

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Rose Olson, *President* • Paul Ryan, *Vice President* • Jennifer DePrey, *Secretary* • Michael Adams • Kay Crull • Griselda Guevara-Cruz • Susan Kostick

Executive Director

Eric Howard

April 28, 2025, 5:30 p.m.

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Join the meeting now](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 495 311 947#

Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) Executive Director's Report

- a) Executive Director's report [Attachment 1](#)

6) *Consent Agenda Items

- a) Approval of the March 24, 2025 regular meeting minutes
- b) Approval of the March 2025 payroll, benefits, and vouchers

7) Public Comment

8) New Business

- a) Summer Reading Program Preview – Community Libraries Director Diane Lai [Attachment 2](#)

9) Finance Report

- a) April Financial Update – Finance Director Janella Lewis [Attachment 3](#)

10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2025 Calendar [Attachment 4](#)
 - ii) Trustee Vacancy [Process Attachment 5](#)
- b) Sno-Isle Libraries Foundation – Trustee Ryan

11) *Adjournment

*Denotes Board of Trustees action item.

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

Executive Director

BOARD REPORT

April 28, 2025

Eric Howard
Executive Director

April marks my six-month anniversary with Sno-Isle Libraries. With the opening of the Langley Library, construction progress on the Lake Stevens Library, and the coordinated efforts to develop a permanent library in Mariner, it's been an exciting time to join the Sno-Isle team.

Libraries and Community Resiliency

At a recent editorial board meeting with The Herald, I was asked what drew me to Sno-Isle. My answer is our vision, *Everyone in our community is connected to their library*. Communities that are more robustly connected are more resilient. The research is now replete with examples of the power of connectivity, and it demonstrates, among other benefits, that after natural disasters, connected societies not only bounce back, they also thrive. As a learning institution that convenes partners and provides spaces for the community to gather, the Library District plays a fundamental role in strengthening community connectivity.

Institute of Museum and Library Services (IMLS)

The recent stressors placed on the Washington State Library because of the President's Executive Order, which largely dismantles the Institute of Museum and Library Services (IMLS), are a reminder of the necessity to strengthen our community connections (IMLS is the designated lead federal agency for libraries and the source of block grant funding for libraries across Washington State). I joined other Washington State Library Directors this month in a letter urging the restoration of funding to the State Library and the protection of IMLS's work. Funds from IMLS spur innovation and they strengthen an ecosystem that supports all libraries, including ours. It's also a reminder that we can't take our connections, nationally or locally, for granted.

Community Connections

As a testament to Sno-Isle's strong connections, at the end of March, our Library District was invited to celebrate with the community at the opening of the NW Regional Campus of the Washington State Criminal Justice Training Commission. It's always inspiring to celebrate the commencement of another learning institution, especially one that is completely invested in strengthening our local community. The opening celebration of the new academy, located in Arlington, gave me the opportunity to discuss our Library District with Governor Ferguson, Senator John Lovick, Representative Carolyn Eslick, and Mayors Cassie Franklin and Brett Gailey.

Next Steps

- I've dedicated a significant portion of my work to learning about our Library District. I remain impressed by our team's commitment to customer service and their consistent dedication to providing library services that are accessible to everyone. I will be shifting my focus toward engaging more deeply with our community, including elected officials, partners, and Friends of the Library groups.
- In 2026, the Library District will embark on the development of a strategic plan. In preparation for that work, I'll be focusing on four areas:
 - *Customer Service*: In early fall, the Library District will launch a customer service survey (for customers and non-library card users). The findings will guide any modifications to enhance customer service. We will also conduct additional surveys to better understand what our communities value and want from their library.
 - *Partners*: We are developing a community roadmap process to better understand our partners' needs and strengthen community engagement by supporting staff in building sustainable local connections.
 - *Internal Communications and Processes*: I have convened a work team to support internal organizational communications, and we are developing a system to better track projects across the entire system and to consistently review lessons learned.
 - *Recruitment Practices*: Library Leadership is reviewing the recommendations on workplace diversity that were presented to the Trustees in January.

In addition to supporting the development of the strategic plan and enhancing services, I will be conducting a review to explore, analyze, and plan for a potential levy lid lift. As noted in our November 2024 and subsequent budget forecasts, the organization is approaching a period when library investments will outpace income, highlighting the need for continued thoughtful financial planning.

March Accomplishments from Community Libraries

- **Library on Wheels** has mailed out 136 books by mail packages so far in 2025 to patrons who are unable to make it to the Library.
- **Oak Harbor Library** hosted the last of three Free Application for Federal Student Aid (FAFSA) support events, as part of the Washington State Limitless Grant partnership activities. Families who spoke English and Spanish were well supported with successfully filling out and submitting their FAFSA applications.
- The **Coupeville Library** hosted a spring break program for elementary school-age children called What is Magic? Local magician and entertainer JR Russell answered the question "What is Magic" with "magic is science!" and "magic is math!" to a rapt group of 68 children and their parents.

- Building on success from the Bikes for Books reading challenge last fall, the **Darrington Library** created a new reading challenge, *Bites for Books*. For every hour read from March 1-31st, kids in grades 6-12 were entered into a drawing to win one of four \$25 gift cards to a Darrington restaurant of their choice. We had 13 kids participate in this program who read a total of 357 hours!
- **Lakewood Smokey Point** staff collaborated with WSU Master Gardeners and Volunteers of America to host a seed swap to celebrate spring. VOA donated seeds and gardening supplies, and a WSU Master Gardener was on hand to answer customer questions about gardening and help choose seeds. The Seed Swap had 15 attendees which was LSP's highest attended adult program so far this year.
- The **Stanwood Library** checked out in-library laptops a total of 139 times for the month, representing a new high mark for circulation of this item type in library. Staff make a concerted effort to promote this service as a valuable way for our customers to gain access to the internet, databases & software, and printing, resulting in the Stanwood Library having some of the highest circulation of these items in the library district.
- The Children's Art with Stanwood Camano Arts Advocacy is demonstrating itself at the **Camano Library** to be a popular program with Camano youth, as there were ten more school-age children attending (34) compared to last month.
- The **Snohomish Library** received a visit from the Snohomish High School Life Skills class. The Life Skills class is part of the instruction students receive through the Transition Center program, focusing on preparing students with disabilities for post-school life and offering courses like money management, time management, and self-advocacy. Because student skills and interests are diverse and broad, staff typically highlight the variety of book formats available through our libraries. At the recent visit, staff shared about the easy MP3 picture books that play an audio version of the book while the physical book is being read.
- Craft and Chat is an online social event that offers you the opportunity to skill share, learn about library resources, and make connections with fellow crafters. Two new customers joined recently and shared that they had been looking for ways to connect more with their community, especially online. They had found the library events calendar and signed up for a number of our online events and were excited about attending more in the future. It is great to hear that our online offerings are still resonating with our customers.
- Like many of our libraries, **Lake Stevens Library** staff regularly visit the local Food Bank to provide information about library resources to customers. These visits are increasing in popularity, with several return-customers stopping by to learn about library services and programs. The Library was recognized for this outreach work and thanked by the Executive Director of the Lake Stevens Food Bank at the March Chamber of Commerce meeting.
- **Mariner Library** joined forces with Capital Strategy and Planning staff to table during lunchtimes at Mariner High School. It has been a rewarding opportunity to interact with students to learn about their interests and needs for programming offered at Mariner Library and get their input for the future Mariner Community Campus. This effort is thanks in part to the strong collaboration with Mariner High School staff, who have collaborated with us this year on registering over 500 of their incoming Freshman students for library card accounts and a full day of library resource presentations in Spanish and English to their multilingual classes.

