or indirect, must abstain voluntarily from discussing, voting, or decision-making on any issue that raises such conflict of interest.

### **Roles and Responsibilities**

#### *Acknowledgement of Conflict of Interest policy and Disclosure Form*

Upon appointment and annually thereafter, all Trustees and Senior Level Library Staff, shall complete, sign, and submit to Library Human Resources, a completed written acknowledgment of this Conflict of Interest Policy affirming that they have:

- a) Received a copy of the Policy.
- b) Read and understand the Policy.
- c) Agreed to comply with the Policy.

### **Addressing a conflict of interest**

#### Board of Trustees

The Board, as a whole, shall determine whether the issue represents a conflict of interest for members of the Board or the Library Executive Director, and issue a course of action mitigating such conflict of interest, including any action related to the failure to report a potential conflict of interest in a timely manner.

#### Library Executive Director

The Executive Director shall set and enforce administrative policies for library employees that address conflict of interest. Such policies shall be developed in accordance with Washington State law.

Current

# Conflict of Interest 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.

### Associated Policies and Laws

- Washington State [RCW 42.23.030](#). Interest in contracts prohibited—Exceptions.
- Washington State [RCW 42.23.070](#). Prohibited acts.
- Washington State [RCW 42.52](#). Ethics in Public Service.
- Washington State [RCW 42.52.140](#). Gifts.
- Washington State [RCW 42.52.150](#). Limitations on gifts.

### Policy History

Date Approved: 11/2021

Next Review Date: 11/2025

Adopted: 11/22/2021

# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

### Purpose

To preserve the integrity of the decision-making process of Sno-Isle Libraries (Library District).  
The Library District has adopted and maintains this Conflict of Interest Policy to oversee the participation of its Trustees and Senior Level Library Staff in matters in which they may have a conflict of interest.

~~The Trustees and Senior Level Library Staff are expected to exercise their judgment and powers in the best interests of the Library in preference to their individual interests and the interests of third parties when evaluating and approving transactions and other arrangements undertaken by, and otherwise performing and discharging their respective functions as Trustees or Senior Level Library Staff.~~

~~This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to public libraries.~~

### Scope

Outline the roles and responsibilities of Trustees and Senior Level Library Staff in regard to conflicts of interest.

### Definitions

Senior Level Library Staff are

~~Executive Director of the Library System, Executive Director of the Sno-Isle Libraries Foundation, Deputy Director, Director, or Assistant Director. full-time and part-time employees of the Library District.~~

Trustee

is Aan individual appointed to serve as a member of the Sno-Isle Libraries' Board of Trustees.

Conflict of interest is a situation in which a person's private interests-such as financial gain, personal relationships, or other affiliations-could improperly influence their professional decisions or responsibilities.

For the purpose of this policy conflict of interest could include Procurement, Human Resources hiring processes, etc.

Revised Code of Washington (RCW) is a compilation of all permanent laws currently in force. It is a collection of Session Laws (enacted by Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

# Conflict of Interest Policy

~~Sno-Isle Libraries Board Policy~~

## Implementation

The Trustees and Staff are expected to exercise their judgment and powers in the best interests of the Library in preference to their individual interests and the interests of third parties when evaluating and approving transactions and other arrangements undertaken by and otherwise performing and discharging their respective functions as Trustees or Staff.

This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to public libraries.

No Trustee or ~~Senior Level Library~~ Staff member may use their position to obtain financial or other gain for their own benefit, or to benefit a relative or significant other, or any entity in which the Trustee, employee or their relative or significant other has a significant ownership interest.

~~State law, codified at , provides a code of ethics. Trustees and Staff will uphold the four provisions of the~~ The code of ethics below has four provisions, as follows:

1. No Trustee or Staff may use their position to secure special privileges or exemptions for themselves or others.
2. No Trustee or Staff may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source, except the employing municipality, for a matter connected with or related to their ~~Trustee's~~ services unless otherwise provided by law.
3. No Trustee or Staff may accept employment or engage in business that they ~~Trustee~~ might reasonably expect would require them to disclose confidential information acquired by reason of their official position.
4. No Trustee or Staff may disclose confidential information gained by reason of their ~~Trustee's~~ position, nor may they ~~Trustee~~ use such information for their personal gain.

