

# 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

**September 15, 2025, 5:30 p.m.**

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

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

### 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 July 28, 2025 regular meeting minutes
- b) Approval of the July 2025 payroll, benefits, and vouchers
- c) Approval of the August 2025 payroll, benefits, and vouchers

**7) Public Comment**

**8) New Business**

- a) 2026 Budget Introduction – Finance Director Janella Lewis [Attachments 2-3](#)

**9) Finance Report**

- a) July and August Financial Reports – Finance Director Janella Lewis [Attachments 4-5](#)

**10) Committee and Trustees' Reports**

- a) President's Report / Executive Committee – President Olson
  - i) Board of Trustees 2025 Calendar [Attachment 6](#)
  - ii) 2026 Officer Nominating Committee Appointment
- b) Trustee Nominating Committee Update – Chair Guevara-Cruz
- c) 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](mailto:accessibility@sno-isle.org) or visit [sno-isle.org](http://sno-isle.org).

# Executive Director

## BOARD REPORT

September 15, 2025

Eric Howard  
Executive Director

### Summer Transition

Libraries own summer. School is out and new adventures begin. There's a shift from indoor to outdoor spaces. Our community needs shift, and our libraries deliver.

Our libraries remain one of the few free places where everyone can be cool, and we activated our libraries to act as cooling centers across our counties several times this summer. From Storytimes in the park to community festivals like Mariner Fest, our libraries took summer outside. Our early learning team helps kids continue exploration of reading to avoid the summer slide. Our programs and collection offerings keep minds sharp and curiosity and fun front and center.

As we transition to fall and back to school, following is a summary of how we spent our library summer.

### Summer Reading

At any library this summer, you most likely would have also seen a child on a treasure hunt, voting on a new feature for their library, or picking out a prize book for meeting the summer reading goals. Public Libraries provide a critical bridge between the school years during summertime. At Sno-Isle, we make that reading exploration fun.

This summer Sno-Isle Libraries embarked on a new pilot program in partnership with Well-Being Community Center, a weeklong camp for twenty-five children from the ages of five to eleven at our Lynnwood Community Library. We are always reconsidering new ideas to prevent the summer slide and keep children on track for the next grade level. We are also exploring new options to expand our ability to support lifelong learning for all ages. In Spring 2026, staff will present to the Trustees on the data that we have collected from this past summer and the analysis we are doing to build on our success. This ongoing work is part of our continuous improvement for the Library.

### Community Engagement and Support

- **August Recess:** The August recess is an annual congressional break during which members of the U.S. Congress leave D.C. and spend time in their home district connecting with constituents, attending community events, touring organizations and businesses, participating in town halls and policy roundtables. We actively monitor key federal policy issues and grants, and work to educate our congressional district about their local impacts.

This August recess Sno-Isle hosted:

- Rep. Kim Schrier at our Granite Falls Library, where she read for Storytime to children participating in the Boys and Girls Club summer camp. She also hosted an Institute of Museum and Library Services (IMLS) Roundtable with Sno-Isle, KCLS, SPL, and North Central Regional Library.
  - Rep. Suzan DelBene and State Senator John Lovick for a capital construction tour of the new Lake Stevens Library. Rep. DelBene is sponsoring a \$250,000 federal community project funding grant for the Lake Stevens Library project in federal fiscal year 2026.
  - Rep. Rick Larsen at the Mukilteo Library for a roundtable on federal budget cut impacts to constituents, and to donate books to the Library District from the Library of Congress Surplus Book program. Rep. Larsen and I also met up at the Coupeville Community Library where he also delivered books from the Library of Congress.
  - Senate staff from Senator Maria Cantwell's D.C. and District office at the Mountlake Terrace and Mariner Libraries, and Senate D.C. and District staff from Senator Patty Murray's office for a tour of the new Mariner Library property.
- **Mariner Fest:** Sno-Isle Libraries, along with sixty-two organizations, came together at Mariner High School for the fourth annual Mariner Fest. It was a celebration of community connection and public support for a future Mariner Community Library and campus. Even though I had thought I had arrived early, crowds had already gathered at the site hours before the official opening time. Approximately 3,000 attendees turned out for the event.
  - **Friends of the Library** play a crucial role in the vibrancy of our Library. They are advocates for the Library District, raise funds to support library programs and activities, and also contribute thoughtful perspectives on future strategic planning.
    - This summer I had the pleasure of sitting down with Friends of the Sultan Community Library over pizza and discussed among other things, the expansion of the community as new housing developments continue to spring up.
    - I also celebrated the 25<sup>th</sup> Anniversary of the Clinton Community Library, a building that was initially formed and launched by the Friends.
    - I met with the Friends of Lake Stevens and the architects for the Lake Stevens Community Library. Construction for that project remains on track to be completed by this spring.

