

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Kelli Smith, *President* • Rose Olson, *Vice President* • Paul Ryan, *Secretary* • Michael Adams • Jennifer DePrey • Susan Kostick • Martin Munguia

Executive Director

Lois Langer Thompson

June 26, 2023, 5:30 p.m.

Sno-Isle Libraries Service Center
7312 35th Ave NE
Marysville, WA 98271

Webinar Link: [Click here to join the meeting](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 590 460 174#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) *Consent Agenda Items

- a) Approval of the May 30, 2023 regular meeting minutes
- b) Approval of the May 30, 2023 special meeting minutes
- c) Approval of June 5, 2023 special meeting minutes
- d) Approval of the May 2023 payroll, benefits, and vouchers

6) Public Comment

7) Unfinished Business

- a) Debt Management Policy – Strategic Planning / Finance Chair Jennifer DePrey [Attachments 1-3](#)
- b) *Meeting Room Policy – Strategic Planning / Finance Chair Jennifer DePrey [Attachments 4-6](#)

8) Staff Reports

- a) Capital Projects and Funding Strategy update – Deputy Director David Durante and Assistant Director of Capital Strategy and Planning Chy Ross
- b) Financial Update – Finance Manager Nicole Wehl [Attachment 7](#)

9) Executive Director's Report

- a) Executive Director's report [Attachment 8](#)

10) Committee and Trustees' Reports

- a) President's Report – President Kelli Smith [Attachment 9](#)
- b) Trustee Nominating Committee – Chair Paul Ryan
- c) Sno-Isle Libraries Foundation Liaison Report – Trustee Susan Kostick

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11) Executive Session

12) *Adjournment

*Denotes Board of Trustees action item.

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

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Executive Director

Lois Langer Thompson

May 30, 2023

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

Members present: Kelli Smith, Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Staff present: R.D. Burley, David Durante, Baha Farkish, Susan Hempstead, Alisha Hendren, Meredith Kraft, Katie Leone, Rebecca Loney, and Lois Langer Thompson.

Approval of Agenda

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

Consent Agenda

- a) Approval of the April 24, 2023 regular meeting minutes
- b) Approval of May 4, 2023 special meeting minutes
- c) Approval of the April 2023 Sno-Isle Libraries payroll, benefits, and vouchers

Trustee Olson moved that the Sno-Isle Libraries Board of Trustees approve the Consent Agenda as presented. The motion passed.

Public Comment

Emma Breysee, Terry Lippincott, Kate Spencer, Abby Reveles, Shelley Whitkop, Lorraine Burdick, Katie Olson, Kim Larson, and Michael Rainey provided public comment in support of Sno-Isle Libraries Employees United.

New Business

Business Expense Reimbursement Policy

Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees approve the Business Expense Reimbursement Policy as presented. Trustee DePrey provided an overview of the updates to the policy. The motion passed.

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Unreserved and Reserved Funds Policy

Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees approve the Unreserved and Reserved Funds Policy as presented. Trustee DePrey provided an overview of the updates to the policy. The motion passed.

Resolution 23-01 concerning the appointment of an auditing officer

Trustee Kostick moved that the Sno-Isle Libraries Board of Trustees approve Resolution 23-01 on appointing an auditing officer. Executive Director Thompson provided an overview of the resolution. The motion passed.

Staff Reports

Communications and Marketing Strategy

Marketing and Communications Manager Katie Leone and Assistant Director of Strategic Relations Susan Hempstead shared marketing goals for Sno-Isle Libraries and discussed a refreshed communications strategy that leverages data in the decision-making process. Board members stated their appreciation for the engaging language and artwork in recent marketing campaigns.

Financial Update

Finance Director Alisha Hendren provided the April 2023 financial report.

Executive Director's Report

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

- The Economic Alliance of Snohomish County (EASC) Washington, D.C. Delegation.
- Mill Creek City Council and Monroe City Council meetings, at which Executive Director Thompson delivered presentations on library services.
- The May 10, 2023 Everett City Council Budget Committee meeting during which a merger with Sno-Isle Libraries was discussed. At the meeting's conclusion, it was determined that a merger would not be pursued.
- Library service updates, including an Everett Herald article about institutional library services, a contract with BERK Consulting to provide demographic data, the kickoff of the Summer Reading Program on June 1, and the June open house events at the Camano Island Library to explore expanded library access.

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- Capital project updates for the Arlington, Darrington, Edmonds, Langley, Lake Stevens, Mariner, and Mill Creek Libraries.
- Organizational investment updates, including the upcoming recommendations from the Workforce Diversity Advisory Group and the 2023 PC lifecycle refresh.

Committee and Trustees' Reports

President's Report

President Smith reported on the June 5 Board-to-Board event, which will be attended by Trustees, the Foundation Board of Directors, and Sno-Isle Libraries staff.

Strategic Planning / Finance Committee

Chair DePrey reported on the recent committee meeting, during which the committee discussed the Business Expense Reimbursement Policy, the Unreserved and Reserved Fund policy, and the Board and Friends Forum event that will take place in the Fall.

Trustee Nominating Committee

Chair Ryan reported that over 80 community members have applied to fill the Trustee vacancy. The application period will remain open through June 12, and the Trustee Nominating Committee will meet on June 21 to review the applications.

Sno-Isle Libraries Foundation Liaison Report

Trustee Kostick reported on the following:

- The Foundation's participation in the 2023 GiveBIG online fundraising event raised over ten thousand dollars.
- The formation of two new committees within the Foundation Board: the Policy Committee and the Donor & Community Engagement Committee.
- The 2023 Trudy Sundberg lecture was canceled due to speaker illness.

Adjournment

Trustee Ryan moved to adjourn the May 30, 2023 meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 6:49 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

May 30, 2023

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Smith called the meeting to order at 7:00 p.m., followed by a land acknowledgment.

Attendees

Members present: Kelli Smith, Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Staff present: David Durante, Baha Farkish Alisha Hendren, Meredith Kraft, and Lois Langer Thompson.

Approval of Agenda

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

New Business

Debt Management Policy Discussion

Director of Planning and Fund Development Rebecca Loney led the Board in a discussion on the first draft of the proposed Debt Management Policy. The policy will be included on the June 24 regular meeting agenda as a discussion item.

Meeting Room Use Policy

Director of Planning and Fund Development Rebecca Loney led the Board in a discussion on proposed changes to the Meeting Room Use Policy. The updated policy will be included on the June 24 regular meeting agenda for adoption.

Adjournment

Trustee Kostick moved to adjourn the May 30, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 7:56 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

June 5, 2023

Special Meeting Minutes

Tulalip Resort Casino

Birch Conference Room

Call to Order

President Smith called the meeting to order at 7:00 p.m., followed by a land acknowledgment.

Attendees

Members present: Kelli Smith, Jennifer DePrey, Susan Kostick, Martin Munguia, Rose Olson, and Paul Ryan.

President Smith confirmed quorum.

Foundation Board Members Present: Luke Distelhorst, Rim Benoud-Schmitz, Heather Croteau, Jackie DeFazio, Sami Postma, Sonia Siegel Vexler, and Jeanne Thorsen.

Staff present: David Durante, Laura Hartner, Christina Kourteva, Meredith Kraft, and Lois Langer Thompson.

