

SNO-ISLE LIBRARIES

Board of Trustees

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

Zoom webinar link: <https://zoom.us/j/92233122077>

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

Webinar ID: 922 3312 2077

Meeting Agenda

1) Call to Order

2) *Approval of Agenda

3) *Consent Agenda Items

- a) Approval of February 24 regular meeting minutes;
- b) Approval of February 2020 and March 2020 Sno-Isle Payroll, Benefits, and Vouchers.

February 2020

Direct Deposits and Employee Deductions	\$2,242, 853.94
Vendor Checks 68724, 68868, 68938 and 68975 through 68984, plus Electronic Fund Transfers	\$789,589.81
Total Payroll and Benefits	\$3,032,443.75
Accounts Payable Checks 68711 through 68984 less checks listed above, plus Electronic Transfers	\$1,519,118.06
Total Payroll, Benefits and Accounts Payable	\$4,551,561.81

March 2020

Direct Deposits and Employee Deductions	\$2,199,565.24
Vendor Checks 69001, 69075, and 69212 through 69221, plus Electronic Fund Transfers	\$885,082.51
Total Payroll and Benefits	\$3,084,647.75
Accounts Payable Checks 68985 through 69221 less checks listed above, plus Electronic Transfers	\$1,079,305.30
Total Payroll, Benefits and Accounts Payable	\$4,163,953.05

4) Public Comment

5) Communications to the Board

6) Executive Director's Report

- a) Library updates
- b) Financial Update – Gary Sitzman

7) Unfinished Business

- a) None

8) New Business

- a) *Approval of purchase order EN-16388 – Gary Sitzman
- b) *Board of Trustees policies – Chair Kostick
 - i) Customer use of libraries policy

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



- ii) Friends of the Library policy
- iii) Meeting room policy
- c) Bylaws review – President Munguia

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

- a) President's Report
 - i) Updates
 - ii) Board PLA reports
- b) Foundation Board Representative – Trustee Olson

10) Announcements and Comments

11) Executive Session (as needed)

12) *Adjournment

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

SNO-ISLE LIBRARIES

Board of Trustees

Meeting Minutes

Monday, February 24, 2020

Sno-Isle Libraries Administrative Center

CALL TO ORDER

Vice President Susan Kostick called the meeting to order at 5:00 p.m.

ROLL CALL

Members Present: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith.

Members Present via Teleconference: Rico Tessandore.

Staff Present: Barbara Adams, Lia Escudero Belcher, David Durante, Joy Feldman, Lindsay Hanson, Ken Harvey, Susan Hempstead, Alisha Hendren, Jim Hills, Meredith Kraft, Tom Kreinbring, Tricia Lee, Rebecca Loney, Leslie Moore, Chy Ross, Jack Schumacher, Jennifer Sullivan, Gary Sitzman, and Shanda Zimmerman.

INTRODUCTION AND RECOGNITION OF GUESTS

There were no guests.

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.

CONSENT AGENDA ITEMS

Secretary Smith moved to approve the Consent Agenda as amended.

- a) Approval of the January 6, 2020 regular meeting and February 1, 2020 special meeting minutes.
- b) Approval of December 2019 and January 2020 Sno-Isle Payroll, Benefits, and Vouchers.

December 2019

Direct Deposits and Employee Deductions	\$2,203,563.53
Vendor Checks 68349, through 68359 plus Electronic Fund Transfers	\$703,881.42
Total Payroll and Benefits	\$2,907,444.95
Accounts Payable Checks 68075 through 68524 less checks listed above, plus Electronic Transfers	\$1,846,986.28
Total Payroll, Benefits and Accounts Payable	\$4,754,431.23

January 2020

Direct Deposits and Employee Deductions	\$2,276,816.66
Vendor Checks 68661 and 68701 through 68710 plus Electronic Fund Transfers	\$795,388.26
Total Payroll and Benefits	\$3,072,204.92
Accounts Payable Checks 68525 through 68710 less checks listed above, plus Electronic Transfers	\$804,928.84
Total Payroll, Benefits and Accounts Payable	\$3,877,133.76

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

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



PUBLIC COMMENT

There was no public comment.

COMMUNICATIONS TO THE BOARD

There were no communications to the Board.

SNO-ISLE LIBRARIES/COMMUNITY HIGHLIGHT

Youth Services

Lead Librarian - Early Literacy Joy Feldman, District Manager Leslie Moore, and Lead Librarian - Student Success Jennifer Sullivan presented on youth services programs available to Sno-Isle Libraries customers including:

- STARS for early childhood educators.
- The Third Grade Reading Challenge.
- STEM programming available throughout the library system.
- Student library accounts.

EXECUTIVE DIRECTOR'S REPORT

Meetings with elected officials and stakeholders

Director of Public Services David Durante reported on Executive Director Lois Langer Thompson's attendance at the following meetings with elected officials and stakeholders:

- Josh O'Connor and Jon Bauer, Daily Herald.
- Mary Dickinson, Lake Stevens City Council Member.
- Megan Dunn, Snohomish City Council Member.
- Seattle Seahawks Community Partnerships.
- Susan Benton, Urban Library Council Executive Director.
- Washington Legislative Day, Olympia.

Community events and board meetings

Director of Public Services Durante reported on Executive Director Thompson's attendance at the following community events and Board meetings:

- Clinton Friends of the Library.
- Lake Stevens Friends of the Library.
- Lake Stevens Library Board meeting.

Library updates and collaborations

Director of Public Services Durante reported on the following library updates and collaborations:

- Legislative Day update
 - WA Library Legislative Day was held on February 5 at the state capitol.
 - The day is an opportunity to share the importance and impact of libraries with local elected officials.
 - Nine staff members and three trustees represented Sno-Isle Libraries at 57 meetings with elected officials.

Trustee Ryan and Trustee Anamosa expressed gratitude to Strategic Relations Assistant Director Susan Hempstead for coordinating the day for both the staff and trustees who attended.

- Leadership Team updates
 - HR updates were provided regarding retirement announcements within the Leadership Team.
- Strategic goal support and leadership
 - Director of Public Services Durante will also oversee the Facilities Department.
 - District Manager Chy Ross has accepted the temporary position of Assistant Director of Capital Planning.
 - Assistant Director of Public Services Tricia Lee is now the Assistant Director of Equity, Diversity, and Inclusion.
 - District Manager Judy Sasges is now the Senior District Manager for Public Services.
 - Both Chy and Judy will join the Senior Team.
- 2020 Trustee plan and committee assignments
 - Director of Public Services Durante provided an update on Board work plan and committee assignments.
- Budget update

Administrative Services Director Gary Sitzman provided an update on the following 2020 operating budget topics:

 - Budget carry-over.
 - 2020 Budget Allocation.

Strategic Partnership Investment discussion

Administrative Services Director Sitzman and Assistant Director of Strategic Relations Hempstead presented on the proposed Strategic Partnership Investment policy presented to the Board for discussion. Staff will revise the policy based on input for presentation at the next board meeting.

UNFINISHED BUSINESS/COMMITTEE AND FOUNDATION REPRESENTATIVE REPORTS

Proposed 2020 Board meeting schedule

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees adopt the 2020 Board meeting schedule as presented. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

Board of Trustees policies – Sight Selection and Acquisition

Secretary Smith moved the Sno-Isle Libraries Board of Trustees approve the Site Selection and Acquisition Policy as presented. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Foundation Board

Trustee Olson provided an update on the Sno-Isle Libraries Foundation Board. The Foundation Board will adopt a monthly meeting schedule and will hold meetings at the Service Center as well as various community libraries.

NEW BUSINESS

Trustee Award

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees select Candidate A as the recipient of the 2019 Library Trustees' Award. Trustee Anamosa seconded the motion. The Board unanimously approved the motion.

Meeting Minutes
February 24, 2020

ANNOUNCEMENTS AND COMMENTS

Trustee Ryan announced his reappointment confirmation by Island County Council.

EXECUTIVE SESSION AND ADJORNMENT

There was no executive session.

ADJORNMENT

The meeting adjourned at 6:24 p.m.

NEXT MEETING

The next regular Board meeting will be held on Monday, March 23, 2020 at 5:00 p.m. at the Marysville Library, 6120 Grove St, Marysville, WA 98270.

President

Secretary

Sno-Isle Libraries
February 2020 Payroll and February 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,242,853.94
Vendor Checks 68724, 68868, 68938 and 68975 through 68984, Plus Electronic Fund Transfers	<u>\$ 789,589.81</u>
Total Payroll and Benefits	\$ 3,032,443.75

Accounts Payable Checks 68711 through 68984, less checks listed above, plus Electronic Transfers	<u>\$ 1,519,118.06</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,551,561.81</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, March 23, 2020.



Administrative Services Director

3/9/20

Date

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

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

February 2020 Payroll

Employee Pay - Direct Deposit	\$	1,600,329.95	
Plus: Employee Deductions	\$	642,523.99	
Sub-Total Gross Payroll			\$ 2,242,853.94

Vendor Checks 68724, 68868, 68938 and 68975 through 68984	\$	196,198.54 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	195,120.85	
Electronic Funds Transfer - Empower - 457 Plan	\$	21,538.10	
Electronic Funds Transfer - ICMA - 457 Plan	\$	47,802.80	
Electronic Funds Transfer - PERS - Retirement Plan	\$	402,927.13	
Electronic Funds Transfer - Navia - FSA	\$	11,283.24	
Electronic Funds Transfer - Navia - HRA/MRA	\$	14,931.32	
Electronic Funds Transfer - Premera - Medical	\$	175,242.46	
Less: Employee Benefit Deductions	\$	(275,454.63)	
Sub-Total Benefits - Employer Expense			\$ 789,589.81
Total Payroll and Benefits			\$ 3,032,443.75

February 2020 Accounts Payable

Checks 68711 through 68984 less checks listed above	\$	1,517,507.42 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,610.64	
Sub-Total Accounts Payable			\$ 1,519,118.06
Total Payroll, Benefits and Accounts Payable			\$ 4,551,561.81

Adjustments

Paycom Direct Service Fee	\$	16,782.10	
Refunds and Credits	\$	1,100.16	
Bank Service Charge	\$	236.29	
Travel & Business Expense Reimbursement paid in Payroll	\$	6,083.31	
Total Adjustments			\$ 24,201.86

February 2020 Total Expenditures			\$ 4,575,763.67 ***
---	--	--	----------------------------

* Benefit invoices paid through Accounts Payable Checks	\$	196,198.54	
** Regular invoices paid through Accounts Payable Checks	\$	1,517,507.42	
Total Accounts Payable Check Payments	<u>\$</u>	<u>1,713,705.96</u>	

*** Equals Expenditure Summary Total

Vouchers February 2020

Date	Check	Payee	Check Amount
2/5/2020	64285	Friends of Lynnwood Library VOID reissue on ck 68774	(7.00)
2/5/2020	66743	George Fox University VOID reissue on ck 68727	(50.00)
2/6/2020	68711	Avidex Industries LLC	14,824.38
2/6/2020	68712	Remit Overrun	0.00
2/6/2020	68713	Baker & Taylor Books (277930)	34,242.48
2/6/2020	68714	Bank of America (2175)	8,542.22
2/6/2020	68715	Cascade Natural Gas	23.01
2/6/2020	68716	City of Granite Falls	118.13
2/6/2020	68717	City of Snohomish	3,204.15
2/6/2020	68718	Communico LLC	22,500.00
2/6/2020	68719	Crystal Springs	60.92
2/6/2020	68720	Daily Journal of Commerce	45.60
2/6/2020	68721	Dick's Towing Inc	247.05
2/6/2020	68722	EBSCO	1,348.07
2/6/2020	68723	Everett Safe & Lock	21.41
2/6/2020	68724	Express Employment Professionals	201.36
2/6/2020	68725	Frontier (20550)	9,387.74
2/6/2020	68726	Gale/Cengage Learning	787.04
2/6/2020	68727	George Fox University	50.00
2/6/2020	68728	Guardian Security	3,380.48
2/6/2020	68729	Ingram Library Services	1,608.66
2/6/2020	68730	Kanopy Inc	4,236.00
2/6/2020	68731	Kodo Kids	927.25
2/6/2020	68732	Laura Chandler	540.00
2/6/2020	68733	Leadership Snohomish County	5,000.00
2/6/2020	68734	Midwest Tape	30,138.21
2/6/2020	68735	Milliken and Company	682.01
2/6/2020	68736	Mountlake Terrace Business Assoc	150.00
2/6/2020	68737	Multi-Cultural Books & Videos	1,115.24
2/6/2020	68738	Office Depot Inc	367.36
2/6/2020	68739	Remit Overrun	0.00
2/6/2020	68740	Remit Overrun	0.00
2/6/2020	68741	Remit Overrun	0.00
2/6/2020	68742	Remit Overrun	0.00
2/6/2020	68743	Remit Overrun	0.00
2/6/2020	68744	Remit Overrun	0.00
2/6/2020	68745	Remit Overrun	0.00
2/6/2020	68746	Overdrive Inc	39,020.27
2/6/2020	68747	Penworthy	2,693.33
2/6/2020	68748	People's Institute Northwest	350.00
2/6/2020	68749	Philip Klein	5,500.00
2/6/2020	68750	PODS Enterprises LLC	108.98
2/6/2020	68751	Postmaster - Clinton	254.00
2/6/2020	68752	Proquest LLC (6216)	11,789.44
2/6/2020	68753	PUD No 1 of Snohomish County	15,595.81