As we look toward modernizing, expanding, and evolving our library spaces, our Friends are partners in this work, offering insight on capital growth and community support beyond a capital ribbon cutting event. It is a question that I believe we need to ask before the opening of every building, *How do we ensure library spaces remain modern and vibrant long after opening day?* In Lake Stevens, as construction continues, Library staff, the Friends, and our architects are exploring a giving wall that will inspire ongoing support for

a fund to achieve that aim. They also explored the development of a plan for public art to enhance the outdoor learning area along the pathways that wind through the wetlands.

- **Skagit Valley College:** Library Staff and I met with Dr. Christopher Villa, President of Skagit Valley College (SVC). SVC shares a building with the Oak Harbor Community Library. We discussed, among other topics, the Library District's partnership with the Limitless Grant, a program designed to support collaboration with Oak Harbor schools and SVC. The grant funds Library-run programs that help high school students pursue post-secondary education. Dr. Villa stated that many school districts that SVC serves are experiencing a decline in students enrolling in post-secondary education. We discussed the Library District's unique role in supporting the entire family and the need to continue to strategize around our shared goals for life-long learning.

### More Community Library Highlights

**Sno-Isle Libraries, with support from local community groups and the Stanwood-Camano Area Foundation**, has received \$600,000 to launch a mobile early education service for children ages 0–5. The Early Learning Bus will bring library resources and children's librarianship together with curriculum and learning standards to support families with young children, especially in rural areas where access may be limited.

We aim to start service by late winter or early spring, but shipping, supplies, and construction may affect timing. The bus will serve the Stanwood-Camano School District area for two years through outreach and events.

**The Stanwood Library** had its first ever for the Build a Custom Gaming Mouse program. Participants got to select different colors of 3D printed shells (the exterior top, the inside cover, the bottom of the mouse, and the battery cover). They were then led through how to connect the wiring/circuit boards, mouse wheel, on/off switch, and lens cover, and they tried them using library laptops. This was a first for this program and had 8 participants.

**The Camano Library celebrated its** 10th Anniversary celebration with a high-energy community celebration featuring live music, beloved librarian and author Nancy Pearl, engaging activities, face painting, and a touch of magic. The event highlighted a decade of impact with speeches from community leaders and the library's enduring role as a community hub. Approximately 450 people attended the community event in total.

**The Lakewood/ Smokey Point Library** hosted 81 attendees at their Kickoff to Summer Reading: Mini Golf & Face Painting Extravaganza! Minigolf holes were set up between the stacks. Customers could also get their face painted, play a magnetic fishing game, make a craft, and vote for door prizes. Some Lakewood and Smokey Point community business donated generously for door prizes.

## Upcoming Events

### **Darrington:** Mad Hatter Tea Party – 10/6 (Family)

Come dressed up for a day in Wonderland. We shall have roses to paint red, hats to decorate, snacks, and of course tea!

### **Mariner:** Sugar Skull Workshop with Artmaranth Mobile School – 10/25 (Family)

Celebrate Dia de los Muertos through the traditional Mexican art of making sugar skulls to honor those who have passed.

### **Lake Stevens:** Exploring the Solar System with a NASA Ambassador – 10/23 (Adults, Kids 10+)

Explore the wonders of our Solar System with NASA Solar System Ambassador Michelle Wilde!

### **Langley:** Local Author Panel Discussion: Inspiration, Insights, and Advice – 10/9 (Adults)

Meet and learn from five published local authors of children's books, adult fiction, and nonfiction. Joint hosted by the Clinton, Langley, and Freeland libraries.

### **Online**

#### True Crime Meets History Class with The Mob Museum – 10/17 (Teens, Adults)

Learn about the crime that turned people against Prohibition and introduced them to forensic science!

