

LIBRARY BOARD MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

April 18, 2024 - 4:30 PM

TWO WAYS TO PARTICIPATE:

In Person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
OR Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/84612034550>
or call in at (253) 215-8782 Meeting ID [846 1203 4550](https://lakestevenswa.zoom.us/j/84612034550)

- 1. Call to Order**
- 2. Roll Call & Introductions**
- 3. Approval of Minutes**
 - A. Library Board Meeting Minutes of January 18, 2024
- 4. Reports**
 - A. Friends of Lake Stevens Library
 - B. Managing Librarian/Sno Isle Libraries
 - C. The City of Lake Stevens
- 5. Board Comments**
- 6. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

Lake Stevens Library Board
Meeting Date: January 18, 2024

The meeting was hosted via Zoom and In Person (Hybrid) and called to order by Abe Martinez at 4:33 pm

In Attendance

Library Board members present: Abe Martinez, Shaelynn Charvet Bates, JoAnne Van Leuven, Andy Powers, Kevin Gosselin. Emily Stainbrook (online), LeeAnn Balbirona (online), Melissa Maffeo (online), Nancy Joao (online), Absent: none

Sno-Isle: Antoinette Morales-Tanner, Lake Stevens library manager
Lois Langer Thompson, executive director for Sno-Isle library district (online)
Paul Ryan, vice president of the board of trustees (online)
Lindsay Hanson, assistant director of community libraries

Friends: *no representative present*

City Council: Gene Brazel, city administrator,
Caitlin Weaver, deputy city clerk,
Kymm Shipman, councilmember, new liaison to library board

Administrative business

- Oath of Office for Kevin Gosselin, new library board member
- Election of Officers. LeeAnn Balbirona nominated for Secretary by Abe. Seconded by Melissa Maffeo. Approved by unanimous consent. Abe Martinez nominated for library board chair by LeeAnn. Seconded by Joanne. Approved by unanimous consent.
- Roll Call & Introductions
- Approval of Prior Meeting Minutes. The Board approved by unanimous consent the minutes of the October 2023 meeting as submitted. (1:22:30)

Reports

(Lois) Sno Isle--Edmonds library reopened after flood damage repairs. Lake Stevens library is in the permitting process, which is a complex process. To recap: a preliminary design has been released, which the public has had a chance to view and give feedback reflecting eagerness for the permanent library to open. Land Use Development application submitted. The new building will conform to LEED Silver standards. Snohomish County Conservation District is partnered with Sno Isle to discuss native plants and community involvement. Friends of the Library are being consulted about their space needs. Next steps are assembling a comprehensive bid packet. Still on track to break ground in 2024.

Questions for Lois/Sno Isle:

- *(Abe) Are the proposed plans online?* Yes online and in the library.
- *(Kymm) Can you tell me more about sustainability?* LEED standards have specific criteria. Mass timber, solar panels, water reclamation, EV chargers on site, wetlands restoration on the property, low emission carpet and paint materials, and smart lighting are among the features included.
- *(Shaelynn) More info about the projected season of 2024 to break ground?* Earliest would be summer.

- *(Andy) Will there be more about the interior features available soon?* Images shared at Friends meeting were inspirational to get a sense of what types of interior and furniture that Friends would like to sponsor, and not indicative of what will be installed in Lake Stevens. We are at the mood board stage, not yet the picking chairs and paint stage.
- *(Joanne) How is the branch library collection chosen for Lake Stevens?* Sno Isle has 1.7 million items in its collection. We pay attention to what people are requesting in topics, age groups, etc.
- *(Shaelynn) Do you have a bid out to construction firms yet? How many bids do you have to take? Are there library builders in the area?* We have to get to the permitting process before going out to bid. A general contractor might have a library in its portfolio.
- Comment from Abe: pleased with progress on exterior drawings, building looks attractive. Concerns from the community about parking and wetlands.
- *(Abe) Any concerns about the current city-owned temporary library building?* Sno Isle has a good relationship with the City but let us know if you hear about any concerns in the community. City has been responsive about doing repairs.
- Comment from Joanne: I have concerns about the content of the children's collection reflecting the demographics of the community.
- *(Abe) Is there a ballpark price tag? How is the project being funded?* We don't have a final cost yet. We want bids for the project, not bids for the budget. In 2023 we appropriated for \$14 mil in capital and this year \$13 million appropriated. We have a portfolio of state and federal grants, some private fundraising through our foundation. We are confident that we can fund this. We wouldn't begin the project if we didn't have this in hand. There will be no Bond. No Bond.