Approval of Agenda

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

Roles of Each Entity

Sno-Isle Libraries Board of Trustees President Kelli Smith, Sno-Isle Libraries Executive Director Lois Langer Thompson, Sno-Isle Libraries Foundation Board President Luke Distelhorst, and Sno-Isle Libraries Foundation Executive Director Christina Kourteva provided an overview on the roles of each entity in supporting the work of Sno-Isle Libraries.

Capital Campaign Feasibility Study Preliminary Report

Optimus Fundraising Principal Robert Bayersdorfer presented the initial findings of the Capital Campaign Feasibility Study. The Board of Trustees and Foundation Board members discussed the initial findings.

DRAFT

Sno-Isle Libraries

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Executive Director

Lois Langer Thompson

Adjournment

Trustee Paul Ryan moved to adjourn the June 5, 2023 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Smith adjourned the meeting at 8:07 p.m.

President

Secretary

Sno-Isle Libraries
May 2023 Payroll and May 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,486,457.59
Vendor Checks 79267, 79288, 79364, 79386, 79422 (partial), 79446, 79452 (partial), 79517 and 79530 through 79539, plus Electronic Transfers	<u>\$ 974,905.23</u>
Total Payroll and Benefits	<u>\$ 3,461,362.82</u>
 Accounts Payable Checks 79185 through 79539 less checks listed above, plus Electronic Transfers	 <u>\$ 1,931,202.37</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,392,565.19</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 June 26, 2023.



Finance Director

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

Sno-Isle Libraries
May 2023 Payroll and May 2023 Vouchers

Direct Deposits, Employee Deductions	\$ 2,486,457.59
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Total Payroll, Benefits and Accounts Payable	\$ 5,392,565.19 *

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Submitted to the Sno-Isle Libraries Board of Trustees June 26, 2023.

Finance Director

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

**Vouchers
May 2023**

Date	Check	Payee	Check Amount
5/10/2023	78937	Void	-\$6,439.50
5/10/2023	79143	Void	-61.25
5/4/2023	79185	4imprint Inc	424.62
5/4/2023	79186	A-1 Mobile Lock & Key	182.38
5/4/2023	79187	Air Care System	4941.43
5/4/2023	79188	Allied Universal	18291.15
5/4/2023	79189	Baker & Taylor Books (277930)	4073.65
5/4/2023	79190	Bank of America (842425)	1981.46
5/4/2023	79191	Beacon Publishing Inc	637.50
5/4/2023	79192	Beginner's Mind Studios	100.00
5/4/2023	79193	Blackstone Publishing	225.98
5/4/2023	79194	Camano Commons	1100.00
5/4/2023	79195	Cascade Natural Gas	407.02
5/4/2023	79196	CDW Government Inc	200.56
5/4/2023	79197	City of Granite Falls	127.10
5/4/2023	79198	City of Marysville	1591.99
5/4/2023	79199	Courtney Liana Wooten	14700.00
5/4/2023	79200	De-el Enterprises, Inc	454.01
5/4/2023	79201	Duck Duck Books	419.69
5/4/2023	79202	E - Rate Expertise Inc	1725.00
5/4/2023	79203	EBSCO	31835.11
5/4/2023	79204	Fastsigns	673.79
5/4/2023	79205	Gale/Cengage Learning	6345.88
5/4/2023	79206	Goldfinch Brothers	1565.78
5/4/2023	79207	ID Label, Inc	5403.13
5/4/2023	79208	Remit Overrun	0.00
5/4/2023	79209	Ingram Library Services	56300.33
5/4/2023	79210	Jennifer DePrey	319.51
5/4/2023	79211	Johnston Architects, LLC	153960.45
5/4/2023	79212	Kanopy	9352.00
5/4/2023	79213	Kelli Smith	118.30
5/4/2023	79214	Kendall of Marysville	94.28
5/4/2023	79215	KeyBank National Association	680.46
5/4/2023	79216	Lamar Transit, LLC	3510.00
5/4/2023	79217	Library Ideas	14367.36
5/4/2023	79218	Lithtex NW	1616.51
5/4/2023	79219	Mango Languages	24177.83
5/4/2023	79220	Midwest Library Service	1316.57
5/4/2023	79221	Midwest Tape	20897.96
5/4/2023	79222	MSR Design	35211.63
5/4/2023	79223	Naranjo, Luis	130.00
5/4/2023	79224	Nelson Geotechnical Associates, Inc.	8360.00
5/4/2023	79225-79252	Remit Overrun	0.00

**Vouchers
May 2023**

Date	Check	Payee	Check Amount
5/4/2023	79253	Overdrive Inc	167579.98
5/4/2023	79254	Pacific Publishing Co Inc	293.25
5/4/2023	79255	Paper Roll Products	319.78
5/4/2023	79256	Patron Point, Inc.	972.68
5/4/2023	79257	PawsWithCause	220.00
5/4/2023	79258	PetroCard Systems Inc	2302.56
5/4/2023	79259	Postmaster - Marysville	290.00
5/4/2023	79260	PUD No 1 of Snohomish County	11948.38
5/4/2023	79261	Puget Sound Energy	7810.89
5/4/2023	79262	Purple Communications, Inc	2173.50
5/4/2023	79263	Rentacrate Enterprises LLC	1595.05
5/4/2023	79264	Rev.com, Inc	652.50
5/4/2023	79265	Ricoh USA Inc - 31001	437.60
5/4/2023	79266	Ricoh USA Inc - 650073	472.14
5/4/2023	79267	Robert Half	17543.82
5/4/2023	79268	Ryan, Paul	26.20
5/4/2023	79269	Ryan, Sue	100.00
5/4/2023	79270	S-R Broadcasting Co Inc	1050.00
5/4/2023	79271	Seahurst Electric	4765.24
5/4/2023	79272	Shred-it	529.71
5/4/2023	79273	Silver Kite Community Arts	350.00
5/4/2023	79274	Smokey Point Place IV, LLC	2419.31
5/4/2023	79275	Void	0.00
5/4/2023	79276	Solarwinds ITSM US, Inc.	78591.28
5/4/2023	79277	Sound Publishing	1302.47
5/4/2023	79278	South Island Pumping	1153.28
5/4/2023	79279	StitchDX, LLC	7965.90
5/4/2023	79280	Summit Law Group, PLLC	1576.50
5/4/2023	79281	Susan Kostick	189.41
5/4/2023	79282	TechPower Solutions, Inc	3690.51
5/4/2023	79283	Remit Overrun	0.00
5/4/2023	79284	Timeless Design	27381.31
5/4/2023	79285	Tsai Fong Books Inc	1438.39
5/4/2023	79286	U S Bank Equipment Finance	1060.13
5/4/2023	79287	Verizon Communications Inc	330.79
5/4/2023	79288	Wellable LLC	226.00
5/4/2023	79289	Ziply Fiber	12222.41
5/4/2023	79290	Lois Langer Thompson	400.74
5/4/2023	79291	Laura Edgerton	521.25
5/10/2023	79292	Morris, Linda	133.33
5/11/2023	79293	8X8 Inc	8443.04
5/11/2023	79294	AAA Fire Protection, Inc	14295.20
5/11/2023	79295	Air Care System	4209.62