**Vouchers
February 2020**

Date	Check	Payee	Check Amount
2/6/2020	68754	Puget Sound Energy	1,360.64
2/6/2020	68755	Rentacrate Enterprises LLC	2,637.80
2/6/2020	68756	Ricoh USA Inc - 31001	448.76
2/6/2020	68757	Ricoh USA Inc - 650073	7,544.90
2/6/2020	68758	Salish Networks	1,229.35
2/6/2020	68759	Sharps Compliance Inc	303.55
2/6/2020	68760	Shred-it	76.37
2/6/2020	68761	Sno-Isle Refund Account	350.65
2/6/2020	68762	Sound Maintenance Services Inc	42,833.05
2/6/2020	68763	Sound Publishing	142.68
2/6/2020	68764	Terminix	140.03
2/6/2020	68765	Timeless Design	4,006.60
2/6/2020	68766	Walter E Nelson Co of Western WA	2,203.01
2/6/2020	68767	Washington Alarm	116.37
2/6/2020	68768	Waste Management	3,069.60
2/6/2020	68769	Wave Business	8,805.76
2/6/2020	68770	Weston Woods Studios Inc	362.11
2/6/2020	68771	When to Work Inc	1,485.00
2/6/2020	68772	Whidbey Telecom	588.17
2/6/2020	68773	Wilcox & Flegel	171.38
2/6/2020	68774	Friends of the Lynnwood Library	7.00
2/7/2020	68775	Wave Business	12,116.00
2/12/2020	68776	Lois Langer Thompson	521.45
2/12/2020	68777	Allied Universal	13,027.14
2/12/2020	68778	Avidex Industries LLC	1,564.41
2/12/2020	68779	Remit Overrun	0.00
2/12/2020	68780	Baker & Taylor Books (277930)	39,244.54
2/12/2020	68781	Baus Systems LLC	725.94
2/12/2020	68782	Cedar Grove Organics Recycling LLC	1,106.10
2/12/2020	68783	City of Brier	138.78
2/12/2020	68784	City of Edmonds	22,354.06
2/12/2020	68785	City of Monroe	733.16
2/12/2020	68786	City of Mountlake Terrace	9,324.07
2/12/2020	68787	City of Sultan	6,419.49
2/12/2020	68788	Crystal Mt. Pure Drinking Water	37.61
2/12/2020	68789	Gale/Cengage Learning	1,022.12
2/12/2020	68790	Ingram Library Services	3,237.51
2/12/2020	68791	Iron Mountain	376.18
2/12/2020	68792	Island Disposal Inc	145.39
2/12/2020	68793	Jensen Group LLC	4,021.92
2/12/2020	68794	Language Exchange	182.60
2/12/2020	68795	Magna5 LLC	58.12
2/12/2020	68796	Remit Overrun	0.00
2/12/2020	68797	Midwest Tape	22,803.54
2/12/2020	68798	Mill Creek Chamber of Commerce	250.00

**Vouchers
February 2020**

Date	Check	Payee	Check Amount
2/12/2020	68799	Mukilteo Water & Waste District	2,447.84
2/12/2020	68800	Lan H Nguyen	40.00
2/12/2020	68801	Remit Overrun	0.00
2/12/2020	68802	Office Depot Inc	3,105.59
2/12/2020	68803	Remit Overrun	0.00
2/12/2020	68804	Remit Overrun	0.00
2/12/2020	68805	Remit Overrun	0.00
2/12/2020	68806	Remit Overrun	0.00
2/12/2020	68807	Remit Overrun	0.00
2/12/2020	68808	Remit Overrun	0.00
2/12/2020	68809	Remit Overrun	0.00
2/12/2020	68810	Remit Overrun	0.00
2/12/2020	68811	Overdrive Inc	33,609.90
2/12/2020	68812	Pacific Copy & Printing	134.12
2/12/2020	68813	Paper Roll Products	705.21
2/12/2020	68814	PetroCard Systems Inc	1,238.63
2/12/2020	68815	Platt Electric Supply	1,186.02
2/12/2020	68816	Prime Self Storage	1,628.00
2/12/2020	68817	Puget Sound Energy	2,455.18
2/12/2020	68818	PUD No 1 of Snohomish County	1,358.85
2/12/2020	68819	Puget Sound Mobile Detail	397.85
2/12/2020	68820	Recorded Books Inc	525.16
2/12/2020	68821	Republic Services 197	693.76
2/12/2020	68822	Ricoh USA Inc - 31001	11,806.23
2/12/2020	68823	Ricoh USA Inc - 650073	13,365.32
2/12/2020	68824	Samange USA Inc	1,750.00
2/12/2020	68825	SCCFOA	60.00
2/12/2020	68826	Void	0.00
2/12/2020	68827	Silver Lake Water & Sewer	135.55
2/12/2020	68828	Snohomish Co Finance	20.00
2/12/2020	68829	Sno-Isle Refund Account	122.36
2/12/2020	68830	Televend Services Inc	79.15
2/12/2020	68831	Terminix	457.02
2/12/2020	68832	Remit Overrun	0.00
2/12/2020	68833	Timeless Design	17,153.33
2/12/2020	68834	Town of Coupeville	188.64
2/12/2020	68835	Transource Services Corp	106,155.10
2/12/2020	68836	United States Liability Insurance Company	930.00
2/12/2020	68837	U S Yellow Pages	229.00
2/12/2020	68838	Walter E Nelson Co of Western WA	2,021.84
2/12/2020	68839	Void	0.00
2/12/2020	68840	Washington State Ferries	463.20
2/12/2020	68841	Your Membership	698.00
2/20/2020	68842	Krista Klein	300.00
2/20/2020	68843	Hannah Krumheuer	63.59

**Vouchers
February 2020**

Date	Check	Payee	Check Amount
2/20/2020	68844	Jessica Russell	714.81
2/20/2020	68845	Avidex Industries LLC	7,634.10
2/20/2020	68846	Baker & Taylor Books (277930)	24,624.85
2/20/2020	68847	Bank of America (2143)	4,189.46
2/20/2020	68848	Bank of America (3108)	3,729.50
2/20/2020	68849	Bank of America (4473)	1,167.05
2/20/2020	68850	Bank of America (9830)	2,038.34
2/20/2020	68851	Bickford	514.56
2/20/2020	68852	Block and Company	407.94
2/20/2020	68853	Brodart (Supplies)	63.85
2/20/2020	68854	Bud Barton's Glass Co	10,508.10
2/20/2020	68855	Bud Clary Auto Group	33,935.70
2/20/2020	68856	CDW Government Inc	10,498.29
2/20/2020	68857	Cedar Grove Organics Recycling LLC	78.62
2/20/2020	68858	Celtic Risers Inc	195.66
2/20/2020	68859	Center Point Large Print	702.90
2/20/2020	68860	Champion Electric	2,497.69
2/20/2020	68861	Connection Works LLC	16,679.38
2/20/2020	68862	Cortes, Marco	300.00
2/20/2020	68863	Dae Won LLC	7,413.23
2/20/2020	68864	Delta Connects	4,033.33
2/20/2020	68865	DEX MEDIA	231.77
2/20/2020	68866	E - Rate Expertise Inc	337.50
2/20/2020	68867	EBSCO	146,890.00
2/20/2020	68868	Express Employment Professionals	773.98
2/20/2020	68869	Gale/Cengage Learning	2,857.23
2/20/2020	68870	Greater Freeland Chamber	99.00
2/20/2020	68871	HF Group	101.86
2/20/2020	68872	Ingram Library Services	1,543.13
2/20/2020	68873	Isis Salgado	60.00
2/20/2020	68874	ITC Systems	261.60
2/20/2020	68875	Keeney's Office Supply Inc	5,948.11
2/20/2020	68876	KnowBe4 Inc	7,265.35
2/20/2020	68877	Lamar Transit LLC	1,500.00
2/20/2020	68878	Language Exchange	40.00
2/20/2020	68879	Linda Crisalli	975.00
2/20/2020	68880	Lupita Zamora Consulting LLC	90.00
2/20/2020	68881	Mach Publishing Company Inc	293.25
2/20/2020	68882	Midwest Tape	5,346.20
2/20/2020	68883	Milliman Inc	431.20
2/20/2020	68884	Mukilteo Chamber	225.00
2/20/2020	68885	North County Outlook	330.00
2/20/2020	68886	Office Depot Inc	2,106.60
2/20/2020	68887	Open Plan LLC	7,159.86
2/20/2020	68888	Remit Overrun	0.00

**Vouchers
February 2020**

Date	Check	Payee	Check Amount
2/20/2020	68889	Remit Overrun	0.00
2/20/2020	68890	Remit Overrun	0.00
2/20/2020	68891	Remit Overrun	0.00
2/20/2020	68892	Remit Overrun	0.00
2/20/2020	68893	Remit Overrun	0.00
2/20/2020	68894	Overdrive Inc	26,521.12
2/20/2020	68895	Pacific Copy & Printing	205.37
2/20/2020	68896	PageFreezer Software Inc	11,352.00
2/20/2020	68897	Paper Roll Products	583.71
2/20/2020	68898	Petty Cash	774.20
2/20/2020	68899	Pomegranate Center	50,000.00
2/20/2020	68900	PUD No 1 of Snohomish County	1,160.25
2/20/2020	68901	Puget Sound Energy	2,091.68
2/20/2020	68902	Purple Communications Inc	267.00
2/20/2020	68903	Recorded Books Inc	185.12
2/20/2020	68904	Rhoades, Lance	200.00
2/20/2020	68905	Ricoh USA Inc - 31001	710.48
2/20/2020	68906	Seconde Nimenya	550.00
2/20/2020	68907	SkillSurvey Inc	5,000.00
2/20/2020	68908	Smokey Point NW LLC	7,448.98
2/20/2020	68909	Sound Maintenance Services Inc	935.33
2/20/2020	68910	Sound Publishing	581.40
2/20/2020	68911	Trebron Company Inc	4,572.55
2/20/2020	68912	Uline	349.91
2/20/2020	68913	Verizon Wireless (660108)	1,346.83
2/20/2020	68914	Walter E Nelson Co of Western WA	1,622.16
2/20/2020	68915	Wave Business	172.75
2/20/2020	68916	Zen Kids Yoga	200.00
2/27/2020	68917	Mamie Alsdurf	325.00
2/27/2020	68918	Jessica Russell	1,587.13
2/27/2020	68919	Robert Kerr	337.50
2/27/2020	68920	Air Care System	2,790.40
2/27/2020	68921	Allied Universal	16,306.40
2/27/2020	68922	Remit Overrun	0.00
2/27/2020	68923	Baker & Taylor Books (277930)	30,419.16
2/27/2020	68924	Bank of America (4867)	4,173.89
2/27/2020	68925	Bank of America (8735)	4,493.71
2/27/2020	68926	Bickford	390.01
2/27/2020	68927	Brainfuse Inc	106,050.00
2/27/2020	68928	Bridgewater State University Clement C. Maxwell Library	55.00
2/27/2020	68929	Cascade Natural Gas	18.00
2/27/2020	68930	CDW Government Inc	2,382.24
2/27/2020	68931	City of Marysville	1,515.50

**Vouchers
February 2020**

Date	Check	Payee	Check Amount
2/27/2020	68932	Comcast	390.05
2/27/2020	68933	Crystal Mt. Pure Drinking Water	23.44
2/27/2020	68934	DAHL Electric Inc	4,269.36
2/27/2020	68935	EBSCO	3,588.54
2/27/2020	68936	Ednetics Inc	136,628.46
2/27/2020	68937	Ekahau Inc	8,709.92
2/27/2020	68938	Express Employment Professionals	981.63
2/27/2020	68939	Frontier (20550)	390.00
2/27/2020	68940	Gale/Cengage Learning	366.18
2/27/2020	68941	Glassdoor Inc	1,375.00
2/27/2020	68942	Great Falls Public Library	5.00
2/27/2020	68943	Hillis Clark Martin & Peterson	224.00
2/27/2020	68944	Ingram Library Services	3,197.89
2/27/2020	68945	Island County Treasurer	201.21
2/27/2020	68946	JanWay Company	232.78
2/27/2020	68947	Marysville Fire District	5,081.27
2/27/2020	68948	Remit Overrun	0.00
2/27/2020	68949	Midwest Tape	28,481.87
2/27/2020	68950	Remit Overrun	0.00
2/27/2020	68951	Office Depot Inc	3,438.26
2/27/2020	68952	Remit Overrun	0.00
2/27/2020	68953	Remit Overrun	0.00
2/27/2020	68954	Remit Overrun	0.00
2/27/2020	68955	Remit Overrun	0.00
2/27/2020	68956	Remit Overrun	0.00
2/27/2020	68957	Overdrive Inc	28,105.38
2/27/2020	68958	Paper Roll Products	1,201.30
2/27/2020	68959	PetroCard Systems Inc	1,769.55
2/27/2020	68960	Public Libraries of Washington	120.00
2/27/2020	68961	PUD No 1 of Snohomish County	13,290.51
2/27/2020	68962	Puget Sound Energy	682.45
2/27/2020	68963	Salas O'Brien	8,960.00
2/27/2020	68964	Sharps Compliance Inc	239.17
2/27/2020	68965	Shred-it	514.62
2/27/2020	68966	Sno-Isle Library Foundation	50.00
2/27/2020	68967	Sno-Isle Refund Account	171.37
2/27/2020	68968	Snohomish Co Treasurer	1,293.08
2/27/2020	68969	Sound Maintenance Services Inc	10,395.82
2/27/2020	68970	Terminix	784.52
2/27/2020	68971	Timeless Design	3,927.24
2/27/2020	68972	Tsai Fong Books Inc	541.18
2/27/2020	68973	Walter E Nelson Co of Western WA	2,021.75
2/27/2020	68974	WCP Solutions	1,521.86
2/28/2020	68975	Cascade Centers	470.00