## Roles and Responsibilities

### Acknowledgement of Conflict of Interest policy and Disclosure Form

Upon appointment and annually thereafter, all Trustees and Staff, shall complete, sign, and submit to Library Human Resources, a completed written acknowledgment of this Conflict of Interest Policy affirming that they have:

- a) Received a copy of the Policy.
- b) Read and understand the Policy.
- c) Agreed to comply with the Policy.

# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

### Obligation to report potential or actual Conflict of Interest

If any Trustee or ~~Senior Level Library~~ Staff member perceives a possible conflict of interest ~~position for any other Trustee or Senior Level Library Staff member,~~ the possible conflict shall be brought to the attention of the ~~Board of Trustees~~Board of Trustees, Executive Director, and/or the Director of Human Resources in a timely manner.;

A Trustee or ~~Senior Level Library~~ Staff member who recognizes an actual or potential conflict of interest, any financial or personal beneficial interest, direct or indirect, must abstain voluntarily from discussing, voting, or decision-making on any issue that raises such conflict of interest.

### Roles and Responsibilities

#### ~~Acknowledgement of Conflict of Interest policy and Disclosure Form~~

~~Upon appointment and annually thereafter, all Trustees and Senior Level Library Staff, shall complete, sign, and submit to Library Human Resources, a completed written acknowledgment of this Conflict of Interest Policy affirming that they have:~~

- ~~a) Received a copy of the Policy.~~
- ~~b) Read and understand the Policy.~~
- ~~c) Agreed to comply with the Policy.~~

### Addressing a conflict of interest

#### For Board of Trustees or Executive Director

The Board, as a whole, shall determine whether the issue represents a conflict of interest for members of the Board or the ~~Library~~ Executive Director, and issue a course of action mitigating such conflict of interest, including any action related to the failure to report a potential conflict of interest in a timely manner.

#### Library For Staff~~Executive Director~~

The Executive Director shall set and enforce administrative policies for ~~staff library employees~~ that address conflict of interest. Such policies shall be developed in accordance with Washington State law.

## 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.

# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

### Associated Policies and Laws

- Washington State [RCW 42.23.030](#). Interest in contracts prohibited—Exceptions.
- Washington State [RCW 42.23.070](#). Prohibited acts.
- Washington State [RCW 42.52](#). Ethics in Public Service.
- Washington State [RCW 42.52.140](#). Gifts.
- Washington State [RCW 42.52.150](#). Limitations on gifts.

### Policy History

Date Approved: ~~11/2021~~July 28, 2025

Next Review Date: ~~11/2029~~5

Adopted: 11/22/2021

# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

### Purpose

To preserve the integrity of the decision-making process of Sno-Isle Libraries (Library District). The Library District has adopted and maintains this Conflict of Interest Policy to oversee the participation of its Trustees and Staff in matters in which they may have a conflict of interest.

### Scope

Outline the roles and responsibilities of Trustees and Staff in regard to conflicts of interest.

#### Definitions

Staff are full-time and part-time employees of the Library District.

Trustee is an individual appointed to serve as a member of the Sno-Isle Libraries' Board of Trustees.

Conflict of interest is a situation in which a person's private interests-such as financial gain, personal relationships, or other affiliations-could improperly influence their professional decisions or responsibilities.

For the purpose of this policy conflict of interest could include Procurement, Human Resources hiring processes, etc.

Revised Code of Washington (RCW) is a compilation of all permanent laws currently in force. It is a collection of Session Laws (enacted by Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

### Implementation

The Trustees and Staff are expected to exercise their judgment and powers in the best interests of the Library in preference to their individual interests and the interests of third parties when evaluating and approving transactions and other arrangements undertaken by and otherwise performing and discharging their respective functions as Trustees or Staff.

This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to public libraries.

No Trustee or Staff member may use their position to obtain financial or other gain for their own benefit, or to benefit a relative or significant other, or any entity in which the Trustee, employee or their relative or significant other has a significant ownership interest.



# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

Trustees and Staff will uphold the four provisions of the code of ethics below:

1. No Trustee or Staff may use their position to secure special privileges or exemptions for themselves or others.
2. No Trustee or Staff may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source, except the employing municipality, for a matter connected with or related to their services unless otherwise provided by law.
3. No Trustee or Staff may accept employment or engage in business that they might reasonably expect would require them to disclose confidential information acquired by reason of their official position.
4. No Trustee or Staff may disclose confidential information gained by reason of their position, nor may they use such information for their personal gain.