**Vouchers
May 2023**

Date	Check	Payee	Check Amount
5/11/2023	79296	Alderwood Water District	36.12
5/11/2023	79297	Remit Overrun	0.00
5/11/2023	79298	Amazon Capital Services, Inc	1864.06
5/11/2023	79299	AT&T (105068)	43.23
5/11/2023	79300	Baker & Taylor Books (277930)	2349.84
5/11/2023	79301	Bibliotheca LLC	1848.05
5/11/2023	79302	Cedar Grove Organics Recycling LLC	496.50
5/11/2023	79303	Center Point Large Print	666.99
5/11/2023	79304	City of Arlington	161.52
5/11/2023	79305	City of Edmonds	12747.37
5/11/2023	79306	City of Lynnwood	10252.07
5/11/2023	79307	City of Marysville	661.69
5/11/2023	79308	City of Monroe	899.13
5/11/2023	79309	Clinton Water Dist	53.93
5/11/2023	79310	Cultures Connecting, LLC	2075.45
5/11/2023	79311	Dae Won LLC	7892.49
5/11/2023	79312	Del Sol Inc	61748.20
5/11/2023	79313	Everett Stamp Works	408.09
5/11/2023	79314	FATBEAM, LLC	4979.00
5/11/2023	79315	Gale/Cengage Learning	20516.23
5/11/2023	79316	Govindan, Abhinaya	500.00
5/11/2023	79317	Guardian Security	1063.73
5/11/2023	79318	Harmsen, LLC	7862.50
5/11/2023	79319	Herencias Mexicanas	50.00
5/11/2023	79320	Hudson, Laura	325.00
5/11/2023	79321	Ingram Library Services	24555.21
5/11/2023	79322	Insight Direct USA, Inc	7260.93
5/11/2023	79323	Iron Mountain	706.42
5/11/2023	79324	Island Disposal Inc	223.54
5/11/2023	79325	KSER Foundation	2000.00
5/11/2023	79326	Language Exchange	49.28
5/11/2023	79327	Main, Andrea	200.00
5/11/2023	79328	Meerkerk Rhododendron Gardens	100.00
5/11/2023	79329	Midwest Tape	4220.43
5/11/2023	79330	Miller, Tracy L	75.00
5/11/2023	79331	MSR Design	98228.95
5/11/2023	79332	Multi-Cultural Books & Videos	1200.00
5/11/2023	79333-79334	Remit Overrun	0.00
5/11/2023	79335	Office Depot, INC	4754.50
5/11/2023	79336	Optimus Fundraising	15000.00
5/11/2023	79337-79351	Remit Overrun	0.00
5/11/2023	79352	Overdrive Inc	64271.76
5/11/2023	79353	Paper Roll Products	370.25

**Vouchers
May 2023**

Date	Check	Payee	Check Amount
5/11/2023	79354	PawsWithCause	220.00
5/11/2023	79355	PetroCard Systems Inc	2507.98
5/11/2023	79356	Pitney Bowes	46.36
5/11/2023	79357	Platt Electric Supply	115.75
5/11/2023	79358	Playaway Products, LLC	25521.44
5/11/2023	79359	PUD No 1 of Snohomish County	724.87
5/11/2023	79360	Puget Sound Energy	685.30
5/11/2023	79361	Republic Services 197	877.93
5/11/2023	79362	Ricoh USA Inc - 31001	886.06
5/11/2023	79363	Ricoh USA Inc - 650073	24838.21
5/11/2023	79364	Robert Half	7944.28
5/11/2023	79365	Salish Networks	1214.20
5/11/2023	79366	Seattle Times	6750.00
5/11/2023	79367	SHI International	21316.82
5/11/2023	79368	Silver Lake Water & Sewer	199.17
5/11/2023	79369	Smokey Point Place IV, LLC	10510.98
5/11/2023	79370	Sno-Isle Refund Account	139.20
5/11/2023	79371	South Island Pumping	1441.61
5/11/2023	79372	Sprague Pest Solutions	786.78
5/11/2023	79373	T Mobile	135.92
5/11/2023	79374	The Athena Group, LLC	20576.35
5/11/2023	79375	Tsai Fong Books Inc	320.14
5/11/2023	79376	U S Yellow Pages	229.00
5/11/2023	79377	Uline	513.52
5/11/2023	79378	Wahman, Wendy	5500.00
5/11/2023	79379	Walter E Nelson Co of Western WA	9664.35
5/11/2023	79380	Washington State Ferries	654.85
5/11/2023	79381	Waste Management	4273.50
5/11/2023	79382	WCP Solutions	20.95
5/11/2023	79383	Whidbey Telecom	772.29
5/11/2023	79384	Ziply Fiber	4905.53
5/11/2023	79385	Kathryn O'Brien	20.70
5/11/2023	79386	Empower Annuity Ins Co of America	325.00
5/16/2023	79387	City of Edmonds	12005.00
5/17/2023	79388-79403	Remit Overrun	0.00
5/17/2023	79404	Baker & Taylor Books (277930)	595.19
5/17/2023	79405	Dow Jones & Company, Inc.	6000.00
5/17/2023	79406	EBSCO	1199.50
5/17/2023	79407	Gale/Cengage Learning	2558.85
5/17/2023	79408	Ingram Library Services	12801.65
5/17/2023	79409	Midwest Library Service	172.15
5/17/2023	79410	Midwest Tape	6666.52
5/17/2023	79411	OCLC Inc (34299)	189.86

**Vouchers
May 2023**

Date	Check	Payee	Check Amount
5/17/2023	79412	SHI International	8301.05
5/17/2023	79413	Spratford, Becky Siegel	250.00
5/17/2023	79414	Teresa Wippel Communications LLC	425.00
5/17/2023	79415	Timeless Design	17621.19
5/17/2023	79416	Unisys Corporation	2060.13
5/17/2023	79417	Verizon Communications Inc	13050.69
5/17/2023	79418	Wave Business	10346.45
5/17/2023	79419	WCP Solutions	2134.10
5/17/2023	79420	Air Care System	12122.34
5/17/2023	79421	Allen County Public Library	5.00
5/17/2023	79422	Amazon Capital Services, Inc	2417.74
5/17/2023	79423	Asavie Technologies Inc	1741.67
5/17/2023	79424	BuildingWork, LLC	42914.99
5/17/2023	79425	City of Sultan	185.98
5/17/2023	79426	Hillis Clark Martin & Peterson	1274.00
5/17/2023	79427	HSI Workplace Compliance Solutions, Inc.	8091.13
5/17/2023	79428	Lemay Mobile Shredding	243.82
5/17/2023	79429	Lewellen Associates, LLC	1250.00
5/17/2023	79430	Milne Electric Inc	738.61
5/17/2023	79431	Office Depot, INC	1235.42
5/17/2023	79432	Online Labels, LLC	197.35
5/17/2023	79433-79442	Remit Overrun	0.00
5/17/2023	79443	Overdrive Inc	41441.17
5/17/2023	79444	Paper Roll Products	768.66
5/17/2023	79445	Ricoh USA Inc - 31001	9234.73
5/17/2023	79446	Robert Half	8008.72
5/17/2023	79447	Ruth Zander	274.00
5/17/2023	79448	Ruth Zander	321.09
5/25/2023	79449	4imprint Inc	444.76
5/25/2023	79450	Air Care System	529.50
5/25/2023	79451	Allied Universal	34432.65
5/25/2023	79452	Amazon Capital Services, Inc	1258.94
5/25/2023	79453	Arts for Hearts, Inc.	400.00
5/25/2023	79454	Baker & Taylor Books (277930)	3706.68
5/25/2023	79455	Blackstone Publishing	107.79
5/25/2023	79456	Bank of America (0958)	701.07
5/25/2023	79457	Bank of America (1458)	156.46
5/25/2023	79458	Bank of America (2175)	8941.41
5/25/2023	79459	Bank of America (2945)	6667.04
5/25/2023	79460	Bank of America (3736)	879.11
5/25/2023	79461	Bank of America (5953)	246.82
5/25/2023	79462	Bank of America (7423)	3264.88
5/25/2023	79463	Bank of America (8208)	2963.43