**Vouchers
February 2020**

Date	Check	Payee	Check Amount
2/28/2020	68976	Delta Dental of Washington	24,309.43
2/28/2020	68977	Kaiser Permanente	91,318.32
2/28/2020	68978	Lifewise Assurance Company	49,177.70
2/28/2020	68979	Lincoln National Life Ins Company	7,912.10
2/28/2020	68980	MCM	9,478.19
2/28/2020	68981	Navia Benefit Solutions Client Pay	1,711.20
2/28/2020	68982	Premera Blue Cross	8,696.79
2/28/2020	68983	Sno-Isle Library Foundation	711.00
2/28/2020	68984	Washington State Support Registry	456.84
			<hr/>
			1,713,705.96
			<hr/>

Sno-Isle Libraries
March 2020 Payroll and March 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,199,565.24
Vendor Checks 69001, 69075 and 69212 through 69221 , Plus Electronic Fund Transfers	<u>\$ 885,082.51</u>
Total Payroll and Benefits	\$ 3,084,647.75

Accounts Payable Checks 68985 through 69221 less checks listed above, plus Electronic Transfers	<u>\$ 1,079,305.30</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,163,953.05</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 April 27, 2020



Administrative Services Director

4/13/20

Date

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

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

March 2020 Payroll

Employee Pay - Direct Deposit	\$	1,563,886.82	
Employee Manual Check #734	\$	3,441.25	
Plus: Employee Deductions	\$	632,237.17	
Sub-Total Gross Payroll			\$ 2,199,565.24

Vendor Checks 69001, 69075 and 69212 through 69221	\$	161,401.65 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	184,485.36	
Electronic Funds Transfer - Empower - 457 Plan	\$	20,916.94	
Electronic Funds Transfer - ICMA - 457 Plan	\$	48,153.35	
Electronic Funds Transfer - PERS - Retirement Plan	\$	398,342.94	
Electronic Funds Transfer - Navia - FSA	\$	11,512.41	
Electronic Funds Transfer - Navia - HRA/MRA	\$	14,548.57	
Electronic Funds Transfer - Premera - Medical	\$	320,118.67	
Less: Employee Benefit Deductions	\$	(274,397.38)	
Sub-Total Benefits - Employer Expense			\$ 885,082.51
Total Payroll and Benefits			\$ 3,084,647.75

March 2020 Accounts Payable

Checks 68985 through 69221 less checks listed above	\$	1,076,144.14 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	3,161.16	
Sub-Total Accounts Payable			\$ 1,079,305.30
Total Payroll, Benefits and Accounts Payable			\$ 4,163,953.05

Adjustments

Paycom Direct Service Fee	\$	17,272.57	
Refunds and Credits	\$	748.99	
Refund Interest	\$	2.04	
Bank Service Charge	\$	222.56	
Travel & Business Expense Reimbursement paid in Payroll	\$	5,626.13	
Total Adjustments			\$ 23,872.29

March 2020 Total Expenditures **\$ 4,187,825.34 *****

* Benefit invoices paid through Accounts Payable Checks \$ 161,401.65

** Regular invoices paid through Accounts Payable Checks \$ 1,076,144.14

Total Accounts Payable Check Payments **\$ 1,237,545.79**

*** Equals Expenditure Summary Total

**Vouchers
March 2020**

Date	Check	Payee	Check Amount
3/11/2020	68906	Seconde Nimenya - Void - Program Cancelled	(550.00)
3/5/2020	68966	Sno-Isle Library Foundation - Void - Reissued on check 69032	(50.00)
3/5/2020	68985	Emily Felt	514.15
3/5/2020	68986	Jacqueline Personeus	100.00
3/5/2020	68987	Roxanna Garrison	126.73
3/5/2020	68988	Danielle Armstrong	147.62
3/5/2020	68989	Jennifer Sullivan	565.26
3/5/2020	68990	Advance Testing & Service Inc	1,604.12
3/5/2020	68991	Amazon (530958)	2,872.06
3/5/2020	68992	Janelle Tarasewicz	1,250.00
3/5/2020	68993	Remit Overrun	0.00
3/5/2020	68994	Baker & Taylor Books (277930)	36,738.53
3/5/2020	68995	Blackbourn Media Packaging	953.92
3/5/2020	68996	Remit Overrun	0.00
3/5/2020	68997	Camano Commons	1,000.00
3/5/2020	68998	Casey, Maria	350.00
3/5/2020	68999	Connection Works, LLC	27,797.35
3/5/2020	69000	Crystal Springs	101.60
3/5/2020	69001	Express Employment Professionals	1,711.56
3/5/2020	69002	Frontier (20550)	9,341.94
3/5/2020	69003	Gale/Cengage Learning	1,189.17
3/5/2020	69004	Goldfinch Brothers	1,104.08
3/5/2020	69005	Ingram Library Services	1,215.39
3/5/2020	69006	K.O. Lee Aberdeen Public Library	14.00
3/5/2020	69007	Tames Alan	450.00
3/5/2020	69008	Magna5 LLC	254.71
3/5/2020	69009	Remit Overrun	0.00
3/5/2020	69010	Midwest Tape	19,542.84
3/5/2020	69011	Lan H Nguyen	33.00
3/5/2020	69012	Office Depot, INC	1,547.35
3/5/2020	69013	OrangeBoy Inc	3,660.33
3/5/2020	69014	Remit Overrun	0.00
3/5/2020	69015	Remit Overrun	0.00
3/5/2020	69016	Remit Overrun	0.00
3/5/2020	69017	Remit Overrun	0.00
3/5/2020	69018	Remit Overrun	0.00
3/5/2020	69019	Remit Overrun	0.00
3/5/2020	69020	Remit Overrun	0.00
3/5/2020	69021	Remit Overrun	0.00
3/5/2020	69022	Overdrive Inc	99,796.32
3/5/2020	69023	Pacific Copy & Printing	107.39
3/5/2020	69024	People's Institute Northwest	700.00

**Vouchers
March 2020**

Date	Check	Payee	Check Amount
3/5/2020	69025	Philip Klein	3,000.00
3/5/2020	69026	PUD No 1 of Snohomish County	1,634.77
3/5/2020	69027	Recorded Books Inc	454.51
3/5/2020	69028	Ricoh USA Inc - 31001	555.29
3/5/2020	69029	Ricoh USA Inc - 650073	10,225.58
3/5/2020	69030	Roy Robinson	87.01
3/5/2020	69031	Salish Networks	1,210.91
3/5/2020	69032	Sno-Isle Library Foundation	50.00
3/5/2020	69033	Sno-Isle Refund Account	166.95
3/5/2020	69034	Stanwood/Camano News	273.65
3/5/2020	69035	State Historical Society of Iowa	6.00
3/5/2020	69036	Timeless Design	4,015.77
3/5/2020	69037	Tsai Fong Books Inc	1,070.15
3/5/2020	69038	Uline	78.43
3/5/2020	69039	Walter E Nelson Co of Western WA	1,370.03
3/5/2020	69040	Wave Business	8,808.04
3/5/2020	69041	WCP Solutions	673.95
3/5/2020	69042	Whidbey Telecom	587.83
3/5/2020	69043	Your Membership	1,147.00
3/12/2020	69044	Cindy Tingley	1,109.00
3/12/2020	69045	Lois Langer Thompson	2,015.95
3/12/2020	69046	Terri Taylor	300.00
3/12/2020	69047	Leslie Franzen	50.00
3/12/2020	69048	Anne Murphy	1,576.89
3/12/2020	69049	Air Care System	18,818.30
3/12/2020	69050	Alderwood Water District	32.54
3/12/2020	69051	Allied Universal	13,596.66
3/12/2020	69052	Remit Overrun	0.00
3/12/2020	69053	Baker & Taylor Books (277930)	41,214.04
3/12/2020	69054	Baus Systems LLC	767.36
3/12/2020	69055	Beacon Publishing Inc	637.50
3/12/2020	69056	Daniel Berman Photography	2,880.00
3/12/2020	69057	Bank of America (2143)	5,172.78
3/12/2020	69058	Bank of America (2175)	7,704.72
3/12/2020	69059	CDW Government Inc	4,090.61
3/12/2020	69060	Cedar Grove Organics Recycling LLC	986.85
3/12/2020	69061	Center Point Large Print	702.90
3/12/2020	69062	City of Granite Falls	118.13
3/12/2020	69063	City of Lynnwood	27,328.39
3/12/2020	69064	City of Marysville	750.76
3/12/2020	69065	City of Monroe	798.58
3/12/2020	69066	City of Sultan	147.23
3/12/2020	69067	Clinton Chamber of Commerce	50.00

**Vouchers
March 2020**

Date	Check	Payee	Check Amount
3/12/2020	69068	Clinton Water Dist	52.25
3/12/2020	69069	Crystal Mt. Pure Drinking Water	37.67
3/12/2020	69070	Day and Night Plumbing	3,570.57
3/12/2020	69071	Dell Marketing L.P.	17,191.20
3/12/2020	69072	DEX MEDIA	116.70
3/12/2020	69073	Economic Alliance Snohomish County	7,500.00
3/12/2020	69074	Emkay Designs LLC	301.90
3/12/2020	69075	Express Employment Professionals	201.36
3/12/2020	69076	Gale/Cengage Learning	3,521.75
3/12/2020	69077	HP Inc	2,550.40
3/12/2020	69078	Ingram Library Services	1,309.64
3/12/2020	69079	Iron Mountain	393.25
3/12/2020	69080	Island Disposal Inc	129.94
3/12/2020	69081	Kanopy, Inc.	3,312.00
3/12/2020	69082	Lemay Mobile Shredding	35.20
3/12/2020	69083	Mach Publishing Company, Inc.	293.25
3/12/2020	69084	Remit Overrun	0.00
3/12/2020	69085	Midwest Tape	26,826.78
3/12/2020	69086	Office Depot, INC	1,727.62
3/12/2020	69087	OSW Equipment & Repair, LLC	1,089.62
3/12/2020	69088	Remit Overrun	0.00
3/12/2020	69089	Remit Overrun	0.00
3/12/2020	69090	Remit Overrun	0.00
3/12/2020	69091	Remit Overrun	0.00
3/12/2020	69092	Remit Overrun	0.00
3/12/2020	69093	Remit Overrun	0.00
3/12/2020	69094	Remit Overrun	0.00
3/12/2020	69095	Remit Overrun	0.00
3/12/2020	69096	Remit Overrun	0.00
3/12/2020	69097	Overdrive Inc	36,268.89
3/12/2020	69098	Paessler	9,012.50
3/12/2020	69099	Paper Roll Products	132.55
3/12/2020	69100	PetroCard Systems Inc	1,159.27
3/12/2020	69101	PODS Enterprises, LLC	368.76
3/12/2020	69102	Postmaster - Lake Stevens	226.00
3/12/2020	69103	Prime Self Storage	814.00
3/12/2020	69104	Puget Sound Energy	1,924.75
3/12/2020	69105	PUD No 1 of Snohomish County	1,302.77
3/12/2020	69106	Puget Sound Mobile Detail	321.55
3/12/2020	69107	Recorded Books Inc	215.82
3/12/2020	69108	Republic Services 197	726.45
3/12/2020	69109	Ricoh USA Inc - 31001	13,989.40
3/12/2020	69110	Ricoh USA Inc - 650073	14,737.90

**Vouchers
March 2020**

Date	Check	Payee	Check Amount
3/12/2020	69111	Seattle Times	450.00
3/12/2020	69112	SHI International	49,868.54
3/12/2020	69113	Shred-it	76.37
3/12/2020	69114	Silver Lake Water & Sewer	106.00
3/12/2020	69115	Sno-Isle Refund Account	120.47
3/12/2020	69116	Solarwinds ITSM US, Inc.	74,650.18
3/12/2020	69117	Sound Publishing	286.20
3/12/2020	69118	South Island Pumping	1,000.04
3/12/2020	69119	Televend Services Inc	38.55
3/12/2020	69120	Terminix	270.95
3/12/2020	69121	Thycotic Software LLC	956.86
3/12/2020	69122	Timeless Design	4,796.79
3/12/2020	69123	Tsai Fong Books Inc	89.87
3/12/2020	69124	Uline	474.03
3/12/2020	69125	Vernon Library Supplies Inc	189.21
3/12/2020	69126	Walter E Nelson Co of Western WA	3,825.82
3/12/2020	69127	Waste Management	2,246.37
3/12/2020	69128	Wave Business	7,255.51
3/12/2020	69129	WCP Solutions	700.50
3/12/2020	69130	Washington State Ferries	524.80
3/12/2020	69131	Lightspeed Systems	1,362.50
3/17/2020	69132	Timeless Design	12,731.39
3/31/2020	69133	Advance Testing & Service Inc	331.50
3/31/2020	69134	Air Care System	1,902.37
3/31/2020	69135	Remit Overrun	0.00
3/31/2020	69136	Baker & Taylor Books (277930)	31,296.38
3/31/2020	69137	Camano Commons	1,000.00
3/31/2020	69138	Cascade Natural Gas	13.86
3/31/2020	69139	CDW Government Inc	1,243.04
3/31/2020	69140	City of Langley	612.95
3/31/2020	69141	Comcast	390.05
3/31/2020	69142	Crystal Springs	101.60
3/31/2020	69143	Demco Inc (8048)	105.27
3/31/2020	69144	Door Pros Inc	1,895.48
3/31/2020	69145	Everett Safe & Lock	9.28
3/31/2020	69146	Frontier (20550)	390.00
3/31/2020	69147	Gale/Cengage Learning	2,585.08
3/31/2020	69148	HP Inc	7,842.55
3/31/2020	69149	Ingram Library Services	1,751.27
3/31/2020	69150	Midwest Tape	12,160.39
3/31/2020	69151	Northsound Auto Group, LLC	70,175.54
3/31/2020	69152	North County Outlook	330.00
3/31/2020	69153	OCLC Inc (34299)	6,058.30

