

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

May 27, 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: 232 085 249#

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 April 28, 2025 regular meeting minutes
- b) Approval of the April 2025 payroll, benefits, and vouchers

7) Public Comment

8) New Business

- a) Sno-Isle Libraries Foundation Overview – Foundation Executive Director Christina Kourteva
[Attachment 2](#)

9) Finance Report

- a) May 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 Nominating Committee Appointment [Attachment 5](#)
- b) Sno-Isle Libraries Foundation – Trustee Ryan

11) *Adjournment

*Denotes Board of Trustees action item.

To request accommodation for an event, visit www.sno-isle.org/accessibility.

Executive Director

BOARD REPORT

May 27, 2025

Eric Howard
Executive Director

U.S. Libraries

I was in Washington D.C. this month as a delegate of the Economic Alliance Snohomish County DC Fly-In to advocate for Snohomish County priorities with other community leaders.

I have previously noted the challenges public libraries face with the dismantling of the federal Institute of Museum and Library Services (IMLS). A temporary injunction reinstated federal grants from the Institution for fiscal year 2025 but the President has zeroed out the Institute in his proposed budget for fiscal year 2026 (the federal budget cycle runs October 1st through September 30th).

At home in our Washington, the Washington State Library receives both state and federal funding. Due to simultaneous cuts, the WA State Library is preparing to lay off 47 employees. Half of these employees are funded by the state and half are federally funded.

Earlier this month, the President fired Dr. Carla Hayden, the nation's 14th librarian of Congress. In 2019, Dr. Hayden visited Sno-Isle's Marysville Library to read at a children's StoryTime and donate surplus books from The Library of Congress. The Everett Herald captured that historic moment with the headline, 'Top librarian in the world' is story-time star in Marysville.

These significant changes in state and federal funding, as well as national library leadership, mean that we must be even more thoughtful and resourceful with the direction of our public libraries. During economic uncertainty, pandemics, policy or funding changes at the national, state, or local levels, libraries support our communities as community and economic resilience centers. We are more than resources to advance a career, to foster curiosity and support early learning, and lifelong learning or to find delight in a book, movie, or program. Our libraries are a third space, a community hub and a welcoming place for community connection.

Our Continued Focus

To enhance the value of our libraries to meet community needs, I identified five priority areas that will be my main focus for the next six months.

- Community outreach
- Enhancing customer service

Executive Director

BOARD REPORT

- Enhancing our internal communications and staff engagement
- Assessing and improving our engagement with library partners
- And lastly, we will begin to make changes to HR processes, spurred by staff recommendations for diversifying our workforce. Planned changes to the application process, recruitment and hiring process will better support our aim to foster a workforce that continues to reflect the communities we serve.

At the end of the day, answers to the following three questions will guide my direction over the next six months to a year and beyond.

- How do we strengthen the relationship with our current customers?
- How do we connect to residents in Snohomish and Island Counties who haven't yet discovered the convenience, support, and value that the library can bring to their lives?
- What do we need to change so that we can add value to their lives?

We will be conducting surveys and focus groups to begin to answer those questions, and we will present those data points to the Trustees this fall.

Community Connections

To understand our community's needs and changes, I've started conversations with our partners. Since my last report, I've met with the Mayor of Stanwood, Sid Roberts and Stanwood's City Administrator Shawn Smith, and the Mayor of Lynnwood, Christine Frizzell. I also had the honor to discuss our Library's priorities in meetings with Senators Maria Cantwell and Patty Murray and Congresswomen Suzan DelBene and Kim Schrier.

We are still analyzing potential implications for the Library District from the proposed Tax Increment Financing (TIF) area within Lynnwood. The Library District strongly supports economic development, but the changes from the proposed TIF that are intended to freeze levies on future construction within the designated TIF area for twenty-five years will have implications for the Library District. As we learn more, we will be bringing that information to the Trustees.

Additionally, I had the pleasure of joining Sno-Isle colleagues at separate events including the Glacier Peak Institute's Upstream Dinner, and the EASC Annual Meeting and Snohomish County Awards, and the African American Leadership Professional Meeting. I also had the pleasure of meeting with Bill Tsoukalas, Executive Director of the Boys & Girls Clubs of Snohomish County and Marci Volmer, Chief Operating Officer.

Executive Director

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To highlight the Library's valuable services, I gave interviews to the Edmonds Beacon, Snohomish Tribune, Lynnwood Times, and This Is Whidbey Blog. I also joined the community at two Sno-Isle Reads Together events where I enjoyed the honor of introducing author Noé Álvarez. Lastly, you can find two book reviews that I provided through the Library's Book Buzz: [Book Buzz Episode 100 – North Woods & Outraged | Sno-Isle Libraries](#)

April Accomplishments from Community Libraries

- Throughout April, the **Darrington Library** also hosted a weekly program series, "Growing Groceries," in partnership with the local Mansford Grange and the Snohomish Conservation District. Each Saturday, Darrington community members came to the library to learn how to grow their own food in a healthier, more environmentally friendly way. This program series focuses on community food needs as well.
- On 4/22, **Stanwood Library** hosted Renee Gittins from Stumbling Cat Studio, who presented "Introduction to Game Development," a program for teens looking to start their journey in pursuing a career in video game creation.
- This month also saw the start to **Lakewood/Smokey Point Library's** regular morning children's programs being held before open hours. LSP staff have heard feedback from parents that they love being in the library before open hours. This allows for more room for programs and families feel more comfortable letting their kiddos play just a little more loudly. Little Science Lab continues to be very popular every week at the Lakewood/ Smokey Point Library. This April, 2/3 of our sessions were completely full at our meeting room capacity, and we were able to accommodate families in the general library space.
- As part of the lead-up to their big series of summer performances, the Island Shakespeare Festival presented several "Shakespeare in a Backpack" previews, one of which was hosted by the **Clinton Library** at the Clinton Community Hall on May 2nd. 23 attendees enjoyed a free afternoon performance sponsored by the Friends of the Clinton Library and it's safe to say that the bard's works were well received by all! The Island Shakespeare Festival attracts performers and audiences from all over the United States each summer and is one of the premier events held on

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Whidbey Island. We were very pleased to play a small “role” by bringing these previews to our community!