**Vouchers
May 2023**

Date	Check	Payee	Check Amount
5/25/2023	79464	Bank of America (8948)	565.51
5/25/2023	79465	Camano Hill Water Co.	128.06
5/25/2023	79466	Cascade Natural Gas	387.58
5/25/2023	79467	CDW Government Inc	21557.56
5/25/2023	79468	City of Edmonds	8283.45
5/25/2023	79469	City of Langley	898.61
5/25/2023	79470	City of Lynnwood	1662.55
5/25/2023	79471	Comcast	3746.89
5/25/2023	79472	Creative Dance Center	1000.00
5/25/2023	79473	The Daily Herald	500.00
5/25/2023	79474	Demco Inc (8048)	183.56
5/25/2023	79475	Andrew Feriante	650.00
5/25/2023	79476	Gale/Cengage Learning	218.38
5/25/2023	79477	Gavigan, Kathryn Marie	325.00
5/25/2023	79478	The Harmonica Pocket	450.00
5/25/2023	79479	Hilltop Children's Center	400.00
5/25/2023	79480	Hornyak, William J.	350.00
5/25/2023	79481	Ingram Library Services	20850.42
5/25/2023	79482	Keybank Refund Acct	19.98
5/25/2023	79483	Lamar Transit, LLC	3510.00
5/25/2023	79484	Language Exchange	290.00
5/25/2023	79485	Midwest Library Service	664.21
5/25/2023	79486	Midwest Tape	6070.58
5/25/2023	79487	Milne Electric Inc	465.86
5/25/2023	79488	Moe, Laura	250.00
5/25/2023	79489	Multi-Cultural Books & Videos	3037.00
5/25/2023	79490	Nelson Geotechnical Associates, Inc.	941.89
5/25/2023	79491	Office Depot, INC	2521.75
5/25/2023	79492	Online Labels, LLC	156.47
5/25/2023	79493-79503	Remit Overrun	0.00
5/25/2023	79504	Overdrive Inc	43733.99
5/25/2023	79505	Paper Roll Products	452.43
5/25/2023	79506	PawsWithCause	440.00
5/25/2023	79507	Penworthy	862.17
5/25/2023	79508	PetroCard Systems Inc	2031.85
5/25/2023	79509	Platt Electric Supply	68.52
5/25/2023	79510	Playaway Products, LLC	6349.28
5/25/2023	79511	Prime Self Storage	814.00
5/25/2023	79512	Puget Sound Energy	2372.82
5/25/2023	79513	PUD No 1 of Snohomish County	8380.44
5/25/2023	79514	Purple Communications, Inc	1510.06
5/25/2023	79515	Ricoh USA Inc - 31001	425.15
5/25/2023	79516	Ricoh USA Inc - 650073	1137.70

**Vouchers
May 2023**

Date	Check	Payee	Check Amount
5/25/2023	79517	Robert Half	13319.94
5/25/2023	79518	Sarahenna LLC	825.00
5/25/2023	79519	Shred-it	417.60
5/25/2023	79520	Silver Kite Community Arts	350.00
5/25/2023	79521	Snohomish Co Finance	96.00
5/25/2023	79522	Sprague Pest Solutions	104.78
5/25/2023	79523	Tiger Construction, Ltd.	169458.06
5/25/2023	79524	Traveling Lantern Theatre Company	890.50
5/25/2023	79525	Tsai Fong Books Inc	3056.75
5/25/2023	79526	Uline	434.35
5/25/2023	79527	Walter E Nelson Co of Western WA	7223.84
5/25/2023	79528	WLA	100.00
5/25/2023	79529	Zipty Fiber	12233.05
5/31/2023	79530	Canopy Wellbeing	1377.00
5/31/2023	79531	Central Puget Sound Regional Transit	4461.48
5/31/2023	79532	Delta Dental of Washington	33240.20
5/31/2023	79533	Kaiser Permanente	90527.18
5/31/2023	79534	Lifewise Assurance Company	36055.02
5/31/2023	79535	Lincoln National Life Ins Company	9464.42
5/31/2023	79536	Navia Benefit Solutions Client Pay	1951.35
5/31/2023	79537	Premiera Blue Cross	9644.32
5/31/2023	79538	Snohomish County Superior Court Clerk	250.00
5/31/2023	79539	Sno-Isle Library Foundation	567.00
			<u>\$2,165,916.17</u>

Debt Management Policy

Sno-Isle Libraries Board Policy

Purpose

To establish guidelines for financing capital expenditures through the incurrence of debt in accordance with Washington State law.

Scope

The Sno-Isle Libraries (Library District) Board of Trustees (Board) recognizes that the use of debt financing may be an effective tool for the acquisition, construction, improvement, or enlargement of library facilities.

Washington State law permits the Library District to incur indebtedness as follows:

- Issuance of nonvoter approved general obligation bonds (LTGO Bonds) for any purpose in an aggregate principal amount, together with the principal amount of all other outstanding nonvoter approved indebtedness, not to exceed 0.1% of the total assessed value of the Library District.
- Issuance of voter approved general obligation bonds (UTGO Bonds), for capital purposes only, in an outstanding aggregate principal amount, together with the principal amount of all other outstanding voter approved and nonvoter approved indebtedness, not to exceed 0.5% of the total assessed value of the Library District.
- Execution of nonvoter approved executory conditional sales contracts for the purchase of real or personal property if the entire amount of the purchase price specified in such contract does not result in a total indebtedness in excess of 0.75% of the total assessed value of the Library District.

The Library District may choose to structure any such indebtedness such that the interest paid to the holder will be exempt from income tax under federal law (tax exempt) or not (taxable).

Debt Management Policy

Sno-Isle Libraries Board Policy

In addition, the Library District may initiate the voter approved establishment of, and the incurrence of either tax exempt or taxable indebtedness and the issuance of UTGO Bonds by, a library capital facility area (LCFA), as an independent taxing district, separate from the Library District, to finance the capital costs of acquiring, constructing, furnishing, and equipping of a library facility to be operated by the Library District within that LCFA. The aggregate principal amount of outstanding UTGO Bonds of an LCFA may not exceed 1.25% of the total assessed value of the LCFA.

Implementation

The Board will consider debt financing in conjunction with the review and adoption of the Library District's annual budget. The Board will authorize the incurrence of debt only by resolution, which will also authorize the Executive Director and appropriate Board officers to approve and execute such agreements and all other related documents for the purpose of incurring such debt and issuing any bonds.

The Library District will obtain financing only when necessary and will endeavor to do so at the most favorable interest rates and reasonable issuance costs.

The Finance Director shall develop and be responsible for ensuring the Library District's compliance with procedures and guidelines for the incurrence of debt and the issuance of bonds by the Library District that comply with all applicable Washington State and federal laws. In particular, but without limitation, the Finance Director shall be responsible for post-issuance compliance with applicable relevant federal tax laws regarding arbitrage, arbitrage rebate and the use of bond-financed assets, and applicable relevant securities laws regarding ongoing disclosure of material information about the Library District, including, without limitation, audited financial statements.

