

Sno-Isle Libraries

Board of Trustees

Monday, July 27, 2020, 5:00 p.m.

Zoom webinar link: <https://us02web.zoom.us/j/88291025418>

Dial in: +1 253 215 8782 or +1 669 900 6833

Webinar ID: 882 9102 5418

Meeting Agenda

1) Call to Order

2) *Approval of Agenda

3) Introduction and Recognition of Guests

4) *Consent Agenda Items

- a) Approval of June 22, 2020 regular meeting minutes;
- b) Approval of July 20, 2020 special meeting minutes;
- c) Approval of June 2020 Sno-Isle Payroll, Benefits, and Vouchers.

June 2020

Direct Deposits and Employee Deductions	\$2,307,513.36
Vendor Checks 69731 through 69738 and 69740 through 69742, plus Electronic Fund Transfers	\$707,152.32
Total Payroll and Benefits	\$3,014,665.68
Accounts Payable Checks 69559 through 69743 less checks listed above, plus Electronic Transfers	\$795,876.91
Total Payroll, Benefits and Accounts Payable	\$3,810,542.59

5) Public Comment

6) Communications to the Board

7) President, Trustee Committees, and Foundation Representative Reports (as needed)

- a) President's Report
- b) Foundation Board Representative

8) Executive Director's Report [Attachment \(1\)](#)

- a) Library Services update – Rebecca Loney
- b) Financial update – Gary Sitzman

9) Unfinished Business

- a) *Board of Trustees policies – Committee Chair Anamosa [Attachments \(2-4\)](#)
 - i) Donation Policy

10) New Business

- a) *Board of Trustees Policies – President Munguia and Committee Chair Kostick [Attachments \(5-14\)](#)
 - i) Equity Policy
 - ii) Library Administrative Policies Policy
 - iii) Collection Development Policy
 - iv) Confidentiality of Library Records & Customer Files
 - v) Library Card & Lending Policy
 - vi) Vulnerable Child Policy
- b) *Board letters to Rep. Lovick and Senator Liias. [Attachments \(15-16\)](#)

11) Announcements and Comments

12) Executive Session (as needed)

13) *Adjournment

***Denotes Board of Trustees action item.**

Board of Trustees

Marti Anamosa • Susan Kostick (Vice President) • Martin Munguia (President)
Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

Sno-Isle Libraries

Board of Trustees

Monday, June 22, 2020
Meeting Minutes
Zoom virtual meeting

Call to Order

President Martin Munguia called the meeting to order at 5:02 p.m.

Roll Call

Members Present via Teleconference: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

Staff Present via Teleconference: Barbara Adams, Lia Escudero Belcher, R.D. Burley, David Durante, Ken Harvey, Susan Hempstead, Alisha Hendren, Tricia Lee, Rebecca Loney, Leslie Moore, Chy Ross, Jack Schumacher, Jennifer Sullivan, Lois Langer Thompson, Gary Sitzman, and Nicole Wehl.

Introduction and Recognition of Guests

There were no guests.

Approval of Agenda

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. Trustee Olson seconded the motion. The Board unanimously approved the motion.

Consent Agenda Items

Trustee Ryan moved to approve the Consent Agenda as presented:

- a) Approval of the May 18, 2020 regular meeting minutes as amended.
- b) Approval of April 2020 Sno-Isle Payroll, Benefits, and Vouchers.

May 2020

Direct Deposits and Employee Deductions	\$2,202,244.44
Vendor Checks 69550 through 69558, plus Electronic Fund Transfers	\$713,289.32
Total Payroll and Benefits	\$2,915, 533.76
Accounts Payable Checks 69409 through 69558 less checks listed above, plus Electronic Transfers	\$945,966.22
Total Payroll, Benefits and Accounts Payable	\$3,861, 499.98

Trustee Smith seconded the motion. The Board unanimously approved the motion.

Public Comment

There was no public comment.

Communications to the Board

There were no communications to the Board.

Board of Trustees

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Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

Executive Director's Report

Meetings with elected officials and stakeholders

Executive Director Thompson reported on the continuing updates Sno-Isle Libraries is providing to local and state elected officials.

Congressman Rick Larsen joined staff at the Mukilteo Library to learn more about and to assist with providing curbside pick-up for library customers.

Community events and board meetings

State capital grants applications

District Manager Chy Ross provided information on Washington State's *Library Capital Improvement Program*. The program allows libraries to apply for grants for library capital improvements. Sno-Isle Libraries has submitted applications for the Darrington, Lake Stevens, Langley, Lynnwood, and Mariner Libraries at a total of just over \$5 million.

City of Lake Stevens RFP

Chy Ross also reported on the current status of the request for proposal (RFP) process with the City of Lake Stevens. The City issued an RFP regarding a civic center complex on the Chapel Hill properties owned by the city and Sno-Isle Libraries that would include city facilities. A review of the submitted proposals is currently underway.

Planning and offering services in a pandemic

Public Services Director David Durante reported on the following library work and collaborations:

Sno-Isle @ work for you

- Reengineering the Summer Reading program.
- Worker retraining cohort – Remote IT Help Desk certification.
 - Created to support community members who have lost their jobs due to COVID-19.
 - Twenty community members have been selected.
 - The library will fund two CompTIA A+ tests for each cohort member.
 - Project featured in ULC newsletter.

Curbside and returns update

- Curbside pick-up and drop-off returns available.
 - Materials quarantined for 72 hours.
 - Social distancing between staff and community members is being maintained.
- Alternative services are being considered:
 - Materials delivery.
 - Books by mail.
 - Remote holds pick up.

Summer Program Launch

Service Coordinator - Student Success Jennifer Sullivan presented the following information regarding the 2020 Summer Reading program:

- Summer Reading kicked off on June 15 and continues through August 31.
- The theme this year is “Dig Deeper: Read, Investigate, Discover”.
- Participants receive a free book after reading 10 hours.
- For every additional 10 hours, participants may enter a drawing for a Popsicle party or for a \$50 gift card.

The program prizes were funded by the Sno-Isle Libraries Foundation and the Sno-Isle Libraries Friends of the Library groups.

Jennifer noted that, after building closures in March, teams were quickly created to design ways for kids and teens to learn and discover throughout the summer.

The Summer Kick-Off Team has the following projects currently underway:

- Three Science Tellers Zoom meetings, open to 100 participants.
- A summer long community scavenger hunt.

The Summer Reading Live Team is currently working on the following projects:

- Moving local external presenters' programming online.

The Summer Shorts Team is currently working on the following projects:

- Weekly short video snippets that cover topics around art, science, math, technology, history, and culture.
- Digital escape rooms.

TEDxSnoIsleLibraries 2020

Communications Director Ken Harvey provided the Board with an update on programming for TEDxSnoIsleLibraries 2020.

This year's TEDxSnoIsleLibraries theme is Quantum Connections.

Due to the COVID-19 pandemic TEDxSnoIsleLibraries will be presented virtually. The event will start in July and extend through August.

Sixteen speakers have been selected. There will be one speaker per event, with one to two events per week. The talks will be available online following the event.

This year's TEDxSnoIsleLibraries is sponsored by:

- Sno-Isle Libraries Foundation.
- Coastal Community Bank.
- Community Transit.
- OverDrive.
- Washington Energy Services.

Financial update

Revenues

- Property tax revenues continue to be affected by the extended property tax payment deadline of June 1. 2020 budget projections are expected to stabilize at the end of June.
- Timber taxes are comparable to last year.
- Interest income is expected to fall short of budget expectations this year due to economic conditions.
- Other income was nearly all attributable to an Rx rebate check.

Expenditures

- Materials purchasing is approximately 6% less than budget due to the inability to physically receive materials from March to June. Physical material purchases have since resumed.
- Expenditures are below budget as the result of reduced operations and services.

Insurance

Sno-Isle received insurance quotes from four companies and will proceed binding with Philadelphia Insurance.

State Audit

Audit begins July 13 and includes the following:

- Financial statement audit for 2019.
- Accountability audit for two years 2018 and 2019.
- Monroe LCFA audit for two years 2018 and 2019.

Auditors expect to conclude their work by August 3.

President Munguia moved the Sno-Isle Libraries Board of Trustees waive the State Auditor entrance meeting. Trustee Anamosa seconded the motion. The Board unanimously approved.

2021 Budget – Strategic Direction

Budget work will begin ahead of the September proposal. Staff will consider economic uncertainties resulting from the COVID-19 pandemic.

Trustee Anamosa requested a special meeting dedicated to budget review by the Board.

President Munguia moved the Sno-Isle Libraries Board of Trustees hold a special meeting, at a date to be determined, to review the 2021 budget. Trustee Olson seconded the motion. The Board unanimously approved the motion.

Unfinished Business

There was no unfinished business.