# Sno-Isle Libraries

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### Executive Director

Eric Howard

July 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, Griselda Guevara-Cruz, Jennifer DePrey, and Susan Kostick.

President Olson confirmed quorum.

**Staff present:** Barb Adams, Michelle Callihan, David Durante, Sonia Gustafson, Cassie Hanson, Eric Howard, Meredith Kraft, Jason Latham, Janella Lewis, Jessica Russell, and Shanda Zimmerman.

### Approval of Agenda

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

### Executive Director Report

Executive Director Eric Howard reviewed information from the Executive Director's report and highlighted the community survey. On Friday afternoons, Executive Director Howard visits community libraries and works alongside staff performing various functions.

Trustee Adams joined the meeting.

### Consent Agenda

- a) Approval of the June 23, 2025 regular meeting minutes
- b) Approval of the June 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

Staff member Kim Larson made a comment to the Board regarding Executive Director Howard's outreach activities to staff since joining the organization.

# Sno-Isle Libraries

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## New Business

### Collection Trends Presentation

Assistant Director of Collection Services Jessica Russell presented library collection statistics and discussed the role of artificial intelligence in publishing. Assistant Director Russell highlighted that the Library District uses Polaris as circulation infrastructure.

### Services to Childcare Centers

Library on Wheels Manager Sonia Gustafson highlighted the ways the Library on Wheels team serves the childcare centers in the Library District's service area, noting a variety of service options based on each childcare center's needs.

### Capitalized Asset / Small and Attractive Asset Management Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Capitalized Asset / Small and Attractive Asset Management Policy as presented. Management Committee Chair Kostick and Finance Director Janella Lewis presented the policy updates, which include an update to the definition of capital asset and minor grammatical changes. The motion passed.

### Conflict of Interest Policy

Trustee Adams moved the Sno-Isle Libraries Board of Trustees approve the Conflict of Interest Policy as presented. Management Committee Chair Kostick and Finance Director Janella Lewis presented the policy updates, which include expanding the policy to include all Library District staff. The motion passed.

### Purchasing and Public Works Policy

Trustee DePrey moved the Sno-Isle Libraries Board of Trustees approve the Purchasing and Public Works Policy as presented and change the name to "Procurement Policy." Management Committee Chair Kostick and Finance Director Janella Lewis presented the updated policy, which incorporates the key pillars of public procurement. The motion passed.

## Finance Report

### Financial Update

Finance Director Lewis presented the July 2025 financial report.

# Sno-Isle Libraries

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## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- There is no regular meeting of the Board of Trustees in August.
- The upcoming "Burn the Bond" ceremony to celebrate the end of the tax levy for the Camano Island Library.

### Trustee Nominating Committee Report

Committee Chair Guevara-Cruz reported on the following:

- Almost 100 applications were received, which is consistent with previous years' response.
- The Trustee Nominating Committee meets on July 1 to finalize the interview questions.
- Trustee Nominating Committee members will meet to select applicants who will be interviewed.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Adams reported on the Foundation's previous meeting:

- The Foundation's vote to authorize Foundation Executive Director Christina Kourteva and Sno-Isle Libraries Finance Director Janella Lewis as authorized signers on the Foundation's bank accounts.
- A discussion of the fundraising timeline for the Mariner project.
- The Foundation's support of events promote legacy giving.

### Trustee Reports

Trustee Kostick reported on the American Library Association in Philadelphia. Trustee Kostick attended sessions about intellectual freedom, recent legislation affecting libraries, and the impact of artificial intelligence on cataloguing and collections.

## Adjournment

Trustee DePrey moved to adjourn the July 28, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 7:07 p.m.

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President

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Secretary




**Sno-Isle Libraries**  
**JULY 2025 Payroll and JULY 2025 Vouchers**

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<b>Direct Deposits, Employee Deductions</b>	\$ 2,819,891.67
<b>Vendor Checks 87027, 87067, 87160, 87233, 87342 through 87351, plus Electronic Transfers</b>	<u>\$ 1,015,987.80</u>
<b>Total Payroll and Benefits</b>	\$ 3,835,879.47
 <b>Accounts Payable Checks 87021 through 87351 less checks listed above, plus Electronic Transfers</b>	 <u>\$ 2,494,621.31</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<u><u>\$ 6,330,500.78</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 September 15, 2025