**Vouchers
March 2020**

Date	Check	Payee	Check Amount
3/31/2020	69154	Remit Overrun	0.00
3/31/2020	69155	Office Depot, INC	1,580.02
3/31/2020	69156	Remit Overrun	0.00
3/31/2020	69157	Remit Overrun	0.00
3/31/2020	69158	Remit Overrun	0.00
3/31/2020	69159	Remit Overrun	0.00
3/31/2020	69160	Remit Overrun	0.00
3/31/2020	69161	Remit Overrun	0.00
3/31/2020	69162	Remit Overrun	0.00
3/31/2020	69163	Remit Overrun	0.00
3/31/2020	69164	Remit Overrun	0.00
3/31/2020	69165	Remit Overrun	0.00
3/31/2020	69166	Remit Overrun	0.00
3/31/2020	69167	Remit Overrun	0.00
3/31/2020	69168	Remit Overrun	0.00
3/31/2020	69169	Remit Overrun	0.00
3/31/2020	69170	Remit Overrun	0.00
3/31/2020	69171	Overdrive Inc	88,924.68
3/31/2020	69172	Paper Roll Products	129.39
3/31/2020	69173	PetroCard Systems Inc	1,174.64
3/31/2020	69174	Puget Sound Energy	2,406.40
3/31/2020	69175	PUD No 1 of Snohomish County	13,949.50
3/31/2020	69176	SHI International	16,016.46
3/31/2020	69177	Shred-it	340.62
3/31/2020	69178	Smokey Point NW LLC	7,448.98
3/31/2020	69179	Snohomish Co Finance	20.00
3/31/2020	69180	Sound Publishing	2,480.40
3/31/2020	69181	Terminix	590.04
3/31/2020	69182	Tsai Fong Books Inc	1,932.11
3/31/2020	69183	Verizon Wireless (660108)	1,396.83
3/31/2020	69184	Walter E Nelson Co of Western WA	5,667.00
3/31/2020	69185	Dae Won LLC	6,351.39
3/31/2020	69186	Air Care System	483.33
3/31/2020	69187	Allied Universal	12,079.93
3/31/2020	69188	Bank of America (3108)	6,816.08
3/31/2020	69189	Bank of America (4473)	881.69
3/31/2020	69190	Bank of America (4867)	11,446.83
3/31/2020	69191	Bank of America (9830)	1,363.28
3/31/2020	69192	Crystal Mt. Pure Drinking Water	9.27
3/31/2020	69193	EBSCO	6,958.20
3/31/2020	69194	Everett Stamp Works	568.62

**Vouchers
March 2020**

Date	Check	Payee	Check Amount
3/31/2020	69195	Goldfinch Brothers	1,086.83
3/31/2020	69196	MRSC Rosters	135.00
3/31/2020	69197	Remit Overrun	0.00
3/31/2020	69198	Office Depot, INC	1,896.22
3/31/2020	69199	Remit Overrun	0.00
3/31/2020	69200	Remit Overrun	0.00
3/31/2020	69201	Remit Overrun	0.00
3/31/2020	69202	Remit Overrun	0.00
3/31/2020	69203	Remit Overrun	0.00
3/31/2020	69204	Remit Overrun	0.00
3/31/2020	69205	Remit Overrun	0.00
3/31/2020	69206	Overdrive Inc	44,190.38
3/31/2020	69207	Paper Roll Products	133.55
3/31/2020	69208	Purple Communications, Inc	311.50
3/31/2020	69209	Seahurst Electric	1,641.56
3/31/2020	69210	Sharps Compliance Inc	710.83
3/31/2020	69211	Sound Maintenance Services, Inc	2,903.45
3/31/2020	69212	Cascade Centers	470.00
3/31/2020	69213	Delta Dental of Washington	24,127.23
3/31/2020	69214	Kaiser Permanente	91,318.32
3/31/2020	69215	Lifewise Assurance Company	24,235.90
3/31/2020	69216	Lincoln National Life Ins Company	7,995.00
3/31/2020	69217	Navia Benefit Solutions Client Pay	1,698.40
3/31/2020	69218	Premera Blue Cross	8,410.98
3/31/2020	69219	Sno-Isle Library Foundation	711.00
3/31/2020	69220	Kendra Trachta	65.06
3/31/2020	69221	Washington State Support Registry	456.84
			<hr/>
			1,237,545.79
			<hr/>

EXECUTIVE DIRECTOR BOARD REPORT

March – April 2020
Lois Langer Thompson
Executive Director

MEETINGS WITH ELECTED OFFICIALS AND STAKEHOLDERS

- Updates provided to local and state elected officials - ongoing.

COMMUNITY EVENTS AND BOARD MEETINGS

- Leadership Snohomish County Board meetings – March and April.
- Snohomish County Economic Recovery Task Force – First meeting April 20, 2020

LIBRARY UPDATES AND COLLABORATIONS

- Public Library Association Conference, Nashville, TN.

HR UPDATES

- Created and adopted: Employment Practices 1-11: Remote Work policy.
- Updated Employment Practices 1-7: Lay-Off And Recall.

OTHER UPDATES

- COVID-19 – additional information
 - *Operations Management Team* created February 27, 2020. Group meets daily to plan and respond to the pandemic.
 - Participated in *Urban Libraries Council Directors* (all) and *Independent District Director* weekly phone calls.
 - Participated in *Puget Sound Library Directors* weekly online meeting.
 - Staff are participating in three *Puget Sound Library* groups to coordinate service and advocacy work across our region.
 - Staff email updates: 32 updates have been sent to staff since February 28, 2020.
 - Staff online meetings: Attended 25 staff meetings April 7-20, 2020.



COVID-19 Timeline



continued on next page

Updated 4.21.2020

Sno-Isle Libraries initiates hiring freeze;
Sno-Isle Libraries begins exterior library building checks;
Sno-Isle Libraries stops all incoming USPS, UPS, FedEx and Amazon receiving of material

Sno-Isle Libraries notifies all employees not to report to work through March 28; All hours would be classified as Paid Administrative Leave (PNW)

Sno-Isle Libraries Executive Director submits quote for Cong. Jayapal's press release on Macmillan's decision to suspend library embargo requirement

Sno-Isle Libraries Executive Director has conference call with Congressman Rick Larsen

Sno-Isle Libraries promotes local blood drives with Congressman Larsen; Sno-Isle Libraries Executive Director has conference call with County Treasurer Brian Sullivan; Sno-Isle Libraries cancels all in-person library events through May 11

Sno-Isle Libraries libraries extends closure of buildings to all staff until further notice

Sno-Isle Libraries initiates weekly mail pickup; Sno-Isle Libraries extends PNW to April 11; Sno-Isle Libraries Foundation sends email communication

Sno-Isle Libraries sends required training to all employees; Sno-Isle Libraries launches *At Home Version of the Third-Grade Reading Challenge*

Sno-Isle Libraries IT equipment upgrades March 30 - April 9

Sno-Isle Libraries begins interior building checks and preventative and regular maintenance by Facilities Team; Sno-Isle Libraries Human Resources sends out update regarding Federal Benefits changes

Sno-Isle Libraries Board of Trustees President Martin Munguia sends email to all staff; Library staff begins *Socialization Phone Calls* to homebound customers

Sno-Isle Libraries Executive Director appointed by the Snohomish County Executive to the Economic and Workforce Recovery Task Force; Sno-Isle Libraries all staff update from Executive Director; *Online Trivia* goes live (all ages)

Sno-Isle Libraries all staff update from Executive Director; *Stay-at-Home Storytimes* begin (preschoolers and families); Library Book Groups begin to meet online

Sno-Isle Libraries hosts all staff online meeting via Zoom attended by 460

Sno-Isle Libraries extends the use of PNW through May 4

MAR.
16

MAR.
17

MAR.
18

MAR.
20

MAR.
23

MAR.
24

MAR.
25

MAR.
26

MAR.
27

MAR.
29

MAR.
30

MAR.
31

APR.
1

APR.
9

APR.
10

APR.
14

APR.
15

APR.
16

Governor Inslee issues proclamations prohibiting any number of people from gathering in any public venue for purposes of public entertainment

Snohomish Health Officer prohibits the operation of public venues in which people congregate for entertainment; National Institutes of Public Health issues report that coronavirus is stable for days on surfaces; Governor Inslee signs legislation for 5 COVID-19 economic support and policy bills

Governor Inslee signs his Stay Home Stay Healthy Order issued through April 6

Both the Stanwood-Camano Area Foundation (SCAF) and Whidbey Community Foundation (WCF) launch community funds in response to COVID-19

The President signs the \$2 Trillion economic stimulus package into law

The President extends social distancing guidelines through April 30

Health Officer for the Snohomish Health District extends social distancing requirements indefinitely

The Daily Herald publishes editorial public library digital services

APR.
20

The Snohomish County Executive hosts the first Economic and Workforce Recovery Task Force meeting

APR.
22

Sno-Isle Libraries *Online Toddler Storytimes* go live

APR.
23

Library Giving Day

Monthly Report

Administrative Services

March 2020

Gary Sitzman
Administrative Services Director

Revenue Summary

- General property tax receipts for February at \$1,028,352 are 11.8% higher than budget for the period. This brings year to date property tax receipts in line with budget expectations at \$1,196,298 or 2.0% of the annual budget.
- Timber tax received through February is \$255,202 or 44.4% of the annual budget. This is \$80,122 more than at this time last year with the positive variance resulting from State timber sales.
- Investment income is slightly less than budget in February at \$80,581 with the yearly outcome highly dependent on market gains in the investment pool. The Federal Reserve lowered interest rates on March 3, trimming the federal funds rate by 0.50 percent to a range of 1-1.25%. This will lessen future investment returns.
- Donation Private Sources at \$42,344 is 40.3% of the annual budget driven by an adjustment to Accounts Receivable to cash basis accounting.
- Other Revenue at \$57,397 in February includes a \$54,769 *Premiera Blue Cross* prescription drug rebate from 2019.
- Total Revenue at 2.7% (\$1,660,124) of the annual budget is 16.4% (\$233,424) higher than budget year to date.

Expenditures Summary

- Salaries and Benefits at \$6,104,649 or 16.2% of the annual budget are 2.6% (\$161,291) below budget expectations. Self-insured medical claims were 7.6% higher than the period budget due to large claims; however, this was offset by wages for staff positions budgeted but not yet hired.
- Materials acquisition at 15.8% (\$1,102,749) of the annual budget is consistent with expectations.
- Professional & Contract Services is underspent by 34.6% (\$177,880), driven by timing of when custodial and landscaping expenses are paid versus budgeted.
- Equipment & Furnishings of \$295,831 is 55.6% (\$105,651) higher than budget due to the budget purchase of IT switches in the amount of \$136,628.
- Capital outlays totaling \$187,142 includes \$115,016 for the Service Center Refresh project that carried over from the end of last year.
- Total expenditures is at 15.0% (\$8,484,872) of the annual budget, an overall 0.9% increase of the annual budget compared to prior year.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	1,028,352	919,730	1,196,298	1,099,660	59,860,000	1.99%
02.0	Timber Tax / Sales	144,217	97,100	255,202	124,800	575,000	44.38%
03.0	Print/Copy Services	2,024	5,420	3,986	10,840	65,000	6.13%
04.0	Services/City Contract Fees	0	290	0	580	3,450	0.00%
05.0	Lost Materials Paid	5,510	8,330	10,652	16,660	100,000	10.65%
06.0	Investment Interest	30,274	40,830	80,581	81,660	490,000	16.44%
07.0	Donations Private Sources	41,919	8,750	42,344	17,500	105,000	40.32%
08.0	Other Revenue	57,397	37,500	71,061	75,000	450,000	15.79%
	Total Revenues	1,309,693	1,117,950	1,660,124	1,426,700	61,648,450	2.69%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 2/1/2020 Through 2/29/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	3,032,444	3,132,970	6,104,649	6,265,940	37,595,500	16.23%
20.0	Materials	633,740	583,330	1,102,749	1,166,660	7,000,000	15.75%
26.0	Professional & Contract Services	235,602	257,380	336,880	514,760	3,087,700	10.91%
35.0	Equipment & Furnishings	284,181	95,090	295,831	190,180	1,141,400	25.91%
38.0	Maintenance & Repair	27,396	116,710	38,386	233,420	1,400,200	2.74%
41.0	Software License & Maint Fees	70,848	115,970	82,188	231,940	1,391,900	5.90%
42.0	Communications	34,485	50,050	38,912	100,100	600,300	6.48%
43.0	Office & Operating Supplies	30,864	61,560	48,141	123,120	737,100	6.53%
44.0	Utilities	75,591	43,230	102,635	86,460	518,700	19.78%
45.0	Rentals & Leases	37,654	33,350	61,446	66,700	400,100	15.35%
46.0	Insurance	930	14,460	1,560	28,920	173,500	0.89%
48.0	Employee Training / Travel	9,626	25,030	15,332	50,060	300,000	5.11%
49.0	Miscellaneous	31,905	56,820	69,022	113,640	681,700	10.12%
50.0	Strategic Initiatives / Innovation	0	14,580	0	29,160	175,000	0.00%
55.0	Development Initiatives	0	52,130	0	104,260	625,500	0.00%
62.0	Capital - Bldgs & Improvements	36,561	38,080	153,206	76,160	457,000	33.52%
64.0	Capital - Furnishings & Equipment	0	4,170	0	8,340	50,000	0.00%
64.4	Capital - Vehicles	33,936	8,000	33,936	16,000	96,000	35.34%
	Total Expenditures	4,575,764	4,702,910	8,484,872	9,405,820	56,431,600	15.04%

Monthly Report

Administrative Services

April 2020

Gary Sitzman
Administrative Services Director

COVID-19 Pandemic Fiscal Management

- Under the Executive Director's declared "Emergency" on March 13, certain competitive bid requirements can be waived but must be communicated to the Board.
 - A strategic decision was made to quickly implement BiblioWeb in order to enhance online library services and content. The BiblioWeb product is proprietary software from BiblioCommons with an estimated cost of \$167,107 (1-year subscription plus implementation). Bid requirements will be waived for this order.
- The community library buildings and service center were closed effective March 13. The following cost-reduction steps have been implemented.
 - Building HVAC Controls were adjusted to conserve energy.
 - Security guard services are being maintained to protect unoccupied buildings.
 - All library buildings including the Service Center were deep cleaned, and custodians continue to perform daily cleaning.
 - Vehicle insurance coverage (except comprehensive) is being suspended on all unused vehicles beginning in April. A hiring freeze was implemented for all positions. Travel for conferences was suspended.