(Antoinette) Lake Stevens Library 2023 wrap up--increases in checkouts, visits, holds, use is going up. We had 197 in person programs in our new building, forming new community partnerships. Friends of the Library was key in sponsoring events. Proud of the work and our staff. Upcoming programming for 2024: information is included in a separately submitted report. "Prime Time" six-week program will be hosted at Hillcrest Elementary this year to promote family engagement in reading. The Self-Service Library Hours program is being piloted on Sundays 10 am to 5 pm. Lake Stevens is the first library in the Sno-Isle system to pilot this process.

- *(Shaelynn) Why Sundays? Concerned about staff losing hours and lack of spontaneity.* A minimum of 3 staff persons are required to staff the library. Sunday is lightly used and hours might be better used on busier days. It also gives us the opportunity to fully try out the pilot program. Will our door count go up? How many will use the service? Orientations are provided on an ongoing basis. This is a model being used successfully around the world.
- *(Kevin) If the self service hours are received positively will there be an expansion of hours?* Yes, potential for expansion in Lake Stevens for early morning or later evening, and at other branch libraries.
- *(Abe) Are meeting room reservations included in this pilot project?* Not at this time since the meeting room is integrated into the library interior. At other libraries the meeting rooms have separate access from the main library.

Gene (City of Lake Stevens) general updates on the business of the city. Public Works is working on being an accredited department. The Police Department is working on renewing their accreditation. Construction projects planned for Main Street this summer 2024, installing lighting, roundabout and more. City Hall is planned to move to the South Lake Stevens business center, retaining as many leasees as possible. City will inhabit the large building. New commercial buildings are planned for across the street. Council chambers will be built out into the floors above the Subway building. City Hall buildings in North

Cove park will be removed and replaced with restrooms and additional parking. Smaller side buildings in the park will be available for community use.

- *(Abe) Any word on what might go in next door to the new library site?* Yes. City received 4 proposals for that site and chose 1. Developer has been working on a plan for about a year. Hopefully in the next month we will have a developer agreement for the council to review. Developer will then be able to begin permitting. City would expect that process to go quickly. Russ has been in discussion with Sno Isle about potential driveways since the developer is a local person. It was important to the city to have a project there that would increase the economic development of the city and set the standard for future projects.
- *(Shaelynn) Is the property we are talking about going to be mixed use with residential and retail?* Yes. That's correct.

Board Comments

- Joanne: a lot of good information, thank you
- Emily: no comments
- Nancy: thank you Sno Isle for all the information you bring to these meetings
- Andy: a lot of good information, thank you
- Kevin: glad to be here, looking forward to next meeting
- Shaelynn: I read in the newspaper about the possible annexation of Everett City Library into Sno Isle. Excited to hear more about that.
- Abe: Thank you to everyone for all the information. Looking forward to more details. If others would like to be officers on the library board, please put your names forward by the October 2024 meeting. Please speak up about issues you care about. Become as involved as you want to be.

Adjournment

Nancy motioned to adjourn. Kevin seconded the motion. The motion was voted on and the Ayes carried the vote.

Meeting adjourned at 5:54 PM.

Next meeting is: July 18, 2024 at 4:30 pm

*Respectfully submitted by LeeAnn Balbirona
April 10, 2024*

Lake Stevens Library Board Report

April 18, 2024

Antoinette Morales-Tanner, Lake Stevens Library Manager

Programming and Outreach Updates:

Weekly Programming

- Mondays at 10:15am: Toddler Stay and Play
- Tuesdays at 10:15am: Toddler Storytime
- Wednesdays at 10:15am: Baby Storytime
- Wednesdays at 2:15pm: Preschool Stay and Play
- Thursdays at 10am and 11am: Little Science Lab for Preschoolers
- Fridays at 10:30am: Preschool Storytime

April

- Spring Break STEM Construction Zone
- Introduction to Birding with Pilchuk Audubon Society
- Paws With Cause pet portrait painting
- Saturday STEM Construction Zone