Debt Management Policy

Sno-Isle Libraries Board Policy

Associated Policies and Laws

- Washington State [Chapter 21.20](#) RCW Securities Act of Washington
- Washington State RCW [27.12.170](#) Powers of board—Procedures
- Washington State RCW [27.12.222](#) General obligation bonds—Excess levies
- Washington State [Chapter 27.15](#) RCW Library Capital Facility Areas
- Sno-Isle Libraries Board Policy. [Library Facility Ownership](#)
- Sno-Isle Libraries Board Policy. [Site Selection and Acquisition](#)
- Sno-Isle Libraries Board Policy. [Purchasing and Public Works](#)

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: TBD

Debt Management Policy

Sno-Isle Libraries Board Policy

Purpose

To establish guidelines for financing capital expenditures through the incurrence of debt in accordance with Washington State law.

Scope

The Sno-Isle Libraries (Library District) Board of Trustees (Board) recognizes that the use of debt financing may be an effective tool for the acquisition, construction, improvement, or enlargement of library facilities.

As described in Washington State [RCW 27.12.222](#) ~~law permits,~~ the Library District is permitted to incur indebtedness as follows:

- ~~The~~ issuance of nonvoter approved limited tax general obligation bonds (LTGO Bonds) for any purpose. ~~The~~ ~~in an~~ aggregate principal amount of the LTGO Bonds, together with the principal amount of all other outstanding nonvoter approved indebtedness, will not ~~to~~ exceed 0.1% of the total assessed value of the taxable property within the Library District.
- ~~The~~ issuance of voter approved unlimited tax general obligation bonds (UTGO Bonds), for capital purposes only, ~~in an outstanding~~ ~~The~~ aggregate principal amount, together with the principal amount of all other outstanding voter approved and nonvoter approved indebtedness, will not ~~to~~ exceed 0.5% of the total assessed value of the taxable property within the Library District.
- ~~The~~ ~~E~~xecution of nonvoter approved executory conditional sales contracts for the purchase of real or personal property (e.g., land and buildings, or furniture, fixtures, and equipment). ~~if~~ ~~t~~he entire amount of the purchase price specified in such contract ~~does~~will not result in a total indebtedness in excess of 0.75% of the total assessed value of the taxable property within the Library District.

The Library District may choose to structure any such indebtedness such that the interest paid to the entity, investor, or holder of the debt will be tax exempt or will be exempt taxable from income tax under federal law ~~(tax exempt) or not (taxable)~~.

Debt Management Policy

Sno-Isle Libraries Board Policy

In addition, the Library District may initiate the voter approved establishment of, and the incurrence of either tax exempt or taxable indebtedness and the issuance of UTGO Bonds by, a library capital facility area (LCFA), as an independent taxing district, separate from the Library District, to finance the capital costs of acquiring, constructing, furnishing, and equipping of a library facility to be operated by the Library District within that LCFA. The aggregate principal amount of outstanding UTGO Bonds of an LCFA may not exceed 1.25% of the total assessed value of the [taxable property within the](#) LCFA.

Implementation

The Board will consider debt financing in conjunction with the review and adoption of the Library District's annual budget. The Board will authorize the incurrence of debt only by resolution [during the calendar year of the adopted annual budget](#). ~~The Board resolution which~~ will also authorize the Executive Director and appropriate Board officers to approve and execute such agreements and all other related documents for the purpose of incurring such debt and issuing any bonds.

The Library District will obtain financing only when [it deems](#) necessary and will endeavor to do so at the most favorable interest rates and reasonable issuance costs.

The Finance Director shall develop and be responsible for ensuring the Library District's compliance with procedures and guidelines for the incurrence of debt and the issuance of bonds by the Library District that comply with all applicable Washington State and federal laws. In particular, but without limitation, the Finance Director shall be responsible for post-issuance compliance with applicable relevant federal tax laws regarding arbitrage, arbitrage rebate and the use of bond-financed assets, and applicable relevant securities laws regarding ongoing disclosure of material information about the Library District, including, without limitation, audited financial statements.

Associated Policies and Laws

- Washington State [chapter 21.20](#) RCW Securities Act of Washington
- Washington State RCW [27.12.170](#) Powers of board—Procedures
- Washington State RCW [27.12.222](#) General obligation bonds—Excess levies

Debt Management Policy

Sno-Isle Libraries Board Policy

- Washington State [chapter 27.15](#) RCW Library Capital Facility Areas
- Sno-Isle Libraries Board Policy. [Library Facility Ownership](#)
- Sno-Isle Libraries Board Policy. [Site Selection and Acquisition](#)
- Sno-Isle Libraries Board Policy. [Purchasing and Public Works](#)

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: TBD

Debt Management Policy

Sno-Isle Libraries Board Policy

Purpose

To establish guidelines for financing capital expenditures through the incurrence of debt in accordance with Washington State law.

Scope

The Sno-Isle Libraries (Library District) Board of Trustees (Board) recognizes that the use of debt financing may be an effective tool for the acquisition, construction, improvement, or enlargement of library facilities.

As described in Washington State RCW 27.12.222, the Library District is permitted to incur indebtedness as follows:

- The issuance of nonvoter approved limited tax general obligation bonds (LTGO Bonds) for any purpose. The aggregate principal amount of the LTGO Bonds, together with the principal amount of all other outstanding nonvoter approved indebtedness, will not exceed 0.1% of the total assessed value of the taxable property within the Library District.
- The issuance of voter approved unlimited tax general obligation bonds (UTGO Bonds), for capital purposes only. The aggregate principal amount, together with the principal amount of all other outstanding voter approved and nonvoter approved indebtedness, will not exceed 0.5% of the total assessed value of the taxable property within the Library District.
- The execution of nonvoter approved executory conditional sales contracts for the purchase of real or personal property (e.g., land and buildings, or furniture, fixtures, and equipment). The entire amount of the purchase price specified in such contract will not result in a total indebtedness in excess of 0.75% of the total assessed value of the taxable property within the Library District.

The Library District may choose to structure any such indebtedness such that the interest paid to the entity, investor, or holder of the debt will be tax exempt or will be taxable under federal law.

Debt Management Policy

Sno-Isle Libraries Board Policy

In addition, the Library District may initiate the voter approved establishment of, and the incurrence of either tax exempt or taxable indebtedness and the issuance of UTGO Bonds by, a library capital facility area (LCFA), as an independent taxing district, separate from the Library District, to finance the capital costs of acquiring, constructing, furnishing, and equipping of a library facility to be operated by the Library District within that LCFA. The aggregate principal amount of outstanding UTGO Bonds of an LCFA may not exceed 1.25% of the total assessed value of the taxable property within the LCFA.

Implementation

The Board will consider debt financing in conjunction with the review and adoption of the Library District's annual budget. The Board will authorize the incurrence of debt only by resolution during the calendar year of the adopted annual budget. The Board resolution will also authorize the Executive Director and appropriate Board officers to approve and execute such agreements and all other related documents for the purpose of incurring such debt and issuing any bonds.

The Library District will obtain financing only when it deems necessary and will endeavor to do so at the most favorable interest rates and reasonable issuance costs.

The Finance Director shall develop and be responsible for ensuring the Library District's compliance with procedures and guidelines for the incurrence of debt and the issuance of bonds by the Library District that comply with all applicable Washington State and federal laws. In particular, but without limitation, the Finance Director shall be responsible for post-issuance compliance with applicable relevant federal tax laws regarding arbitrage, arbitrage rebate and the use of bond-financed assets, and applicable relevant securities laws regarding ongoing disclosure of material information about the Library District, including, without limitation, audited financial statements.