 9/5/2025

\_\_\_\_\_  
Finance Director

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

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

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**JULY 2025 Payroll**

Employee Pay - Direct Deposit	\$	2,023,379.99	
Plus: Employee Deductions	\$	796,511.68	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,819,891.67</b>
Vendor Checks 87027, 87067, 87160, 87233, 87342 through 87351	\$	229,555.20	*
Employer Workers' Comp Insurance Premium	\$	26,469.64	
Electronic Funds Transfer- Employer Federal Taxes	\$	234,263.56	
Electronic Funds Transfer - Canopy Wellbeing	\$	2,308.60	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,447.19	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	61,413.51	
Electronic Funds Transfer - PERS - Retirement Plan	\$	303,913.41	
Electronic Funds Transfer - Navia - FSA	\$	12,687.43	
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,323.08	
Electronic Funds Transfer - Premera - Medical	\$	421,774.94	
Electronic Funds Transfer - Support Registry	\$	1,169.84	
Less: Employee Benefit Deductions	\$	(288,338.60)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 1,015,987.80</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,835,879.47</b>

**JULY 2025 Accounts Payable**

Checks 87021 through 87351, less checks listed above, plus Electronic Transfers	\$	2,491,122.39	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax		\$3,498.92	
<b>Sub-Total Accounts Payable</b>			<b>\$ 2,494,621.31</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 6,330,500.78</b>

**Adjustments**

Refunds and Credits	\$	592.00	
Retainage Deposits	\$	848.64	
Petty Cash Expense	\$	10.00	
Refund Interest	\$	0.09	
Bank Service Charge	\$	973.46	
Travel & Business Expense Reimbursement paid in Payroll	\$	5,531.58	
<b>Total Adjustments</b>			<b>\$ 7,955.77</b>
<b>JULY 2025 Total Expenditures</b>			<b>\$ 6,338,456.55</b> ***

* Benefit invoices paid through Accounts Payable Checks	\$	229,555.20
** Regular invoices paid through Accounts Payable Checks	\$	2,491,122.39
<b>Total Accounts Payable Check Payments</b>	\$	<u>2,720,677.59</u>

\*\*\* Equals Expenditure Summary Total

## Vouchers July 2025

Date	Check Number	Payee	Check Amount
7/3/2025	86864	WATSON, LAURA B. (void)	-\$200.00
7/3/2025	86973	IMAGINE CHILDREN'S MUSEUM (void)	-245.68
7/3/2025	86974	IMAGINE CHILDREN'S MUSEUM (void)	-245.68
7/10/2025	85092	PUD No 1 of Snohomish County (void)	-4,941.26
7/10/2025	86815	ISLAND COUNTY OF WASHINGTON (void)	-100.00
7/10/2025	86995	REPTILE LADY LLC (void)	-1,524.70
7/28/2025	80655	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	80806	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	81073	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	81415	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	81621	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	82037	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	82371	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	82583	INSCIGHT EDUCATION (void)	-85.00
7/28/2025	82921	INSCIGHT EDUCATION (void)	-85.00
7/2/2025	87021	AINSWORTH, INC.	5,456.59
7/2/2025	87022	AIR CARE SYSTEM	2,295.71
7/2/2025	87023	ALLIED UNIVERSAL	14,736.10
7/2/2025	87024	AMAZON CAPITAL SERVICES, INC	3,851.40
7/2/2025	87025	BAKER & TAYLOR BOOKS (277930)	5,721.69
7/2/2025	87026	BALLYDIDEAN FARM SANCTUARY	150.00
7/2/2025	87027	BEACON HILL STAFFING GROUP LLC	1,760.00
7/2/2025	87028	BEACON PUBLISHING INC	637.50
7/2/2025	87029	AMANDA BECERRA DBA BIG RHED BARN LLC	250.00
7/2/2025	87030	BLACKBOURN MEDIA PACKAGING	4,108.43
7/2/2025	87031	BURKE MUSEUM	350.00
7/2/2025	87032	CAMANO COMMONS	5,000.00
7/2/2025	87033	CASCADE NATURAL GAS	102.80
7/2/2025	87034	CITY OF GRANITE FALLS	136.21
7/2/2025	87035	CITY OF MARYSVILLE	2,077.00
7/2/2025	87036	COSCO FIRE PROTECTION, INC.	1,026.17
7/2/2025	87037	DAYFORCE US, INC.	10,517.91
7/2/2025	87038	DEL SOL INC	103,364.41
7/2/2025	87039	CMRS-FP	20,000.00
7/2/2025	87040	GALE/CENGAGE LEARNING	1,562.34
7/2/2025	87041	GUARDIAN SECURITY	9,444.13
7/2/2025	87042	HOLADAY-PARKS, INC	950.43
7/2/2025	87043	INGRAM LIBRARY SERVICES	23,398.28
7/2/2025	87044	INSIGHT DIRECT USA, INC	905.33
7/2/2025	87045	JIMMY'S ROOFING	11,503.83
7/2/2025	87046	KANOPY	7,640.00
7/2/2025	87047	LAMAR TRANSIT, LLC	2,940.00
7/2/2025	87048	THE LANGUAGE EXCHANGE, INC	1,160.84
7/2/2025	87049	MIDWEST LIBRARY SERVICE	617.65
7/2/2025	87050	MIDWEST TAPE	21,789.36
7/2/2025	87051	NATIONAL BUSINESS RESEARCH INSTITUTE	9,270.00
7/2/2025	87052	OCLC INC (34299)	64.04
7/2/2025	87053	REMIT OVERRUN	0.00
7/2/2025	87054	OFFICE DEPOT, INC	2,535.18
7/2/2025	87055	PAPER ROLL PRODUCTS	1,070.17
7/2/2025	87056	PETROCARD SYSTEMS INC	2,267.81
7/2/2025	87057	PUGET SOUND ENERGY	719.61
7/2/2025	87058	PUD NO 1 OF SNOHOMISH COUNTY	8,945.93
7/2/2025	87059	REPTILE LADY LLC	770.00
7/2/2025	87060	ROMANO, CRAIG	223.80
7/2/2025	87061	RUSSETA CREATIVE	250.00
7/2/2025	87062	SPRAGUE PEST SOLUTIONS	129.30
7/2/2025	87063	STERICYCLE, INC.	708.94