Additional cost-reduction steps are being considered for April.

- Project numbers have been assigned to track certain costs associated with "emergency" management. These added costs may be covered under FEMA or CARES Act.
- Based on a recent cash flow analysis, there is no expectation the Library will need to access funds from the Emergency Reserve Fund this year.

Revenue Summary

- Property tax revenues in March totaled \$2,054,451 which is slightly higher than expected. Snohomish County decided to extend the due date for first-half property taxes to June 1. While this will reduce property tax receipts for the Library in April by an estimated 35-40%, it will not adversely impact the Library's ability to cover operating costs in the near-term.
- Two revenues sources that will likely fall well below budget this year are Print/Copy Services and Investment Income. Pubic copiers are not being used during the Library closure and the Federal Reserve took action to reduce interest rates to near zero as an economic stimulus.
- Total year to date revenue is 6.2% (\$3,809,001) of the annual budget and \$260,451 above budget expectations to date.



Expenditures Summary

- *Salaries & Benefits* are 24.4% (\$9,189,296) of the annual budget with a quarter of the year complete. Employees were instructed not to report to work through March 28 effective March 17, but to work from home where possible. Wages and benefits were paid to all employees regardless of work status for the balance of the March pay period and this will continue into April. Premera self-insured claims are over budget this month as there are currently three large claims (>\$50,000) in process.
- Materials spending is 22.3% (\$1,564,212) of the annual budget. The Library is pivoting to provide more electronic materials in lieu of physical materials. Materials spending is about 12.7% ahead of last year's spending at this point.
- There is a modest reduction in nearly all cost categories for March resulting from the Library building closures and suspension of programming. Nearly all categories of spending are below budget at this point. A more pronounced reduction of expenditures will be apparent in April's results compared with budget.
- Two new vehicles were purchased in March for a total capital cost of \$70,240. This concludes the budgeted vehicle purchases for the year.
- Total expenditures are 22.5% (\$12,672,697) of the annual budget and are 89.8% of the budget to date.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	2,054,451	1,990,030	3,250,749	3,089,690	59,860,000	5.43%
02.0	Timber Tax / Sales	41,098	30,700	296,300	155,500	575,000	51.53%
03.0	Print/Copy Services	1,795	5,420	5,780	16,260	65,000	8.89%
04.0	Services/City Contract Fees	0	290	0	870	3,450	0.00%
05.0	Lost Materials Paid	3,581	8,330	14,233	24,990	100,000	14.23%
06.0	Investment Interest	35,179	40,830	115,760	122,490	490,000	23.62%
07.0	Donations Private Sources	11,443	8,750	53,787	26,250	105,000	51.22%
08.0	Other Revenue	1,330	37,500	72,392	112,500	450,000	16.08%
	Total Revenues	2,148,877	2,121,850	3,809,001	3,548,550	61,648,450	6.18%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 3/1/2020 Through 3/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures							
10.0	Salaries & Benefits	3,084,648	3,132,970	9,189,296	9,398,910	37,595,500	24.44%
20.0	Materials	461,463	583,330	1,564,212	1,749,990	7,000,000	22.34%
26.0	Professional & Contract Services	142,900	257,380	479,780	772,140	3,087,700	15.53%
35.0	Equipment & Furnishings	87,379	95,090	383,210	285,270	1,141,400	33.57%
38.0	Maintenance & Repair	44,628	116,710	83,014	350,130	1,400,200	5.92%
41.0	Software License & Maint Fees	119,201	115,970	201,389	347,910	1,391,900	14.46%
42.0	Communications	29,636	50,050	68,548	150,150	600,300	11.41%
43.0	Office & Operating Supplies	28,529	61,560	76,670	184,680	737,100	10.40%
44.0	Utilities	27,020	43,230	129,655	129,690	518,700	24.99%
45.0	Rentals & Leases	41,804	33,350	103,250	100,050	400,100	25.80%
46.0	Insurance	0	14,460	1,560	43,380	173,500	0.89%
48.0	Employee Training / Travel	14,497	25,030	29,829	75,090	300,000	9.94%
49.0	Miscellaneous	31,178	56,820	100,201	170,460	681,700	14.69%
50.0	Strategic Initiatives / Innovation	0	14,580	0	43,740	175,000	0.00%
55.0	Development Initiatives	0	52,130	0	156,390	625,500	0.00%
62.0	Capital - Bldgs & Improvements	4,703	38,080	157,908	114,240	457,000	34.55%
64.0	Capital - Furnishings & Equipment	0	4,170	0	12,510	50,000	0.00%
64.4	Capital - Vehicles	70,240	8,000	104,175	24,000	96,000	108.51%
	Total Expenditures	4,187,825	4,702,910	12,672,697	14,108,730	56,431,600	22.46%

Monthly Report

Human Resources

March 2020

Jack Schumacher
Human Resources Director

Career Fairs

Human Resources Technician Miranda Blum and Supervising Public Services Assistant Nikki Burnett represented Sno-Isle Libraries at the South Snohomish County Career Fair on February 13. They spoke with approximately 40 job seekers and job coaches about current opportunities, several of whom submitted applications after the fair.

Human Resources Policy Review

Human Resources Director Jack Schumacher, Human Resources Manager Barbara Adams, Human Resources Specialist Martha Munro, and Human Resources Technician Miranda Blum completed the department's review of assigned policies through March 2020. These policies are being forwarded to the Leadership Team for their review, feedback, and approval.

Professional Certifications

Human Resources Specialists Krista Klein and Terri Taylor passed the SHRM-CP exam in February to obtain their SHRM-CP certifications.

Learning and Development Specialist Cindy Tingley passed the Certified Presentation Specialist (CPS)[™] with PowerPoint[®] proficiency exam in February, and is now one of less than 25 people worldwide who hold this certification from the Presentation Guild.

Sno-Isle University

Human Resources staff and Leadership Team members presented Spotlight on Sno-Isle Orientation for 13 new employees on March 4. This orientation is designed to provide the opportunity for new hires to meet all Sno-Isle Leadership Team members and learn about their departments, become familiar with the Service Center and the HR staff, and become acquainted with other new hires.

Eleven staff members attended the annual PLA conference in Nashville, TN, February 25-29. They were able to choose from over 120 programs to attend, as well as hear talks by Stacey Abrams and Samantha Bee, among others.

Wellness

The Nourish Game started on March 9 with 123 employees registered to participate in the program, which will run through April 19.



Human Resources
March 2020

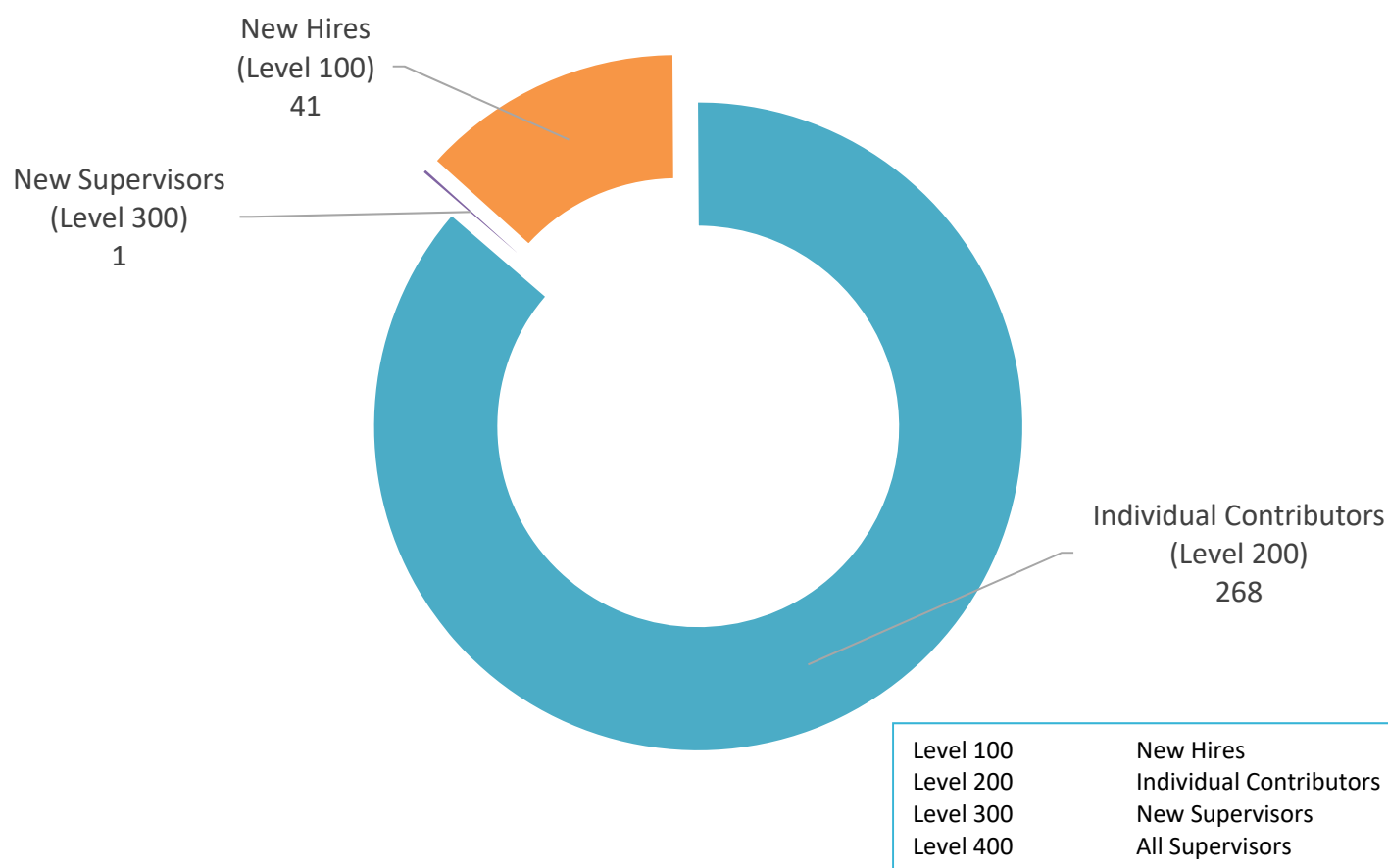
New Hire Training

- Reference 102 (10)
- Reference 101 (4)
- Basic Polaris (1)

Line Staff Training

- SILCON Video – How to Increase Your Wellbeing Using Boundaries (12)
- SILCON Video – Communicating Respectfully when Tensions Run High (6)
- SILCON Video – Trauma-Informed Care (5)
- SILCON Video – Bystander Intervention Training (4)
- SILCON Video – Understanding Gender Identity (4)