- The **Coupeville Library** hosted its first bilingual storytime in both English and Spanish. This storytime was designed for families in the community who speak both languages at home or who are trying to reconnect to their Spanish linguistic heritage. This storytime saw 8 attendees, 4 children and 4 caregivers. The bilingual aspect was specifically mentioned and appreciated by the families who came. One caregiver shared that they feel they don't speak enough Spanish to attend a story time entirely in Spanish and found the bilingual story time more accessible for their family. The Coupeville Library also hosted a Library Walk program in partnership with Sound Water Stewards about foraging local seaweed. Participants learned how to harvest seaweed safely and legally from a trained Sound Water Stewards staff member. This program took careful planning as the seaweed season is quite short, and community members were interested and enthusiastic about the program. A total of 17 community members attended despite cold and rainy weather and arranged further times to forage together after the class.
- The **Freeland Library** hosted two well-attended programs and demonstrate a high level of community interest in life-long learning about science and the natural environment: [Cosmic Life Cycles: The Birth, Life, and Death of Galaxies](#) and [The Woodpeckers of Washington](#). A recent customer note to the Library Manager reads: “Your library staff deserves praises for all the help they have so gracefully given over the years. They are simply outstanding. I say, the best bang I receive from my tax dollars is the library!”
- The **Marysville Library** has begun offering a once-a-month Family Reading Night at the library. The first event in April was well attended. The event featured themed activities to engage families upon arrival, followed by dedicated time for families to read aloud together or for individuals to enjoy their own books. Looking ahead, the theme for the May Family Reading Night will be “Campout,” creating a fun and engaging atmosphere. Children's librarians will be present at each event to offer reading recommendations and assist families in finding suitable materials within our library collections.

Executive Director

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- The **Sultan Library** offered a “Sleepover Storytime” event in April that drew many new families to the library. Children came to the libraries with their families for a late storytime. They then left their “stuffedies” at the library for an overnight. Staff took photos of the stuffed animals in various areas of the libraries. The kids were very excited to return to the library to pick up their souvenir photos of their stuffed animals enjoying library services.
- One of our **Lake Stevens** Librarians has been developing a partnership with a local business in Lake Stevens. This partnership has resulted in identifying an instructor to host four-week Dungeons and Dragons program this summer.
- The first **Lynnwood Library** English Language Learning classes began this month through a partnership with Everett Community College. Registration for this series filled within days of its announcement. AARP Tax Help was another big success this year. Appointments for community members were booked three weeks before the federal deadline. The April 23 Little Science Lab was featured on King5 News. The feature covered the loss of federal funding for the Imagine Children's Museum which presents this program at Lynnwood on a weekly basis.
- At **Brier Library**, Makerspace Outreach events at the local middle and high school's remain popular, each garnering over 40 attendees and multiple new card sign-ups. Lego Club events continue to make the library a community gathering point for Brier's children and parents, with over 25 regular attendees. One patron even shared a heartfelt gesture with staff, donating a vintage box of Lego's that belonged to a now deceased child she cared for, hoping they'd bring joy to children again.
- At **Mukilteo Library**, a local environmental group, Sound Salmon Solutions, recently partnered with Sno-Isle Libraries-Mukilteo, Mukilteo School District, and Rosehill Community Center for a hands-on conservation project to restore Coho salmon populations in Big Gulch. The creek in Big Gulch runs adjacent to the Mukilteo Library, which also features a wildlife habitat educational garden.

Executive Director

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Sound Salmon Solutions used the library grounds and garden as an outdoor classroom to teach 5th-grade students attending Endeavor Elementary School about the salmon's life cycle, identifying native plants, and the importance of healthy ecosystems. The salmon grew from egg to fry in a tank on display at Rosehill. The highlight came when families and community members gathered at the creek to release over one hundred salmon fry, celebrating their contribution to local wildlife preservation and fostering a deeper connection to their environment. At the recent children's library program 'Salmon Tales', fifty-two people heard salmon stories, did salmon yoga, and created salmon art! The program will be repeated this July, along with other educational programs for youth and adults this summer and fall. The Friends of the Mukilteo Library continue their successful book sale in the lobby of the Mukilteo Library and their steadfast support, donating more than \$8000 towards programs and staff appreciation.

- In **Mountlake Terrace Library**, Peter Ali's event for adults and teens drew 31 attendees. Peter played tunes on various Native flutes, providing the historical and cultural background of the instruments, and talked about his cultural background and his family's immigrant history. Afterwards about a dozen people stayed for a 20-minute flute lesson. It was a very engaging, meaningful program.
 - Staff also presented a STEM program on Shukhov towers. With 34 children attending the program, they learned to build hyperboloid towers patented by Russian engineer V. Shukhov over 130 years ago (instead of steel we used rolled up recycled paper). This structure is recognized internationally as the strongest yet the lightest - thus the patent is used not only in Russia where Shukhov built over 500 towers but also in many other countries.
 - The Library launched the Prime Time Family Reading program, a 6-week reading program, a couple of weeks ago. In partnership with Cedar Way Elementary School, staff have successfully recruited 17 families. Each week, they have welcomed over 40 participants, with parents and students engaging actively in discussions while younger siblings enjoy age-appropriate activities in a separate space. Parents have shared their appreciation for the program.

Executive Director

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- At **Mill Creek Library**, staff mapped and began direct outreach to six HUD/low-income housing projects, in addition to The Farm & Mill Creek Senior Center at Vintage. These properties were identified by the Affordable Housing Locator on the EDI Intranet site. The week of Spring Break student programs were a big success with attendance reaching almost 90 people at Monday's event.
- At **Mariner Library**, there was a strong turnout for the bilingual storytelling. Children have rich conversations with staff about the book and their thoughts. The Sensory Fun Time Program also had great turnout by new and returning families. Two families commented that while their children had sensory processing disorder, they really enjoyed the playtime and variety of materials.

Upcoming:

System-wide launch of summer reading in June.

North

Lakewood Lockers: [Family Tie-Dye](#) 6/7 (Family)

Stop by our newest location - the Lakewood Lockers at Linc NW - for a family Tie-Dye event!

South

Mountlake Terrace Library: [Juneteenth: More than a Day 2025](#) - 6/15 (All ages)

This community event is a day of remembrance, education, and joy, honoring the African American emancipation and the end of the US Civil War.

East

Granite Falls Library: [Bigfoot and Buddies!](#) - 6/28 (Family)

Enjoy an afternoon of activities, rhythm and games inspired by mysterious creatures of folklore and urban legend!

West

Coupeville Library: [Car-Free Adventure with Transit Trekker](#) - 6/5 (Adults, Teens)

- Learn about tools, tips and tricks for planning your own car-free outings and get the scoop on some of the best transit treks near and far — even as far as Alaska!

Executive Director

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Media Tour

I also called attention to the Library District's work and our future in a media tour with the following publications:

Lynnwood Times

[Sno-Isle's new Executive Director Eric Howard plans to use libraries to connect communities](#)

***South Whidbey Record* and *This is Whidbey*:**

[Why our library matters](#)

Publishing at a later date:

Beacon Magazine and *Snohomish Tribune* articles



I joined Assistant Director of Collection Services for the 100th episode of Book Buzz, a weekly KSER radio program where Sno-Isle Libraries staff discuss buzz-worthy titles.

[100th Episode of Sno-Isle Libraries' Book Buzz on KSER Public Radio](#)

Sno-Isle Libraries

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April 28, 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, Susan Kostick, and Paul Ryan.

Members present via videoconference: Griselda Guevara-Cruz.

President Olson confirmed quorum.

Staff present: Barb Adams, Melinda Armstrong, Michelle Callihan, David Durante, Baha Farkish, Bryan Gabehart, Casey Gabehart, Sonia Gustafson, Cassie Hanson Eric Howard, Meredith Kraft, Diane Lai, Janella Lewis, and Chy Ross.