May

- May the 4th Event with City of Lake Stevens and SIL BookMobile
- Naloxone Giveaway/Informational Program
- STEM Construction Zone

June

- Plant and Seed Share
- Summer Reading Kickoff
- Lake Stevens Pride
- Alderleaf Wilderness College: Wilderness Survival Essentials
- STEM Summer Reading
- Sharing Wheels Bike Clinic (monthly, June-August)

Staffing Updates

The Lake Stevens Library has welcomed three new full-time staff members, expanding the youth services department to provide additional programming and focus on early literacy and children's services, as well as school and educator support:

- Gabriel Knight, children's librarian focusing on early literacy and K-5 support
- Kelly Jaite, outreach librarian focusing on tween/teen and 6-12 support
- Zoey Ramberg, children's library associate focusing on early literacy and older elementary programming

Future Lake Stevens Library

Current Phase:

- Permitting is on track
 - Final permit applications were submitted in early March.
 - BuildingWork has been communicating regularly with the City of Lake Stevens, who has been providing guidance and clarification throughout the permitting process
 - Based on typical permitting processes, we expect to receive permits by Summer 2024
- Interior finishes, furniture selection, shelving, & signage design
- Final design for Outdoor Learning Spaces

Next Phase:

- Public bidding for contractors on track for late summer/early fall

Sno-Isle District-Wide Updates:

First Annual Sno-Isle Reads Together: *Hollow Kingdom* by Kira Jane Buxton

Join us as we explore, discuss & connect as a community around a single book. This year's selection is "Hollow Kingdom" by Kira Jane Buxton.

Kira Jane Buxton's debut novel *Hollow Kingdom* was an Indie Next pick, a finalist for the Thurber Prize for American Humor, the Audie Awards, and the Washington State Book Awards, and was named a best book of 2019 by Good Housekeeping, NPR, and Book Riot.

Author Events:

- May 11, Mill Creek City Hall
- May 14, Kamiak Performing Arts Center, Mukilteo
- May 15, Coupeville Performing Arts Center
- May 21, Online via Zoom

Executive Director Search

Sno-Isle Libraries Executive Director Lois Langer Thompson announced her intent to retire in July. The Sno-Isle Libraries Board of Trustees has begun a comprehensive search for a new Executive Director, engaging the help of the Executive Search Firm, Herd Freed Hartz.

2023 Community Report

Sno-Isle Libraries' 2023 Community Report has just been released. Some of the highlights include:

- 3.36 million physical items checked out
- 4.48 million digital items checked out
- 4,553 Events with 121,796 attendees
- 967, 906 print jobs
- 3, 222 laptop and wi-fi hotspot checkouts

Lake Stevens Project Priorities

Background – Lake Stevens has grown from a resort town into a diverse community of over 40,000 (with 45% growth since 2010) that will top 50,000 people in the next decade. For several years, the city has worked tirelessly to invest in parks, roads and sidewalks to ensure a healthy and productive community. The city has an outstanding record delivering grant funded projects on time and in budget. There continue to be several large priority projects that the city will need help with to maintain its economic and environmental vitality.

Transportation

Regional Mobility - The city requests that the US-2 Trestle replacement remain a high priority for funding. This transportation project is of statewide importance to improve transportation flow across this major east/west connecting freight mobility and job centers including Boeing. The city has analyzed a series of necessary improvements to the U.S. 2 Trestle with WSDOT, Community Transit and other local governments

Local Projects

- **Main Street** – The city is grateful for the federal recognition of its Main Street project to construct a new roundabout and extend multimodal improvements to improve efficiency and safety for vehicles, transit, freight and pedestrians. **With prior PSRC funding, the city is preparing to complete this project.**
- **36th Street Bridge** – The existing 1938 timber bridge, spanning Catherine Creek, is nearing the end of its serviceable life. The bridge is the main truck route from the city’s industrial area to State Route 92 and a post office transfer hub. Temporary repairs to the road and bridge were completed in the last five years after the bank started sluffing. Due the age and size of the bridge it does not qualify for many funding sources. The bridge replacement has economic benefits – continued flow of freight from businesses and the post office. It has long-term environmental benefits – restoring the stream channel, connecting wetlands/floodplains and enhancing fish passage. **The estimated replacement cost is \$3.5 million.**

Environment

Lake Stevens Flooding – The outfall from Lake Stevens flows from the lake through Stevens Creek, over wetland systems into Catherine Creek. Aging infrastructure and undersized culverts contribute to localized flooding, which blocks access to residential, commercial and emergency services. In coordination with an engineering consultant, local agencies and affected tribes, the city has identified several projects to address flooding that will improve aquatic rearing and spawning habit for salmon; enhance lake control and reduce flooding; and decrease damage to public infrastructure and private property.