- **Mukilteo Library** continues to have the third-highest number of customers coming through the doors in our Library District. Every table and seat can be filled on weekday afternoons with many students from the nearby middle and high schools using the safe and welcoming spaces to gather after school. On Sundays and Mondays, with the closure of the City of Everett libraries, there are times when every public computer and in-library-use laptop is in use by customers.
- Staff from **Mukilteo and Edmonds libraries** joined other organizations at the You Are Not Alone: Building Hope, Resilience, and Skills to Navigate Crisis event on Saturday, March 1, at the Rosehill Community Center in Mukilteo. Snohomish County Human Services created the conference to build resilience and provide youth and families with the tools needed to support youth mental health and combat suicide.
- The **Brier Library** launched its Spring programming series to wide acclaim. Local author Carleen Zimmerman's "Drawn to Birds of Brier" sketching program attracted 33 attendees, while her spouse Neil Zimmerman's "Birds of Brier" captivated 27. The Lego Club had 35 builders in its largest session. School outreach remains successful, with an average of 25 middle and high school students participating in library makerspace crafts at our local school.
- **Lynnwood Library** had two well-attended events: the 2nd Annual Pokémon Day on February 27, which brought in over 250 people, including kids, families, and teens as well as close to 300 people who attended the Seed Swap on Sunday, March 2.
- **Edmonds Library** continues to get solid turnout for community programming at all age levels. Weekly story times averaging over 30 children and their caregivers per session as well as 16 attendees for Wonderworms with Oxbow Farms.
- **Mountlake Terrace Library** offered its first ever Korean Storytime in March. 52 at 1st storytime. 57 at each of the next two sessions - so 166 total attendance - 55 average.

Upcoming:

North

Camano Island: Camano Island Homestead Fair – 5/17, (All ages)

A full day of workshops, demonstrations and fun for everyone! In partnership with WSU Extension.

South

Mountlake Terrace: Herencias Mexicanas Dance Performance – 5/10 (All ages)

Herencias Mexicanas, an Everett, WA-based folklorico group, will provide a lively performance of dance, sharing not only the captivating movements and rhythms but also the deep knowledge embedded in these art forms.

East

Lake Stevens: Record Your Family History with StoryCorps – 5/10 (Adults)

West

Langley: Meet the Author: Jonathan Evison – 5/8 (Adults)

Langley welcomes PNW favorite and past Whidbey Reads author Jonathan Evison, who will talk about his latest book *The Heart of Winter*.

Online

Learn to Make Pie Pops with Kate McDermott - 5/7 (Adults)

Kate McDermott, James Beard Award-nominated author of *Art of the Pie* joins us to share her recipe for mini pies on popsicle sticks!

Sno-Isle Reads Together

The 2025 season wraps up in May with four opportunities to meet Noé Álvarez, the author of *Accordion Eulogies*. He will visit for two in-person programs, a Spanish language virtual program, and a final virtual program on May 15th.

Sno-Isle Libraries

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Executive Director

Eric Howard

March 24, 2025

Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

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

Attendees

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

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, David Brown, Michelle Callihan, David Durante, Sonia Gustafson, Lindsay Hanson, Eric Howard, Christina Kourteva, Meredith Kraft, Tricia Lee, Phil Spirito, and Nicole Wehl.

Approval of Agenda

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

Executive Director Report

Executive Director Eric Howard highlighted information from the Executive Director's report and thanked staff from all departments for contributing to a successful re-opening of the Langley Library on March 22. Howard also commended the staff at the Monroe Library for their handling of a difficult customer interaction there.

Consent Agenda

- a) Approval of the February 24, 2025 regular meeting minutes
- b) Approval of the February 2025 payroll, benefits, and vouchers

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

Public Comment

Kim Larson shared a written statement on behalf of Sno-Isle Libraries Employees United Board regarding an event that took place at the Monroe Library on March 13, 2025.

Trustee Michael Adams joined the meeting.

Sno-Isle Libraries

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New Business

Programs and Services Update

Assistant Directors of Community Libraries David Brown, Michelle Callihan, Lindsay Hanson, and Phil Spirito provided a high-level overview of their assigned focus areas and the work being undertaken. Highlighted services and programs included:

- Early childhood development support.
- Digital literacy programming and services.
- Adult education and engagement opportunities.
- Local and system-wide programming initiatives.

Staff Reports

Financial Update

Assistant Director of Finance Nicole Wehl presented the March 2025 financial report.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The selection of the recipient of the 2024 Trustees' Award.
- The Board's annual retreat is tentatively scheduled for a weekend in June.

Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan reported on the work of the Sno-Isle Libraries Foundation:

- The nine new members of the Foundation Board of Directors officially began their terms in March.
- The 2025 Trudy Sundberg Lecture Series events on Whidbey Island had over 500 in-person attendees. Recordings of the lectures will be made available on the Foundation's website.
- On April 1st, the Foundation will participate in Library Giving Day, a national movement in support of public libraries.

Adjournment

Trustee DePrey moved to adjourn the March 24, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:20 p.m.

President


Secretary

Sno-Isle Libraries
March 2025 Payroll and March 2025 Vouchers

Direct Deposits, Employee Deductions	\$ 2,669,046.06
Vendor Checks 85846, 86125 through 86133, and 86144, plus Electronic Transfers	<u>\$ 962,853.80</u>
Total Payroll and Benefits	\$ 3,631,899.86
 Accounts Payable Checks 85797 through 86159 less checks listed above, plus Electronic Transfers	 <u>\$ 1,526,435.63</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,158,335.49 *</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 28, 2025.