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 and Trustees for their participation in the annual staff in-service day, SILCON. Executive Director Howard also remarked on the recent successful outcomes at the state legislature for the Lake Stevens Library and Mariner Community Campus capital projects.

Consent Agenda

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

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

Public Comment

There were no public comments to the Board.

Sno-Isle Libraries

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New Business

Summer Reading Program Preview

Community Libraries Director Diane Lai presented research that affirms the critical role public libraries play in providing equitable learning opportunities to school-aged children during the summer months. Assistant Director of Community Libraries Michelle Callihan previewed the 2025 program strategy, promotional plan, and logistics.

Finance Report

April Financial Update

Finance Director Janella Lewis presented the April 2025 financial report.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- The Monroe Library incident in March, which was the subject of a Sno-Isle Libraries Employees United comment at the April 28, 2025 regular meeting of the Board of Trustees. President Olson described library staff as the District's most valuable asset, thanked them for sharing their concerns, and commended staff for their work serving communities.
- The formation of the ad-hoc Trustees Nominating Committee. Committee membership will be announced at the May 27 regular meeting.
- The initiation of planning work for the 2025 Board of Trustees retreat.

Sno-Isle Libraries Foundation Liaison Report

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

- The Foundation's participation in the annual fundraising campaign Library Giving Day, resulting in \$75,000 of contributions.
- The upcoming Give Big event, a statewide fundraising campaign in support of Washington State nonprofits, on May 5 and 6.
- A progress update on the development of the Foundation's new strategic plan,

Adjournment

Trustee Ryan moved to adjourn the April 28, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:13 p.m.

President

Secretary

Sno-Isle Libraries
APRIL 2025 Payroll and APRIL 2025 Vouchers

Direct Deposits, Employee Deductions	\$ 2,875,127.88
Vendor Checks xxx through xxx, plus Electronic Transfers	\$ 1,041,930.86
Total Payroll and Benefits	\$ 3,917,058.74
Accounts Payable Checks xxx through xxx less checks listed above, plus Electronic Transfers	\$ 2,916,062.53
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 6,833,121.27</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 on May 27, 2025.

 5/9/2025

Finance Director

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

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

APRIL 2025 Payroll

Employee Pay - Direct Deposit	\$	2,053,742.87	
Plus: Employee Deductions	\$	821,385.01	
Sub-Total Gross Payroll			\$ 2,875,127.88
Vendor Checks 86252, 86350, 86425, 86480-86490	\$	227,578.88 *	
Employer Workers' Comp Insurance Premium	\$	28,831.25	
Electronic Funds Transfer- Employer Federal Taxes	\$	238,972.17	
Electronic Funds Transfer - Canopy Wellbeing	\$	2,328.00	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,245.89	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	58,009.10	
Electronic Funds Transfer - PERS - Retirement Plan	\$	405,796.12	
Electronic Funds Transfer - Navia - FSA	\$	13,620.76	
Electronic Funds Transfer - Navia - HRA/MRA	\$	14,366.95	
Electronic Funds Transfer - Premera - Medical	\$	353,097.29	
Electronic Funds Transfer - Support Registry	\$	1,169.84	
Less: Employee Benefit Deductions	\$	(306,085.39)	
Sub-Total Benefits - Employer Expense			\$ 1,041,930.86
Total Payroll and Benefits			\$ 3,917,058.74

APRIL 2025 Accounts Payable

Checks 86160 through 86495 less checks listed above, plus Electronic Transfers	\$	2,914,379.60 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,682.93	
Sub-Total Accounts Payable			\$ 2,916,062.53
Total Payroll, Benefits and Accounts Payable			\$ 6,833,121.27

Adjustments

Overage/Shortage/NSF Checks			
Change Machines			
Refunds and Credits	\$	193.49	
Retainage Deposits	\$	10,661.58	
Petty Cash Expense	\$	33.22	
Staff Recognition	\$	477.68	
Refund Interest	\$	3.05	
Bank Service Charge	\$	1,521.52	
Travel & Business Expense Reimbursement paid in Payroll	\$	7,782.78	
Total Adjustments			\$ 20,673.32
APRIL 2025 Total Expenditures			\$ 6,853,794.59 ***

* Benefit invoices paid through Accounts Payable Checks	\$	227,578.88
** Regular invoices paid through Accounts Payable Checks	\$	2,914,379.60
Total Accounts Payable Check Payments	\$	3,141,958.48

*** Equals Expenditure Summary Total

Vouchers April 2025

Date	Check Number	Payee	Check Amount
4/10/2025	86157	ZURBANO, MARITESS (Void, Program Cancelled)	-500.00
4/30/2025	86028	LIMBLE SOLUTIONS, INC. (Void, Reissued Ck #86491)	-6,676.92
4/10/2025	86160	8X8 INC	7,991.13
4/10/2025	86161	A-1 MOBILE LOCK & KEY	197.82
4/10/2025	86162	ADVANCE TESTING & SERVICE INC	1,120.00
4/10/2025	86163	AIR CARE SYSTEM	46,084.57
4/10/2025	86164	APEX FACILITY RESOURCES, INC.	99,422.74
4/10/2025	86165	AT&T MOBILITY (6463)	43.23
4/10/2025	86166	BEACON PUBLISHING INC	637.50
4/10/2025	86167	BUILDINGWORK, LLC	43,815.13
4/10/2025	86168	CARAHSOFT TECHNOLOGY CORPORATION	2,170.53
4/10/2025	86169	CASCADE NATURAL GAS	470.78
4/10/2025	86170	CASEY, MARIA	450.00
4/10/2025	86171	CDW GOVERNMENT INC	18,976.88
4/10/2025	86172	CENTER FOR INTERNET SECURITY, INC	1,581.62
4/10/2025	86173	CITY OF GRANITE FALLS	136.21
4/10/2025	86174	CITY OF SNOHOMISH - UTILITIES	3,412.31
4/10/2025	86175	CLINTON COMMUNITY HALL	120.00
4/10/2025	86176	CLINTON WATER DIST	53.15
4/10/2025	86177	CONSTANCY PRESS LLC	225.00
4/10/2025	86178	COSCO FIRE PROTECTION, INC.	1,656.00
4/10/2025	86179	CREOWORKS	5,835.61
4/10/2025	86180	CRYSTAL SPRINGS	98.27
4/10/2025	86181	DAYFORCE US, INC.	10,437.12
4/10/2025	86182	DEL SOL INC	88,049.69
4/10/2025	86183	DEMCO INC (8048)	7,747.59
4/10/2025	86184	EATON CORP	16,127.70
4/10/2025	86185	EDNETICS, INC.	2,681.92
4/10/2025	86186	GENERATOR SERVICES NW	1,254.65
4/10/2025	86187	GOLDFINCH BROTHERS	1,055.17
4/10/2025	86188	JOAN HELEN GREEN	400.00
4/10/2025	86189	HB SPRAGUE, LLC	3,388.92
4/10/2025	86190	HIRERIGHT, LLC	194.02
4/10/2025	86191	HOWARD TECHNOLOGY SOLUTIONS	17,869.40
4/10/2025	86192	ICIMS, INC.	5,075.94
4/10/2025	86193	INSIGHT PUBLIC SECTOR INC.	8,672.32
4/10/2025	86194	INTERSECTION MEDIA, LLC	3,764.71
4/10/2025	86195	IRON MOUNTAIN INCORPORATED	4,377.40
4/10/2025	86196	JIMMY'S ROOFING	23,240.15
4/10/2025	86197	KENDALL OF MARYSVILLE	125.22
4/10/2025	86198	KISS THE JOY	215.00
4/10/2025	86199	KSER FOUNDATION	2,000.00
4/10/2025	86200	LAKE STEVENS PRIDE	500.00
4/10/2025	86201	LAKE STEVENS SEWER DISTRICT	200.00
4/10/2025	86202	LAMAR TRANSIT, LLC	2,070.00
4/10/2025	86203	LEWELLEN ASSOCIATES, LLC	3,780.00
4/10/2025	86204	LITHTEX NW	354.13
4/10/2025	86205	LODESTAR MARKETING GROUP	9,165.00
4/10/2025	86206	MARINER SQUARE OWNERS ASSOCIATION	1,115.00
4/10/2025	86207	MOON CONSTRUCTION COMPANY	30,619.22
4/10/2025	86208	MRSC	135.00