**Vouchers  
July 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
7/2/2025	87064	THRYV, INC	223.33
7/2/2025	87065	U S BANK EQUIPMENT FINANCE	164.69
7/2/2025	87066	WALTER E NELSON CO OF WESTERN WA	7,880.97
7/2/2025	87067	WELLABLE LLC	339.00
7/2/2025	87068	DAE WON LLC	8,240.21
7/2/2025	87069	YAMAMOTO, TY	300.00
7/3/2025	87070	LINDSAY HANSON	2,191.55
7/10/2025	87071	1105 MEDIA, INC.	5,775.00
7/10/2025	87072	ALDERWOOD WATER DISTRICT	291.21
7/10/2025	87073	AT&T MOBILITY (6463)	43.23
7/10/2025	87074	BAKER & TAYLOR BOOKS (277930)	3,921.24
7/10/2025	87075	BLACKSTONE PUBLISHING	173.76
7/10/2025	87076	BRODART (SUPPLIES)	416.82
7/10/2025	87077	CAMANO PREPAREDNESS GROUP	100.00
7/10/2025	87078	CARASOFT TECHNOLOGY CORPORATION	15,764.13
7/10/2025	87079	CASEY, MARIA	450.00
7/10/2025	87080	CITY OF ARLINGTON	254.39
7/10/2025	87081	CITY OF MARYSVILLE	1,502.56
7/10/2025	87082	CITY OF SULTAN	211.79
7/10/2025	87083	CONSTANCY PRESS LLC	225.00
7/10/2025	87084	CORDOVA-JENSEN, CYNTHIA	200.00
7/10/2025	87085	CORTES, MARCO	800.00
7/10/2025	87086	DEMCO INC (8048)	233.66
7/10/2025	87087	GALE/CENGAGE LEARNING	440.00
7/10/2025	87088	HILLIS CLARK MARTIN & PETERSON	1,158.30
7/10/2025	87089	HIRERIGHT, LLC	243.77
7/10/2025	87090	INGRAM LIBRARY SERVICES	47,423.76
7/10/2025	87091	ISLAND DISPOSAL INC	169.42
7/10/2025	87092	ISLAND COUNTY OF WASHINGTON	100.00
7/10/2025	87093	J&D'S HYDRAULIC & REPAIR CO. INC	31,816.96
7/10/2025	87094	KNECHT CREATIVE LLC	549.50
7/10/2025	87095	LEMAY MOBILE SHREDDING	112.56
7/10/2025	87096	LES SCHWAB - MARYSVILLE	1,271.31
7/10/2025	87097	LITHTEX NW	151.48
7/10/2025	87098	LODESTAR MARKETING GROUP	9,175.00
7/10/2025	87099	LOUIE FOXX LLC	625.00
7/10/2025	87100	MCGREGOR, MAC SCOTTY RAY	300.00
7/10/2025	87101	MIDWEST LIBRARY SERVICE	144.90
7/10/2025	87102	MIDWEST TAPE	6,231.05
7/10/2025	87103	MULTI-CULTURAL BOOKS & VIDEOS	2,831.99
7/10/2025	87104	NEAL, KYRA	160.00
7/10/2025	87105	NORTHSOUND AUTO GROUP, LLC	4,187.85
7/10/2025	87106	NORTHWEST PUBLISHING INC.	400.00
7/10/2025	87107	OFFICE DEPOT, INC	114.36
7/10/2025	87108-87114	REMIT OVERRUN	0.00
7/10/2025	87115	OVERDRIVE INC	165,751.84
7/10/2025	87116	PACIFIC OFFICE AUTOMATION INC	2,659.09
7/10/2025	87117	PACIFIC PUBLISHING CO INC	301.25
7/10/2025	87118	PAINT WITH MELISSA LLC	285.00
7/10/2025	87119	PARENTMAP	3,162.50
7/10/2025	87120	PAWSWITHCAUSE	220.00
7/10/2025	87121	PHILLIPS, RACHEL, DBA PLANTING MARIGOLDS	100.00
7/10/2025	87122	PLAYAWAY PRODUCTS, LLC	1,456.09
7/10/2025	87123	PROQUEST LLC (6216)	38,423.14
7/10/2025	87124	PUGET SOUND ENERGY	1,427.61
7/10/2025	87125	PUD NO 1 OF SNOHOMISH COUNTY	508.56
7/10/2025	87126	PUGET SOUND MOBILE DETAIL	703.05
7/10/2025	87127	REPTILE LADY LLC	1,444.00