 4/11/2025

Finance Director

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

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

March 2025 Payroll

Employee Pay - Direct Deposit	\$	1,898,415.61	
Plus: Employee Deductions	\$	770,630.45	
Sub-Total Gross Payroll			\$ 2,669,046.06

Vendor Checks 85846, 86125 through 86133, and 86144	\$	303,074.01 *	
Employer Workers' Comp Insurance Premium	\$	26,920.78	
Electronic Funds Transfer- Employer Federal Taxes	\$	221,322.18	
Electronic Funds Transfer - Canopy Wellbeing	\$	2,318.30	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,821.29	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	56,172.36	
Electronic Funds Transfer - PERS - Retirement Plan	\$	380,758.29	
Electronic Funds Transfer - Navia - FSA	\$	13,645.76	
Electronic Funds Transfer - Navia - HRA/MRA	\$	12,263.55	
Electronic Funds Transfer - Premera - Medical	\$	316,428.33	
Electronic Funds Transfer - Support Registry	\$	1,169.84	
Less: Employee Benefit Deductions	\$	(376,040.89)	
Sub-Total Benefits - Employer Expense			\$ 962,853.80
Total Payroll and Benefits			\$ 3,631,899.86

March 2025 Accounts Payable

Checks 85797 through 86159 less checks listed above, plus Electronic Transfers	\$	1,526,234.31 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	201.32	
Sub-Total Accounts Payable			\$ 1,526,435.63
Total Payroll, Benefits and Accounts Payable			\$ 5,158,335.49

Adjustments

Refunds and Credits	\$	1,100.45	
Retainage Deposits	\$	10,557.46	
Petty Cash Expense	\$	68.00	
Refund Interest	\$	1.26	
Bank Service Charge	\$	1,517.90	
Travel & Business Expense Reimbursement paid in Payroll	\$	3,877.78	
Total Adjustments			\$ 17,122.85
March 2025 Total Expenditures			\$ 5,175,458.34 ***

* Benefit invoices paid through Accounts Payable Checks	\$	303,074.01	
** Regular invoices paid through Accounts Payable Checks	\$	1,526,234.31	
Total Accounts Payable Check Payments	\$	<u>1,829,308.32</u>	

*** Equals Expenditure Summary Total

**Vouchers
March 2025**

Date	Check Number	Payee	Check Amount
3/20/2025	82663	Kaminoff, Lara - Void, reissued on check 86025	-\$150.00
3/20/2025	84359	Lois Langer Thompson - Void, reissued on check 86063	-1,079.96
3/20/2025	84530	Vanessa Gutierrez - Void, reissued on check 86064	-14.00
3/6/2025	85161	Lamar Transit, LLC - Void, reissued on check 85849	-2,545.00
3/6/2025	85455	Intersection Media, LLC - Void, reissued on check 85848	-14,755.57
3/6/2025	85797	8X8 INC	7,993.81
3/6/2025	85798	AIR CARE SYSTEM	1,772.85
3/6/2025	85799 - 85800	REMIT OVERRUN	0.00
3/6/2025	85801	AMAZON CAPITAL SERVICES, INC	3,658.11
3/6/2025	85802	BACKSTAGE LIBRARY WORKS, INC	370.00
3/6/2025	85803	BAKER & TAYLOR BOOKS (277930)	4,728.62
3/6/2025	85804	BRODART (SUPPLIES)	308.82
3/6/2025	85805	CASCADE NATURAL GAS	819.96
3/6/2025	85806	CITY OF MARYSVILLE	1,653.08
3/6/2025	85807	CITY OF TIGARD	19.95
3/6/2025	85808	CLINTON COMMUNITY HALL	40.00
3/6/2025	85809	COLLINS, EMILY	106.00
3/6/2025	85810	EBSCO	90.86
3/6/2025	85811	GALE/CENGAGE LEARNING	1,762.55
3/6/2025	85812	HEARING, SPEECH, AND DEAF CENTER	450.00
3/6/2025	85813	IMAGINE CHILDREN'S MUSEUM	436.06
3/6/2025	85814	IMAGINE CHILDREN'S MUSEUM	254.68
3/6/2025	85815	INGRAM LIBRARY SERVICES	15,259.52
3/6/2025	85816	KANOPY	7,431.00
3/6/2025	85817	KENDALL OF MARYSVILLE	136.38
3/6/2025	85818	LITHTEX NW	3,388.15
3/6/2025	85819	LODESTAR MARKETING GROUP	9,165.00
3/6/2025	85820	MIDWEST TAPE	23,503.97
3/6/2025	85821	MY NEIGHBORHOOD NEWS NETWORK	425.00
3/6/2025	85822	OCLC INC (34299)	317.68
3/6/2025	85823	REMIT OVERRUN	0.00
3/6/2025	85824	OFFICE DEPOT, INC	1,946.65
3/6/2025	85825	ONE DIVERSIFIED, LLC	520.26
3/6/2025	85826 - 85831	REMIT OVERRUN	0.00
3/6/2025	85832	OVERDRIVE INC	217,623.33
3/6/2025	85833	PACIFIC PUBLISHING CO INC	301.25
3/6/2025	85834	PEYVAND	290.00
3/6/2025	85835	PUGET SOUND ENERGY	1,993.17
3/6/2025	85836	PUD NO 1 OF SNOHOMISH COUNTY	6,472.80
3/6/2025	85837	RADDISH INDUSTRIES, LLC	150.00
3/6/2025	85838	NORTH SOUND MEDIA	800.00
3/6/2025	85839	SALISH NETWORKS	1,214.29
3/6/2025	85840	SHI INTERNATIONAL	14,278.12
3/6/2025	85841	TAYLOR, LISA	275.00
3/6/2025	85842	TIMELESS DESIGN	20,230.99
3/6/2025	85843	U.S. BANK	347.67
3/6/2025	85844	VECA ELECTRIC & TECHNOLOGIES, LLC	1,924.05
3/6/2025	85845	WAVE BUSINESS	9,303.24
3/6/2025	85846	WELLABLE LLC	312.00
3/6/2025	85847	WLA	1,490.00