- **Weir** – Lake Stevens is controlled by a simple board weir between the lake and outflow channel. This failing facility does not allow proper lake level control that results in winter flooding, causes property damage around the lake from high lake levels and creates a fish barrier.
- **Culvert Replacements and Channel Restoration** – The current outfall channel was constructed in the early 1900s to support mill and railroad operations. The channel receives significant natural deposits that inhibit its flow through undersized culverts causing flooding. The city seeks to replace up to four culverts, partially restore the natural alignment of the channel, mitigate downtown flooding and restore ecological functions.

If these improvements are not made over the next few years, North Lakeshore will be undermined resulting in a higher cost public improvement; flooding will continue resulting in increased claims and deterioration of public infrastructure; and regional goals for salmon recovery would be postponed. **The estimated project cost for all phases is \$17 million.**

For Information, contact Russ Wright, Community Development Director at 425.622.9424 or rwright@lakestevenswa.gov

CEDARWOOD CLUBHOUSE



LAKE STEVENS PARKS AND RECREATION



Cedarwood Clubhouse above / Restrooms below



Future Community Spaces

- In a 2019 City survey, 50-60 percent of respondents placed a high value on indoor space for fitness classes and other types of community classes.
- The city consistently receives requests for meeting spaces from service clubs, non-profit organizations and other groups.
- The City has partnered with the YMCA of Snohomish County to manage the day to day operations and provide recreation classes for the community.
- This recreation and community facility would provide equitable recreational access in a lower-income area of the city that has been under-served and provide a new resource for the entire community.

Lake Stevens is grateful to have received \$1.23M from the state budget and is pending a \$1M request in the federal budget to develop a community recreation center. Lake Stevens has partnered with the YMCA of Snohomish County to provide recreation programming and collaborate to meet the community need.

Background

City officials have prioritized improving parks and recreation facilities including indoor spaces as Lake Stevens, with a population of 39,000, continues to grow.

Mercy Housing and a local homeowners' association transferred the Cedarwood Clubhouse to Lake Stevens in mid-2021. The 5,000 square foot facility, located within a lower-income area of the city, was closed due to security concerns. The city has a vision to redevelop the building and turn it into a youth recreation facility and community center.

Funding is needed to transform this building into a functional community space it will need a second floor for offices, classes and multi-purpose rooms.

Project Budget - \$4.23 million

Phase 1- Design and site prep \$230,000

Phase 2 – Construction \$4,000,000

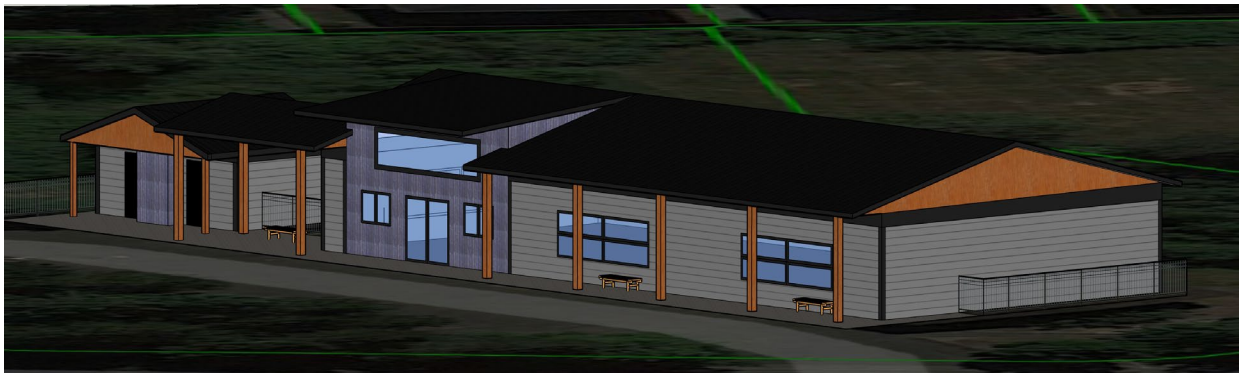
Lake Stevens is committed to using funds immediately if received and would provide a match with local funds, impact fees, other grants and in-kind support.