### Roles and Responsibilities

#### *Acknowledgement of Conflict of Interest policy and Disclosure Form*

Upon appointment and annually thereafter, all Trustees and Staff, shall complete, sign, and submit to Library Human Resources, a completed written acknowledgment of this Conflict of Interest Policy affirming that they have:

- a) Received a copy of the Policy.
- b) Read and understand the Policy.
- c) Agreed to comply with the Policy.

### Obligation to report potential or actual Conflict of Interest

If any Trustee or Staff member perceives a possible conflict of interest the possible conflict shall be brought to the attention of the Board of Trustees, Executive Director, and/or the Director of Human Resources in a timely manner.

A Trustee or Staff member who recognizes an actual or potential conflict of interest, any financial or personal beneficial interest, direct or indirect, must abstain voluntarily from discussing, voting, or decision-making on any issue that raises such conflict of interest.

### Addressing a conflict of interest

#### For Board of Trustees or Executive Director

The Board, as a whole, shall determine whether the issue represents a conflict of interest for members of the Board or the Executive Director, and issue a course of action mitigating such conflict of interest, including any action related to the failure to report a potential conflict of interest in a timely manner.

# Conflict of Interest Policy

## Sno-Isle Libraries Board Policy

### For Staff

The Executive Director shall set and enforce administrative policies for staff that address conflict of interest. Such policies shall be developed in accordance with Washington State law.

## 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.

## Associated Policies and Laws

- Washington State [RCW 42.23.030](#). Interest in contracts prohibited—Exceptions.
- Washington State [RCW 42.23.070](#). Prohibited acts.
- Washington State [RCW 42.52](#). Ethics in Public Service.
- Washington State [RCW 42.52.140](#). Gifts.
- Washington State [RCW 42.52.150](#). Limitations on gifts.

## Policy History

Date Approved: July 28, 2025

Next Review Date: 2029

Adopted: 11/22/2021

# Purchasing & Public Works Policy

## Sno-Isle Libraries Board Policy

### Purpose

To comply with applicable Washington State law, Sno-Isle Libraries (the District) shall have procedures and guidelines identifying the process used to purchase supplies, equipment, and services, and for conducting public works projects.

### Scope

#### **Purchasing**

For the purpose of this policy, purchasing includes the acquisition of supplies, equipment, and services. Purchasing for the purpose of this policy does not include the acquisition of library materials and resources (books, magazines, CDs, DVDs, electronic databases, etc.).

#### **Public Works (Building Related Projects)**

Public work means all work, construction, alteration, repair or improvement other than ordinary maintenance, on any public building or property.

### Implementation

#### **Purchasing**

##### Supplies and Equipment

The District shall purchase and acquire supplies and equipment in such a way as will assure ease and economy in acquisition, including without limit, when appropriate, through interlocal joint purchasing arrangements. Administrative procedures and guidelines will be established and maintained by the Finance Director that assure a competitive, open, and fair purchasing process.

##### Architectural and Engineering Services

By law, the District is required to procure architectural and engineering services using an advertising and negotiation process.

##### Other Professional Services, Personal Services and General Services

The District may, but is not required to, procure other professional services, personal services and general services utilizing a competitive process.

# Purchasing & Public Works Policy

## Sno-Isle Libraries Board Policy

### **Public Works (Building Related Projects)**

For public works projects with a cost of \$350,000 or less, the Board of Trustees has authorized the use of a small works roster process.

For public works projects with a cost of more than \$350,000, a competitive bidding process will be used in accordance with applicable Washington State law. Administrative procedures and guidelines for competitive bidding of public works projects will be established and maintained by the Finance Director.

Where the application of competitive bid procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative competitive procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington State law.

### **Prevailing Wages**

The District will follow the requirements of the State of Washington as it pertains to prevailing wage requirements.

### **Emergencies**

Emergency contracting is used only to avoid immediate hazard to life, preserve District property, or prevent significant service disruptions. In such a situation, the Executive Director (or designee) may declare that an emergency situation exists, waive competitive proposal requirements, and award all necessary contracts on behalf of the District to address the emergency. If a contract is awarded without using a competitive process due to an emergency, a written finding of the existence of an emergency will be made by the Executive Director (or designee) and entered of record and provided to the Board of Trustees no later than two weeks following the award of the contract.