**Vouchers
March 2025**

Date	Check Number	Payee	Check Amount
3/6/2025	85848	INTERSECTION MEDIA, LLC	14,755.57
3/6/2025	85849	LAMAR TRANSIT, LLC	2,545.00
3/6/2025	85850	Rickey Barnett	670.00
3/6/2025	85851	Susan Hempstead	901.60
3/6/2025	85852	Hannah Krumheuer	67.20
3/6/2025	85853	Rickey Barnett	955.79
3/13/2025	85854	AIR CARE SYSTEM	34,062.73
3/13/2025	85855	ALDERWOOD WATER DISTRICT	40.42
3/13/2025	85856	ALLIED UNIVERSAL	14,002.56
3/13/2025	85857	AMAZON CAPITAL SERVICES, INC	6,715.85
3/13/2025	85858	AT&T MOBILITY (6463)	43.23
3/13/2025	85859	BAKER & TAYLOR BOOKS (277930)	600.98
3/13/2025	85860	BEACON PUBLISHING INC	637.50
3/13/2025	85861	BUILDINGWORK, LLC	17,687.44
3/13/2025	85862	CAMANO PREPAREDNESS GROUP	100.00
3/13/2025	85863	CARROLL-HENDERSON SCHOOL OF IRISH DANCE	175.00
3/13/2025	85864	CASCADE NATURAL GAS	43.01
3/13/2025	85865	CDW GOVERNMENT INC	62.84
3/13/2025	85866	CITY OF GRANITE FALLS	136.21
3/13/2025	85867	CITY OF LANGLEY	153.45
3/13/2025	85868	CITY OF LANGLEY	267.00
3/13/2025	85869	CITY OF MONROE	1,053.34
3/13/2025	85870	CITY OF MOUNTLAKE TERRACE	9,211.09
3/13/2025	85871	CITY OF SULTAN	3,298.91
3/13/2025	85872	CORTES, MARCO	800.00
3/13/2025	85873	COSCO FIRE PROTECTION, INC.	61.00
3/13/2025	85874	DAYFORCE US, INC.	10,522.12
3/13/2025	85875	DEMCO INC (8048)	363.49
3/13/2025	85876	EDNETICS, INC.	22,267.59
3/13/2025	85877	ENGAGED PATRONS	1,850.00
3/13/2025	85878	FASTSIGNS	474.59
3/13/2025	85879	GOVERNMENT FINANCE OFFICERS ASSOCIATION	2,500.00
3/13/2025	85880	SARRI GILMAN	350.00
3/13/2025	85881	GORILLA MAD FILM WRAPS LLC	1,513.82
3/13/2025	85882	HB SPRAGUE, LLC	1,604.47
3/13/2025	85883	HOLADAY-PARKS, INC	721.98
3/13/2025	85884	INGRAM LIBRARY SERVICES	23,521.18
3/13/2025	85885	INSIGHT PUBLIC SECTOR INC.	5,162.39
3/13/2025	85886	INTERSECTION MEDIA, LLC	3,764.71
3/13/2025	85887	JIMMY'S ROOFING	623.58
3/13/2025	85888	LAKE STEVENS CHAMBER OF COMMERCE	195.00
3/13/2025	85889	LAMAR TRANSIT, LLC	2,410.00
3/13/2025	85890	LES SCHWAB - MARYSVILLE	2,136.86
3/13/2025	85891	KATHY LYNOTT	395.68
3/13/2025	85892	MERCEDES-BENZ OF LYNNWOOD	860.59
3/13/2025	85893	MIDWEST LIBRARY SERVICE	124.18
3/13/2025	85894	MIDWEST TAPE	4,078.21
3/13/2025	85895	MILL CREEK VIEW	290.00
3/13/2025	85896	NORTHWEST PUBLISHING INC.	400.00
3/13/2025	85897	OFFICE DEPOT, INC	373.40

**Vouchers
March 2025**

Date	Check Number	Payee	Check Amount
3/13/2025	85898	ONE DIVERSIFIED, LLC	89,683.52
3/13/2025	85899	PACIFIC OFFICE AUTOMATION INC	5,156.11
3/13/2025	85900	PAPER ROLL PRODUCTS	800.70
3/13/2025	85901	PEREZ, CLAUDIO TALAVERA	525.00
3/13/2025	85902	PETROCARD SYSTEMS INC	1,857.46
3/13/2025	85903	PUGET SOUND ENERGY	2,368.24
3/13/2025	85904	PUD NO 1 OF SNOHOMISH COUNTY	12,099.61
3/13/2025	85905	PUGET SOUND MOBILE DETAIL	632.20
3/13/2025	85906	RAVEN AND RELATIVES	150.00
3/13/2025	85907	RICOH USA INC - 31001	10,440.03
3/13/2025	85908	RYAN, SUE	150.00
3/13/2025	85909	SEATTLE UNIVERSAL MATH MUSEUM	300.00
3/13/2025	85910	SENTRUM MARKETING, LLC	338.80
3/13/2025	85911	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
3/13/2025	85912	SILVER LAKE WATER & SEWER	150.87
3/13/2025	85913	SKAGIT PUBLISHING	463.00
3/13/2025	85914	SNOHOMISH CO TREASURER M/S #501	22,834.19
3/13/2025	85915	SOUND PUBLISHING	2,033.00
3/13/2025	85916	SOUTHWEST SOLUTIONS GROUP, INC	80,229.70
3/13/2025	85917	SPIRAL BINDING, LLC	752.19
3/13/2025	85918	SPRAGUE PEST SOLUTIONS	579.98
3/13/2025	85919	THRYV, INC	110.90
3/13/2025	85920	T MOBILE	15,929.66
3/13/2025	85921	T MOBILE	131.01
3/13/2025	85922	UNITED STATES LIABILITY INSURANCE COMPANY	930.00
3/13/2025	85923	VALDEZ CONSTRUCTION, INC.	111,594.47
3/13/2025	85924	VERIZON COMMUNICATIONS INC	330.79
3/13/2025	85925	WALTER E NELSON CO OF WESTERN WA	4,528.44
3/13/2025	85926	WASTE MANAGEMENT	5,596.79
3/13/2025	85927	WCP SOLUTIONS	313.94
3/13/2025	85928	WHIDBEY TELECOM	2,023.94
3/13/2025	85929	MICHELLE CERVANTES	6.30
3/13/2025	85930	KELLY JAITE	1,136.63
3/13/2025	85931	HANNAH KRUMHEUER	224.00
3/13/2025	85932	NICOLE WEHL	125.74
3/13/2025	85933 - 85997	SPOILED	0.00
3/20/2025	85998	AMERICAN LIBRARY ASSOCIATION	2,851.00
3/20/2025	85999	ALI, PETER	400.00
3/20/2025	86000	REMIT OVERRUN	0.00
3/20/2025	86001	AMAZON CAPITAL SERVICES, INC	12,791.64
3/20/2025	86002	AUNT FLOW CORP.	1,500.00
3/20/2025	86003	BAKER & TAYLOR BOOKS (277930)	4,827.25
3/20/2025	86004	BAYVIEW HALL	275.00
3/20/2025	86005	BLACKSTONE PUBLISHING	155.76
3/20/2025	86006	BLUESPACE INTERIORS	15,836.30
3/20/2025	86007	BRODART (SUPPLIES)	138.19
3/20/2025	86008	CASEY, MARIA	450.00
3/20/2025	86009	CDW GOVERNMENT INC	94.26
3/20/2025	86010	CENTER POINT LARGE PRINT	756.90
3/20/2025	86011	DEL SOL INC	81,068.39