Associated Policies and Laws

- Washington State [chapter 21.20](#) RCW Securities Act of Washington
- Washington State RCW [27.12.170](#) Powers of board—Procedures
- Washington State RCW [27.12.222](#) General obligation bonds—Excess levies

Debt Management Policy

Sno-Isle Libraries Board Policy

- Washington State [chapter 27.15](#) RCW Library Capital Facility Areas
- Sno-Isle Libraries Board Policy. [Library Facility Ownership](#)
- Sno-Isle Libraries Board Policy. [Site Selection and Acquisition](#)
- Sno-Isle Libraries Board Policy. [Purchasing and Public Works](#)

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: TBD

Meeting Room Use Policy

Sno-Isle Libraries Board Of Trustees Policy

Purpose

The purpose of the Meeting Room Use Policy is to ensure that Sno-Isle Libraries (the Library) provides access to its public meeting rooms in an equitable and fair basis to community organizations and groups regardless of the beliefs or affiliations of individuals or groups requesting their use.

Scope

This policy applies to public use of meeting rooms owned by or managed by Sno-Isle Libraries. Meeting rooms in buildings not owned by Sno-Isle Libraries may be governed by different policies.

Implementation

Access

All meetings will be non-exclusive and will be open to the general public regardless of the attendee's gender, race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

Reservations and Use Limitations

- Priority for reserving rooms will be given in the following order:
 1. Library sponsored and co-sponsored programs and activities.
 2. Sno-Isle Libraries Foundation, local Friends of the Library groups, and local Library Board.
 3. Meetings or activities of committees or boards of local government.
 4. Other community organizations or groups.
- The Library reserves the right to cancel meeting room reservations if the room is needed for Library use or other unforeseen circumstances.
- Due to high demand for limited meeting room space, frequency, and duration of room use by an organization may be limited.
- Meetings or events which interfere with normal library operations will not be accommodated.

Fees, commercial activities, and fundraising

Sno-Isle Libraries' meeting rooms are available free of charge.

Meeting Room Use Policy

Sno-Isle Libraries Board Of Trustees Policy

Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services. No entrance fees may be charged to meeting attendees.

The Library, the Foundation, local library Friends' groups, and library co-sponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Foundation or local Friends of the Library groups.

Non-endorsement

Permission to reserve and use a space does not constitute an endorsement by the Library of the group, program, or point of view expressed. The name of the Library may not be used in any publicity for non- library sponsored or co-sponsored meeting except to designate the meeting location. The Library may not be identified as a co-sponsor of a meeting without prior written approval.

Responsibilities

Customers will comply with all federal, state, and local laws and policies. The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Sno-Isle Libraries, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from an negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces. Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The District Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms. The decision to deny use of a library meeting room may be appealed in writing to the Sno-Isle Libraries Executive Director. The Executive Director will provide a written response to the request.

Non-compliance with the policy may result in an organization being denied further use of library meeting rooms.

Policy History

Date approved: 04/2020

Next review date: 04/2020

Adopted: 2013

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Purpose

~~The purpose of the Meeting Room Use Policy is to ensure that~~ affirm the role of Sno-Isle Libraries ~~(the Library District) in providing~~ access to its public meeting rooms ~~in on an~~ fair and equitable ~~and fair~~ basis to community organizations and groups regardless of the beliefs or affiliations of individuals or groups requesting their use.

Scope

This policy applies to the public use of meeting rooms owned ~~by~~ or managed by ~~Sno-Isle Libraries~~ the Library District. Meeting rooms ~~in buildings~~ not owned or managed by ~~Sno-Isle Libraries~~ the Library District, such as in a city-owned building, may be governed by different policies.

Programs and activities sponsored and co-sponsored by the Library District, Sno-Isle Libraries Foundation, local Library Boards, and local Friends of the Library groups are considered to be Library District programs and activities and are exempt from this policy.

The Library District, Sno-Isle Libraries Foundation, local Friends of the Library groups, and Library District cosponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Sno-Isle Libraries Foundation and local Friends of the Library groups.

Implementation

The Library District considers public use of its meeting rooms to be a community service where groups can come together to learn and exchange ideas in a commercial-free environment. The Library District is committed to providing free reservable spaces in community libraries across the Library District to further the Library District's mission that everyone in our community is connected to their library.

Access

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

All public usage of Library District meeting rooms will be ~~non-exclusive and will be~~ open to the general public regardless of the attendee's gender, race, ethnicity, age, disability, sex, sexual orientation, ~~gender~~, veteran status, marital status, or religious or political affiliation.

Reservations and Use Limitations

Priority for reserving rooms will be given in the following order:

- ~~1. Library sponsored and co-sponsored programs and activities.~~
 - ~~2. Sno-Isle Libraries Foundation, local Friends of the Library groups, and local Library Board.~~
 - ~~3. Meetings or activities of committees or boards of local government.~~
 - ~~4. Other community organizations or groups.~~
- ~~• The Library reserves the right to cancel meeting room reservations if the room is needed for Library use or other unforeseen circumstances.~~
 - ~~• Due to high demand for limited meeting room space, frequency, and duration of room use by an organization may be limited.~~
 - ~~• Meetings or events which interfere with normal library operations will not be accommodated.~~

Fees, commercial activities, and fundraising

~~Sno-Isle Libraries' Library District~~ meeting rooms are available for public use free of charge, and no products or services may be advertised, solicited, or sold on library property.

~~Reserved spaces may not be used for the purpose of transacting commercial activities. This includes the provision of fee-based services.~~ No entrance fees may be charged to meeting attendees.

~~The Library, the Foundation, local library Friends' groups, and library co-sponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.~~

~~Direct fundraising activities may be conducted only by the Foundation or local Friends of the Library groups.~~

Non-endorsement#

Permission to reserve and use a space does not constitute an endorsement by the Library District of the group, program, or point of view expressed. The name of the Library District may not be used in any publicity for non- library sponsored or co-sponsored meetings except to designate the meeting location. The Library District may not be identified as a co-sponsor of a meeting without prior written approval.

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Responsibilities#

Customers reserving and using Library District meeting rooms will comply with all federal, state, and local laws and Library District policies. Non-compliance with laws or Library District policies may result in a group or organization being denied further use of Library District meeting rooms.~~The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Sno-Isle Libraries, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from an negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.~~

The Library District reserves the right to cancel public meeting room reservations if the meeting room is needed for Library District use or other unforeseen circumstances. Meetings or events which interfere with normal Library District operations or are anticipated to incur additional costs to the Library District will not be accommodated.

Library ~~staff~~Managers or designees are responsible for interpreting and applying this and the associated Library District Meeting Room Use administrative policyguidelines in daily practice. ~~The District Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms. The decision to deny use of a Library District meeting room may be appealed in writing to the Sno-Isle Libraries Executive Director of Community Libraries who will provide a written response to the request. The Executive Director will provide a written response to the request. Non-compliance with the policy may result in an organization being denied further use of library meeting rooms.~~

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Associated Policies and Laws

- United States. Constitution of the United States. First Amendment
- Washington State RCW 27.12.010. Definitions
- Washington State RCW 27.12.270. Rules and Regulations – Free use of libraries
- Washington State RCW 42.17A.555. Use of public office or agency facilities in campaigns—Prohibition—Exceptions
- American Library Association. Library Bill of Rights
- Sno-Isle Libraries Board policy. Equity
- Sno-Isle Libraries Board policy. Customer Use of Library Spaces
- Sno-Isle Libraries Administrative policy. Customer Conduct
- Sno-isle Libraries Administrative Policies and Guidelines. Meeting Room Use Guidelines (in process)

Mark up Draft

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Process

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

Policy History

Date approved: ~~04/2020~~TBD

Next review date: ~~2024~~TBD

Adopted: 2013

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing access to its public meeting rooms on a fair and equitable basis to community organizations and groups regardless of the beliefs or affiliations of individuals or groups requesting their use.