New Business

Board of Trustees policies

Trustee Anamosa presented the following policies as reviewed by the Strategic Planning and Finance Committee:

- i) Donation Policy.
- ii) Strategic Alliances Policy.
- iii) Volunteer Policy

Trustee Kostick requested clarification on the Donation Policy in regards to the Sno-isle Libraries Foundation and gifts of real estate.

The Board requested the Strategic Planning and Finance Committee and staff review the Donation Policy for presentation at the July 27, 2020 board meeting.

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the following policies as presented:

- i) Strategic Alliances Policy
- ii) Volunteer Policy

Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

President, Trustee Committees, and Foundation Representative Reports

President's report

Appointment of Trustee Nomination Committee

President Munguia announced Trustee Smith and Trustee Tessandore have agreed to serve on the Nominating Committee. An additional committee member will be announced at the July 27, 2020 board meeting.

Foundation Board Representative

Trustee Olson reported on the newly developed communications plan for the Sno-Isle Libraries Foundation.

Trustee Olson noted that board development is currently a focus for the Foundation Board.

Trustee Olson communicated the Foundation Board's appreciation to both the Trustees and to library staff for their work during the COVID-19 pandemic.

Announcements and Comments

President Munguia expressed gratitude to the Board for their integrity, willingness to engage with library issues, policies, and initiatives.

President Munguia acknowledged the tumultuous nature of the first six months of 2020 including the recent events surrounding the death of George Floyd and the resurgence of the Black Lives Matter movement.

President Munguia expressed pride in being a member of the Sno-Isle Libraries Board of Trustees, and recognized Sno-Isle Libraries as an organization whose policies are moving to ensure racial equity and justice within the organization and support those values within our community.

Trustee Ryan thanked Executive Director Thompson for an email sent to the community regarding the recent event in Minnesota regarding the death of George Floyd.

As a member of law enforcement, Trustee Ryan noted being able to take part in a storytime at the Monroe Library, and recognized a recent storytime with the Lake Stevens chief of police at the Lake Stevens Library,

Trustee Ryan commented on the difficulty and challenge currently facing the nation, but noted that as an individual, being able to feel the community's support was reassuring.

Trustee Ryan thanked the Board for their support and for recognizing the importance of that partnership.

Executive Session

There was no executive session.

Adjournment

President Munguia adjourned the meeting at 6:59 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, July 27, 2020 at 5:00 p.m. The scheduled location is the Lynnwood Library, 19200 44th Ave W, Lynnwood, WA 98036. However, due to the COVID-19 pandemic, an update to the meeting location may occur. Notice of any changes will be provided.

President

Secretary

Sno-Isle Libraries

Board of Trustees

Monday, July 20, 2020

Meeting Minutes

Zoom virtual meeting

Call to Order

Vice President Susan Kostick called the meeting to order at 5:04 p.m.

Roll Call

Members Present via Teleconference: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

Staff Present via Teleconference: Danielle Armstrong, Sandra Beck, Lia Escudero Belcher, Michelle Callihan, Michael Delury, Danielle Dreger-Babbitt, David Durante, Bryan Gabehart, Casey Gabehart, Cassandra Hanson, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Jim Hills, Linda Humlicek-Grupp, Rebecca Loney, Jim McCluskey, Jessica Russell, Gary Sitzman, Philip Spirito, Richard Suico, Lois Langer Thompson, Kathy Wahl, Nicole Wehl, and Jill Wubbenhorst.

Introduction and Recognition of Guests

Members of the Public Present via Teleconference: Luke Distelhorst.

Approval of Agenda

Trustee Anamosa moved the Sno-Isle Libraries approve the agenda as presented. Trustee Olson seconded the motion. The Board unanimously approved the motion.

Public Comment

There was no public comment.

New Business

A discussion was held by the Board and staff regarding the 2021 Sno-Isle Libraries budget.

Adjournment

President Martin Munguia adjourned the meeting at 6:32 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, September 21, 2020 at 5:00 p.m. The scheduled location is the Sno-Isle Libraries Service Center, 7312 35th Ave. Marysville, WA 98271. However, due to the COVID-19 pandemic, an update to the meeting location may occur. Notice of any changes will be posted on the [Sno-Isle Libraries website](#).

President

Secretary

Board of Trustees

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Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

Sno-Isle Libraries
June 2020 Payroll and June 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,307,513.36
Vendor Checks 69731 through 69738 and 69740 through 69742 , Plus Electronic Fund Transfers	<u>\$ 707,152.32</u>
Total Payroll and Benefits	\$ 3,014,665.68
 Accounts Payable Checks 69559 through 69743 less checks listed above, plus Electronic Transfers	 <u>\$ 795,876.91</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 3,810,542.59</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 27, 2020.

Administrative Services Director

Date

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

Sno-Isle Libraries
June 2020 Payroll and June 2020 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

June 2020 Payroll

Employee Pay - Direct Deposit	\$	1,643,837.18	
Plus: Employee Deductions	\$	663,676.18	
Sub-Total Gross Payroll			\$ 2,307,513.36

Vendor Checks 69731 through 69738 and 69740 through 69742	\$	169,540.67 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	198,586.48	
Electronic Funds Transfer - Empower - 457 Plan	\$	18,073.26	
Electronic Funds Transfer - ICMA - 457 Plan	\$	43,183.15	
Electronic Funds Transfer - PERS - Retirement Plan	\$	410,897.18	
Electronic Funds Transfer - Navia - FSA	\$	10,943.70	
Electronic Funds Transfer - Navia - HRA/MRA	\$	2,751.93	
Electronic Funds Transfer - Premera - Medical	\$	124,345.50	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(271,626.39)	
Sub-Total Benefits - Employer Expense			\$ 707,152.32
Total Payroll and Benefits			\$ 3,014,665.68

June 2020 Accounts Payable

Checks 69559 through 69743 less checks listed above	\$	793,064.48 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,812.43	
Sub-Total Accounts Payable			\$ 795,876.91
Total Payroll, Benefits and Accounts Payable			\$ 3,810,542.59

Adjustments

Paycom Direct Service Fee	\$	16,914.40	
Refunds and Credits	\$	249.72	
Bank Service Charge	\$	45.37	
Travel & Business Expense Reimbursement paid in Payroll	\$	2,079.87	
Total Adjustments			\$ 19,289.36

June 2020 Total Expenditures			\$ 3,829,831.95 ***
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* Benefit invoices paid through Accounts Payable Checks	\$	169,540.67	
** Regular invoices paid through Accounts Payable Checks	\$	793,064.48	
Total Accounts Payable Check Payments	\$	<u>962,605.15</u>	

*** Equals Expenditure Summary Total

**Vouchers
June 2020**

Date	Check	Payee	Check Amount
6/12/2020	69275	Flashpoint Cinema LLC	(300.00)
6/4/2020	69559	Allied Universal	29,467.27
6/4/2020	69560	Bank of America (842425)	2,967.05
6/4/2020	69561	Beacon Publishing Inc	425.00
6/4/2020	69562	Bud Barton's Glass Co	12,370.86
6/4/2020	69563	Cascade Natural Gas	13.00
6/4/2020	69564	CDW Government Inc	5,409.91
6/4/2020	69565	City of Arlington	4,760.57
6/4/2020	69566	Crystal Mt. Pure Drinking Water	9.22
6/4/2020	69567	Demco Inc (8048)	236.31
6/4/2020	69568	E - Rate Expertise Inc	2,625.00
6/4/2020	69569	Keeney's Office Supply, Inc	7,510.13
6/4/2020	69570	Remit Overrun	0.00
6/4/2020	69571	Remit Overrun	0.00
6/4/2020	69572	Remit Overrun	0.00
6/4/2020	69573	Remit Overrun	0.00
6/4/2020	69574	Remit Overrun	0.00
6/4/2020	69575	Remit Overrun	0.00
6/4/2020	69576	Remit Overrun	0.00
6/4/2020	69577	Remit Overrun	0.00
6/4/2020	69578	Remit Overrun	0.00
6/4/2020	69579	Remit Overrun	0.00
6/4/2020	69580	Remit Overrun	0.00
6/4/2020	69581	Remit Overrun	0.00
6/4/2020	69582	Overdrive Inc	113,963.10
6/4/2020	69583	PetroCard Systems Inc	130.01
6/4/2020	69584	Puget Sound Energy	364.17
6/4/2020	69585	PUD No 1 of Snohomish County	3,937.58
6/4/2020	69586	Salas O'Brien	17,883.50
6/4/2020	69587	Seahurst Electric	493.94
6/4/2020	69588	Shred-it	159.14
6/4/2020	69589	Smokey Point NW LLC	7,448.98
6/4/2020	69590	Terminix	505.29
6/4/2020	69591	Walter E Nelson Co of Western WA	391.68
6/4/2020	69592	Ziply Fiber	9,691.07
6/11/2020	69593	Candid	278.54
6/11/2020	69594	Champion Electric	5,011.28
6/11/2020	69595	City of Granite Falls	118.13
6/11/2020	69596	City of Snohomish	3,091.46
6/11/2020	69597	De-el Enterprises, Inc	413.06
6/11/2020	69598	Ednetics, Inc.	3,597.61
6/11/2020	69599	Ingram Library Services	35.00
6/11/2020	69600	Kanopy, Inc.	7,628.00
6/11/2020	69601	L2	2,668.90
6/11/2020	69602	Language Exchange	134.40