**Vouchers
March 2025**

Date	Check Number	Payee	Check Amount
3/20/2025	86012	EBSCO	2,476.48
3/20/2025	86013	FLORA & FAUNA CAMANO	500.00
3/20/2025	86014	GALE/CENGAGE LEARNING	4,062.77
3/20/2025	86015	SARRI GILMAN	250.00
3/20/2025	86016	GUARDIAN SECURITY	4,487.35
3/20/2025	86017	HAMICK, JOANN ELAINE	300.00
3/20/2025	86018	THE HANOVER INSURANCE GROUP	13,230.23
3/20/2025	86019	HASHEMIAN, NILOOFAR	100.00
3/20/2025	86020	IMAGINE CHILDREN'S MUSEUM	253.96
3/20/2025	86021	IMAGINE CHILDREN'S MUSEUM	245.56
3/20/2025	86022	REMIT OVERRUN	0.00
3/20/2025	86023	INGRAM LIBRARY SERVICES	42,919.69
3/20/2025	86024	ISLAND COUNTY TREASURER	231.87
3/20/2025	86025	KAMINOFF, LARA	150.00
3/20/2025	86026	LEE, RIANN	600.00
3/20/2025	86027	LEMAY MOBILE SHREDDING	198.99
3/20/2025	86028	LIMBLE SOLUTIONS, INC.	6,676.92
3/20/2025	86029	LINDA'S MINI DONUTS	500.00
3/20/2025	86030	LITHTEX NW	365.60
3/20/2025	86031	MIDWEST LIBRARY SERVICE	286.37
3/20/2025	86032	MIDWEST TAPE	9,526.91
3/20/2025	86033	MOOTE, PAT	200.00
3/20/2025	86034	MSR DESIGN	8,354.02
3/20/2025	86035	MUSEUM OF THE ROCKIES, INC.	100.00
3/20/2025	86036	REMIT OVERRUN	0.00
3/20/2025	86037	OFFICE DEPOT, INC	2,849.21
3/20/2025	86038 - 86042	REMIT OVERRUN	0.00
3/20/2025	86043	OVERDRIVE INC	89,237.70
3/20/2025	86044	OXBOW FARM & CONSERVATION CENTER	300.00
3/20/2025	86045	PAPER ROLL PRODUCTS	271.69
3/20/2025	86046	RICOH USA INC - 31001	60.40
3/20/2025	86047	RIVERA, SHARON NICOLE	200.00
3/20/2025	86048	SHARPS COMPLIANCE INC	543.21
3/20/2025	86049	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
3/20/2025	86050	SNOHOMISH COUNTY DEPT OF CONSERVATION AND NATURAL	30.00
3/20/2025	86051	SNO-ISLE REFUND ACCOUNT	494.61
3/20/2025	86052	SPIRAL BINDING, LLC	656.40
3/20/2025	86053	STERN, DAVID	400.00
3/20/2025	86054	THIRSTY RADISH LLC	400.00
3/20/2025	86055	TIMELESS DESIGN	27,268.07
3/20/2025	86056	U CAFE	1,120.64
3/20/2025	86057	ULINE	489.66
3/20/2025	86058	VERIZON WIRELESS (660108)	4,422.66
3/20/2025	86059	WALLACE, PAX	450.00
3/20/2025	86060	WASHINGTON STATE FERRIES	1,028.20
3/20/2025	86061	ZIPLY FIBER	17,660.30
3/21/2025	86062	CARLA IKEHARA	768.74
3/21/2025	86063	LOIS LANGER THOMPSON	1,079.96
3/21/2025	86064	VANESA GUTIERREZ	14.00
3/27/2025	86065	ALI, PETER	400.00

**Vouchers
March 2025**

Date	Check Number	Payee	Check Amount
3/27/2025	86066	ALLIED UNIVERSAL	16,174.08
3/27/2025	86067	AMAZON CAPITAL SERVICES, INC	1,780.17
3/27/2025	86068	BAKER & TAYLOR BOOKS (277930)	7,300.86
3/27/2025	86069	BLACKSTONE PUBLISHING	627.68
3/27/2025	86070	BOATWRIGHT, ALICE K.	75.00
3/27/2025	86071	BOYS AND GIRLS CLUBS OF SNOHOMISH COUNTY	1,000.00
3/27/2025	86072	CAMANO COMMONS	1,250.00
3/27/2025	86073	CAMANO HILLS WATER COMPANY INC.	126.38
3/27/2025	86074	CDW GOVERNMENT INC	565.97
3/27/2025	86075	CEDAR GROVE ORGANICS RECYCLING LLC	327.45
3/27/2025	86076	CITY OF ARLINGTON	224.65
3/27/2025	86077	CITY OF LANGLEY	394.01
3/27/2025	86078	CITY OF LYNNWOOD	2,186.22
3/27/2025	86079	CITY OF MARYSVILLE	719.11
3/27/2025	86080	CITY OF OAK HARBOR	24,882.52
3/27/2025	86081	COMCAST BUSINESS	693.22
3/27/2025	86082	COSCO FIRE PROTECTION, INC.	10,368.00
3/27/2025	86083	GALE/CENGAGE LEARNING	413.84
3/27/2025	86084	E.J. HARRIS PHOTOGRAPHY	609.28
3/27/2025	86085	HB SPRAGUE, LLC	8,196.02
3/27/2025	86086	INGRAM LIBRARY SERVICES	22,700.47
3/27/2025	86087	ISLAND DISPOSAL INC	160.74
3/27/2025	86088	JR RUSSELL MAGIC	400.00
3/27/2025	86089	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	616.64
3/27/2025	86090	LANGUAGE EXCHANGE	942.50
3/27/2025	86091	LINKEDIN CORPORATION	6,150.00
3/27/2025	86092	LOCKE, DAVID	150.00
3/27/2025	86093	MARYSVILLE BARKER REAL ESTATE LLC	6,831.72
3/27/2025	86094	MIDWEST TAPE	6,888.15
3/27/2025	86095	MUSEUM OF FLIGHT	528.00
3/27/2025	86096	NORTHWEST WASHINGTON CIVIC CIRCLE	750.00
3/27/2025	86097	REMIT OVERRUN	0.00
3/27/2025	86098	OFFICE DEPOT, INC	2,856.61
3/27/2025	86099	POLK WINGATE, MARTHA ELIZABETH	75.00
3/27/2025	86100 - 86124	SPOILED	0.00
3/31/2025	86125	ASSURED PARTNERS OF WA, LLC	6,054.56
3/31/2025	86126	DELTA DENTAL OF WASHINGTON	34,442.63
3/31/2025	86127	DEPARTMENT OF LABOR & INDUSTRIES	79,302.63
3/31/2025	86128	WSCCCE, AFSCME, AFL-CIO	12,997.14
3/31/2025	86129	KAISER PERMANENTE	104,938.22
3/31/2025	86130	LIFEWISE ASSURANCE CO.	46,113.03
3/31/2025	86131	MUTUAL OF OMAHA	5,697.47
3/31/2025	86132	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,212.40
3/31/2025	86133	PREMERA BLUE CROSS	9,485.43
3/31/2025	86134	PRIME SELF STORAGE	814.00
3/31/2025	86135	PUGET SOUND ENERGY	5,856.42
3/31/2025	86136	PUD NO 1 OF SNOHOMISH COUNTY	7,120.69
3/31/2025	86137	REPTILE LADY LLC	295.00
3/31/2025	86138	REPUBLIC SERVICES 197	992.93
3/31/2025	86139	RICOH USA INC - 31001	1,077.95