RENDERING - AERIAL



ABOVE – CURRENT CONDITIONS / BELOW – FRONT RENDERING



RENDERING – CLOSE UP



MUNICIPAL SERVICES CAMPUS



LAKE STEVENS GOVERNMENT FACILITIES



Request

Lake Stevens requests \$100,000 dollars from the legislature to develop design options and architectural drawings for a versatile City Council Chambers along with an infrastructure analysis for the city's proposed Municipal Services Campus.

Project Benefits

- Locate most government services on a single site, in proximity to the city's population center.
- Generate revenue through use agreements with complementary public services or through private rentals.
- Create short term engineering, architectural and construction jobs through the design and construction phase.
- Accommodate a staff of 65 people over the next 10 years.
- Contribute to the vitality of the site by establishing a larger daytime workforce to frequent restaurants and businesses.
- Allows the city to complete its downtown plan and expand public use in North Cove Park and increase use of the Mill.

Background

The city of Lake Stevens' population has grown by 45% since 2010 – as of 2023 the current population exceeds 41,000 and will increase to 50,000 over the next decade.

To meet the needs of this rapid growth, the city has increased its staff. The city has outgrown its current city hall and City Council meeting room in downtown Lake Stevens. The city has evaluated options for a municipal campus since 2016. Due to financial constraints, the city has not been able to construct a new building but has continued to look for appropriate opportunities to develop a campus.

- In 2019, the city purchased and then renovated commercial buildings in south Lake Stevens for a Police Station.
- One of the buildings purchased in 2019 houses commercial uses and has been identified for future government growth as tenants move out.
- In 2023, the City Council authorized the purchase of a property adjacent to the existing Police Station, which includes two commercial buildings.
- The city will renovate portions of these buildings over the next two years, along with an existing building the city owns to create a functional Municipal Campus.

Lake Stevens will use funds immediately if received. The city will identify matching funds and use local dollars to complete remaining phases.

MUNICIPAL SERVICES CAMPUS



LAKE STEVENS GOVERNMENT FACILITIES

Phases

The first phase of this project will relocate the temporary City Council Chambers into a permanent location.

- A functional Council Chambers will act as the hub for local government.
- Infrastructure for access, power and communications must be resilient and reliable to accommodate police and city services, especially during emergencies or inclement weather events.
- In Phase 1, the city will use legislative funds to produce design options for a flexible, multipurpose Council Chambers and develop recommendations to improve existing infrastructure for an efficient and sustainable Municipal Service Campus through a public engagement process.
- We will also evaluate if the Council Chambers and overall site can support other regional needs such as an Emergency Operation Center for eastern Snohomish County or another County District and Therapeutic Court.



Future phases will include the full design and build out of the Council Chambers and renovations to other commercial buildings for use as a Municipal Campus with an integrated City Hall, Permit Center and Police Department over the next two years.

Project Schedule and Budget

Phase 1 – Council Chambers Design / Infrastructure Analysis (\$100,000) - Summer 2024

Phase 2 – Council Chambers Construction (\$500,000) - Fall 2024

Phase 3a – Parking / Stormwater Design (\$50,000) - Summer 2024

Phase 3b – Parking and Infrastructure Improvements (\$375,000) - Fall 2024

Phase 4 – City Hall Design (\$300,000) - Winter 2024

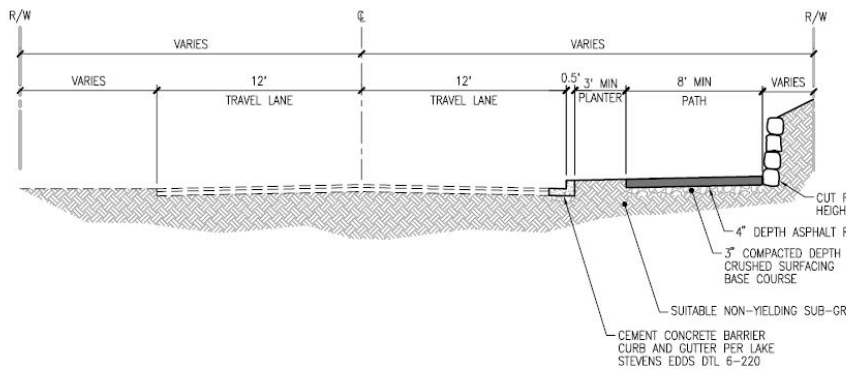
Phase 5 – City Hall Renovations (\$2.37 million) - Summer 2025