# Purchasing & Public Works Policy

## Sno-Isle Libraries Board Policy

### Associated Policies and Laws

- Washington State [RCW 39.04](#). Public Works Generally
- Washington State [RCW 39.04.010](#). Definition of “Public Work”
- Washington State [RCW 39.04.155](#). Small Works Roster and Limited Public Works
- Washington State [RCW 39.04.280](#). Emergency Contracting
- Washington State [RCW 39.10](#). Alternative Public Works Contracting Procedures
- Washington State [RCW 39.12](#). Prevailing Wages
- Washington State [RCW 39.34](#). Interlocal Cooperation Act
- Washington State [RCW 39.80](#). Contracts for Architectural and Engineering Services
- Sno-Isle Libraries Board Policy. [Conflict of Interest](#)
- Sno-Isle Libraries Board of Trustees Resolution 22-04 (repealing and replacing Resolution 18-01)

### 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: October 24, 2022

Next Review Date: 2026

Adopted: November 26, 2018

# ~~Purchasing & Public Works~~ Procurement Policy

## Sno-Isle Libraries Board Policy

### Purpose

To comply with applicable Washington State law, ensure responsible use of taxpayer funds, and maintain credibility with vendors and the communities served, Sno-Isle Libraries (~~the Library~~ District) shall have procedures and guidelines identifying the process used to ~~purchase~~ procure all goods and services ~~supplies, equipment, and services, and for conducting public works projects.~~

### Scope

#### **Definitions**

Emergency: Unforeseen circumstances beyond the control of the Library District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Emergency Contracting: A temporary and limited waiver of procurement rules for the purpose of quickly and directly contracting with available contractors in response to an emergency that has been properly declared by the Executive Director (or designee) in compliance with this policy.

Procurement: A strategic process to purchase or otherwise acquire a wide variety of goods and services that meet the specified needs of the Library District at a competitive price and in compliance with all relevant laws, policies, and Procurement principles.

Public Works: All work, construction, alteration, repair, or improvement other than ordinary maintenance on any public building or property, as defined in the Revised Code of Washington.

Purchasing: The transactional act of buying goods and services. Purchasing is one step in the overall Procurement process.

Revised Code of Washington (RCW): A compilation of all permanent laws currently in force. It is a collection of Session Laws (enacted by Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

Small Works Roster: A State-authorized Procurement process of using an authorized roster of vendors to award contracts for Public Works projects with an estimated cost of \$350,000 or less, excluding state sales tax.

# ~~Purchasing & Public Works~~ Procurement Policy

## Sno-Isle Libraries Board Policy

### ~~;~~Purchasing

~~For the purpose of this policy, purchasing includes the acquisition of goods supplies, equipment, and services. Purchasing for the purpose of this policy does not include the acquisition of library materials and resources (books, magazines, CDs, DVDs, electronic databases, etc.).~~

#### ~~Public Works (Building Related Projects)~~

~~Public work means all work, construction, alteration, repair or improvement other than ordinary maintenance, on any public building or property.~~

## Implementation

### ~~Purchasing~~ Procurement

~~Administrative policies and procedures for all methods ~~manner~~ manners of Procurement are established and maintained by the Finance Director that ~~assure~~ ensure a transparent, open, and fair process.~~

~~The Library District shall procure goods and services in a manner that is compliant with all relevant laws and policies and that best balance the underlying foundational principles of Procurement such as fairness and opportunity, transparency, efficiency, reasonable competition and price, performance, risk, and unique community needs.~~

~~For Public Works projects with a cost of \$350,000 or less, the Board of Trustees has authorized the use of a Small Works Roster process.~~

#### ~~Supplies and Equipment~~

~~The District shall purchase and acquire supplies and equipment in such a way as will assure ease and economy in acquisition, including without limit, when appropriate, through interlocal joint purchasing arrangements. Administrative procedures and guidelines will be established and maintained by the Finance Director that assure a competitive, open, and fair purchasing process.~~

#### ~~Architectural and Engineering Services~~

~~By law, the District is required to procure architectural and engineering services using an advertising and negotiation process.~~

#### ~~Other Professional Services, Personal Services and General Services~~

~~The District may, but is not required to, procure other professional services, personal services and general services utilizing a competitive process.~~