**Vouchers
March 2025**

Date	Check Number	Payee	Check Amount
3/31/2025	86140	ROBB, CANDACE M	75.00
3/31/2025	86141	SARAHENNA LLC	425.00
3/31/2025	86142	SMOKEY POINT PLACE IV, LLC	11,789.53
3/31/2025	86143	SNOHOMISH CO FINANCE	20.00
3/31/2025	86144	SNO-ISLE LIBRARY FOUNDATION	468.50
3/31/2025	86145	SNO-ISLE REFUND ACCOUNT	296.34
3/31/2025	86146	SPRAGUE PEST SOLUTIONS	394.47
3/31/2025	86147	STERICYCLE, INC.	830.91
3/31/2025	86148	SUMMIT LAW GROUP, PLLC	1,092.00
3/31/2025	86149	TAYLOR, LISA	275.00
3/31/2025	86150	TAYLOR, LISA	250.00
3/31/2025	86151	TIMELESS DESIGN	917.77
3/31/2025	86152	TROJAN STORAGE OF MARYSVILLE	390.00
3/31/2025	86153	UNITED REFRIGERATION, INC.	10,014.77
3/31/2025	86154	REMIT OVERRUN	0.00
3/31/2025	86155	WALTER E NELSON CO OF WESTERN WA	8,689.06
3/31/2025	86156	ZIPLY FIBER	4,593.89
3/31/2025	86157	ZURBANO, MARITESS	500.00
3/31/2025	86158	ANNE VERBA	1,369.09
3/31/2025	86159	VALERIE ROLLINS	336.98
3/28/2025	TRANSF_022025_2	BANK OF AMERICA (0161)	316.94
3/9/2025	TRANS_032025_1	BANK OF AMERICA (0958)	2,561.21
3/28/2025	TRANSF_022025_3	BANK OF AMERICA (0958)	3,761.75
3/9/2025	TRANS_032025_2	BANK OF AMERICA (1458)	4,134.45
3/28/2025	TRANSF_022025_4	BANK OF AMERICA (1458)	1,190.52
3/28/2025	TRANSF_022025_5	BANK OF AMERICA (2175)	281.14
3/28/2025	TRANS_032025_3	BANK OF AMERICA (2945)	1,234.60
3/28/2025	TRANSF_022025_6	BANK OF AMERICA (2945)	79.63
3/9/2025	TRANS_032025_4	BANK OF AMERICA (3670)	574.34
3/28/2025	TRANSF_022025_7	BANK OF AMERICA (3670)	833.01
3/9/2025	TRANS_032025_5	BANK OF AMERICA (3736)	2,013.27
3/28/2025	TRANSF_022025_1	BANK OF AMERICA (3736)	1,402.88
3/9/2025	TRANS_032025_6	BANK OF AMERICA (5088)	4,890.55
3/28/2025	TRANSF_022025_8	BANK OF AMERICA (5088)	6,435.17
3/9/2025	TRANS_032025_7	BANK OF AMERICA (5659)	1,217.00
3/28/2025	TRANSF_022025_9	BANK OF AMERICA (5659)	1,086.63
3/9/2025	TRANS_032025_8	BANK OF AMERICA (5773)	796.60
3/9/2025	TRANS_032025_9	BANK OF AMERICA (5953)	850.76
3/28/2025	TRANSF_022025_10	BANK OF AMERICA (5953)	117.95
3/9/2025	TRANS_032025_10	BANK OF AMERICA (6169)	336.88
3/28/2025	TRANSF_022025_11	BANK OF AMERICA (6169)	299.00
3/9/2025	TRANS_032025_11	BANK OF AMERICA (7067)	495.00
3/28/2025	TRANSF_022025_12	BANK OF AMERICA (7067)	4,073.90
3/9/2025	TRANS_032025_12	BANK OF AMERICA (7150)	3,617.44
3/9/2025	TRANS_032025_13	BANK OF AMERICA (7423)	1,655.49
3/28/2025	TRANSF_022025_13	BANK OF AMERICA (7423)	6,387.14
3/9/2025	TRANS_032025_14	BANK OF AMERICA (8208)	809.85
3/28/2025	TRANSF_022025_14	BANK OF AMERICA (8208)	1,031.25
3/28/2025	TRANSF_022025_15	BANK OF AMERICA (8948)	6,524.90
			<u>\$1,829,308.32</u>

Summer Reading Program Preview

REPORT TO THE BOARD

April 28, 2025

Overview

The Summer Reading program, offered across public libraries, is designed for libraries to play an important role in helping young children and school-age students retain and build upon the reading skills they developed during the school year. This goal aligns closely with a core mission of public libraries -- fostering a lifelong love of reading, with a strong emphasis on early literacy. By encouraging reading during the summer months, public libraries play a pivotal role in nurturing curiosity, imagination, and a love of learning that extends beyond the classroom.

Updates about 2025 Summer Reading at Sno-Isle Libraries

In preparation for 2025 Summer Reading, the Sno-Isle Summer Reading Team has developed a School Toolkit to send to educators and school librarians that includes a PowerPoint presentation, outreach bookmarks with a mini reading log, and booklists to jump start reading. Many Sno-Isle librarians will be making school visits in May and June to talk about Summer Reading and encourage students to participate.

In 2025, Sno-Isle Libraries will continue its longstanding partnership with Boys & Girls Clubs throughout our service area, reinforcing our commitment to early literacy and youth learning. Through this partnership, we will provide each child and teen with a book of their own -- more than 1,700 books in total -- helping to build home libraries and inspire independent reading. The books are purchased with generous support from the Sno-Isle Libraries Foundation. We will supply clubs with large tracking posters to encourage and celebrate reading milestones, making literacy an engaging, community-driven experience.