The city has taken on bond debt to purchase and renovate the Municipal Campus buildings. The requested funds will help the city complete early actions to relocate portions of city operations.

FOR INFORMATION, CONTACT RUSS WRIGHT,
COMMUNITY DEVELOPMENT DIRECTOR:
425.622.9424 / RWRIGHT@LAKESTEVENS.WA.GOV

SOUTH LAKE STEVENS ROAD

LAKE STEVENS • COMPLETE STREETS



SOUTH LAKE STEVENS RD SECTION B
SCALE: 1"=5'



Cycling & trail use are important recreational activities in Lake Stevens and significant economic drivers in Washington State.

- Lake Stevens has highlighted the importance of trails in its Comprehensive Plan & recently adopted Master Trail Plan.
- Pedestrian & bicycle safety are priorities for the city.
- Lake Stevens is investing in multi-modal infrastructure for shared trails/paths

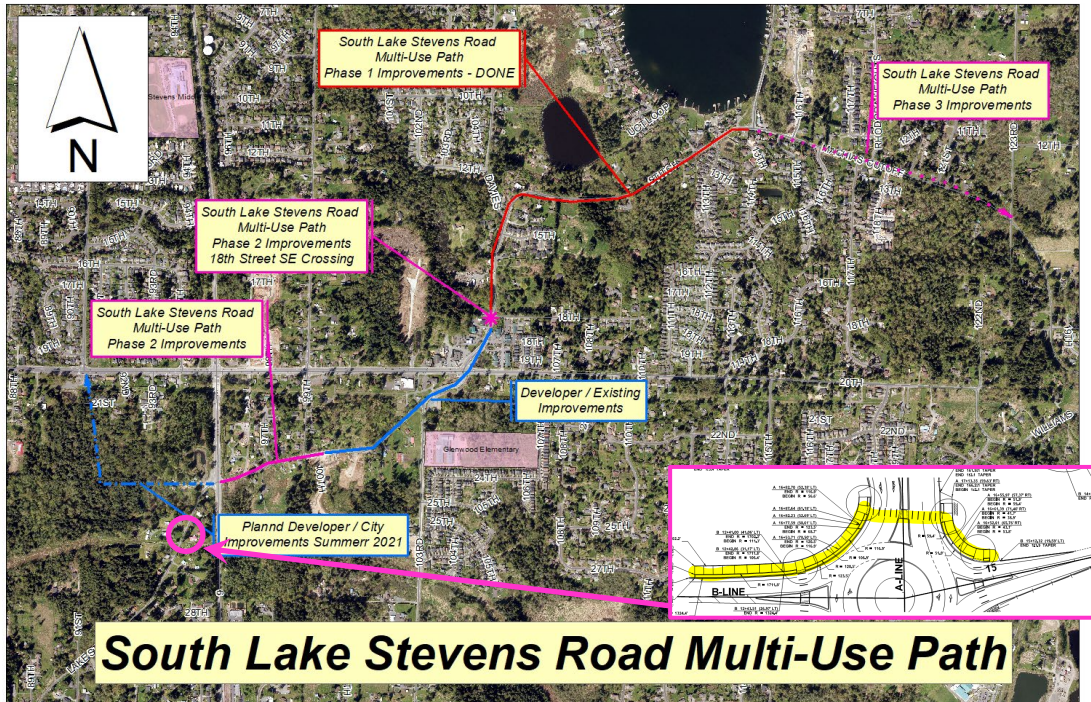
South Lake Stevens Multi-Use Path

- Lake Stevens successfully built 4,500 linear feet of the multi-use path in Phase 1.
- The city has been able to leverage extensions through developer contributions.
- **The city is grateful for state and county support** to extend this safe & inviting pathway and complete a critical link around south Lake Stevens for pedestrians and cyclists.