# ~~Purchasing & Public Works~~ Procurement Policy

## Sno-Isle Libraries Board Policy

### **Public Works (Building Related Projects)**

~~For public works projects with a cost of \$350,000 or less, the Board of Trustees has authorized the use of a small works roster process.~~

~~For public works projects with a cost of more than \$350,000, a competitive bidding process will be used in accordance with applicable Washington State law. Administrative procedures and guidelines for competitive bidding of public works projects will be established and maintained by the Finance Director.~~

~~Where the application of competitive bid procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative competitive procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington State law.~~

### **Prevailing Wages**

~~The District will follow the requirements of the State of Washington as it pertains to prevailing wage requirements.~~

### **Emergencies**

~~Emergency contracting is used only to avoid immediate hazard to life, preserve District property, or prevent significant service disruptions. In an Emergency such a situation, the Executive Director (or designee) shall may formally declare that an eEmergency situation exists, which authorizes Emergency Contracting. waive competitive proposal requirements, and award all necessary contracts on behalf of the Library District to address the emergency.~~

~~The Executive Director (or designee) shall present the formal declaration of Emergency and the list of contracts awarded under Emergency to the Board of Trustees within two weeks of the triggering event.~~

~~If a contract is awarded without using a competitive process due to an emergency, a written finding of the existence of an emergency will be made by the Executive Director (or designee) and entered of record and provided to the Board of Trustees no later than two weeks following the award of the contract.~~



Current

# ~~Purchasing & Public Works~~ Procurement Policy

Sno-Isle Libraries Board Policy

## Associated Policies and Laws

- ~~• Washington State RCW 39.04. Public Works Generally~~
- Washington State [RCW 39.04.010](#). Definition of "Public Work"
- Washington State [RCW 39.04.155](#). Small Works Roster and Limited Public Works
- Washington State [RCW 39.04.280\(2\)\(b\)](#). Emergency Contracting
- ~~• Washington State RCW 39.10. Alternative Public Works Contracting Procedures~~
- ~~• Washington State RCW 39.12. Prevailing Wages~~
- ~~• Washington State RCW 39.34. Interlocal Cooperation Act~~
- ~~• Washington State RCW 39.80. Contracts for Architectural and Engineering Services~~
- Sno-Isle Libraries Board Policy. [Conflict of Interest](#)
- Sno-Isle Libraries Board of Trustees Resolution 22-04 ~~(repealing and replacing Resolution 18-01)~~

## 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: ~~October 24, 2022~~ [July 28, 2025](#)

Next Review Date: 2029~~6~~

Adopted: November 26, 2018

# Procurement Policy

## Sno-Isle Libraries Board Policy

### Purpose

To comply with applicable Washington State law, ensure responsible use of taxpayer funds, and maintain credibility with vendors and the communities served, Sno-Isle Libraries (Library District) shall have procedures and guidelines identifying the process used to procure all goods and services.

### Scope

#### Definitions

Emergency: Unforeseen circumstances beyond the control of the Library District that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Emergency Contracting: A temporary and limited waiver of procurement rules for the purpose of quickly and directly contracting with available contractors in response to an emergency that has been properly declared by the Executive Director (or designee) in compliance with this policy.

Procurement: A strategic process to purchase or otherwise acquire a wide variety of goods and services that meet the specified needs of the Library District at a competitive price and in compliance with all relevant laws, policies, and Procurement principles.

Public Works: All work, construction, alteration, repair, or improvement other than ordinary maintenance on any public building or property, as defined in the Revised Code of Washington.

Purchasing: The transactional act of buying goods and services. Purchasing is one step in the overall Procurement process.

Revised Code of Washington (RCW): A compilation of all permanent laws currently in force. It is a collection of Session Laws (enacted by Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts.

Small Works Roster: A State-authorized Procurement process of using an authorized roster of vendors to award contracts for Public Works projects with an estimated cost of \$350,000 or less, excluding state sales tax.

# Procurement Policy

## Sno-Isle Libraries Board Policy

## Implementation

### Procurement

Administrative policies and procedures for all methods of Procurement are established and maintained by the Finance Director that ensure a transparent, open, and fair process.

The Library District shall procure goods and services in a manner that is compliant with all relevant laws and policies and that best balance the underlying foundational principles of Procurement such as fairness and opportunity, transparency, efficiency, reasonable competition and price, performance, risk, and unique community needs.