**Vouchers
June 2020**

Date	Check	Payee	Check Amount
6/11/2020	69603	Leadership Snohomish County	3,000.00
6/11/2020	69604	Midwest Tape	19,468.72
6/11/2020	69605	Mukilteo Water & Waste District	2,419.40
6/11/2020	69606	Remit Overrun	0.00
6/11/2020	69607	Remit Overrun	0.00
6/11/2020	69608	Remit Overrun	0.00
6/11/2020	69609	Remit Overrun	0.00
6/11/2020	69610	Remit Overrun	0.00
6/11/2020	69611	Remit Overrun	0.00
6/11/2020	69612	Remit Overrun	0.00
6/11/2020	69613	Remit Overrun	0.00
6/11/2020	69614	Remit Overrun	0.00
6/11/2020	69615	Remit Overrun	0.00
6/11/2020	69616	Remit Overrun	0.00
6/11/2020	69617	Remit Overrun	0.00
6/11/2020	69618	Remit Overrun	0.00
6/11/2020	69619	Overdrive Inc	69,156.97
6/11/2020	69620	Philip Klein	3,000.00
6/11/2020	69621	PUD No 1 of Snohomish County	3,431.83
6/11/2020	69622	Puget Sound Energy	666.26
6/11/2020	69623	Science Tellers	1,132.50
6/11/2020	69624	Terminix	140.92
6/11/2020	69625	Town of Coupeville	103.25
6/11/2020	69626	Uline	116.45
6/11/2020	69627	Walter E Nelson Co of Western WA	8,673.13
6/11/2020	69628	Washington State Ferries	220.50
6/11/2020	69629	Waste Management	8.83
6/12/2020	69630	Postmaster - Marysville	13,351.00
6/12/2020	69631	Flashpoint Cinema LLC	300.00
6/18/2020	69632	Allied Universal	3,057.84
6/18/2020	69633	AT&T Mobility (6463)	2,821.13
6/18/2020	69634	City of Brier	138.78
6/18/2020	69635	City of Monroe	627.57
6/18/2020	69636	City of Sultan	147.23
6/18/2020	69637	Crystal Mt. Pure Drinking Water	9.27
6/18/2020	69638	E - Rate Expertise Inc	3,150.00
6/18/2020	69639	Iron Mountain	379.11
6/18/2020	69640	Language Exchange	134.40
6/18/2020	69641	Magna5 LLC	12.80
6/18/2020	69642	Oak Harbor Chamber of Commerce	225.00
6/18/2020	69643	OCLC Inc (34299)	5,144.28
6/18/2020	69644	Office Depot, INC	88.84
6/18/2020	69645	Remit Overrun	0.00
6/18/2020	69646	Remit Overrun	0.00
6/18/2020	69647	Remit Overrun	0.00

**Vouchers
June 2020**

Date	Check	Payee	Check Amount
6/18/2020	69648	Remit Overrun	0.00
6/18/2020	69649	Remit Overrun	0.00
6/18/2020	69650	Remit Overrun	0.00
6/18/2020	69651	Remit Overrun	0.00
6/18/2020	69652	Remit Overrun	0.00
6/18/2020	69653	Remit Overrun	0.00
6/18/2020	69654	Remit Overrun	0.00
6/18/2020	69655	Overdrive Inc	49,439.06
6/18/2020	69656	Paper Roll Products	397.67
6/18/2020	69657	PetroCard Systems Inc	150.30
6/18/2020	69658	Pitney Bowes	914.85
6/18/2020	69659	PUD No 1 of Snohomish County	37.40
6/18/2020	69660	Purple Communications, Inc	90.00
6/18/2020	69661	Republic Services 197	67.93
6/18/2020	69662	Ricoh USA Inc - 31001	28.84
6/18/2020	69663	Ricoh USA Inc - 650073	22,962.08
6/18/2020	69664	Salish Networks	1,210.90
6/18/2020	69665	SHI International	22,579.35
6/18/2020	69666	Silver Lake Water & Sewer	65.25
6/18/2020	69667	Smokey Point NW LLC	7,448.98
6/18/2020	69668	Sound Maintenance Services, Inc	44,757.47
6/18/2020	69669	Sunnyside Nursery, Inc.	982.95
6/18/2020	69670	Televend Services Inc	33.45
6/18/2020	69671	Timeless Design	3,354.01
6/18/2020	69672	Verizon Wireless (660108)	25,515.55
6/18/2020	69673	Walter E Nelson Co of Western WA	228.90
6/18/2020	69674	Watson Label Products	167.08
6/18/2020	69675	Wave Business	15,496.65
6/18/2020	69676	WCP Solutions	1,569.06
6/18/2020	69677	Whidbey Telecom	587.83
6/18/2020	69678	Alayna Katsel	60.00
6/18/2020	69679	Lauren Hebert	60.00
6/18/2020	69680	Lindsey Anderson	60.00
6/18/2020	69681	Chelsea Cooper	60.00
6/18/2020	69682	Alezandra Troiani	60.00
6/18/2020	69683	Mark Barnett	60.00
6/18/2020	69684	Karin Thomsen	60.00
6/18/2020	69685	Postmaster - Langley	226.00
6/19/2020	69686	Lithtex Northwest, Inc	20,942.81
6/25/2020	69687	Marie Byars	134.00
6/25/2020	69688	Barbara Adams	50.00
6/25/2020	69689	Allied Universal	16,690.64
6/25/2020	69690	Bank of America (2143)	3,164.97
6/25/2020	69691	Bank of America (2175)	3,215.60
6/25/2020	69692	Bank of America (2945)	2,734.78

**Vouchers
June 2020**

Date	Check	Payee	Check Amount
6/25/2020	69693	Bank of America (4867)	14,933.27
6/25/2020	69694	Bank of America (9830)	1,016.33
6/25/2020	69695	CDW Government Inc	2,515.52
6/25/2020	69696	Comcast	3,658.63
6/25/2020	69697	Crystal Springs	101.60
6/25/2020	69698	EBSCO	25,279.31
6/25/2020	69699	Ednetics, Inc.	4,755.67
6/25/2020	69700	Jaymarc Investments, Inc	1,127.22
6/25/2020	69701	Language Exchange	460.00
6/25/2020	69702	Midwest Tape	204.91
6/25/2020	69703	Office Depot, INC	121.28
6/25/2020	69704	Remit Overrun	0.00
6/25/2020	69705	Remit Overrun	0.00
6/25/2020	69706	Remit Overrun	0.00
6/25/2020	69707	Remit Overrun	0.00
6/25/2020	69708	Remit Overrun	0.00
6/25/2020	69709	Remit Overrun	0.00
6/25/2020	69710	Remit Overrun	0.00
6/25/2020	69711	Remit Overrun	0.00
6/25/2020	69712	Overdrive Inc	52,440.35
6/25/2020	69713	Pacific MRO	2,092.80
6/25/2020	69714	Paper Roll Products	654.21
6/25/2020	69715	PetroCard Systems Inc	632.91
6/25/2020	69716	Platt Electric Supply	106.35
6/25/2020	69717	Prime Self Storage	1,628.00
6/25/2020	69718	Printing Plus	1,495.91
6/25/2020	69719	Proquest LLC (6216)	13,784.72
6/25/2020	69720	PUD No 1 of Snohomish County	753.44
6/25/2020	69721	Puget Sound Energy	478.24
6/25/2020	69722	Ricoh USA Inc - 31001	418.79
6/25/2020	69723	Ricoh USA Inc - 650073	413.18
6/25/2020	69724	Silver Kite Community Arts	3,400.00
6/25/2020	69725	Sno-Isle Refund Account	19.90
6/25/2020	69726	Summit Law Group, PLLC	52.00
6/25/2020	69727	Terminix	497.85
6/25/2020	69728	Timeless Design	12,429.55
6/25/2020	69729	Visionary Office Furniture	526.47
6/25/2020	69730	Walter E Nelson Co of Western WA	592.83
6/30/2020	69731	Cascade Centers	470.00
6/30/2020	69732	Delta Dental of Washington	24,375.05
6/30/2020	69733	Dept of Labor & Industries	269.09
6/30/2020	69734	Kaiser Permanente	89,628.36
6/30/2020	69735	Lifewise Assurance Company	24,706.50
6/30/2020	69736	Lincoln National Life Ins Company	7,791.92
6/30/2020	69737	MCM	10,506.15

**Vouchers
June 2020**

Date	Check	Payee	Check Amount
6/30/2020	69738	Navia Benefit Solutions Client Pay	1,781.30
6/30/2020	69739	Philadelphia Insurance Companies	8,679.00
6/30/2020	69740	Premera Blue Cross	8,574.30
6/30/2020	69741	Sno-Isle Library Foundation	691.00
6/30/2020	69742	United States Treasury	747.00
6/30/2020	69743	Dae Won LLC	7,564.71
			<hr/>
			962,605.15
			<hr/>

Executive Director

Board Report

July 2020

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Congresswoman Suzan DelBene.
- Congressional aide Lindsey Webb – Moving Forward Act and Libraries.