Vouchers April 2025

Date	Check Number	Payee	Check Amount
4/10/2025	86209	MSR DESIGN	3,060.00
4/10/2025	86210	MUKILTEO CHAMBER	300.00
4/10/2025	86211	MUKILTEO WATER & WASTE DISTRICT	3,584.33
4/10/2025	86212	MY NEIGHBORHOOD NEWS NETWORK	425.00
4/10/2025	86213	NORTHWEST CENTER	700.00
4/10/2025	86214	OCLC INC (34299)	282.42
4/10/2025	86215	ONE DIVERSIFIED, LLC	1,127.66
4/10/2025	86216	OXBOW FARM & CONSERVATION CENTER	300.00
4/10/2025	86217	PACIFIC PUBLISHING CO INC	301.25
4/10/2025	86218	PAPER ROLL PRODUCTS	802.24
4/10/2025	86219	PAWSWITHCAUSE	275.00
4/10/2025	86220	DESKMAKERS, INC.	6,315.52
4/10/2025	86221	PETROCARD SYSTEMS INC	2,226.85
4/10/2025	86222	PUGET SOUND ENERGY	3,380.71
4/10/2025	86223	PUD NO 1 OF SNOHOMISH COUNTY	10,533.31
4/10/2025	86224	PUGET SOUND MOBILE DETAIL	773.90
4/10/2025	86225	RICOH USA INC - 31001	13,384.89
4/10/2025	86226	RICOH USA INC - 650073	2,656.02
4/10/2025	86227	RIVERA, SHARON NICOLE	800.00
4/10/2025	86228	NORTH SOUND MEDIA	800.00
4/10/2025	86229	SAFER LIBRARIES CONSULTING	2,000.00
4/10/2025	86230	SALISH NETWORKS	1,214.29
4/10/2025	86231	SANDYS, DIANA AMARANTA	482.00
4/10/2025	86232	SHARPS COMPLIANCE INC	224.88
4/10/2025	86233	SHI INTERNATIONAL	532.93
4/10/2025	86234	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
4/10/2025	86235	SILVER LAKE WATER & SEWER	178.47
4/10/2025	86236	SKAGIT PUBLISHING	433.00
4/10/2025	86237	SNO-ISLE GENEALOGICAL SOCIETY	50.00
4/10/2025	86238	SOUTH WHIDBEY PRIDE	500.00
4/10/2025	86239	SPRAGUE PEST SOLUTIONS	752.77
4/10/2025	86240	STERICYCLE, INC.	122.47
4/10/2025	86241	T MOBILE	15,522.82
4/10/2025	86242	T MOBILE	131.01
4/10/2025	86243	TOWN OF COUPEVILLE	50.00
4/10/2025	86244	TRUCK TRAILS NORTHWEST LLC	3,468.27
4/10/2025	86245	UNIVERSE ON TAP LLC	325.00
4/10/2025	86246	U S BANK EQUIPMENT FINANCE	435.25
4/10/2025	86247	VECA ELECTRIC & TECHNOLOGIES, LLC	12,609.12
4/10/2025	86248	VERIZON COMMUNICATIONS INC	330.79
4/10/2025	86249	WASTE MANAGEMENT	5,554.50
4/10/2025	86250	WAVE BUSINESS	9,303.26
4/10/2025	86251	WCP SOLUTIONS	1,615.02
4/10/2025	86252	WELLABLE LLC	321.00
4/10/2025	86253	WELTON, DAVID EDWARD	200.00
4/10/2025	86254	DAE WON LLC	8,240.21
4/10/2025	86255	NICOLE WEHL	116.30
4/10/2025	86256	HANNAH KRUMHEUER	156.80
4/10/2025	86257	KRISTA KLEIN	1,074.10
4/10/2025	86258	KATHY WAHL	1,595.00
4/10/2025	86259	GABRIEL KNIGHT	255.00