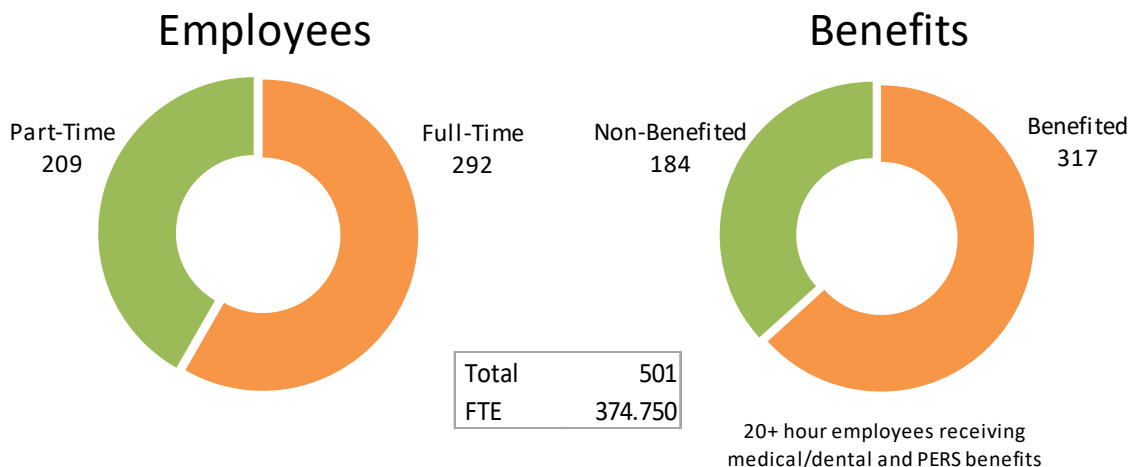
Human Resources
March 2020



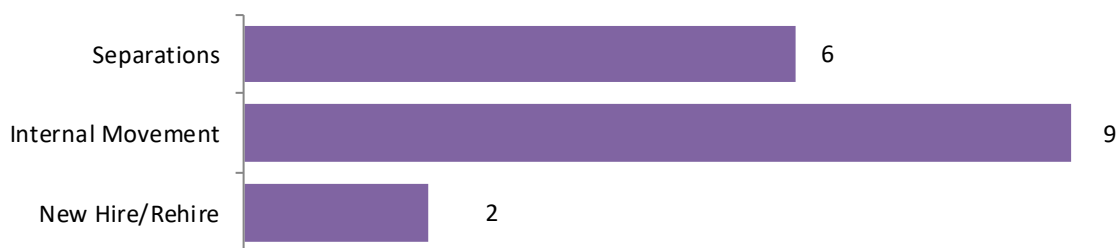
Current Curriculum Development

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

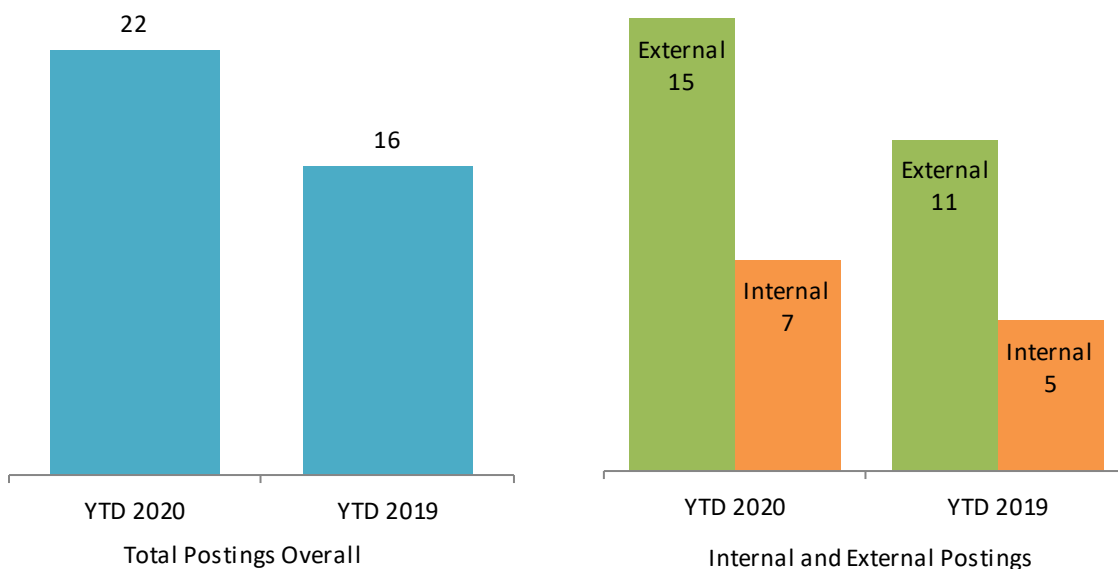
Employment Statistics, February 2020



Employment Activity 2/1/20 - 2/29/20



Job Postings



Monthly Report

Human Resources

April 2020

Jack Schumacher
Human Resources Director

Certifications

Human Resources Technician Miranda Blum completed the Microsoft Office 2016 Master Specialist Certification for Microsoft Excel, Outlook, PowerPoint, and Word.

Remote Work

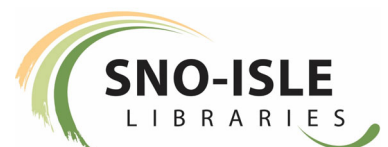
The Human Resources Department is working remotely to support employees and the organization during the library closure.

Sno-Isle University

The Talent Development Group released two annual online compliance trainings to staff last week: 2020 Harassment Prevention: A Commonsense Approach and Information Security Awareness Training. The group has also started providing online training resources to all employees along with a survey asking staff what type of trainings and support would be most helpful to them at this time. Employees and supervisors, with support from the Talent Development Group, can best determine which opportunities match professional goals, work capacity, and SIL's organizational goals. The group will send out regular emails with additional trainings and resources, as well as add all the resources to an Intranet page for staff to refer back to.

Wellness

The Nourish Game is on hold while Sno-Isle Libraries and its parameters will be adjusted as more information about the closure and re-opening timeline becomes known.



Human Resources
April 2020

New Hire Training

- Spotlight on Sno-Isle (13)
- 2020 Information Security Awareness Training (4)
- Office Ergonomics (6)
- Run Hide Fight - Surviving an Active Shooter Event (5)

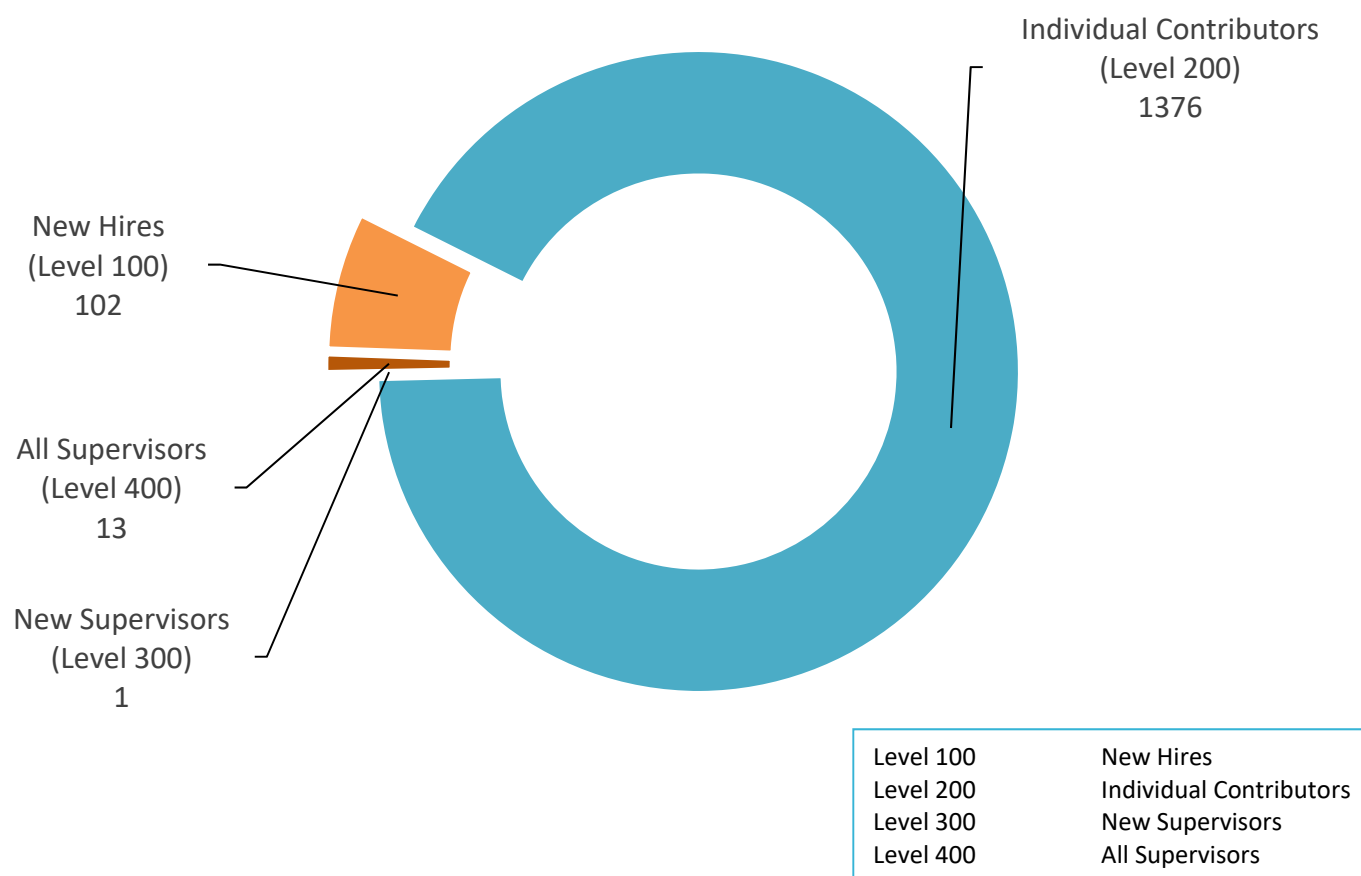
Supervisor Training

- 2020 Harassment Prevention: A Commonsense Approach – Manager (1)

Line Staff Training

- 2020 Harassment Prevention: A Commonsense Approach – Employee (84)
- 2020 Information Security Awareness Training (132)
- Polaris Leap (8)
- 2020 WWU Childrens Literature Conference (7)
- SILCON Video – Building Racial Equity (4)
- Intellectual Freedom at Sno-Isle Libraries (3)

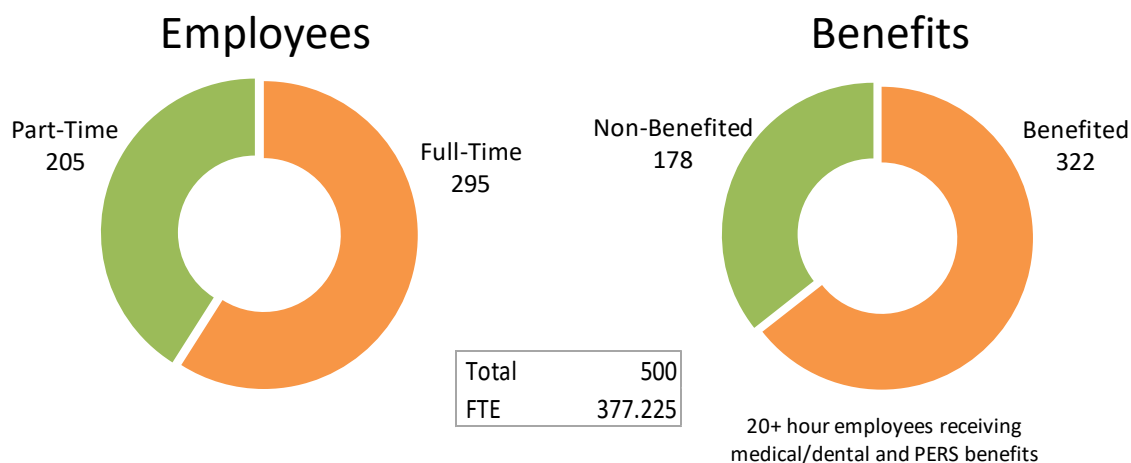
Human Resources
April 2020



Current Curriculum Development

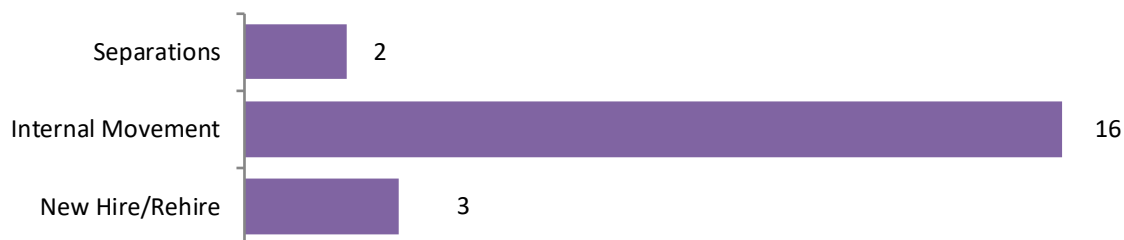
- Perfecting Your Interview Skills
- Gender Identity and Expression
- Fire Extinguisher Inspection

Employment Statistics, March 2020

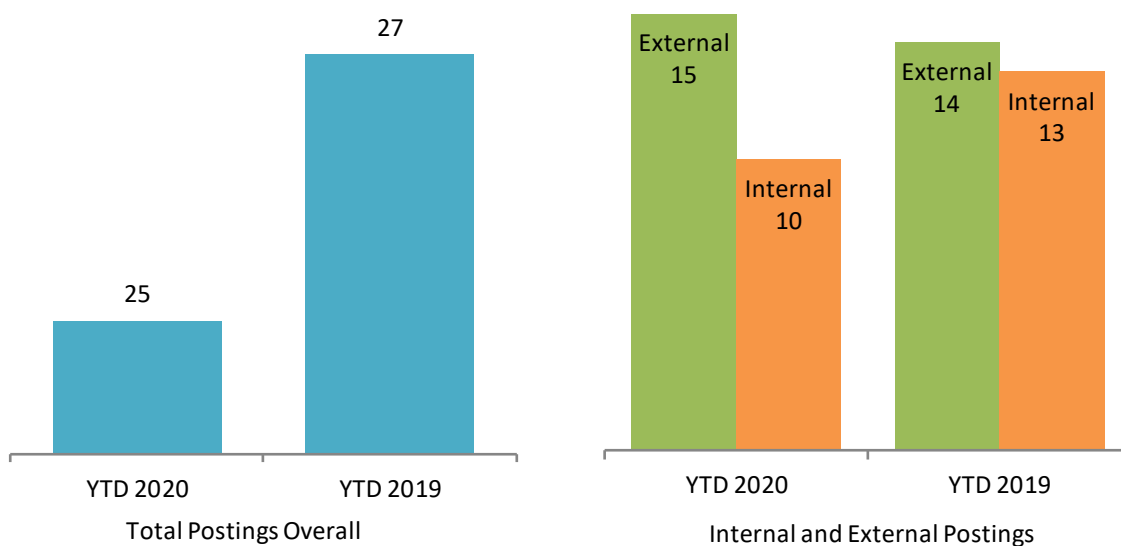


Employment Activity

3/1/20 - 3/31/20



Job Postings



Sno-Isle Libraries

7312 35th Ave NE
Marysville, WA 98271
(877)766-4753
Accounts Payable

PURCHASE ORDER

EN-16388

Vendor Information

Bibliocommons Inc.