Children, teens, and families will have multiple ways to participate in Summer Reading this year. Examples of the ways to connect and engage include:

- Summer Reading Log
- Summer Reading Webpage
- Tetris Art
- Scavenger Hunt Puzzle
- Level Up Your Library Space
- Book Break-In

Summer Reading Program Preview

REPORT TO THE BOARD

Summer Reading Program Statistics

	2023	2024
Summer Reading Program Finishers	6,477	6,308
In-person and Online Summer Reading Program Events	261	346
Total Event Attendees	10,621	10,500

Beyond 2025

Library District staff has started using statistical data and community feedback to explore how to transform our traditional summer reading program into a dynamic, measurable initiative that meets the diverse literacy needs of young people in our service area and fosters year-round engagement with reading.

Financial Update

FINANCE DEPARTMENT

April 28, 2025

March 2025 Revenue Summary

- Total revenue received in March was \$2.8M compared to the monthly budget of \$3.5M. Year to date (YTD) total revenue was \$4.6M compared to the YTD budget of \$6.3M.
- General property tax receipts for March were \$2.5M compared to the monthly budget of \$2.7M.
- Timber tax, Leasehold Excise Tax, and DNR revenue for March were \$10k compared to the monthly budget of \$28k.
- There was no grant revenue received in March.
- Investment Interest for March was \$266k compared to the monthly budget of \$108k.
- Print/copy services, city contract fees, lost materials revenue, and donations for March were collectively \$27k compared to the monthly budget of \$52k.
- Other Revenue for March was \$13.4k compared to the monthly budget of \$50k.

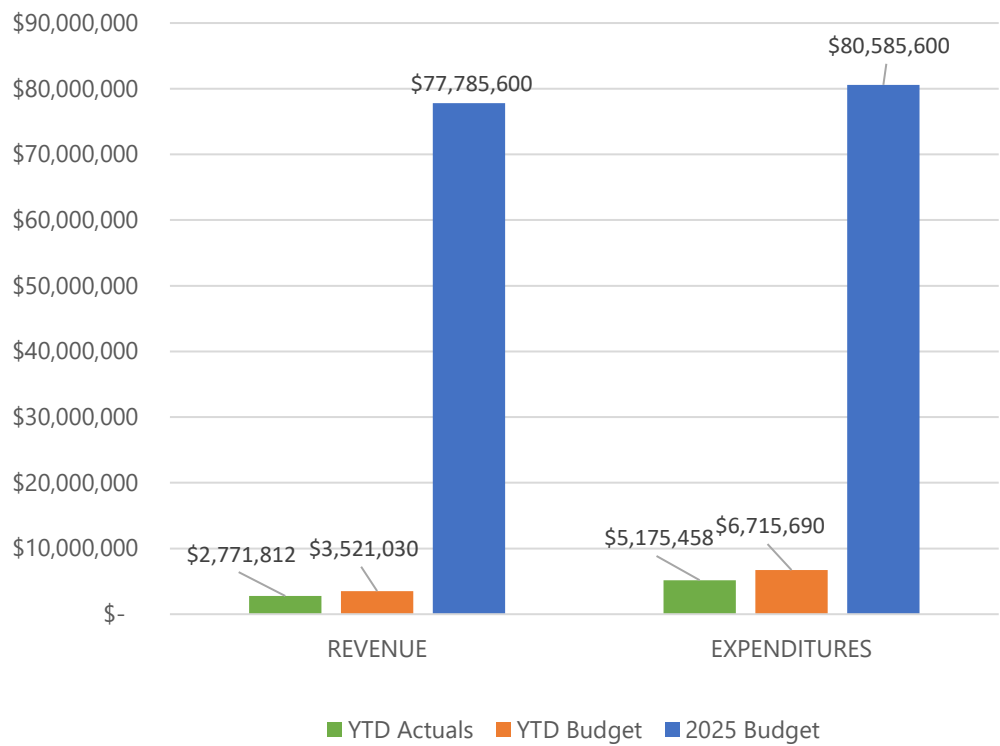
March 2025 Expenditures Summary

- Total expenditures for March were \$5.2M compared to the monthly budget of \$6.7M. Total expenditures YTD were \$15.4M compared to the YTD budget of \$20.1M.
- Salaries & Benefits for March were \$3.6M compared to the monthly budget of \$4.1M.
- Collection materials expenditures for March were \$482k compared to the monthly budget of \$576k.
- Employee training expenditures for March were \$22k compared to the monthly budget of \$23k.
- Capital expenditures for March were \$351k compared to the monthly budget of \$1.1M. Expenditures are for building & improvements, architecture & engineering, and vehicles.
- All other expenditures (professional & contract services, equipment & furnishing, maintenance & repairs, software license & maintenance fees, communications, office & operating supplies, utilities, rentals & leases, insurance and miscellaneous) for March were \$689k compared to the monthly budget of \$977k.

Financial Update

FINANCE DEPARTMENT

2025 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 3/1/2025 Through 3/31/2025
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,631,900	4,058,390	11,313,427	12,175,170	48,700,000	23.23%
20.0 Materials	482,276	576,000	1,490,402	1,728,000	6,912,000	21.56%
26.0 Professional & Contract Services	238,243	294,320	641,833	882,960	3,530,900	18.17%
35.0 Equipment & Furnishings	68,782	50,280	111,979	150,840	603,500	18.55%
38.0 Maintenance & Repair	39,729	110,770	101,988	332,310	1,328,300	7.67%
41.0 Software License & Maint Fees	28,123	142,060	243,750	426,180	1,704,900	14.29%
42.0 Communications	59,769	68,500	146,572	205,500	822,000	17.83%
43.0 Office & Operating Supplies	59,666	53,240	120,998	159,720	639,350	18.92%
44.0 Utilities	72,532	45,590	143,086	136,770	547,000	26.15%
45.0 Rentals & Leases	17,325	48,460	156,232	145,380	581,600	26.86%
46.0 Insurance	14,160	22,600	41,591	67,800	271,100	15.34%
48.0 Employee Training / Travel	21,713	22,580	36,330	67,740	271,000	13.40%
49.0 Miscellaneous	90,179	78,270	229,817	234,810	938,400	24.49%
50.0 Strategic Initiatives / Innovation	0	62,500	3,502	187,500	750,000	0.46%
62.0 Capital - Bldgs & Improvements	134,082	874,220	405,384	2,622,660	10,490,550	3.86%
62.5 Capital - A&E	26,658	110,000	44,313	330,000	1,320,000	3.35%
64.0 Capital - Furnishings & Equipment	112,414	97,910	112,414	293,730	1,175,000	9.56%
64.5 Capital - Other Assets	77,907	0	79,289	0	0	0.00%
Total Expenditures	5,175,458	6,715,690	15,422,907	20,147,070	80,585,600	19.14%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 3/1/2025 Through 3/31/2025
(In Whole Numbers)

		Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	2,455,223	2,665,610	3,510,082	3,631,720	67,230,900	5.22%
02.0	Timber Tax / Sales	9,813	28,100	180,311	222,300	627,000	28.75%
02.5	Grants	0	616,680	27,053	1,850,040	7,400,000	0.36%
03.0	Print/Copy Services	7,310	1,670	12,171	5,010	20,000	60.85%
04.0	Services/City Contract Fees	0	330	2,190	990	4,000	54.75%
05.0	Lost Materials Paid	7,023	4,170	24,508	12,510	50,000	49.01%
06.0	Investment Interest	266,403	108,330	613,197	324,990	1,300,000	47.16%
07.0	Donations Private Sources	12,661	46,140	79,820	138,420	553,700	14.41%
08.0	Other Revenue	13,379	50,000	165,619	150,000	600,000	27.60%
	Total Revenues	2,771,812	3,521,030	4,614,951	6,335,980	77,785,600	5.93%

BOARD OF TRUSTEES 2025 CALENDAR

APRIL 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
JANUARY	President <ul style="list-style-type: none">Committee appointments Executive (January 16) <ul style="list-style-type: none">2025 Board of Trustees calendar2025 Organizational and Leadership outcomes2025 Conferences for Trustees	Special Meeting (January 7) <ul style="list-style-type: none">Joint levy certification Regular Meeting (January 27) <ul style="list-style-type: none">2025 Board of Trustees calendarResolution 25-01 Honoring Rebecca LoneyResolution 25-02 Honoring Dan GottliebResolution 25-03 Appointment of Audit OfficerResolution 25-04 Petty Cash and Imprest FundsCommittee appointments<i>Staff Presentation – 2024 State of the Library Collection</i><i>Staff presentation- Workforce Diversity Advisory Group</i>
FEBRUARY	Executive <ul style="list-style-type: none">Trustee employee recognition award review	Regular Meeting (February 24) <ul style="list-style-type: none">Resolution 25-04 Petty Cash and Imprest Funds<i>Staff presentation – Human Resources 2024 Report</i>
MARCH		Regular Meeting (March 24) <ul style="list-style-type: none"><i>Staff presentation - Programs and Services Update</i>
APRIL	Executive <ul style="list-style-type: none">Executive Director quarterly check-inTrustee vacancy process (information) Management (May 7) <ul style="list-style-type: none">Board retreat planning	Regular Meeting (April 28) <ul style="list-style-type: none">Trustee vacancy process (information)<i>Staff presentation – Summer Reading Program Preview</i>

April 18, 2025

SNO-ISLE LIBRARIES

BOARD OF TRUSTEES 2025 CALENDAR

APRIL 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
MAY	President <ul style="list-style-type: none">Trustee Nominating Committee appointments	Regular Meeting (May 27) <ul style="list-style-type: none"><i>Staff presentation – Internal Financial Controls</i><i>Staff presentation – Sno-Isle Libraries Foundation</i>
JUNE	Library Services <ul style="list-style-type: none">Collection Development PolicyInternet Use PolicyConfidentiality of Library Records & Customer Files	Regular Meeting (June 23) <ul style="list-style-type: none">Collection Development PolicyInternet Use PolicyConfidentiality of Library Records & Customer Files<i>Staff presentation – Collection Trends</i>
JULY	Executive (July) <ul style="list-style-type: none">Executive Director quarterly check-in Trustee Nominating <ul style="list-style-type: none">Interview planning Trustee Nominating <ul style="list-style-type: none">Application review Management <ul style="list-style-type: none">Capitalized Asset / Small and Attractive Asset Management PolicyConflict of Interest PolicyPurchasing and Public Works Policy	Regular Meeting (July 28) <ul style="list-style-type: none"><i>Staff presentation – Capital Projects update</i>Capitalized Asset / Small and Attractive Asset Management PolicyConflict of Interest PolicyPurchasing and Public Works Policy

April 18, 2025

SNO-ISLE LIBRARIES

BOARD OF TRUSTEES 2025 CALENDAR

APRIL 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
AUGUST	Trustee Nominating <ul style="list-style-type: none">Candidate review and interviews	
SEPTEMBER	President <ul style="list-style-type: none">Officer Nominating Committee appointment	Regular Meeting (September 15) <ul style="list-style-type: none">Trustee candidate recommendation2026 Officer Nominating Committee appointment<i>Staff presentation - 2026 Budget Introduction</i>
OCTOBER	Executive <ul style="list-style-type: none">Executive Director quarterly review planning2026 meeting schedule Officer Nominating <ul style="list-style-type: none">2026 officer nomination	Special Meeting (October 14 - Tentative) <ul style="list-style-type: none">2026 preliminary budget discussion Regular Meeting (October 27) <ul style="list-style-type: none">2026 meeting schedule (first review)Officer slate announcement2026 budget proposalPublic hearing on 2026 levyResolution regarding the 2026 levy
NOVEMBER		Regular Meeting (November 24) <ul style="list-style-type: none">Resolution regarding the 2026 budgetElection of officers2026 meeting schedule adoptionExecutive Director review
DECEMBER	President (December) <ul style="list-style-type: none">Onboarding and assigning mentor to new Trustee	

April 18, 2025

SNO-ISLE LIBRARIES

BOARD OF TRUSTEES 2025 CALENDAR

APRIL 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

SILCON and Employee Recognition Event (April 21)

- *President presents Trustee Award.*
- *Board members are invited to attend.*

Other Events

- Washington Library Association Conference. Tacoma, WA. April 10-12, 2025
- American Library Association Conference. Philadelphia, PA, June 26 - July 1, 2025
- Board-to-Board event (tentative)
- Board retreat (June 2025)

April 18, 2025

SNO-ISLE LIBRARIES

2025 Trustee Vacancy Process

Role of the Board of Trustees

Vacancy Introduction

Board President appoints Trustee Nominating Committee.	May
Board President announces Trustee Nominating Committee at regular meeting.	May 27

Engage Community

Applications accepted June 30 – July 13 (Midnight)

Trustees forward vacancy announcement to network.	June 30 – July 13
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Determine Interview Process

Trustee Nominating Committee meeting:	Prior to July 19
<ul style="list-style-type: none">• Determine ranking scale.• Discuss documentation and record retention.• Confirm interview format/venue.	

Select Candidates for Interview

Trustee Nominating Committee reviews applications.	July 18 – July 27
Trustee Nominating Committee meeting:	July 29/30
<ul style="list-style-type: none">• Select candidates for interview.• Finalize interview questions.	

Candidate Interviews and Communications

Trustee Nominating Committee interviews candidates and makes selection for recommendation.	August 8-9
Trustee Nominating Committee calls candidates not selected to fill vacancy.	August 10-11

Appointment and Onboarding

Trustee Nominating Committee announces recommendation at regular meeting.	September 15
Appointment request and recommended candidate information sent to Snohomish County Council and Board of Island County Commissioners.	September
Board President conducts onboarding for new Trustee.	December

All dates subject to change.