Vouchers April 2025

Date	Check Number	Payee	Check Amount
4/10/2025	86260	TARA HOLGATE	797.50
4/10/2025	86261	MICHELLE CERVANTES	1.40
4/10/2025	86262-86263	REMIT OVERRUN	0.00
4/17/2025	86264	AMAZON CAPITAL SERVICES, INC	6,373.03
4/17/2025	86265	AUNT FLOW CORP.	1,500.00
4/17/2025	86266	BAKER & TAYLOR BOOKS (277930)	7,159.53
4/17/2025	86267	BANK OF AMERICA (842425)	2,463.52
4/17/2025	86268	BLACKSTONE PUBLISHING	164.78
4/17/2025	86269	BRODART (SUPPLIES)	1,715.12
4/17/2025	86270	CASCADIA FOREST THERAPY	400.00
4/17/2025	86271	CDW GOVERNMENT INC	4,207.16
4/17/2025	86272	CEDAR GROVE ORGANICS RECYCLING LLC	327.45
4/17/2025	86273	CENTER POINT LARGE PRINT	756.90
4/17/2025	86274	CITY OF LANGLEY	5,750.40
4/17/2025	86275	CORTES, MARCO	800.00
4/17/2025	86276	DEMAREST, JOANNA	300.00
4/17/2025	86277	EBSCO	28,477.88
4/17/2025	86278	E - RATE EXPERTISE INC	11,484.00
4/17/2025	86279	FABER CONSTRUCTION CORPORATION	790,844.75
4/17/2025	86280	ANDREW FERIANTE	325.00
4/17/2025	86281	GALE/CENGAGE LEARNING	2,658.97
4/17/2025	86282	GROWING ROOTS TOGETHER	200.00
4/17/2025	86283	GUARDIAN SECURITY	589.14
4/17/2025	86284	HEARING, SPEECH, AND DEAF CENTER	1,421.70
4/17/2025	86285	IMAGINE CHILDREN'S MUSEUM	258.52
4/17/2025	86286	REMIT OVERRUN	0.00
4/17/2025	86287	INGRAM LIBRARY SERVICES	83,996.05
4/17/2025	86288	JIMMY'S ROOFING	35,496.86
4/17/2025	86289	KANOPY	8,007.00
4/17/2025	86290	KENDALL OF MARYSVILLE	1,116.00
4/17/2025	86291	LAMAR TRANSIT, LLC	1,905.00
4/17/2025	86292	LOCKE, DAVID	150.00
4/17/2025	86293	MEN, JUNO	150.00
4/17/2025	86294	MIDWEST LIBRARY SERVICE	789.71
4/17/2025	86295	MIDWEST TAPE	33,003.59
4/17/2025	86296	MILL CREEK VIEW	290.00
4/17/2025	86297	MORNINGSTAR	11,254.00
4/17/2025	86298	MYSTIC SEAPORT MUSEUM INC.	250.00
4/17/2025	86299	NORTHWEST PUBLISHING INC.	400.00
4/17/2025	86300	OCLC INC (34299)	370.50
4/17/2025	86301-86302	REMIT OVERRUN	0.00
4/17/2025	86303	OFFICE DEPOT, INC	4,939.86
4/17/2025	86304-86316	REMIT OVERRUN	0.00
4/17/2025	86317	OVERDRIVE INC	407,160.41
4/17/2025	86318	OXFORD UNIVERSITY PRESS INC	8,220.52
4/17/2025	86319	PAPER ROLL PRODUCTS	1,045.76
4/17/2025	86320	SENTRUM MARKETING, LLC	283.50
4/17/2025	86321	SHARPS COMPLIANCE INC	2,075.69
4/17/2025	86322	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
4/17/2025	86323	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
4/17/2025	86324	SKY VALLEY CHAMBER OF COMMERCE	500.00

Vouchers April 2025

Date	Check Number	Payee	Check Amount
4/17/2025	86325	SNO-ISLE GENEALOGICAL SOCIETY	181.20
4/17/2025	86326	SPRAGUE PEST SOLUTIONS	348.26
4/17/2025	86327	TAYLOR, LISA	375.00
4/17/2025	86328	THREETS, MYCHAL ALEXANDER	6,650.00
4/17/2025	86329	THRYV, INC	110.90
4/17/2025	86330	TIMELESS DESIGN	2,047.07
4/17/2025	86331	TSAI FONG BOOKS INC	361.20
4/17/2025	86332	TULALIP RESORT CASINO	27,798.30
4/17/2025	86333	ULINE	2,395.44
4/17/2025	86334	U S BANK EQUIPMENT FINANCE	762.72
4/17/2025	86335	VALDEZ CONSTRUCTION, INC.	219,819.52
4/17/2025	86336	REMIT OVERRUN	0.00
4/17/2025	86337	WALTER E NELSON CO OF WESTERN WA	10,287.11
4/17/2025	86338	WHIDBEY TELECOM	798.14
4/17/2025	86339	WINKLER, DANIEL	415.10
4/17/2025	86340	WINKLER, DANIEL	370.00
4/17/2025	86341	ZIPLY FIBER	16,571.45
4/18/2025	86342	KALEY COSTELLO	103.85
4/18/2025	86343	SUSAN HEMPSTEAD	2,084.76
4/24/2025	86344	THE ACCESS PROJECT	10,000.00
4/24/2025	86345	ALDERWOOD WATER DISTRICT	278.81
4/24/2025	86346	ALI, PETER	400.00
4/24/2025	86347	ALLIED UNIVERSAL	25,950.08
4/24/2025	86348	BACKSTAGE LIBRARY WORKS, INC	82.60
4/24/2025	86349	BAKER & TAYLOR BOOKS (277930)	1,645.69
4/24/2025	86350	BEACON HILL STAFFING GROUP LLC	931.60
4/24/2025	86351	BRODART (SUPPLIES)	388.00
4/24/2025	86352	CAMANO COMMONS	1,250.00
4/24/2025	86353	CARAHSOFT TECHNOLOGY CORPORATION	11,771.12
4/24/2025	86354	CITY OF ARLINGTON	223.08
4/24/2025	86355	CITY OF MONROE	1,041.70
4/24/2025	86356	CITY OF SULTAN	211.79
4/24/2025	86357	CRYSTAL SPRINGS	99.37
4/24/2025	86358	CUMMINS-ALLISON CORP.	876.10
4/24/2025	86359	DEMCO INC (8048)	316.69
4/24/2025	86360	FASTSIGNS	480.43
4/24/2025	86361	GITTINS, RENEE KATHLEEN	350.00
4/24/2025	86362	GUPTA, RASHMI	50.00
4/24/2025	86363	HILLIS CLARK MARTIN & PETERSON	15,638.85
4/24/2025	86364	IMAGINE CHILDREN'S MUSEUM	245.56
4/24/2025	86365	INGRAM LIBRARY SERVICES	17,997.32
4/24/2025	86366	ISLAND DISPOSAL INC	345.38
4/24/2025	86367	ISLAND COUNTY OF WASHINGTON	40.00
4/24/2025	86368	ISLAND SHAKESPEARE FESTIVAL	250.00
4/24/2025	86369	KAMORI AUSTRALIA PTY LTD	410.29
4/24/2025	86370	KEYBANK NATIONAL ASSOCIATION	846.92
4/24/2025	86371	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	14,816.96
4/24/2025	86372	MANGO LANGUAGES	25,640.58
4/24/2025	86373	MARYSVILLE BARKER REAL ESTATE LLC	6,633.57
4/24/2025	86374	MEDINA ENTERTAINMENT RESOURCES	875.00
4/24/2025	86375	MERCEDES-BENZ OF LYNNWOOD	839.66