Community Events and Board Meetings

- Economic Development Committee of Island County annual meeting.
- 2020 Emerging Leaders Awards Celebration.
- Leadership Snohomish County Board and Committee meetings.
- Weekly meeting with Puget Sound Library Directors.
- OCLC Public Library Directors Roundtable.
- Executive and System Services Board of Trustees Committee meetings.
- Step Up 2020: Moving Racial Equity Forward Conference.

Library Updates and Collaborations

- IMLS Funding for Sno-Isle Libraries.
- Annual *Employee Recognition* event.

Human Resources Updates

- Jack Schumacher, Director of Human Resources.
- Our **Race, Inclusion, Social Justice, and Equity (RISE) Campaign** to engage all staff and supports our organizational vision and values launched in July. The main focus for 2020 includes:
 - Develop and deliver **Foundational EDI and Anti-Racism training** for all staff.
 - Continue to invest in **engagement pathways** for staff to voice, identify, evaluate, and pursue sets of quick and easily actionable changes.
 - Continue to invest in **programs, services, and collections** that support EDI.
 - Use the [GARE Racial Equity Toolkit](#), when developing or reviewing services and policies.
- All supervisors and managers attended *Trauma-Informed Care and Restorative Practices Training* to support staff and customers.
- *LGBTQIA* affinity group launched in June. This is our third group along with *Staff of Color* and *EDI Allies*.

Other Updates

- COVID-19 update
- Contact-free and online services update

Administrative Services

Board Report

June 2020

Gary Sitzman
Administrative Services Director

Revenue Summary

- General property tax receipts for June at \$2,232,822 are 150.6% higher than budget for the period. Due to the COVID-19 pandemic and Snohomish County extending the first-half of 2020 tax due date to June 1, property taxes received in June were higher than originally budgeted. Year to date property tax receipts are at \$31,527,467 or about 1% below expectations at this point.
- Timber tax received through June is \$499,643 or 86.89% of the annual budget. This is \$52,743 less than at this time last year.
- Investment income is slightly less than budget in June at \$189,275. This condition will likely continue throughout the year as lower interest rates and difficult economic conditions will adversely impact investment pool performance.
- Total Revenue at 52.61% (\$32,435,530) of the annual budget is 1.2% (\$378,170) lower than budget year to date.

Expenditures Summary

- Salaries and Benefits at \$18,184,446 or 48.4% of the annual budget are 3.3% (\$613,374) below budget expectations. This reflects management's decision to hold-off filling vacant positions until future library service levels are better understood.
- Materials acquisition at 40.26% (\$2,818,637) of the annual budget is lower than expected; however, this is due to building closures and inability to physically receive materials. Spending on materials will increase in the months ahead as we have resumed the purchase and delivery of new materials.
- Professional & Contract Services is underspent by 35.6% (\$549,094), driven by building closures and pause on library programming.
- Maintenance & Repair of \$175,334 is 75.0% (\$524,926) lower than budget mainly due building closures.
- Total expenditures is at 43.9% (\$24,773,651) of the annual budget with 50% of the year completed.
- Viral Infection Protection costs of \$128,615 have been spent to date. Costs include PPE and preparing workspaces for staff when the libraries reopen and building and custodial supplies and services.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 6/1/2020 Through 6/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	2,232,822	891,030	31,527,467	31,852,380	59,860,000	52.66%
02.0	Timber Tax / Sales	66,985	67,800	499,643	354,600	575,000	86.89%
03.0	Print/Copy Services	0	5,420	5,780	32,520	65,000	8.89%
04.0	Services/City Contract Fees	0	290	0	1,740	3,450	0.00%
05.0	Lost Materials Paid	296	8,330	14,759	49,980	100,000	14.75%
06.0	Investment Interest	19,679	40,830	189,275	244,980	490,000	38.62%
07.0	Donations Private Sources	0	8,750	63,651	52,500	105,000	60.61%
08.0	Other Revenue	3,572	37,500	134,955	225,000	450,000	29.98%
	Total Revenues	2,323,355	1,059,950	32,435,530	32,813,700	61,648,450	52.61%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 6/1/2020 Through 6/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures							
10.0	Salaries & Benefits	3,014,666	3,132,970	18,184,446	18,797,820	37,595,500	48.36%
20.0	Materials	326,190	583,330	2,818,637	3,499,980	7,000,000	40.26%
26.0	Professional & Contract Services	141,023	257,380	995,186	1,544,280	3,087,700	32.23%
35.0	Equipment & Furnishings	26,255	95,090	525,646	570,540	1,141,400	46.05%
38.0	Maintenance & Repair	21,060	116,710	175,334	700,260	1,400,200	12.52%
41.0	Software License & Maint Fees	55,126	115,970	664,696	695,820	1,391,900	47.75%
42.0	Communications	61,663	50,050	193,470	300,300	600,300	32.22%
43.0	Office & Operating Supplies	70,349	61,560	174,946	369,360	737,100	23.73%
44.0	Utilities	21,249	43,230	197,677	259,380	518,700	38.11%
45.0	Rentals & Leases	47,692	33,350	219,772	200,100	400,100	54.92%
46.0	Insurance	8,679	14,460	10,891	86,760	173,500	6.27%
48.0	Employee Training / Travel	115	25,030	49,294	150,180	300,000	16.43%
49.0	Miscellaneous	10,014	56,820	173,795	340,920	681,700	25.49%
50.0	Strategic Initiatives / Innovation	350	14,580	350	87,480	175,000	0.20%
55.0	Development Initiatives	0	52,130	0	312,780	625,500	0.00%
62.0	Capital - Bldgs & Improvements	30,254	38,080	285,210	228,480	457,000	62.40%
64.0	Capital - Furnishings & Equipment	(4,981)	4,170	0	25,020	50,000	0.00%
64.4	Capital - Vehicles	126	8,000	104,301	48,000	96,000	108.64%
	Total Expenditures	3,829,832	4,702,910	24,773,651	28,217,460	56,431,600	43.90%

Human Resources

Board Report

July 2020

Jack Schumacher
Human Resources Director

Employee Recognition Event

The Employee Recognition Event has been rescheduled for July 21, to take place online after the original event was postponed due to the onset of the COVID-19 pandemic.

Equity, Diversity, and Inclusion (EDI)

Tricia Lee announced the official launch of the Sno-Isle Libraries Race, Inclusion, Social Justice, and Equity Campaign (RISE) and started the recruitment process for a RISE Steering Committee. The RISE campaign will include multiple focus points and activities to increase our knowledge, ignite action, and achieve change.

Another staff affinity group launched in June: the LGBTQIA+ Affinity Group. This group joins the EDI Allies and Staff of Color affinity groups already in place and has plans to meet once a month. The affinity groups are spaces where staff can share experiences, engage in dialog, seek support, and collectively deepen our understanding of EDI topics.

Recruitment and staffing

Sno-Isle Libraries continues to be in a relative hiring freeze. Going forward, the Leadership Team will review any changes in staffing and evaluate how to handle vacancies to best support current service models, including exploration of alternate ways to fill positions such as temporary and career development positions.

Jack Schumacher's official last day worked was July 15. The hiring process for a new Human Resources Director has been extended while the Leadership Team decides how best to structure the organization's leadership for the future. In the interim, Barbara Adams, Assistant Director of Human Resources and Tricia Lee, Assistant Director of Equity, Inclusion, and Development will co-lead the HR Department and report to Lois Langer Thompson.

Sno-Isle University

All supervisors attended Trauma Informed Care and Restorative Practices training during the week of June 29 – July 3 facilitated by our partners at Child Strive and Snohomish County Human Services. The focus was on understanding trauma during a pandemic and how to create a restorative workplace environment. Three staff members attended a three day Racial Equity in the Workplace Virtual Symposium hosted by Denver Public Library. Over 1,000+ individuals attended from around the U.S. There were three categories of sessions along with networking: Action Planning, Wellness and Mindfulness, and BIPOC (Black Indigenous People of Color).