Background

Lake Stevens has grown from a resort town to a diverse community exceeding 40,000 people that will top 45,000 people in the next decade. As the city continues to grow, community leaders recognize the importance of establishing a diverse transportation system.

- The Lake Stevens Comprehensive Plan sets community goals for a “layered street network” that recognize the important benefits of having an integrated multi-modal transportation system.
- LSMC 14.56.280 establishes the city’s complete street standards requiring new transportation projects accommodate pedestrians, bicyclists, motor vehicles, public transportation for people of all ages & abilities.
- In practice, the city is coordinating with Community Transit and WSDOT to improve bus routes and is designing efficient roads & constructing / designing multi-use paths for pedestrians & cyclists.



Phases and Budget

Phases 2/3 Design and Construction

- **The city requests funding, currently slated for release after the 27-29 biennium, be expedited to let the city construct this “shovel-ready” project** extending the highly popular South Lake Stevens Road multiuse path.
 - Phase 2 would extend the multiuse path nearly 1,250 linear feet from SR 9 to 100th Drive SE & connection west of the Highway 9.
 - Phase 3 would extend the multiuse path nearly 3,100 linear feet from Machias Cutoff to 123rd Ave SE. This section would link to a proposed county trail and ultimately the Centennial Trail.
 - Local funds and a county grant were used to complete the design for Phases 2 and 3.
- **Estimated Construction Cost for Phases 2 and 3 is \$5 million.**
 - Total cost includes design, right-of-way acquisition and construction.
 - **Thank you for the state funding of \$3 million to go towards construction.**
 - Estimated funding gap of \$1.75 to \$2 million to complete the project (2023 dollars).
- **The city has contributed more than \$8 million dollars of local dollars and grant funds** for the construction of the roundabout at SR9, fish culvert upgrade as a fiscal partner with WSDOT and to construct 2,600 linear feet of new road with a multi-use path connecting the South Lake Stevens Multiuse path to 20th St SE west of the WSDOT SR9 roundabout.
- **The extended trail will link the southern and southeastern part of Lake Stevens, create school connections, provide safe walking routes and add multi-modal options for cyclist and walkers allowing the city to achieve its goal of being “One Community Around the Lake.”**

FOR INFORMATION, CONTACT RUSS WRIGHT, COMMUNITY DEVELOPMENT DIRECTOR AT 425.622.9424 OR RWRIGHT@LAKESTEVENS.WA.GOV

LAKE STEVENS OUTLET RESTORATION

LAKE STEVENS ● ENVIRONMENT

Request

Lake Stevens is requesting \$1.65 million to replace the weir on Lake Stevens, improve habitat function of outfall channel from the lake, and replace a failing roadway adjacent to the existing weir.

Project Description

Weir –**This failing system** does not allow proper lake level control that results in flooding and property damage and is a barrier to fish passage.

Channel Restoration – The outfall channel was constructed in the early 1900s to support railroad operations. It **does not support optimal habitat functions needed to connect the largest lake in Snohomish County with downstream salmon habitat.**



Roadway Failure and Pedestrian Access – North Lakeshore Drive is one on the main east / west roads connecting Downtown Lake Stevens to the city. **The stream channel is circumventing the weir and undercutting North Lakeshore Drive. Limited pedestrian access on this road does not support pedestrian access from North Lakeshore Drive to North Cove Park.**

Phases and Budget

Project Budget – \$3 million

- Design/Permitting \$500,000
- Wier Replacement and Channel Restoration – \$2 million
- Roadway Improvements– \$500,000
- Local Contribution - \$850,000
- EPA Grant Funds Anticipated - \$500,000
- **Funding Gap - \$1.65 million**



Background

Lake Stevens has grown to a community of nearly 39,000 that will top 45,000 people in the next decade.

Project Goals

1. Improve aquatic habit for salmon passage, rearing and spawning.
2. Reduce flooding and damage to public and private infrastructure.
3. Promote regional recreational opportunities through pedestrian access and vehicle safety.



Lake Outlet Control Illustration



Lake Outlet Channel Restoration

For information, contact Shannon Farrant, Surface Water Manager at 425.330.8562 or sfarrant@lakestevenswa.gov