119 Spadina Avenue, Suite 1000
Toronto, ON M5V 2L1
Phone - / Fax -

Shipping Information

7312 35th Ave NE
Marysville, WA 98271
(877)766-4753
Accounts Payable

Date	Require Date	Prepared By	Workflow	Status	Description
04/08/2020	04/18/2020	Debie Murchie	4001	Accounting Documents	BiblioWeb service software including BiblioEvents.

Per Order # 00001210

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		6450 10 40 SRV 3 57220 999 20006	N/A	Annual Subscription Fee	76,654.71	9.000	83,553.63
1	EA	0		6450 10 40 SRV 3 57220 999 20006	N/A	One-Time Implementation Fee	76,654.71	9.000	83,553.63

Approval Information

Karen Kramer	PO for Review	04/08/2020 8:49 AM
Lois Langer Thomp	Executive Director	04/08/2020 8:41 AM
Ken Harvey	Director	04/08/2020 8:12 AM
Debie Murchie	Requester	04/08/2020 8:11 AM

TOTAL

\$167,107.27

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.



Control No. 16140



SCHEDULE "A" ORDER FORM

Order #: 00001210

Sno-Isle Libraries

7312 35th Ave NE
Marysville, Washington 98271-7147
United States

Population: 743,540
Population Source: From Library

Date: April 1, 2020

PO #(Optional):

Term: -

All Fees are in USD

BiblioWeb

Includes BiblioEvents. See Schedules "A-4" and "A-6."
Rate: \$0.1367/pop. or \$40,000 minimum.

Annual Subscription Fee: \$76,654.71

One-Time Implementation Fee: \$76,654.71

Implementation Fees: \$76,654.71

Subscription Fees: \$76,654.71

Total Due this Year, payable on the date hereof: \$153,309.42

SCHEDULE "A" Order Form

This Order Form supplements the Library Subscription Master Agreement ("Agreement") dated July 8, 2016 and is incorporated therein by reference. Capitalized terms not defined herein shall have the meanings set forth in the Agreement. In the event of a conflict with this Order Form and the Agreement, the Order Form will govern. All fees payable by Subscriber are exclusive of taxes.

Attached Service descriptions, if any, shall be incorporated by reference herein. The Parties acknowledge and confirm that the Services set out in this Order Form will be provided in addition to any services that Subscriber has also purchased with other Order Form(s).

IN WITNESS WHEREOF the parties hereto have caused this Order Form to be duly executed by their proper authorized officers.

BiblioCommons Corp.		Sno-Isle Libraries	
Signature		Signature	<i>Lois Langer Thompson</i>
Name		Name	<i>Lois Langer Thompson</i>
Title	General Manager	Title	<i>Executive Director</i>
Date	Apr 1, 2020	Date	<i>4.13.20</i>

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: TBD

Next review date: TBD

Adopted 2020

Disruptive Behavior Policy - English

Adopted November 28, 1988 by the Board of Trustees

Revised November 27, 1989

Revised November 24, 1997

Revised March 23, 1998

Revised January 21, 2003

Revised December 15, 2003

Disruptive Behavior Policy - English

Disruptive Behavior is any activity which endangers the perpetrator or others, interferes with the library business of other patrons or staff, or is illegal. This may include any activity which results in harm to library equipment or services.

A patron who is **Disruptive** will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. If the patron refuses to leave, local law enforcement officials will be called. Disruptive behavior on the part of a library patron may result in the suspension of an individual's library privileges, for a length of time to be determined by the Executive Director.

Friends of the Library Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

The purpose of this policy is to affirm that the Sno-Isle Libraries Board of Trustees encourages the creation of Friends of the Library groups whose sole goal is the support of the vision and mission of the Sno-Isle Library District.

Scope

The Board of Trustees supports and recognizes the non-profit and charitable nature of Friends of the Library groups, which operate with independent boards and bylaws.

Sno-Isle Libraries will enter into a memorandum of understanding (MOU) with each Friends of the Library group in order to have a shared understanding of responsibilities and commitments.

As supporters of the Sno-Isle Libraries' vision and mission, Friends of the Library groups will abide by the policies and procedures of the Library District and have stated objectives that seek to:

- Increase public interest and awareness in the Library.
- Provide support for and awareness of library programs.
- Welcome all members of the community to join the group.
- Advocate on behalf of the Library.

Under this policy, Sno-Isle Libraries will work with Friends groups whose assets are only used to directly support and benefit the vision and mission of Sno-Isle Libraries.

Implementation

Sno-Isle Libraries will provide *de minimis* administrative services and space as available for Friends activities. Donated or withdrawn library materials in good condition will be given to the Friends of the Library groups. This will result in reciprocal charitable support to community libraries from the Friends of the Library.

Fund-raising efforts by Friends' groups will be jointly approved by the local group and affiliated community library and all funds raised shall be used to enhance library programs, services, and support.

Sno-Isle Libraries will designate and make available library staff liaisons to each Friends group for the purpose of open and ongoing communication, with additional opportunities to interact with Sno-Isle Libraries leadership and the Board of Trustees.

Sno-Isle Libraries will regularly review, assess, and report on the contributions of the Friends of the Library groups to the Board of Trustees.

The Board of Trustees will regularly recognize the work of the Friends groups and express its appreciation.

Policy History

Date approved: TBD

Next review date: TBD

Adopted: 2012

Friends of the Library Policy

A. Purpose

The purpose of this policy is to declare Sno-Isle Libraries support for the efforts of the Friends of the Library groups as beneficial to Sno-Isle Libraries and individual community libraries.

B. Scope

Sno-Isle Libraries supports and recognizes the non-profit and charitable nature of Friends of the Library organizations, which operate with independent boards, as well as separate bylaws, missions, policies and procedures. Friends of the Library groups solicit, raise and acquire contributions, gifts, bequests, and property, and use these assets to support and enhance the development, maintenance, promotion, growth and preservation of their community library. Grants and donations from Friends of the Library benefit the public through enhanced library collections, staff development, facilities, programs and classes, as well as through library promotional and advocacy activities, including funding for, but not limited to:

- Library materials and preservation projects.
- Furniture, equipment or fixtures, interior and exterior facility improvements, or similar projects upon request and approval by Sno-Isle Libraries.
- Library programs, classes and events, including supplies, promotional items and prizes.
- Library-related displays and exhibits at events, fairs, festivals and conferences, as well as related advocacy and promotional efforts.
- Library staff memberships and attendance for community and civic organizations.

Under this policy, Sno-Isle Libraries will work with Friends groups whose assets are only used to directly or indirectly support and benefit the mission of Sno-Isle Libraries.

C. Implementation

1. Sno-Isle Libraries will provide de minimis administrative services, donated or withdrawn library materials, as well as space to support the fundraising activities of Friends groups, including related book sales. This shall result in reciprocal charitable support to community libraries from the Friends of the Library.
2. Sno-Isle Libraries will designate and make available library staff liaisons to each Friends group for the purpose of open and ongoing communication, with additional opportunities to interact with Sno-Isle Libraries leadership and the Board of Trustees.
3. Sno-Isle Libraries will periodically review, assess and report on the contributions of the Friends of the Library groups to community libraries and the benefits received.
4. Sno-Isle Libraries will periodically recognize the work of the Friends groups and express its appreciation through various library-sponsored events, programs and activities.

D. Date and Action Taken

Adopted by the Board of Trustees November 26, 2012

Friends of the Library Policy

Sno-Isle Libraries Board of Trustees Policy

A. Purpose

The purpose of this policy is to ~~declare~~affirm that the Sno-Isle Libraries ~~Board of Trustees support for the efforts of the~~encourages the creation of Friends of the Library groups ~~as beneficial to Sno-Isle Libraries and individual community libraries whose sole goal is the support of the vision and mission of the Sno-Isle Library District.~~

B. Scope

~~The Board of Trustees~~ ~~Sno-Isle Libraries~~ supports and recognizes the non-profit and charitable nature of Friends of the Library ~~organizations~~groups, which operate with independent boards, ~~as well as separate bylaws, missions, policies and procedures and bylaws.~~

Sno-Isle Libraries will enter into a memorandum of understanding (MOU) with each Friends of the Library group in order to have a shared understanding of responsibilities and commitments.

As supporters of the Sno-Isle Libraries' vision and mission, Friends of the Library groups will abide by the policies and procedures of the Library District and have stated objectives that seek to:

- Increase public interest and awareness in the Library.
- Provide support for and awareness of library programs.
- Welcome all members of the community to join the group.
- Advocate on behalf of the Library.

Under this policy, Sno-Isle Libraries will work with Friends groups whose assets are only used to directly support and benefit the vision and mission of Sno-Isle Libraries.

~~Friends of the Library groups solicit, raise and acquire contributions, gifts, bequests, and property, and use these assets to support and enhance the development, maintenance, promotion, growth and preservation of their community library. Grants and donations from Friends of the Library benefit the public through enhanced library collections, staff development, facilities, programs and classes, as well as through library promotional and advocacy activities, including funding for, but not limited to:~~

- ~~• Library materials and preservation projects.~~
- ~~• Furniture, equipment or fixtures, interior and exterior facility improvements, or similar projects upon request and approval by Sno-Isle Libraries.~~
- ~~• Library programs, classes and events, including supplies, promotional items and prizes.~~
- ~~• Library-related displays and exhibits at events, fairs, festivals and conferences, as well as related advocacy and promotional efforts.~~
- ~~• Library staff memberships and attendance for community and civic organizations.~~

Under this policy, Sno-Isle Libraries will work with Friends groups whose assets are only used to directly ~~or indirectly~~ support and benefit the vision and mission of Sno-Isle Libraries.

C. Implementation

1. Sno-Isle Libraries will provide *de minimis* administrative services and space as available for Friends activities.~~4. Donated or withdrawn library materials in good condition will be given to the Friend of the Library groups, as well as space to support the fundraising activities of Friends groups, including related book sales.~~ This shall result in reciprocal charitable support to community libraries from the Friends of the Library
2. Fund-raising efforts by Friends' groups will be jointly approved by the local group and affiliated community library and all funds raised shall be used to enhance library programs, services, and support.
- ~~1.3.~~ Sno-Isle Libraries will designate and make available library staff liaisons to each Friends group for the purpose of open and ongoing communication, with additional opportunities to interact with Sno-Isle Libraries leadership and the Board of Trustees.
- ~~2.4.~~ Sno-Isle Libraries will periodically regularly review, assess, and report on the contributions of the Friends of the Library groups to community libraries and the benefits received the Board of Trustees.
- ~~3.5.~~ Sno-Isle LibrariesThe Board of Trustees will periodically regularly recognize the work of the Friends groups and express its appreciation through various library sponsored events, programs and activities.

D. Date and Action Taken

Adopted: November 2012

Approved: TBD

Next review: TBD

~~Adopted by the Board of Trustees November 26, 2012~~

Meeting Room Use Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

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

Scope

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

Implementation

Access

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

Reservations and Use Limitations

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

Fees, commercial activities, and fundraising

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

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

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

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

Non-endorsement

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

Responsibilities

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

The contact person for the reservation is liable for any damages to facilities and furnishings. The contact person shall indemnify, defend and hold harmless Sno-Isle Libraries, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from a negligent act, omission or error of the group resulting in or relating to personal injuries or property damage arising from the use of library spaces.

Library staff are responsible for interpreting and applying this and the associated library administrative policy in daily practice. The District Manager (or designee) is responsible for working to resolve disputes that may arise over the reservation and use of library rooms.

The decision to deny use of a library meeting room may be appealed in writing to the Sno-Isle Libraries Executive Director. The Executive Director will provide a written response to the request.

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

Policy History

Date approved: TBD

Next review date: TBD

Adopted: 2013

Meeting Room Use Policy

PURPOSE

The purpose of the Meeting Room Use Policy is to ensure that Sno-Isle Libraries provides access to its public meeting rooms in an equitable manner to non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work. Providing a non-biased setting for the exchange of information and ideas is a key role of public libraries. Sno-Isle Libraries provides meeting room space to organizations to promote educational, cultural, intellectual, charitable, and civic efforts in the communities they serve.

SCOPE

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

IMPLEMENTATION

1) Access to Public Meeting Rooms

- a) Sno-Isle Libraries allows use of its meeting rooms by non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work, regardless of the beliefs or affiliations of the organizations. Sno-Isle Libraries does not advocate or endorse the viewpoints of meeting room users.
- b) Except for meetings held by state and local agencies that are exempt from open meeting law, meetings will be non-exclusive and will be open to the general public, regardless of the attendee's gender, race, ethnicity, age, disability, sexual orientation, veteran status, marital status, or religious or political affiliation.
- c) Sno-Isle Libraries' meeting rooms are available free of charge.
- d) Organizations, other than the Friends of the Library or the Sno-Isle Libraries Foundation, using Sno-Isle Libraries' meeting rooms will provide free admission to meetings held in those rooms.