**Vouchers  
July 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
7/10/2025	87128	RICOH USA INC - 31001	14,273.39
7/10/2025	87129	RICOH USA INC - 650073	1,331.01
7/10/2025	87130	NORTH SOUND MEDIA	800.00
7/10/2025	87131	SAFE CITIZENS PROJECT LLC	900.00
7/10/2025	87132	SALISH NETWORKS	1,214.28
7/10/2025	87133	SCRIBE	1,967.75
7/10/2025	87134	SHARING WHEELS COMMUNITY BIKE SHOP	200.00
7/10/2025	87135	SHORT RUN SEATTLE	250.00
7/10/2025	87136	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
7/10/2025	87137	SILVER LAKE WATER & SEWER	171.98
7/10/2025	87138	SKAGIT PUBLISHING	463.00
7/10/2025	87139	SMITH, ANTONY T	550.00
7/10/2025	87140	SNO-CNTY DEPT OF CONSERVATION/NATURAL RESOURCES	25.00
7/10/2025	87141	SNO-ISLE REFUND ACCOUNT	322.86
7/10/2025	87142	SOUTH CAMANO GRANGE NO. 930	150.00
7/10/2025	87143	SPRAGUE PEST SOLUTIONS	186.78
7/10/2025	87144	THISTLE THEATRE INC.	300.00
7/10/2025	87145	T MOBILE	24,763.73
7/10/2025	87146	T MOBILE	132.31
7/10/2025	87147	TODAY'S BUSINESS SOLUTIONS, INC.	17,684.00
7/10/2025	87148	VERIZON COMMUNICATIONS INC	330.79
7/10/2025	87149	WALTER E NELSON CO OF WESTERN WA	954.70
7/10/2025	87150	WASTE MANAGEMENT	5,697.06
7/10/2025	87151	YOGA IN THE CENTER	60.00
7/10/2025	87152	ZIPLY FIBER	3,641.44
7/10/2025	87153	NICOLE WEHL	1,985.76
7/10/2025	87154	JANELLA LEWIS	344.15
7/10/2025	87155	SUSAN HEMPSTEAD	3,012.52
7/10/2025	87156	CARLA IKEHARA	1,787.54
7/10/2025	87157	RICKEY BARNETT	1,755.42
7/17/2025	87158	ALLIED UNIVERSAL	16,106.90
7/17/2025	87159	BAKER & TAYLOR BOOKS (277930)	2,925.11
7/17/2025	87160	BEACON HILL STAFFING GROUP LLC	1,320.00
7/17/2025	87161	BLACKSTONE PUBLISHING	74.94
7/17/2025	87162	BORDOLOI, SAMIT DIPON	1,920.00
7/17/2025	87163	BRODART (SUPPLIES)	311.83
7/17/2025	87164	BUILDINGWORK, LLC	29,238.60
7/17/2025	87165	CAMANO COMMONS	1,250.00
7/17/2025	87166	CEDAR GROVE ORGANICS RECYCLING LLC	392.25
7/17/2025	87167	CENTER POINT LARGE PRINT	774.90
7/17/2025	87168	CITY OF ELLENSBURG	26.00
7/17/2025	87169	WASH SERVICE CO. INC. DBA CLEAN & HAPPY	37,785.06
7/17/2025	87170	CLINTON WATER DIST	65.02
7/17/2025	87171	DETROIT SCRAP CONSULTING SERVICES LTD.	360.00
7/17/2025	87172	DIMITRE, DEBBIE	300.00
7/17/2025	87173	EBS CO	38,150.00
7/17/2025	87174	FABER CONSTRUCTION CORPORATION	457,019.28
7/17/2025	87175	FATBEAM, LLC	1,499.00
7/17/2025	87176	NIGISTI HAILEMARIAM	400.00
7/17/2025	87177	HANSON, MIA KATHRYN	200.00
7/17/2025	87178	HOLADAY-PARKS, INC	1,163.02
7/17/2025	87179	INGRAM LIBRARY SERVICES	25,947.23
7/17/2025	87180	INSIGHT PUBLIC SECTOR INC.	43,105.64
7/17/2025	87181	ISLAND DISPOSAL INC	70.29
7/17/2025	87182	JR LANGUAGE TRANSLATION SERVICES INC.	125.00
7/17/2025	87183	KANEGIS, ROBERT	400.00
7/17/2025	87184	KENDALL OF MARYSVILLE	546.05
7/17/2025	87185	LONGDON, CHRISTINE MICHELLE	375.00