Scope

This policy applies to the public use of meeting rooms owned or managed by the Library District. Meeting rooms not owned or managed by the Library District, such as in a city-owned building, may be governed by different policies.

Programs and activities sponsored and co-sponsored by the Library District, Sno-Isle Libraries Foundation, local Library Boards, and local Friends of the Library groups are considered to be Library District programs and activities and are exempt from this policy.

The Library District, Sno-Isle Libraries Foundation, local Friends of the Library groups, and Library District cosponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Sno-Isle Libraries Foundation and local Friends of the Library groups.

Implementation

The Library District considers public use of its meeting rooms to be a community service where groups can come together to learn and exchange ideas in a commercial-free environment. The Library District is committed to providing free reservable spaces in community libraries across the Library District to further the Library District's mission that everyone in our community is connected to their library.

All public usage of Library District meeting rooms will be open to the general public regardless of the attendee's gender, race, ethnicity, age, disability, sex, sexual orientation, veteran status, marital status, or religious or political affiliation.

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Library District meeting rooms are available for public use free of charge, and no products or services may be advertised, solicited, or sold on library property. No entrance fees may be charged to meeting attendees.

Permission to reserve and use a space does not constitute an endorsement by the Library District of the group, program, or point of view expressed. The name of the Library District may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library District may not be identified as a co-sponsor of a meeting without prior written approval.

Customers reserving and using Library District meeting rooms will comply with all federal, state, and local laws and Library District policies. Non-compliance with laws or Library District policies may result in a group or organization being denied further use of Library District meeting rooms.

The Library District reserves the right to cancel public meeting room reservations if the meeting room is needed for Library District use or other unforeseen circumstances. Meetings or events which interfere with normal Library District operations or are anticipated to incur additional costs to the Library District will not be accommodated.

Library Managers or designees are responsible for interpreting and applying this and the associated Library District Meeting Room Use administrative guidelines in daily practice. The decision to deny use of a Library District meeting room may be appealed in writing to the Director of Community Libraries who will provide a written response to the request.

Associated Policies and Laws

- United States. Constitution of the United States. [First Amendment](#)
- Washington State RCW [27.12.010](#). Definitions
- Washington State RCW [27.12.270](#). Rules and Regulations – Free use of libraries
- Washington State RCW [42.17A.555](#). Use of public office or agency facilities in campaigns—Prohibition—Exceptions
- American Library Association. [Library Bill of Rights](#)
- Sno-Isle Libraries Board policy. [Equity](#)
- Sno-Isle Libraries Board policy. [Customer Use of Library Spaces](#)
- Sno-Isle Libraries Administrative policy. [Customer Conduct](#)
- Sno-isle Libraries Administrative Policies and Guidelines. Meeting Room Use Guidelines (in process)

Meeting Room Use Policy

Sno-Isle Libraries Board Policy

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: 2013

Financial Update

FINANCE DEPARTMENT

June 2023

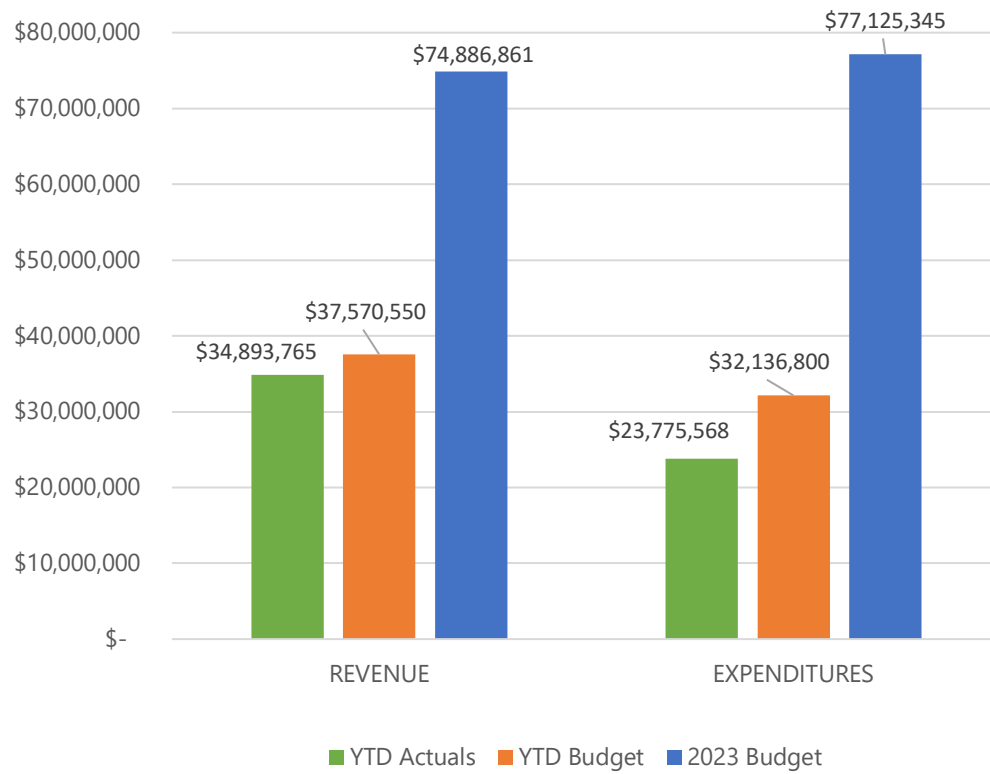
May 2023 Revenue Summary

- Total revenue received in May was \$6.9M compared to the monthly budget of \$7.3M. Year to date (YTD) total revenue was \$34.9M compared to the YTD budget of \$37.6M.
- General property tax receipts for May were \$6.5M compared to the monthly budget of \$6.4M.
- Timber tax and associated excise tax revenues for May were \$120k compared to the monthly budget of \$90k.
- Investment Interest for May was \$166k compared to the monthly budget of \$50k.
- Print/copy services, lost materials revenue, and donations for May were collectively \$9k compared to the monthly budget of \$79k.
- Other Revenue for May was \$48k compared to the monthly budget of \$719k.

May 2023 Expenditures Summary

- Total expenditures for May were \$5.4M compared to the monthly budget of \$6.4M. Total expenditures YTD were \$23.8M compared to the YTD budget of \$32.1M.
- Salaries & Benefits for May were \$3.5M compared to the monthly budget of \$3.6M.
- Collection materials expenditures for May were \$637k compared to the monthly budget of \$532k.
- Capital expenditures for May were \$537k compared to the monthly budget of \$1.2M.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) for May were \$780k compared to the monthly budget of \$1.0M.