Optional Microsoft Teams training has also been made available to staff who would like to learn more about how they can utilize the software, which Sno-Isle Libraries has recently adopted.

Wellness

The Nourish Game resumed, running July 6-19 in an abridged format after pausing one week into its original run back in March. With a handful of new participants joining those who registered for the original run, the total number of employees who signed up came to 129. The Get Moving Challenge is anticipated to take place in August, also in an abridged format.

New Hire Training

- Intellectual Freedom at Sno-Isle Libraries (7)
- Basic Polaris (2)

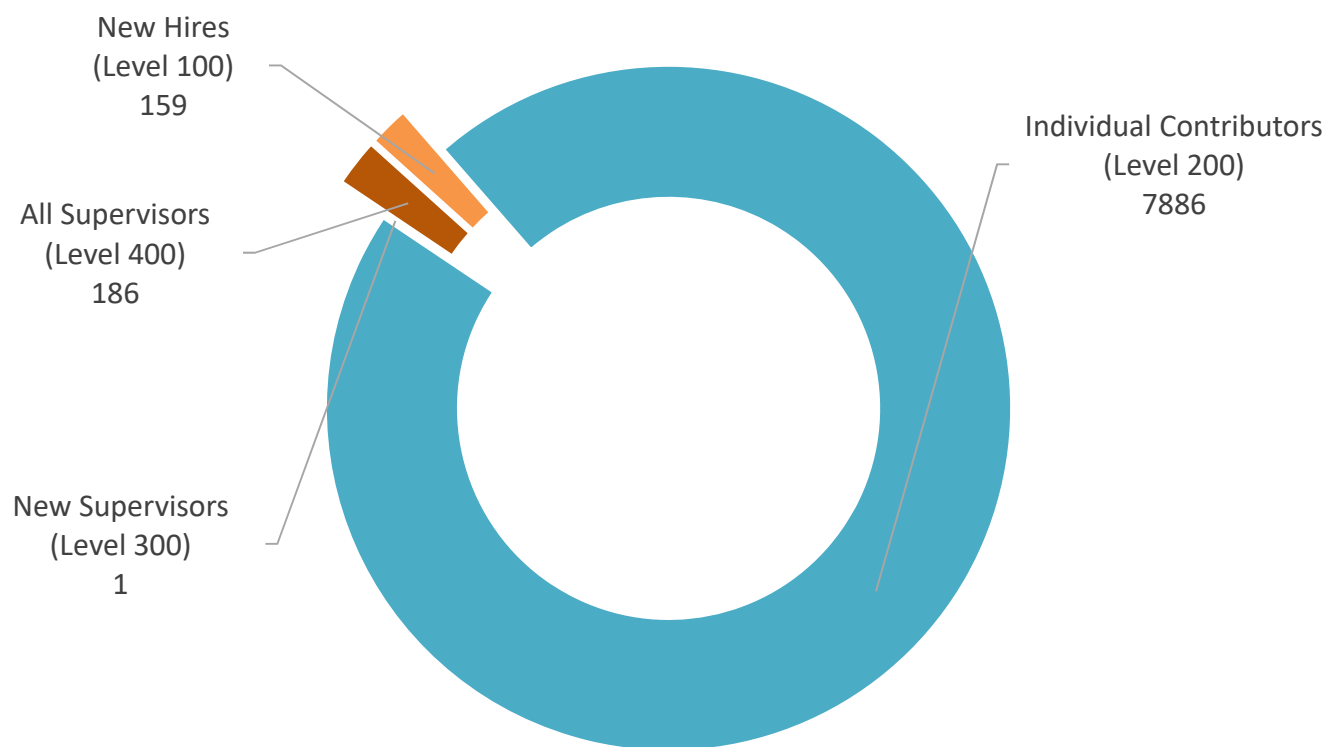
Supervisor Training

- 2020 Harassment Prevention: A Commonsense Approach – Manager (15)
- Trauma-Informed Care and Restorative Practices for Supervisors (4)
- Strategic Thinking (2)

Line Staff Training

- Trauma-Informed Re-Entry Training (466)
- Sanitizing Procedures Training (111)
- 2020 Information Security Awareness Training Series (66)
- 2020 Harassment Prevention: A Commonsense Approach – Employee (47)
- Microsoft Teams Training (21)
- Socialization Calls Training (80)
- Safe Place Training from Cocoon House (11)
- Quick Tips for De-Stressing (11)

Human Resources
July 2020

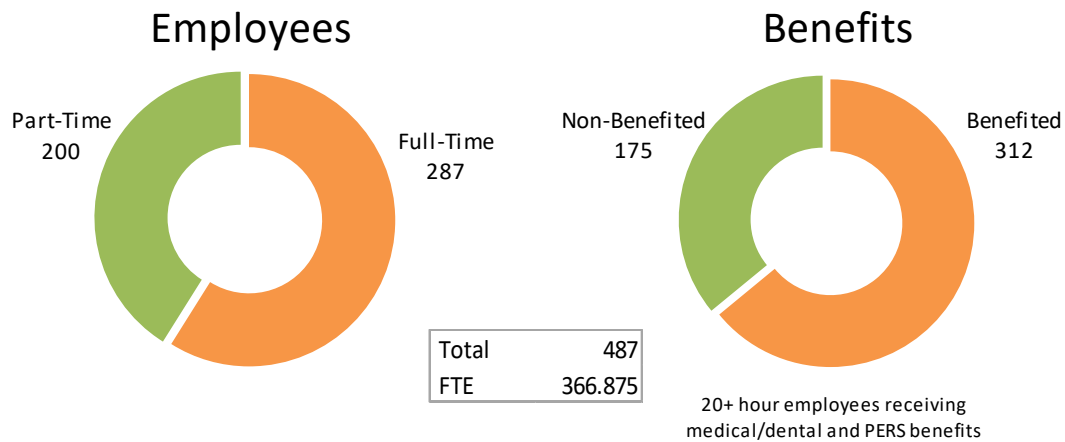


Level 100	New Hires
Level 200	Individual Contributors
Level 300	New Supervisors
Level 400	All Supervisors

Current Curriculum Development

- EDI Foundational Training
- Perfecting Your Interview Skills
- Gender Identity and Expression
- Fire Extinguisher Inspection

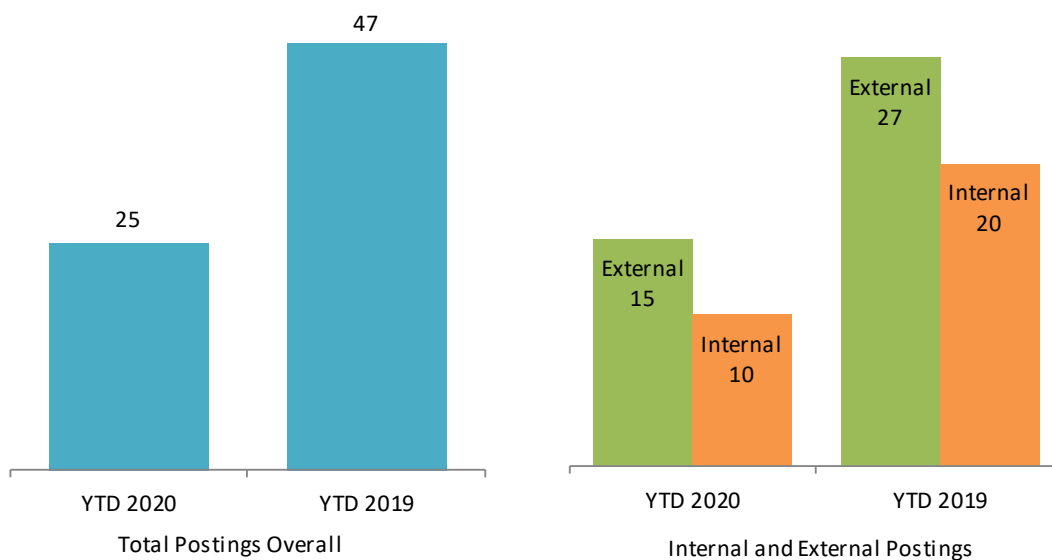
Employment Statistics, June 2020



Employment Activity 6/1/20 - 6/30/20



Job Postings



REAL ESTATE DONATIONS

Overview
July 2020

RCW [27.12.300](#)

Gifts—Title to property.

The title to money or property given to or for the use or benefit of a library shall vest in the board of trustees, to be held and used according to the terms of the gift.

Site Selection and Acquisition Policy

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

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

Donation Policy

This policy covers donations of personal property and financial gifts and does not include donations of real estate.