Vouchers April 2025

Date	Check Number	Payee	Check Amount
4/24/2025	86376	MIDWEST LIBRARY SERVICE	137.92
4/24/2025	86377	MIDWEST TAPE	4,548.64
4/24/2025	86378	NORTHWEST CENTER	700.00
4/24/2025	86379	OTAAPOHKAT FARM LLC	100.00
4/24/2025	86380	PACIFIC COPY & PRINTING	497.50
4/24/2025	86381	PAPER ROLL PRODUCTS	1,131.84
4/24/2025	86382	PRIME SELF STORAGE	814.00
4/24/2025	86383	PUGET SOUND ENERGY	3,017.31
4/24/2025	86384	PUD NO 1 OF SNOHOMISH COUNTY	18,280.76
4/24/2025	86385	RAGAMUFFIN'S ROCK ART	200.00
4/24/2025	86386	REPUBLIC SERVICES 197	1,020.91
4/24/2025	86387	RODDY, MARY	250.00
4/24/2025	86388	ROYAL BANQUET & CONFERENCE HALL	150.00
4/24/2025	86389	SAFEGUARD BUSINESS SYSTEMS, INC.	1,593.40
4/24/2025	86390	SMOKEY POINT PLACE IV, LLC	13,838.53
4/24/2025	86391	SNOCO DEPT OF CONSERVATION/NATURAL	30.00
4/24/2025	86392	SNOHOMISH CO FINANCE	128.00
4/24/2025	86393	SPRAGUE PEST SOLUTIONS	752.63
4/24/2025	86394	SPRINGSHARE LLC	3,892.50
4/24/2025	86395	STERICYCLE, INC.	464.80
4/24/2025	86396	SUMMIT LAW GROUP, PLLC	340.00
4/24/2025	86397	TAYLOR, LISA	275.00
4/24/2025	86398	TIMELESS DESIGN	11,216.07
4/24/2025	86399	TOWN OF COUPEVILLE	329.83
4/24/2025	86400	TROJAN STORAGE OF MARYSVILLE	390.00
4/24/2025	86401	TSAI FONG BOOKS INC	114.03
4/24/2025	86402	ULINE	393.65
4/24/2025	86403	UNIVERSE ON TAP LLC	325.00
4/24/2025	86404	VECA ELECTRIC & TECHNOLOGIES, LLC	883.71
4/24/2025	86405	VERIZON WIRELESS (660108)	4,313.13
4/24/2025	86406	WALTER E NELSON CO OF WESTERN WA	5,966.01
4/24/2025	86407	WASHINGTON STATE FERRIES	1,869.15
4/24/2025	86408	ZWINGER, SUSAN	70.00
4/24/2025	86409	SPOILED	0.00
4/24/2025	86410	HANNAH KRUMHEUER	686.70
4/24/2025	86411	ANGELA DAVIS	85.15
4/24/2025	86412	RICKEY BARNETT	674.70
4/24/2025	86413	LOIS HAIGHT	632.10
4/24/2025	86414	VANESA GUTIERREZ	1,451.31
4/30/2025	86415	SPOILED	0.00
4/30/2025	86416	4IMPRINT INC	417.34
4/30/2025	86417	AIR CARE SYSTEM	8,493.78
4/30/2025	86418	ALLIED UNIVERSAL	5,724.16
4/30/2025	86419	ALVAREZ, NOE	2,000.00
4/30/2025	86420-86421	REMIT OVERRUN	0.00
4/30/2025	86422	AMAZON CAPITAL SERVICES, INC	18,489.29
4/30/2025	86423	BACKSTAGE LIBRARY WORKS, INC	380.00
4/30/2025	86424	BAKER & TAYLOR BOOKS (277930)	3,804.93
4/30/2025	86425	BEACON HILL STAFFING GROUP LLC	3,769.30
4/30/2025	86426	BELIEF AGENCY	18,500.00
4/30/2025	86427	BENNETT, SHIRLEY A.	150.00

Vouchers April 2025

Date	Check Number	Payee	Check Amount
4/30/2025	86428	BESPOKE CAFE	15.00
4/30/2025	86429	BLACKSTONE PUBLISHING	116.82
4/30/2025	86430	BLECHA, PETER	260.00
4/30/2025	86431	BRODART (SUPPLIES)	2,635.40
4/30/2025	86432	CASCADE NATURAL GAS	351.74
4/30/2025	86433	CASEY, MARIA	450.00
4/30/2025	86434	CITY OF EDMONDS	27,514.64
4/30/2025	86435	CITY OF MARYSVILLE	1,701.23
4/30/2025	86436	CLINTON COMMUNITY HALL	40.00
4/30/2025	86437	COLONY LABS, INC.	16,767.69
4/30/2025	86438	COMCAST BUSINESS	693.26
4/30/2025	86439	DAVIS, ANDREW STEFAN	150.00
4/30/2025	86440	EBSCO	216.11
4/30/2025	86441	EDNETICS, INC.	7,156.87
4/30/2025	86442	JONATHAN EVISON	600.00
4/30/2025	86443	GALE/CENGAGE LEARNING	170.13
4/30/2025	86444	HILLIS CLARK MARTIN & PETERSON	1,069.20
4/30/2025	86445	IMAGINE CHILDREN'S MUSEUM	245.56
4/30/2025	86446	REMIT OVERRUN	0.00
4/30/2025	86447	INGRAM LIBRARY SERVICES	48,409.24
4/30/2025	86448	INK IT YOUR WAY, LLC	333.69
4/30/2025	86449	INTERSECTION MEDIA, LLC	3,764.71
4/30/2025	86450	KISS THE JOY	200.00
4/30/2025	86451	LAKE STEVENS SEWER DISTRICT	154.64
4/30/2025	86452	LAMAR TRANSIT, LLC	2,940.00
4/30/2025	86453	LEMAY MOBILE SHREDDING	182.91
4/30/2025	86454	MCELWAIN, PAUL BENJAMIN	200.00
4/30/2025	86455	MIDWEST LIBRARY SERVICE	59.87
4/30/2025	86456	MIDWEST TAPE	5,259.73
4/30/2025	86457	MSR DESIGN	54,902.47
4/30/2025	86458-86459	REMIT OVERRUN	0.00
4/30/2025	86460	OFFICE DEPOT, INC	5,488.37
4/30/2025	86461	ONE DIVERSIFIED, LLC	2,488.79
4/30/2025	86462	PETROCARD SYSTEMS INC	4,870.77
4/30/2025	86463	PITNEY BOWES	4,640.36
4/30/2025	86464	PUGET SOUND ENERGY	2,615.03
4/30/2025	86465	PUD NO 1 OF SNOHOMISH COUNTY	8,614.16
4/30/2025	86466	SORIANO, RAY	200.00
4/30/2025	86467	RICOH USA INC - 31001	1,064.86
4/30/2025	86468	SAFER LIBRARIES CONSULTING	1,500.00
4/30/2025	86469	SALISH NETWORKS	1,214.29
4/30/2025	86470	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	1,071.00
4/30/2025	86471	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
4/30/2025	86472	SNO-ISLE GENEALOGICAL SOCIETY	201.95
4/30/2025	86473	SOUTHWEST SOLUTIONS GROUP, INC	6,934.75
4/30/2025	86474	SPRINGSHARE LLC	2,337.00
4/30/2025	86475	STILLAGUAMISH SENIOR CENTER	1,335.00
4/30/2025	86476	TIMELESS DESIGN	3,743.88
4/30/2025	86477	ULINE	94.11
4/30/2025	86478	DAE WON LLC	8,240.21
4/30/2025	86479	ZIPLY FIBER	4,290.23