2) Availability of Public Meeting Rooms

- a) Meeting room use will be prioritized in the following order:
 - i) Library sponsored activities
 - ii) Activities of the Friends of the Library, Sno-Isle Libraries Foundation or community library advisory boards
 - iii) Meetings or activities of committees or boards of local government
 - iv) Other non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work.
- b) Due to high demand for limited meeting room space, frequency and duration of room use by an organization may be limited.
- c) Meetings or events which interfere with normal library operations will not be accommodated.
- d) Sno-Isle Libraries reserves the right to cancel meeting room reservations due to construction, emergency closures or other unforeseen conflicts.
- e) The decision to deny use of a library meeting room may be appealed in writing to the Sno-Isle Libraries Executive Director. The Executive Director will provide a written response to the request.

3) Other

- a) Organizations using library meeting rooms will publicize events in a manner that does not suggest library sponsorship or affiliation.
- b) Alcoholic beverages may not be served or consumed on library property, except at after-hours events hosted by the Sno-Isle Libraries Foundation, Friends of the Library groups, or other organizations in a formal partnership with Sno-Isle Libraries. The hosting or partner organization is responsible for obtaining any legally required permits.
- c) Noncompliance with this policy may result in an organization being denied further use of library meeting rooms.
- d) Sales of merchandise or services, or solicitations for donations are permitted during an organization's meeting, library sponsored programs or by the Friends of the Library or the Sno-Isle Libraries Foundation.

DATE AND ACTION TAKEN

Adopted by the Board of Trustees July 22, 2013

Bylaws of the Board of Trustees of Sno-Isle Libraries

I. Name

The name of the District is Sno-Isle Regional Intercounty Rural Library District, which shall be commonly known as and shall transact business under the name "Sno-Isle Libraries" (referred to hereinafter as the "Library District"). The name of this Board shall be "Sno-Isle Libraries Board of Trustees," hereinafter the "Board."

II. Management and Control

A. **Management.** The management and control of the Library District is vested in the Board who shall appoint an Executive Director as hereinafter provided.

B. Duties. [RCW 27.12.210](#) gives the Board the responsibility to:

- i. Adopt such bylaws, rules, and regulations for Board guidance and for the government of the library as the Board deems expedient;
- ii. Have the supervision, care, and custody of all property of the library, including the rooms or buildings constructed, leased, or set apart therefor;
- iii. Employ a librarian, and upon his or her recommendation employ such other assistants as may be necessary, all in accordance with the provisions of [RCW 27.04.055](#) prescribe their duties, fix their compensation, and remove them for cause;
- iv. Prepare its budget, certify the same, and deliver it to the board of county commissioners in ample time for it to make the tax levies for the purpose of the district;
- v. Have exclusive control of the finances of the library;
- vi. Accept such gifts of money or property for library purposes as they deem expedient;
- vii. Lease or purchase land for library buildings;
- viii. Lease, purchase, or erect an appropriate building or buildings for library purposes, and acquire such other property as may be needed therefor;
- ix. Purchase books, periodicals, maps, and supplies for the library; and
- x. Do all other acts necessary for the orderly and efficient management and control of the library.

III. Membership

A. Appointment. The Board shall consist of seven (7) members appointed by the joint action of the boards of county commissioners of each of the counties included in a district. [RCW 27.12.190](#)

- B. Representation by County. Five (5) members shall reside in Snohomish County, and two (2) members shall reside in Island County.
- C. Terms. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. An unexpired term of more than three (3) years shall be considered a full term. All terms commence January 1 of their respective year of appointment.
- D. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen and appointed. [RCW 27.12.190](#)
- E. Removal. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners pursuant to [RCW 27.12.190](#).
- F. Resignation. If any member resigns at any time, written notice must be sent to the Board President. Any such resignation shall take effect at the date of receipt of the notice or any later date specified. The acceptance of the resignation shall not be necessary to make it effective.
- G. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds. [RCW 27.12.190](#)
- H. Executive Director. The Executive Director shall be selected by the Board, consistent with RCW qualifications. The Executive Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Executive Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct. [RCW 27.12.190](#) and [RCW 27.04.055](#).

IV. Meetings

- A. Regular Meetings. Regular open public meetings of the Board shall be held on dates and time determined annually unless changed according to IV c. Notices of regular monthly meetings shall be published at least five (5) days before the meeting and shall include the place of the meeting, the agenda, financial statements, and documents or reports pertaining to business that require Board action. RCW [42.30.030](#), RCW [42.30.070](#), and RCW [42.30.077](#).
- B. Special Meetings. The Board President, or a majority of the Board, may schedule special meetings in accordance with the laws of the state of Washington. Notice shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken by the governing body on any other matter at such meetings. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time

requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. [RCW 42.30.080](#)

- C. Change of schedule. The schedule may be changed by a simple majority vote of the Board and updated on the Library District's website.

V. Officers

- A. Officers. The officers of the Board shall be President, Vice President, and Secretary. The Board shall elect officers at the first regular Board meeting of each year. Elected officers shall serve until the first regular meeting of the next year.
- B. Nominating Committee. Prior to the first regular meeting of each year, a nominating committee shall be appointed by the President to present a slate of officers. The chair of the Committee will present the nominations, ask for additional nominations, and call for the vote on the slate of officers.
- C. Officer Vacancies. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- D. Duties of the President. The President of the Board shall preside at all regular and special meetings of the Board and generally perform all duties associated with that office including appointing all committees, executing authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues and serve as an ex officio member of all committees.
- E. Liaison to the Sno-Isle Libraries Foundation. The Vice President, or another Trustee as appointed by the President, shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
- F. Absence of Officers. In the absence of the President, the Vice President shall preside. In the absence of the President and Vice President, the Secretary shall preside. In case of the absence of the President, Vice President and Secretary, the Board may elect an officer pro tem.
- G. Records of Proceedings. The Executive Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

VI. Quorum

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. [RCW 24.03.090](#)

VII. Form of Action

- A. Motions. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions may be made orally.
- B. Voice vote. All voting at meetings of the Board shall be by voice vote, unless a member shall request a roll call, and recorded in the minutes of the Board. [RCW 24.03.085](#)

- C. Simple majority. The vote of a majority of the members of the Board at a meeting at which a quorum is present, shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by this chapter, the articles of incorporation, or the bylaws. [RCW 24.03.090](#)

VIII. Procedure at Meetings

- A. Procedures. The President shall determine the procedures for the Board meetings subject to the approval of the Board. The rules of order shall be in the general form of *Roberts' Rules of Order* as determined by the President.
- B. Open public meetings. All procedures of the Board, with the exception of Executive Sessions, shall be performed in open public session.
- C. Adjournment. All meetings of the Board may be recessed or adjourned upon the simple majority vote of those members present.
- D. Absence of quorum. If a quorum shall be lacking at any meeting of the Board the majority of the members present may adjourn the meeting and may schedule a new meeting.
- E. Attendance by phone or video call. Trustees may participate in a meeting of the board of committee by means of a conference telephone, video call, or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means constitutes presence in person at the meeting.
- F. Minutes of meetings. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. Upon approval of the minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's web site for a minimum of one (1) year plus current calendar years.
- G. Permanent Record. The Library District shall maintain a permanent record of the approved minutes of each regular and special meeting as the official record of said meeting. After six (6) years, the Library District may transfer the print copies of the minutes to Washington State Archives for permanent retention. [Washington State Archives Common Records Retention Schedule](#).

IX. Amendment of Bylaws

- A. Amendments. These bylaws may be amended by approval of at least five (5) Trustees at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Board members shall have received written copies of any proposed change(s) at least five (5) days prior to said meeting. [RCW 24.03.070](#)
- B. Review of bylaws. These Bylaws shall be reviewed by the Library Board at least every four years.

Policy History

Date approved: TBD

Next review date: TBD

Adopted: 1963

**BYLAWS OF THE BOARD OF TRUSTEES OF THE
SNO-ISLE LIBRARIES**

Adopted by the Sno-Isle Libraries Board
on March 18, 1963

Revised August 23, 1993

Revised February 24, 1997

Revised May 22, 2000

Revised September 24, 2007

I. NAME

The name of the District is Sno-Isle Regional Intercounty Rural Library District, which shall be commonly known as and shall transact business under the name "Sno-Isle Libraries" (referred to hereafter in these Bylaws as the "Library District"). The name of this Board shall be "Sno-Isle Libraries Board of Trustees," hereafter the "Board."

II. MANAGEMENT AND CONTROL

The management and control of the Library District is vested in the Board of Trustees who shall appoint a Librarian as hereafter provided.

III. MISSION STATEMENT

The mission of the Sno-Isle Libraries Board of Trustees shall be to exercise capable stewardship to continue the successful functioning of the Library District.

IV. MEMBERSHIP

- A. The Board shall consist of seven (7) members. Five (5) members shall be appointed by the Snohomish County Council, and two (2) members shall be appointed by the Island County Commission.
- B. The term of office is seven (7) years. No Trustee shall serve more than two (2) consecutive terms. Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen, so that if a vacancy occurs in a position appointed by the Snohomish County Council, the Snohomish County Council shall appoint a replacement and if the vacancy occurs in a position appointed by the Island County Commissioners, the Island County Commissioners shall appoint a replacement. An unexpired term shall be considered a full term.
- C. A Trustee may be removed for just cause by the joint action of the Snohomish County Council and the Island County Commissioners after a public hearing upon written complaint stating the ground for removal, which complaint, with a notice of time and place of hearing, shall have been served upon the Trustee at least fifteen (15) days before the hearing.
- D. A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from Library District funds.

V. LIBRARY DIRECTOR

- A. The Library Director shall be selected by the Board, consistent with RCW qualifications.
- B. The Library Director, under the direction of the Board, shall be the chief executive officer of the Library District. The Library Director shall also serve as the chief financial officer and an auditing officer of the Library District.
- C. The Library Director shall be responsible for the administration of the Library District and shall perform those duties set forth in any contract of employment with the Library District and such additional duties and responsibilities as the Board may direct.
- D. The Library Director, or his/her delegate, shall attend all Board meetings. The Library Director, or his/her delegate, shall provide relevant and current materials in a timely manner for Board consideration.

VI. MEETINGS

- A. The Board shall elect officers at the first regular Board meeting of each year.
- B. The Board shall schedule a regular open public meeting each month on a day, time, and place to be established by the Board according to the laws of the state of Washington.
 - 1. An annual schedule shall be adopted at the first regular meeting following the Board elections.
 - 2. Notices of regular monthly meetings shall be in writing and sent at least five (5) days before the meeting.
 - 3. The schedule may be changed only due to unforeseen circumstances.
- C. The Board President or a majority of the Board may schedule special meetings. Notice shall be given in accordance with the laws of the state of Washington (RCW 42.30.080).
- D. The Board, in order to maintain full representation of members in all policy-making decisions, shall encourage and monitor regular attendance of Trustees at all Board meetings. If unable to attend a meeting, each Trustee assumes the responsibility to notify the Board President in advance of his/her pending absence.

VII. OFFICERS

- A. The officers of the Board shall be President, Vice President and Secretary. Elected officers shall serve until the first regular meeting of the next year.
- B. Prior to the first regular meeting of each year, a nominating committee shall be appointed by the President to present a slate of officers who have agreed to serve.

Additional nominations may be made from the floor.

- C. An officer shall not serve more than two full consecutive terms in the same office. The Board shall fill any vacancy of a Board officer at the next regular monthly meeting after the vacancy has occurred.
- D. The President of the Board shall preside at all meetings of the Board, appoint all committees, execute authorized documents, and perform all other necessary duties. The President shall retain the right to vote on all issues.

The President shall serve as an ex officio member of all committees except the nominating committee. The President shall be a non-voting member of said committees except in such instances required to break a tie.

- E. The Vice President shall preside in the absence of the President and fulfill the duties of the President in the President's absence, inability to serve, resignation or removal from office. The Vice President shall serve as the Board liaison to the Sno-Isle Libraries Foundation.
- F. The Secretary of the Board shall cosign all copies of acts and resolutions of the Board and perform such other duties as generally pertain to the office of Secretary.
- G. The Library Director shall assign a staff person for the recording of all proceedings at the Board meetings. The President and Secretary shall sign the minutes as approved by the Board of Trustees.

VIII. QUORUM

A quorum for the transaction of business shall consist of a majority of the members of the Board.

IX. FORM OF ACTION

The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by voice vote. A simple majority is needed to pass a motion or resolution unless otherwise specified or required by the laws of the State of Washington. All votes must be made in person by a Trustee. No votes by proxy shall be allowed. The President may call the role on any vote when considered necessary for clarification.

X. PROCEDURE AT MEETINGS

- A. The President shall determine the procedures for the Board meetings subject to the approval of the Board. The rules of order shall be in the general form of Roberts' Rules of Order as determined by the President and as required by the laws of the state of Washington.
- B. All procedures of the Board shall be performed in open public session with the exception of Executive Sessions.

- C. The written minutes shall consist primarily of a record of the actions taken and shall reflect the substance rather than the exact wording of a speaker or of a debate. A record of each Board member's votes will be included in the official minutes.
- D. Upon approval of the written minutes of any Board meeting, said minutes shall be posted and maintained on the Library District's Internet web site for a period of one calendar year.

The Library District shall maintain a permanent print copy of the approved minutes of each regular and special meeting as the official record of said meeting.

XI. AMENDMENTS

These bylaws may be amended by approval of two-thirds of the Board membership at any regular or special meeting of the Board when notice complying with the laws of the state of Washington has been given. Board members shall have received written copies of any proposed change(s) at least one week prior to said meeting.