Donation Policy

Sno-Isle Libraries Board Policy

Purpose

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

Scope

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

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

Principles

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

Roles and Responsibilities

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

Implementation

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

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

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

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

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

Associated Policies

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

Process

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

Policy History

Date Approved: xx/2020

Next review date: xx/2024

Date Adopted: 2018 (*Formerly Library Materials – Gift Policy*)

Site Selection and Acquisition Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

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

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

Scope

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

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

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

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

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

Implementation

Definitions

Site selection

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

Real property

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

Site Selection

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

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

Real Property

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

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

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

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

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

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

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

Land Acquisition

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

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

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

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

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

Jointly Owned Properties

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

Policy History

Date approved: 2/2020

Next review date: 2/2024

Adopted: 2007

Equity Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to express the commitment of Sno-Isle Libraries (the Library) to equity, diversity, and inclusion through the adoption of Library policies and practices that provide opportunities for every person in our community and organization to thrive.

Scope

This policy applies to all Library staff and volunteers including members of Boards associated with the Library, and all customer-facing Library policies, practices, and activities.

Implementation

The Library:

- Adheres to the principles of equity, diversity and inclusion.
- Seeks to identify and recognize barriers to equity and applies expertise and best practices to dismantle barriers within the organization and in the services provided in order to create opportunities so everyone can reach their potential.
- Embraces racial equity and social justice as core principles to reimagine policies, practices, and power dynamics.
- Invests in providing the public and staff opportunities for growth through equitable access to employment, educational opportunities, skills training, library programs, materials and services.
- Actively examines organizational and personal biases and prejudices that perpetuate systems of oppression and seeks to eliminate discrimination within the Library and the communities the Library partners with and serves.
- Authentically welcomes, includes, and values all individuals and communities.
- Meaningfully engages, directly consults, and listens to diverse, under-represented, and marginalized communities in the development, delivery, and evaluation of library services.
- Commits to creating a safe workplace environment in which employees' voices are included, heard, valued, and treated with respect.
- Commits to providing a safe space for members of the public to utilize library services with respect and without fear of discrimination.

Process

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

Policy History

Date approved: TBD

Next review date: TBD

Date adopted: TBD

Library Administrative Policies Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy to set the role of the Board of Trustees in overseeing Library Administrative Policies for Sno-Isle Libraries (Library).

Scope

The scope of this policy includes all Sno-Isle Libraries Administrative Policies approved by the Sno-Isle Libraries' Leadership Team and implemented by designated staff.

Implementation

Library Administrative Policies will comply with all federal and state laws.

Library Administrative Policies will embody the values of Sno-Isle Libraries and support the attraction, retention, and development of staff.

Any proposed changes to Library Administrative Policies that significantly impact the annual budget will be reviewed with the Board of Trustees prior to adoption.

The Executive Director and members of the Leadership Team will provide an annual overview of Library Administrative Policies to the Board of Trustees. The overview will include a list of policies reviewed, any significant changes made to current policies, and any new policies that were adopted.

Process

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

Policy History

Date Approved: TBD

Next review date: TBD

Date Adopted: TBD

Collection Development and Management Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to provide guidance for Sno-Isle Libraries (the Library) staff in decision-making regarding the selection, acquisition, accessibility, and maintenance of the Library's collection, establish a process for addressing customer questions and concerns, and define the roles and responsibilities for addressing those concerns.

Scope

The scope of this policy is to provide information on the following:

- Roles and responsibilities for developing collections.
- The Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.
- Collection scope and guidelines for selection.
- Criteria for selection of library materials.
- Access and Resource Sharing.
- Collection Evaluation and Maintenance.
- Process for reconsideration of library materials.

Implementation

Roles and responsibilities

In accordance with Washington State RCW [27.12.210](#), the Board of Trustees of Sno-Isle Libraries (the Board) delegates the development of the library collection to the Executive Director. In turn, the Executive Director delegates to designated staff the authority to interpret and apply this policy in daily operation.

All staff work collaboratively with each other and customers to support collection development and management.

Staff in *Collection Services* provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in *Community Libraries* handle all requests equitably, share customer trends and community needs, support the management of the collection in the local library, and respond to initial customer questions about the Library's collection.

Customers also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

Intellectual Freedom

The Board of Trustees declares that it adheres to and supports:

- United States. [First Amendment of the Constitution of the United States.](#)
- American Library Association. [Freedom to Read Statement.](#)
- American Library Association. [Freedom to View Statement.](#)
- American Library Association. [Library Bill of Rights.](#)
- Washington Library Association. [Intellectual Freedom Statement.](#)

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse communities and allows for the expression of multiple viewpoints. Inclusion or exclusion of an item in the collection does not mean that the Library endorses or rejects any theory or statement contained in those materials and resources.

The Board recognizes that the library is a vital community resource for people regardless of gender, race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

The Board embraces the diverse ways in which people learn and acquire information and believes the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.

Parents and legal guardians have the responsibility for their minor's or ward's use of library materials.

Collection Scope

The Library's collection is designed to support the diverse cultural, informational, educational, and recreational interests of the residents we serve in Island and Snohomish counties.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty which are distributed among community libraries, the library on wheels service, and online through the Library website.

Knowledge of our communities is essential in making decisions about the Library's collection. Our collection reflects the mix of urban, suburban, and rural communities we serve in Snohomish and Island counties through community libraries, the Library on Wheels service, and online through our website.

Criteria for selection of library materials

Library staff exercise professional judgment and expertise in making collection development decisions, including decisions about selecting titles, and identifying quantities for purchase. Customer interest, both expressed and anticipated, strengths and weaknesses of the existing collection, physical space limitations, acquisition procedures, and available budgets are all factors taken into consideration.

Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Materials are also selected to ensure that the collection as a whole contains materials on many different topics and in many different genres so that there is a choice of materials or formats on the subject and that multiple views are expressed.

Library staff use their training, subject knowledge and selection criteria to identify collection goals and priorities. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

General criteria:

- Competence, reputation, and qualifications of author or publisher.
- Perceived value of the work as a whole.
- Portrayal or representation of movements, subjects, genres or trends of lasting customer interest and demand.
- Reviews from standard and emerging sources.
- Present and potential relevance to community.
- Physical design suitable for library use.
- Suitability of subject and style for intended audiences.
- Relation to the existing collection.
- Relation to other resources in the community.
- Price of material.
- Support of library programs and initiatives.

Content criteria:

- Accuracy, currency, usefulness, or comprehensiveness of information.
- Presentation of a diverse point of view.
- Enduring significance or interest.
- Technical quality.
- Unique contribution to a field of study.
- Relevance to local history.

Digital format considerations:

- Accessibility.
- Ease of use.
- Vendor data privacy practices that meet the Library's guidelines.
- Technical and support requirements.
- Availability to multiple, concurrent users.

Selection Sources

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input, and all customer requests and recommendations are subject to the selection criteria outlined above.

Access and Resource Sharing

Access to materials is facilitated by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Customers access the collection through the Library's catalog, the Library's website, other online services, and interactions with staff. Materials located at one community library may be requested for pick-up at a more convenient community library location.

Use limitations ensure fair and equitable access to materials. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Materials that are not in the Library's collection may be obtained on behalf of a customer from another library via established interlibrary loan networks. Conversely, Sno-Isle Libraries' materials may be loaned to other organizations that also participate in the networks.

Collection Evaluation and Maintenance

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be retained, redistributed, repurchased, re-catalogued, or withdrawn.

Along with the same criteria used to select new materials, general criteria for retaining, replacing or withdrawing may include:

- Timeliness, accuracy, or relevance of information.
- Customer demand.
- Format or physical condition.
- Completeness of sets.
- Number of copies in collection.
- Availability of similar materials.
- Long-term or historical significance.
- Availability of space.

At the Library's discretion, withdrawn materials may be donated to community partners, sold, or disposed of through other means determined by the Library.

Request for Reconsideration of Library Materials

The Library welcomes expressions of opinion from customers concerning materials selected for the collection. If a customer questions a collection selection decision, they should first address the concern with a Community Library Person-in-Charge. Customers who wish to continue their request for reconsideration may submit a written *Request for Reconsideration of Library Materials* to any Sno-Isle Libraries location using established Library procedures and guidelines available at any library service desk. Library administration responds in writing to an individual's written request.

Upon request, the Board will hear appeals of the Library's response. Appeals must be presented in writing to the Board. Decisions on appeals are based on careful review of the objection, the material, and Board policies including: this policy, the First Amendment of the Constitution of the United States, the Washington Library Association Intellectual Freedom Statement, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Board and will be communicated in writing to the appellant. During this process, the material in question will remain accessible to Library customers.