**Vouchers
April 2025**

Date	Check Number	Payee	Check Amount
4/30/2025	86480	ASSURED PARTNERS OF WA, LLC	6,015.72
4/30/2025	86481	DELTA DENTAL OF WASHINGTON	33,388.62
4/30/2025	86482	DEPARTMENT OF LABOR & INDUSTRIES	76.73
4/30/2025	86483	WSCCCE, AFSCME, AFL-CIO	13,517.68
4/30/2025	86484	EMPLOYMENT SECURITY DEPT.	4,382.47
4/30/2025	86485	KAISER PERMANENTE	103,373.12
4/30/2025	86486	LIFEWISE ASSURANCE CO.	44,133.93
4/30/2025	86487	MUTUAL OF OMAHA	5,907.38
4/30/2025	86488	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,214.50
4/30/2025	86489	PREMERA BLUE CROSS	9,078.33
4/30/2025	86490	SNO-ISLE LIBRARY FOUNDATION	468.50
4/30/2025	86491	LIMBLE SOLUTIONS, INC.	6,676.92
4/30/2025	86492	TARA HOLGATE	226.59
4/30/2025	86493	JOY FELDMAN	1,020.44
4/30/2025	86494	MIRANDA BLUM	585.80
4/30/2025	86495	SHEENA GALBRETH	2,436.32
4/29/2025	TRANS_04292025_1	BANK OF AMERICA (0161)	1,130.18
4/29/2025	TRANS_04292025_2	BANK OF AMERICA (0958)	1,312.92
4/29/2025	TRANS_04292025_3	BANK OF AMERICA (1458)	183.68
4/29/2025	TRANS_04292025_4	BANK OF AMERICA (2175)	287.49
4/29/2025	TRANS_04292025_5	BANK OF AMERICA (2945)	6,390.50
4/29/2025	TRANS_04292025_6	BANK OF AMERICA (3670)	953.73
4/29/2025	TRANS_04292025_7	BANK OF AMERICA (3736)	2,615.02
4/29/2025	TRANS_04292025_8	BANK OF AMERICA (5088)	5,352.43
4/29/2025	TRANS_04292025_9	BANK OF AMERICA (5659)	85.99
4/29/2025	TRANS_04292025_10	BANK OF AMERICA (5773)	1,677.96
4/29/2025	TRANS_04292025_11	BANK OF AMERICA (5953)	1,539.33
4/29/2025	TRANS_04292025_12	BANK OF AMERICA (7067)	1,214.23
4/29/2025	TRANS_04292025_13	BANK OF AMERICA (7150)	1,182.12
4/29/2025	TRANS_04292025_14	BANK OF AMERICA (7423)	7,582.54
			<u>\$3,141,958.48</u>

Sno-Isle Libraries Foundation

REPORT TO THE BOARD

May 27, 2025

Overview

The Sno-Isle Libraries Foundation advocates for the Library District and mobilizes communities to generate philanthropic revenue in support of essential library programs and services.

The Foundation is a separate 501(c)(3) nonprofit corporation founded in 2000 and governed by its own Board of Directors. The Foundation's mission is to mobilize people and resources to expand the reach of library services, promote civic engagement, and foster a lifetime of learning. As the philanthropic arm of Sno-Isle Libraries, the Foundation partners with individuals, businesses, foundations, and community organizations to fund innovative and inspiring programs throughout the Library District and expand the capacity of the library to serve more people.

In January 2022, the Foundation began an organizational restructuring and rebuilding to position itself for future growth and success. The process was guided by a 3-year strategic plan.

Strategic Plan Highlights

Key accomplishments from the Foundation's 2022 -2024 plan include:

Assets, Revenue, and New Donors

- Increased the Foundation's total assets from \$2.3 million in January 2022 to \$5.2 million in April 2025.
- Implemented a series of new annual campaigns, including Library Giving Day, GiveBIG, Giving Tuesday, Year-end Campaign, and fall and spring donor acquisitions.
- Generated the total annual incomes below for the Library District, which exceeded revenue goals for each year.
 - 2022 - \$346,000
 - 2023 - \$2.5 million
 - 2024 – \$694,000.
- Acquired 3,000 new donors.

Board Development

- Implemented a new open-call board recruitment process and completed three rounds of recruitment, growing the Foundation board from 5 to 21 members from diverse geographic areas within the district.
- Launched new board committees, including Policy, Donor Events & Engagement committee, Marketing committee, and Board Recruitment committee, resulting in significant progress in these areas.

Infrastructure

- In 2022, the Foundation migrated to Bloomerang, a cloud-based, state-of-the-art donor database. This was a critical step enabling The Foundation to better organize and manage fundraising campaigns, engage donors, and grow campaign revenue.
- In 2024, the Foundation migrated its email communications to the platform MailChimp, which supports the Foundation's growing communications strategy.
- The Foundation began offering a series of estate planning webinars and partnered with FreeWill to help encourage more library customers to include the Foundation in their will. These efforts have resulted in generating significant interest in estate planning topics among library customers and increased number of bequests and commitments from individuals interested in including the Foundation in their will.

Events

- Successfully funded and delivered the annual Trudy Sundberg Lecture Series, featuring renowned speakers, such as Wade Davis in 2022, Lyla June in 2024, and Shane & Hannah Burcaw in 2025. The series engaged between 500-900 Whidbey Island residents annually and included in-person presentations by the featured speakers at local schools.
- Restarted in-person author salons, including Rena Priest in October 2023 at the Mukilteo Library, Nancy Pearl in June 2024 on Camano Island, and Nancy Leson & Friends at the Edmonds Library in October 2024. The goal of these events is to thank and steward current donors and introduce prospective supporters to the Foundation.

Moving Forward

In 2025, the Foundation will hire two new FTEs approved by the Board of Trustees in the 2025 Sno-Isle Libraries operating budget. This is a critical milestone that will enable Foundation staff to expand their work on revenue-generating activities, including the annual campaign, major giving, planned giving, and grants.

The Foundation Board and staff are in the final stages of completing a new strategic plan to guide the organization between 2025 and 2027. The new plan and additional staff will enable the Foundation to build upon successes from the last three years while working towards ambitious new goals in the future. The Foundation board and staff look forward to their continued partnership with Sno-Isle Libraries and growing philanthropic support of the library district's programs and services.

Financial Update

FINANCE DEPARTMENT

May 27, 2025

April 2025 Revenue Summary

- Total revenue received in April was \$25.1M compared to the monthly budget of \$25.8M.
Year to date (YTD) total revenue was \$29.8M compared to the YTD budget of \$32.2M, which is 38% of the annual revenue budgeted.
- General property tax receipts for April were \$25M compared to the monthly budget of \$25M.
- Timber tax, Leasehold Excise Tax, and DNR revenue for April were \$19k compared to the monthly budget of \$12k.
- Grant revenue was \$21k compared to the monthly budget of \$617k.
- Investment Interest for April was \$187k compared to the monthly budget of \$108k.
- Print/copy services, city contract fees, lost materials revenue, and donations for April were collectively \$26k compared to the monthly budget of \$52k.
- Other Revenue for April was \$12k compared to the monthly budget of \$50k.