For Public Works projects with a cost of \$350,000 or less, the Board of Trustees has authorized the use of a Small Works Roster process.

### Emergencies

In an Emergency, the Executive Director (or designee) shall formally declare that an Emergency situation exists which authorizes Emergency Contracting.

The Executive Director (or designee) shall present the formal declaration of Emergency and the list of contracts awarded under Emergency to the Board of Trustees within two weeks of the triggering event.

## Associated Policies and Laws

- Washington State [RCW 39.04.010](#). Definition of "Public Work"
- Washington State [RCW 39.04.155](#). Small Works Roster and Limited Public Works
- Washington State [RCW 39.04.280\(2\)\(b\)](#). Emergency Contracting
- Sno-Isle Libraries Board Policy. [Conflict of Interest](#)
- Sno-Isle Libraries Board of Trustees Resolution 22-04

## 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.

Proposed

# Procurement Policy

**Sno-Isle Libraries Board Policy**

## Policy History

Date Approved: July 28, 2025

Next Review Date: 2029

Adopted: November 26, 2018

# Financial Update

## FINANCE DEPARTMENT

July 28, 2025

### June 2025 Revenue Summary

- Total revenue received in June was \$2.2M compared to the monthly budget of \$1.7M.  
Year to date (YTD) total revenue was \$39M compared to the YTD budget of \$42M, which is 50% of the annual revenue budgeted.
- General property tax receipts for June were \$319k compared to the monthly budget of \$844k.
- Timber tax, Leasehold Excise Tax, and DNR revenue for June were \$464k compared to the monthly budget of \$17k.
- Grant revenue was \$1.2M compared to the monthly budget of \$617k.
- Investment Interest for June was \$184k compared to the monthly budget of \$108k.
- Print/copy services, city contract fees, lost materials revenue, and donations for June were collectively \$66k 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 June was \$1k compared to the monthly budget of \$50k.