Process

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

Policy History

Date approved: TBD

Next review date: TBD/2024

Date adopted: April 1987

Collection Development and Management Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to provide guidance for Sno-Isle Libraries (the Library) staff in decision-making regarding the selection, acquisition, accessibility, and maintenance of the Library's collection, establish a process for addressing customer questions and concerns, and define the roles and responsibilities for addressing those concerns.

Scope

The scope of this policy is to provide information on the following:

- Roles and responsibilities for developing collections.
- The Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.
- Collection scope and guidelines for selection.
- Criteria for selection of library materials.
- Access and Resource Sharing.
- Collection Evaluation and Maintenance.
- Process for reconsideration of library materials.

Implementation

Roles and responsibilities

In accordance with Washington State RCW [27.12.210](#), the Board of Trustees of Sno-Isle Libraries (the Board) delegates the development of the library collection to the Executive Director. In turn, the Executive Director delegates to designated staff the authority to interpret and apply this policy in daily operation.

All staff work collaboratively with each other and customers to support collection development and management.

Staff in *Collection Services* provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Staff in *Community Libraries* handle all requests equitably, share customer trends and community needs, support the management of the collection in the local library, and respond to initial customer questions about the Library's collection.

Customers also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

Intellectual Freedom

The Board of Trustees declares that it adheres to and supports:

- United States. [First Amendment of the Constitution of the United States.](#)
- American Library Association. [Freedom to Read Statement.](#)
- American Library Association. [Freedom to View Statement.](#)
- American Library Association. [Library Bill of Rights.](#)
- Washington Library Association. [Intellectual Freedom Statement.](#)

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse communities and allows for the expression of multiple viewpoints. Inclusion or exclusion of an item in the collection does not mean that the Library endorses or rejects any theory or statement contained in those materials and resources.

The Board recognizes that the library is a vital community resource for people regardless of gender, race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

The Board embraces the diverse ways in which people learn and acquire information and believes the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.

Parents and legal guardians have the responsibility for their minor's or ward's use of library materials.

Collection Scope

The Library's collection is designed to support the diverse cultural, informational, educational, and recreational interests of the residents we serve in Island and Snohomish counties.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty which are distributed among community libraries, the library on wheels service, and online through the Library website.

Knowledge of our communities is essential in making decisions about the Library's collection. Our collection reflects the mix of urban, suburban, and rural communities we serve in Snohomish and Island counties through community libraries, the Library on Wheels service, and online through our website.

Criteria for selection of library materials

Library staff exercise professional judgment and expertise in making collection development decisions, including decisions about selecting titles, and identifying quantities for purchase. Customer interest, both expressed and anticipated, strengths and weaknesses of the existing collection, physical space limitations, acquisition procedures, and available budgets are all factors taken into consideration.

Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Materials are also selected to ensure that the collection as a whole contains materials on many different topics and in many different genres so that there is a choice of materials or formats on the subject and that multiple views are expressed.

Library staff use their training, subject knowledge and selection criteria to identify collection goals and priorities. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

General criteria:

- Competence, reputation, and qualifications of author or publisher.
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- Portrayal or representation of movements, subjects, genres or trends of lasting customer interest and demand.
- Reviews from standard and emerging sources.
- Present and potential relevance to community.
- Physical design suitable for library use.
- Suitability of subject and style for intended audiences.
- Relation to the existing collection.
- Relation to other resources in the community.
- Price of material.
- Support of library programs and initiatives.

Content criteria:

- Accuracy, currency, usefulness, or comprehensiveness of information.
- Presentation of a diverse point of view.
- Enduring significance or interest.
- Technical quality.
- Unique contribution to a field of study.
- Relevance to local history.

Digital format considerations:

- Accessibility.
- Ease of use.
- Vendor data privacy practices that meet the Library's guidelines.
- Technical and support requirements.
- Availability to multiple, concurrent users.

Selection Sources

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input, and all customer requests and recommendations are subject to the selection criteria outlined above.

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Access to materials is facilitated by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Customers access the collection through the Library's catalog, the Library's website, other online services, and interactions with staff. Materials located at one community library may be requested for pick-up at a more convenient community library location.

Use limitations ensure fair and equitable access to materials. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Materials that are not in the Library's collection may be obtained on behalf of a customer from another library via established interlibrary loan networks. Conversely, Sno-Isle Libraries' materials may be loaned to other organizations that also participate in the networks.

Collection Evaluation and Maintenance

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be retained, redistributed, repurchased, re-catalogued, or withdrawn.

Along with the same criteria used to select new materials, general criteria for retaining, replacing or withdrawing may include:

- Timeliness, accuracy, or relevance of information.
- Customer demand.
- Format or physical condition.
- Completeness of sets.
- Number of copies in collection.
- Availability of similar materials.
- Long-term or historical significance.
- Availability of space.

At the Library's discretion, withdrawn materials may be donated to community partners, sold, or disposed of through other means determined by the Library.

Request for Reconsideration of Library Materials

The Library welcomes expressions of opinion from customers concerning materials selected for the collection. If a customer questions a collection selection decision, they should first address the concern with a Community Library Person-in-Charge. Customers who wish to continue their request for reconsideration may submit a written *Request for Reconsideration of Library Materials* to any Sno-Isle Libraries location using established Library procedures and guidelines available at any library service desk. Library administration responds in writing to an individual's written request.

Upon request, the Board will hear appeals of the Library's response. Appeals must be presented in writing to the Board. Decisions on appeals are based on careful review of the objection, the material, and Board policies including: this policy, the First Amendment of the Constitution of the United States, the Washington Library Association Intellectual Freedom Statement, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Board and will be communicated in writing to the appellant. During this process, the material in question will remain accessible to Library customers.

Process

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

Policy History

Date approved: TBD

Next review date: TBD/2024

Date adopted: April 1987

Confidentiality of Library Records & Customer Files

Adopted by the Board of Trustees August 22, 1994

Revised November 25, 2002

Revised: September 27, 2004

Revised: October 24, 2016

A. POLICY STATEMENT:

Consistent with RCW 42.56.210 and 42.56.310, it is the policy of Sno-Isle Libraries (the Library) that any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from public inspection and copying. These records are considered confidential and protected by the right of privacy established by the Constitution of the United States and the Constitution and laws of the State of Washington.

B. PURPOSE:

The purpose of the Confidentiality Policy is to ensure confidentiality of customer information in the library. The Library safeguards access to customer library records and restricts access to information used in the normal course of business.

C. DEFINITION:

For the purpose of this policy, such confidential records include but are not limited to: registration records, circulation records, reference interviews, materials request lists, database search records, financial information and computer booking records.

D. ADMINISTRATION:

1. Information from the confidential records shall not be made available to any individual, organization, entity, or any agency of federal, state or local government except as pursuant to a valid court order or other applicable legal authority under applicable state or federal law.
2. The library will take action as necessary to determine that any court order or process issued by any court or pursuant to any purported legal authority requires that such records be made available.

3. Information from customer files may be used for research purposes, customer notifications and other efforts which enhance library services to meet community and customer needs.
4. Names and addresses, only, of adult customers eighteen (18) years of age and older, who have informed the Library of their desire to receive notifications by the Sno-Isle Libraries Foundation, may be extracted from the customer file for use by the Sno-Isle Libraries Foundation, and by no other organization, and for the sole purpose of notifying users of upcoming events in support of the Library and / or to invite customers to participate in or to support financially the Sno-Isle Libraries Foundation activities.
5. The Library Director is responsible for establishing administrative procedures necessary to carry out this policy.

Confidentiality of Library Records and Customer Files

Sno-Isle Libraries Board Policy

Purpose

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

Scope

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

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

Definition

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

Networked and Digitized Library Environment

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

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

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

Implementation

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

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

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

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

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

Associated Policies and Laws

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

Process

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

Policy History

Date approved: TBD

Next review Date: TBD/2024

Date adopted: August 1994

Library card eligibility policy

Sno-Isle Libraries Board Policy

Purpose

To ensure that Sno-Isle Libraries provides the highest level of access to library resources possible while responsibly managing public assets.

Scope

This policy defines requirements for a library card that enables customers to check out materials from Sno-Isle Libraries and access online resources provided by the library through special license or contract.

Implementation

1. Eligibility

1. Residents of and owners of property within Sno-Isle Libraries' district boundaries, and their dependents

Sno-Isle Libraries' boundaries include all unincorporated areas of Snohomish County and Island County, and all municipalities within Snohomish and Island Counties that have annexed to the Library District. Residents of Woodway are excluded as the city has not annexed to or contracted with Sno-Isle Libraries service.

2. Residents and property owners of jurisdictions within Washington State that provide equitable tax support for public library services.
3. Organizations located within Sno-Isle Libraries' boundaries.
4. Sno-Isle Libraries staff.