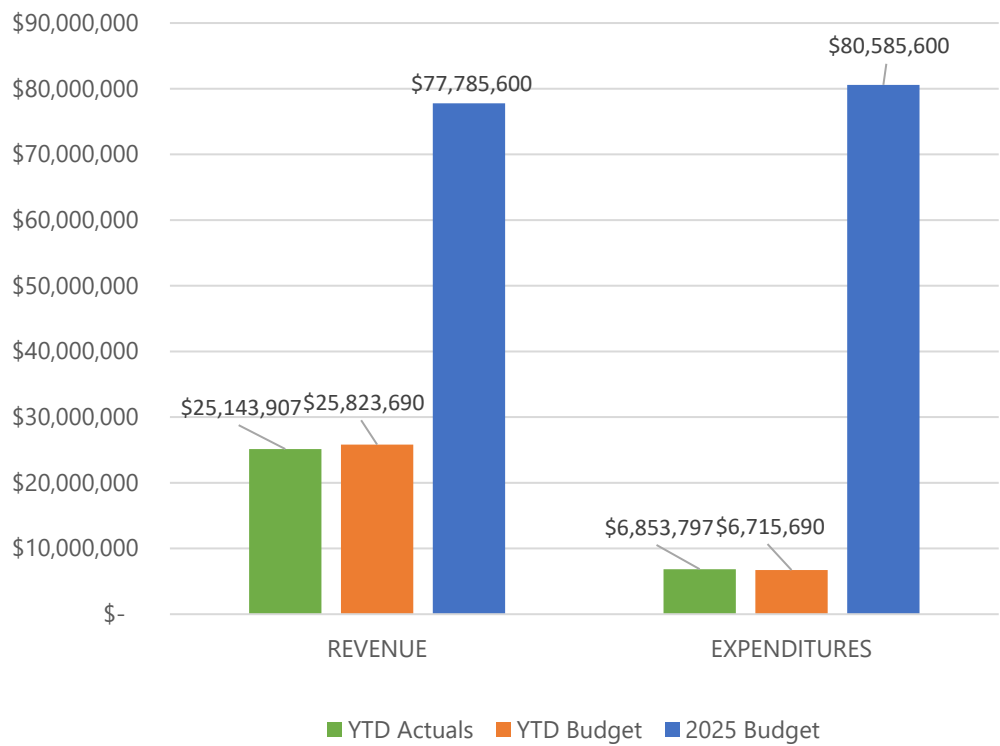
April 2025 Expenditures Summary

- Total expenditures for April were \$6.8M compared to the monthly budget of \$6.7M.
Total expenditures YTD were \$22.3M compared to the YTD budget of \$26.9M, which was 28% of the annual expenditure budgeted.
- Salaries & Benefits for April were \$3.9M compared to the monthly budget of \$4.1M.
- Collection materials expenditures for April were \$699k compared to the monthly budget of \$576k.
- Employee training expenditures for April were \$63k compared to the monthly budget of \$23k.
- Capital expenditures for April were \$1.3M 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 April were \$848k 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 4/1/2025 Through 4/30/2025
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,917,059	4,058,390	15,230,486	16,233,560	48,700,000	31.27%
20.0 Materials	698,656	576,000	2,189,058	2,304,000	6,912,000	31.67%
26.0 Professional & Contract Services	259,944	294,320	901,777	1,177,280	3,530,900	25.53%
35.0 Equipment & Furnishings	25,893	50,280	137,871	201,120	603,500	22.84%
38.0 Maintenance & Repair	145,958	110,770	247,946	443,080	1,328,300	18.66%
41.0 Software License & Maint Fees	75,825	142,060	319,575	568,240	1,704,900	18.74%
42.0 Communications	54,449	68,500	201,021	274,000	822,000	24.45%
43.0 Office & Operating Supplies	85,681	53,240	206,679	212,960	639,350	32.32%
44.0 Utilities	62,655	45,590	205,741	182,360	547,000	37.61%
45.0 Rentals & Leases	42,238	48,460	198,470	193,840	581,600	34.12%
46.0 Insurance	(1,454)	22,600	40,137	90,400	271,100	14.80%
48.0 Employee Training / Travel	62,583	22,580	98,913	90,320	271,000	36.49%
49.0 Miscellaneous	94,794	78,270	324,611	313,080	938,400	34.59%
50.0 Strategic Initiatives / Innovation	2,171	62,500	5,673	250,000	750,000	0.75%
62.0 Capital - Bldgs & Improvements	1,042,969	874,220	1,448,353	3,496,880	10,490,550	13.80%
62.5 Capital - A&E	120,375	110,000	164,687	440,000	1,320,000	12.47%
64.0 Capital - Furnishings & Equipment	164,001	97,910	276,415	391,640	1,175,000	23.52%
64.5 Capital - Other Assets	0	0	79,289	0	0	0.00%
Total Expenditures	6,853,795	6,715,690	22,276,702	26,862,760	80,585,600	27.64%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 4/1/2025 Through 4/30/2025
(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	24,879,254	24,984,870	28,389,336	28,616,590	67,230,900	42.22%
02.0	Timber Tax / Sales	19,120	11,500	199,431	233,800	627,000	31.80%
02.5	Grants	20,846	616,680	47,899	2,466,720	7,400,000	0.64%
03.0	Print/Copy Services	8,224	1,670	20,395	6,680	20,000	101.97%
04.0	Services/City Contract Fees	2,190	330	4,380	1,320	4,000	109.50%
05.0	Lost Materials Paid	6,964	4,170	31,472	16,680	50,000	62.94%
06.0	Investment Interest	186,557	108,330	799,754	433,320	1,300,000	61.51%
07.0	Donations Private Sources	9,065	46,140	88,885	184,560	553,700	16.05%
08.0	Other Revenue	11,687	50,000	177,306	200,000	600,000	29.55%
	Total Revenues	25,143,907	25,823,690	29,758,858	32,159,670	77,785,600	38.26%

BOARD OF TRUSTEES 2025 CALENDAR

MAY 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>

BOARD OF TRUSTEES 2025 CALENDAR

MAY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

COMMITTEE MEETING

OPEN MEETING

MAY

President

- Trustee Nominating Committee appointments

Regular Meeting (May 27)

- *Staff presentation – Sno-Isle Libraries Foundation*

JUNE

Library Services (June 4)

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files

Management (June 26)

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy

Regular Meeting (June 23)

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files
- *Staff presentation – Collection Trends*
- *Staff presentation – Internal Financial Controls*

JULY

Executive (July)

- Executive Director quarterly check-in

Trustee Nominating

- Interview planning

Trustee Nominating

- Application review

Regular Meeting (July 28)

- *Staff presentation – Capital Projects update*
- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy

AUGUST

Trustee Nominating

- Candidate review and interviews

BOARD OF TRUSTEES 2025 CALENDAR

MAY 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
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	

BOARD OF TRUSTEES 2025 CALENDAR

MAY 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 (September 2025)

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.