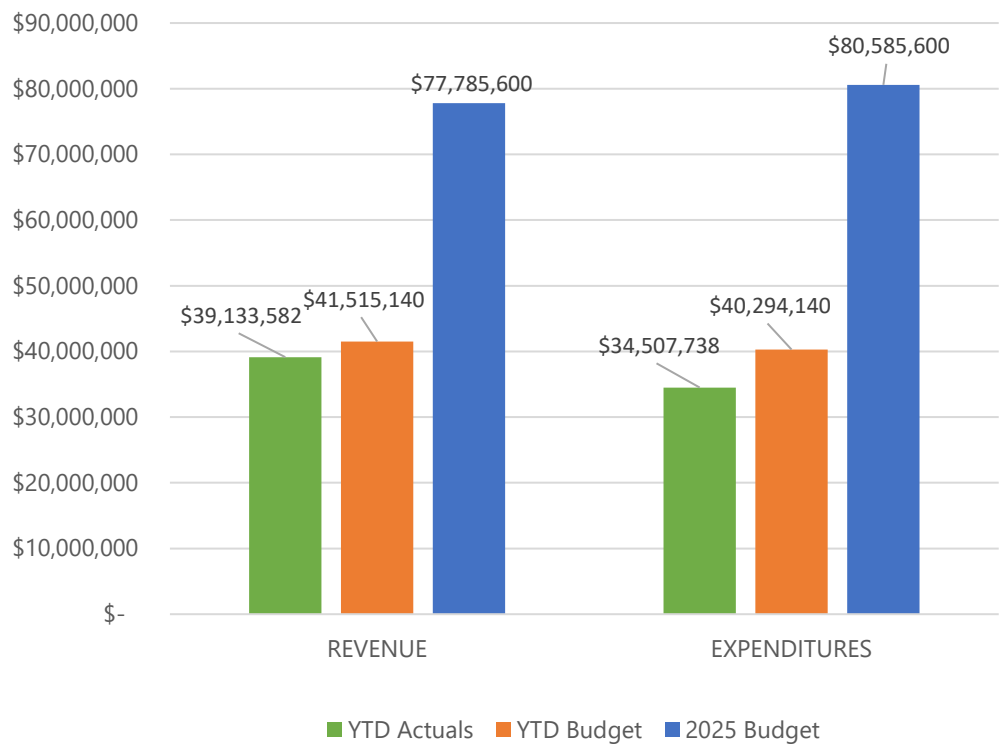
### June 2025 Expenditures Summary

- Total expenditures for June were \$5.7M compared to the monthly budget of \$6.7M.  
Total expenditures YTD were \$34.5M compared to the YTD budget of \$40.3M, which was 43% of the annual expenditure budgeted.
- Salaries & Benefits for June were \$3.9M compared to the monthly budget of \$4.1M.
- Collection materials expenditures for June were \$557k compared to the monthly budget of \$576k.
- Employee training expenditures for June were \$19k compared to the monthly budget of \$23k.
- Capital expenditures for June were \$595k 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 June were \$697k 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 6/1/2025 Through 6/30/2025  
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,875,191	4,058,390	22,997,322	24,350,340	48,700,000	47.22%
20.0 Materials	556,808	576,000	3,285,277	3,456,000	6,912,000	47.53%
26.0 Professional & Contract Services	246,642	294,320	1,349,497	1,765,920	3,530,900	38.21%
35.0 Equipment & Furnishings	14,337	50,280	155,941	301,680	603,500	25.83%
38.0 Maintenance & Repair	36,589	110,770	372,030	664,620	1,328,300	28.00%
41.0 Software License & Maint Fees	90,074	142,060	817,418	852,360	1,704,900	47.94%
42.0 Communications	76,360	68,500	353,795	411,000	822,000	43.04%
43.0 Office & Operating Supplies	46,545	53,240	285,173	319,440	639,350	44.60%
44.0 Utilities	32,973	45,590	262,143	273,540	547,000	47.92%
45.0 Rentals & Leases	74,626	48,460	294,026	290,760	581,600	50.55%
46.0 Insurance	7,114	22,600	47,251	135,600	271,100	17.42%
48.0 Employee Training / Travel	18,843	22,580	141,926	135,480	271,000	52.37%
49.0 Miscellaneous	68,563	78,270	464,324	469,620	938,400	49.48%
50.0 Strategic Initiatives / Innovation	3,000	62,500	8,673	375,000	750,000	1.15%
62.0 Capital - Bldgs & Improvements	561,985	874,220	3,054,251	5,245,320	10,490,550	29.11%
62.5 Capital - A&E	33,294	110,000	247,914	660,000	1,320,000	18.78%
64.0 Capital - Furnishings & Equipment	0	97,910	291,488	587,460	1,175,000	24.80%
64.5 Capital - Other Assets	0	0	79,289	0	0	0.00%
Total Expenditures	5,742,943	6,715,690	34,507,738	40,294,140	80,585,600	42.82%

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 6/1/2025 Through 6/30/2025  
(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	319,040	844,020	35,277,773	36,154,820	67,230,900	52.47%
02.0	Timber Tax / Sales	463,950	16,600	805,407	396,400	627,000	128.45%
02.5	Grants	1,202,471	616,680	1,271,388	3,700,080	7,400,000	17.18%
03.0	Print/Copy Services	6,671	1,670	34,386	10,020	20,000	171.93%
04.0	Services/City Contract Fees	0	330	4,380	1,980	4,000	109.50%
05.0	Lost Materials Paid	5,447	4,170	40,857	25,020	50,000	81.71%
06.0	Investment Interest	183,630	108,330	1,175,006	649,980	1,300,000	90.38%
07.0	Donations Private Sources	53,722	46,140	196,520	276,840	553,700	35.49%
08.0	Other Revenue	1,246	50,000	327,865	300,000	600,000	54.64%
	Total Revenues	2,236,175	1,687,940	39,133,583	41,515,140	77,785,600	50.31%



# BOARD OF TRUSTEES 2025 CALENDAR

JULY 2025

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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

# BOARD OF TRUSTEES 2025 CALENDAR

JULY 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 25)

- 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

##### Trustee Nominating (July 23)

- Interview planning
- Application Review

##### Management (July 31)

- Board retreat planning

##### 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 – Service to Childcare Centers*

#### AUGUST

##### Trustee Nominating (August 4)

- Candidate review and interviews

July 24, 2025

**SNO-ISLE LIBRARIES**

# BOARD OF TRUSTEES 2025 CALENDAR

JULY 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

##### Special Meeting (October 18)

- Board of Trustees retreat

##### 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

July 24, 2025

**SNO-ISLE LIBRARIES**

# BOARD OF TRUSTEES 2025 CALENDAR

JULY 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)

July 24, 2025

**SNO-ISLE LIBRARIES**