2023 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 5/1/2023 Through 5/31/2023
(In Whole Numbers)

		Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures					
10.0	Salaries & Benefits	3,461,363	17,203,540	18,134,400	43,521,848	39.52%
20.0	Materials	637,406	2,373,663	2,658,900	6,381,400	37.19%
26.0	Professional & Contract Services	268,492	1,024,612	1,688,800	4,052,749	25.28%
35.0	Equipment & Furnishings	25,806	115,700	991,750	2,380,000	4.86%
38.0	Maintenance & Repair	43,521	157,488	314,900	755,300	20.85%
41.0	Software License & Maint Fees	151,138	615,122	625,900	1,502,215	40.94%
42.0	Communications	63,650	275,086	282,000	676,500	40.66%
43.0	Office & Operating Supplies	45,946	217,653	253,450	608,250	35.78%
44.0	Utilities	52,637	235,677	206,400	495,100	47.60%
45.0	Rentals & Leases	49,185	230,542	210,400	504,838	45.66%
46.0	Insurance	0	31,500	71,700	172,000	18.31%
48.0	Employee Training / Travel	10,839	55,725	49,950	120,000	46.43%
49.0	Miscellaneous	49,017	213,224	241,950	580,145	36.75%
50.0	Strategic Initiatives / Innovation	20,576	78,272	312,500	750,000	10.43%
61.0	Capital - Land	0	0	1,250,000	3,000,000	0.00%
62.0	Capital - Bldgs & Improvements	169,931	253,449	3,547,050	8,513,000	2.97%
62.5	Capital - A&E	367,389	694,315	895,900	2,150,000	32.29%
64.0	Capital - Furnishings & Equipment	0	0	297,950	715,000	0.00%
64.4	Capital - Vehicles	0	0	102,900	247,000	0.00%
	Total Expenditures	5,416,895	23,775,568	32,136,800	77,125,345	30.83%

Sno-Isle Regional Library System

Statement of Revenues

Revenue Summary

From 5/1/2023 Through 5/31/2023

(In Whole Numbers)

		<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>
Revenues						
01.0	Property Taxes	6,521,813	33,643,382	33,058,350	64,157,420	52.43%
02.0	Timber Tax / Sales	120,043	251,894	270,700	550,000	45.79%
03.0	Print/Copy Services	2,222	10,359	5,000	12,000	86.32%
04.0	Services/City Contract Fees	0	0	1,650	3,941	0.00%
05.0	Lost Materials Paid	3,825	22,166	14,600	35,000	63.33%
06.0	Investment Interest	165,502	746,696	250,000	600,000	124.44%
07.0	Donations Private Sources	2,583	35,250	375,000	900,000	3.91%
08.0	Other Revenue	47,632	163,359	3,595,250	8,628,500	1.89%
09.1	Insurance Recoveries	0	20,659	0	0	0.00%
	Total Revenues	<u>6,863,620</u>	<u>34,893,765</u>	<u>37,570,550</u>	<u>74,886,861</u>	<u>46.60%</u>

Executive Director

BOARD REPORT

June 2023

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Mountlake Terrace City Council meeting – Deputy Director David Durante.
- Coupeville Mayor Molly Hughes – Deputy Director David Durante and Coupeville Library Manager Emily Felt.

Board / Committee / Community Meetings

- Economic Alliance of Snohomish County (EASC) Board meeting.
- United Way of Snohomish County – United More Than Ever event.
- Economic Alliance of Snohomish County – Public Officials Reception and Legislative Wrap-Up.
- Snohomish Economic Recovery Advisory Group.

Library Updates

- Strategic goals.

BOARD OF TRUSTEES 2023 CALENDAR

JUNE 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
JANUARY	Executive (January 13) <ul style="list-style-type: none">• 2023 work plan for Board and Executive Director• 2023 conference discussion• Trustee vacancy process (information)	Special Meeting (January 5) <ul style="list-style-type: none">• Joint levy certification Regular Meeting (January 23) <ul style="list-style-type: none">• 2023 work plan• Board retreat overview• Committee appointments• <i>Emerging Library Use – Diane Lai and Nick Fuchs</i>
FEBRUARY	Strategic Planning / Finance (February 13) <ul style="list-style-type: none">• Board-to-Board event planning (with Foundation members) Executive (February 17) <ul style="list-style-type: none">• Trustee employee recognition award review	Special Meeting (February 4) <ul style="list-style-type: none">• Board retreat<ul style="list-style-type: none">○ Board survey○ Collection Development Policy○ Internet Use Policy Regular Meeting (February 27) <ul style="list-style-type: none">• Auditor's report• Edmonds Library Annexation Amendment• Internet Use Policy• <i>Vision assessment – David Durante</i>
MARCH	Strategic Planning / Finance (March 2) <ul style="list-style-type: none">• Collection Development Policy Board Development / Administration (March 14) <ul style="list-style-type: none">• Policy Management Policy• Public Records Policy• Trustee vacancy process	Regular Meeting (March 27) <ul style="list-style-type: none">• Collection Development Policy

BOARD OF TRUSTEES 2023 CALENDAR

JUNE 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

APRIL	Executive (April 14) <ul style="list-style-type: none">• Executive Director quarterly check-in• Board retreat follow-up	Regular Meeting (April 24) <ul style="list-style-type: none">• Trustee Nominating Committee appointments• Trustee vacancy process (information)• Policy Management Policy• Public Records Policy• <i>Staff development – Tricia Lee</i>
MAY	Strategic Planning / Finance (May 2) <ul style="list-style-type: none">• Business Expense Reimbursement Policy• Unreserved & Reserved Funds Policy• Board & Friends Forum planning (tentative for September)	Regular Meeting (May 30) <ul style="list-style-type: none">• Business Expense Reimbursement Policy• Unreserved & Reserved Funds Policy• <i>Communications and Marketing Strategy – Katie Leone and Susan Hempstead</i> Work Session (May 30) <ul style="list-style-type: none">• Debt Policy (new)• Meeting Room Policy
JUNE	Trustee Nominating (June 21) <ul style="list-style-type: none">• Candidate review	Special Meeting (June 5) <ul style="list-style-type: none">• Board-to-Board event Regular Meeting (June 26) <ul style="list-style-type: none">• Debt Policy review (new)• Meeting Room Policy• <i>Capital Framework and Capital Funding Strategy – David Durante and Chy Ross</i>• Executive Session

BOARD OF TRUSTEES 2023 CALENDAR

JUNE 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

JULY

Executive (July 11)

- Executive Director quarterly check-in

Trustee Nominating

- Interviews

Regular Meeting (July 24)

- Debt Policy final review (new)
- Review Trustee candidate recommendation
- *EDI – David Durante and Tricia Lee*

Work Session (July 24)

- Art Policy (new)
- Naming Policy (new)

SEPTEMBER

Regular Meeting (September 18)

- 2024 Officer Nominating Committee appointments
- Art Policy (new)
- Naming Policy (new)
- *2024 Budget introduction and kickoff – David Durante*

OCTOBER

Executive (October 10)

- Executive Director quarterly check-in

Nominating

- 2024 officer nomination

Work Session (October 3)

- 2024 budget proposal overview

Special Meeting (October 15)

- Board & Friends Forum

Regular Meeting (October 23)

- 2024 meeting schedule (first review)
- 2024 budget proposal overview
- Officer slate announced
- Public hearing on levy
- Approval of 2024 levy

BOARD OF TRUSTEES 2023 CALENDAR

JUNE 2023

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

NOVEMBER

Strategic Planning / Finance

- 2024 budget review (if needed)

Regular Meeting (November 27)

- Public meeting on 2024 budget
- Approval of 2024 budget
- Election of officers
- 2024 meeting schedule adoption
- Executive Session

June 6, 2023



SNO-ISLE LIBRARIES