2. Benefits

Library cardholders may:

1. Borrow materials from any of the Sno-Isle Libraries.
2. Access premium online library resources, such as eBooks and research sources.

3. Access the internet and a variety of software on library computers. Minors' filtered internet access is at the discretion of a parent or legal guardian.

3. **Registration requirements**

1. Full access
 1. Picture identification and proof of address within the boundaries identified above are required for adults' and legally emancipated minors' library cards.
 2. Signature of a parent or legal guardian who meets eligibility requirements and assumes financial responsibility for items is required for minors' library cards.
2. Limited access

Minors may borrow one book or audiobook at a time without a parent or legal guardian's signature. Internet access is specifically excluded.

4. **Responsibilities**

1. Library cardholders are responsible for:
 1. Returning materials on time and in good condition.
 2. Paying for materials that are lost.
 3. Notifying Sno-Isle Libraries if unauthorized use of their library card is suspected, for example, if a library card is stolen.
2. Sno-Isle Libraries is responsible for:

Maintaining library customers' privacy, as outlined in Sno-Isle Libraries' policy [Confidentiality of library records and customer files](#).

5. **Suspension of account**

1. Borrowing privileges may be suspended if library cardholder:
 1. Has not paid for library materials that are lost.
 2. Steals or deliberately damages library property.
2. Privileges will be reinstated when materials have been returned or paid for.

Date and action taken

Adopted by the Board of Trustees: July 25, 2016

Library Card and Lending Policy

Sno-Isle Libraries Board Policy

Purpose

To ensure that Sno-Isle Libraries provides the highest level of access to library resources possible while responsibly managing public assets, to articulate the principles for lending library materials to customers, and define the roles and responsibilities for establishing library card eligibility and lending rules.

Scope

Principles

As part of the Sno-Isle Libraries vision, the Library makes its collection available to customers to borrow and use outside of the library. Providing online access and lending physical library material to customers is a core library service.

- We function in a resource sharing environment that depends on the stewardship and good will of all.
- We serve individuals and the community as a whole.
- We strive to make limited resources available to all.
- We support the use of library material.
- We seek to provide ease of access to desired library materials.

Eligibility and Lending

Library card eligibility

- Residents or property owners within Sno-Isle Libraries District boundaries including:
 - All unincorporated areas within Snohomish and Island Counties.
 - All municipalities and Rural Partial-County Library Districts that have annexed to the Sno-Isle Library District.
 - Tribal lands.
- Residents and property owners within Woodway are excluded as the town has not annexed to Sno-Isle Libraries District or any other Library District in Washington.
- Residents or property owners of jurisdictions within Washington State that provide equitable tax support for public library services.
- Organizations located within Sno-Isle Libraries District boundaries.
- Sno-Isle Libraries staff.

Lending

The Sno-Isle Libraries collection, with the exception of reference materials, is available for loan at no charge, to all registered library card holders regardless of race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

Lending rules and limits are established to ensure collection accessibility to the community as a whole while striving to support the broadest possible customer access. The Executive Director (or designee) will establish and publish specific lending rules that ensure fair and consistent application of this policy.

Associated Policies and Laws

- Washington State RCW [27.12.010](#). Definitions.
- Washington State RCW [27.12.270](#). Rules and Regulations – Free use of libraries.
- Washington State RCW [27.12.285](#). Library services for Indian tribes.
- Washington State RCW [27.12.360, 27.12.370, and 27.12.380](#). Annexation of city or town into library district.
- American Library Association. [Freedom to Read Statement](#).
- American Library Association. [Freedom to View Statement](#).
- American Library Association. [Library Bill of Rights](#).
- Sno-Isle Libraries Board policy. [Collection development](#)
- Sno-Isle Libraries Board policy. [Confidentiality of Library Records and Customer Files](#)

Process

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

Policy History

Date Approved: TBD/2020

Next Review Date: TBD/2024

Date Adopted: 2016 (Formerly *Library Card Eligibility Policy*)

Vulnerable Child Policy

Vulnerable Child Policy

1. PURPOSE

To address the safety and welfare of an unattended child who is deemed by the staff to be at risk in our libraries.

2. SCOPE

Children are welcome in our libraries.

We are concerned about their safety and welfare.

We recognize parents' or guardians' responsibility for the behavior and well-being of their children. We also respect the privacy of all library customers and intervene only when a child is deemed by the staff to be at risk.

The **Vulnerable Child** is an unattended child of any age who is deemed by the staff to be at risk.

If a **Vulnerable Child** comes to the attention of library staff, the parent or guardian will be notified. If the parent or guardian cannot be reached, the child will be referred to the local law enforcement agency.

3. IMPLEMENTATION

The District will make sure that standard library procedures and guidelines will be followed in assisting or referring unattended children to the local law enforcement agency. The local law enforcement agency will be contacted when the parent or guardian cannot be reached.

4. DATE AND ACTION TAKEN:

Adopted by the Board of Trustees November 28, 1988

Revised: November 25, 1996

Revised: January 21, 2003

Revised: June 28, 2010

Customer Use of Library Spaces Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

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

Scope

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

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

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

Implementation

Roles and Responsibilities

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

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

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

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

Library staff will work in partnership with facilities and security staff to keep library spaces safe and welcoming to all. Staff will work with individuals or groups to ensure compliance with the policy. Failure to comply may result in loss of library use privileges. Illegal conduct may be referred to the proper authorities for legal action in accordance with the Washington RCW

Associated Policies and Laws

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

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

Process

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

The Executive Director (or designee) will maintain an associated administrative policy that further defines customer conduct that is necessary to ensure the equitable and consistent application of this policy.

Policy History

Date approved: 4/2020

Next review date: 4/2024

Adopted 2020

DATE

Senator Marko Liias
PO Box 40421
Olympia, WA 98504-0421

Dear Senator Liias,

On behalf of the Board of Trustees, library staff, and customers at Sno-Isle Libraries, thank you for your legislative efforts on behalf of public libraries with your leadership and sponsorship of Senate Bill 6305.

As you have seen and championed through our partnership developing the Mariner Community Campus, public libraries are key community assets. We are committed to our vision that everyone in our community is connected to their library. Public libraries offer a host of services, programs and resources that help build an integrated, comprehensive network of community support and learning opportunities.

We appreciate the advocacy role you assumed to extend the bonding capacity of public libraries from 6 to 20 years – commensurate with other public agencies. Library Capital Facilities Areas have always been a complicated conversation for public libraries to have with communities given the previous requirement of two ballot measures. Having the ability to propose formation and taxation authority in a single ballot proposition rather than separately (with continued approval by a supermajority vote) will allow for a clearer conversation with the public around library facilities.

Your continued support leading the coalition for the Mariner Community Campus has never wavered, and the Mariner neighborhood continues to share their desire for a multiuse space where resources for education, healthcare, and community building are available. We continue to be grateful to work with you and our Mariner neighbors in moving this project forward. With the community needs assessment completed, we now begin phase 2 of our community engagement work, while also moving forward site selection thanks to your \$2.25 million appropriation in the state capital budget.

On behalf of Sno-Isle Libraries, we would like to thank you and recognize you as a public library champion.

Sincerely,

Martin Munguia
President, Board of Trustees

cc: Lois Langer Thompson
Susan Hempstead

DATE

Representative John Lovick
Deputy Speaker Pro Tempore
Legislative Building Room 430
PO Box 40600
Olympia, WA 98504-0600

Dear Representative Lovick,

On behalf of the Board of Trustees, library staff, and customers at Sno-Isle Libraries, thank you for your efforts on behalf of the Lake Stevens community securing \$150,000 in state funds this legislative session to begin preliminary design work, site preparation and community engagement for a new early learning focused public library in Lake Stevens.

The focus on early literacy furthers the role of library staff as partners for families, early educators, and childcare providers. Public libraries offer a host of resources that help build an integrated, comprehensive network of community support and early learning opportunities for families with young children.

A new early learning library in Lake Stevens will be a center for early childhood information, parent education, emergent literacy, socialization, and family support and transformation.

These offerings will draw more families to the library and support their learning on how to nurture early literacy and their child's development. We will focus on equity, accessibility, and trauma-informed care to strengthen all members of the community.

Your efforts for this project never wavered, and the children and community of Lake Stevens are the beneficiaries of your continued and tireless advocacy on their behalf. We appreciate the late night/early morning conversations you held with peers and colleagues sharing the importance of this space in our rapidly growing community. The projected population growth and significant percentage of children in Lake Stevens make this project an important space for learning and connection to prepare them for school.

On behalf of Sno-Isle Libraries, we would like to thank you and recognize as a public library champion.

Sincerely,

Martin Munguia
President, Board of Trustees

cc: Lois Langer Thompson
Susan Hempstead