## Vouchers July 2025

Date	Check Number	Payee	Check Amount
7/17/2025	87186	MARYSVILLE BARKER REAL ESTATE LLC	6,633.57
7/17/2025	87187	SEVEN STAR WOMEN'S KUNG FU, INC	300.00
7/17/2025	87188	MIDWEST LIBRARY SERVICE	204.92
7/17/2025	87189	MIDWEST TAPE	130.93
7/17/2025	87190	MILL CREEK VIEW	290.00
7/17/2025	87191	MSR DESIGN	480.00
7/17/2025	87192	MULTI-CULTURAL BOOKS & VIDEOS	3,237.49
7/17/2025	87193	MYSTIC SEAPORT MUSEUM INC.	250.00
7/17/2025	87194	NEAL, KYRA	80.00
7/17/2025	87195	O'DONNELL, KRISTI	300.00
7/17/2025	87196	ONE DIVERSIFIED, LLC	2,984.61
7/17/2025	87197	PACIFIC SCIENCE CENTER	815.00
7/17/2025	87198	PAWSWITHCAUSE	220.00
7/17/2025	87199	PETROCARD SYSTEMS INC	2,293.80
7/17/2025	87200	PHILADELPHIA INSURANCE COMPANIES	14,037.00
7/17/2025	87201	PHILLIPS, RACHEL, DBA PLANTING MARIGOLDS	400.00
7/17/2025	87202	PRIME SELF STORAGE	814.00
7/17/2025	87203	PUD NO 1 OF SNOHOMISH COUNTY	109.22
7/17/2025	87204	QUADRANT 45, LLC	229.00
7/17/2025	87205	REIRAZ CRAFT LLC	640.00
7/17/2025	87206	REPUBLIC SERVICES 197	1,052.63
7/17/2025	87207	RICHLAND PUBLIC LIBRARY	29.95
7/17/2025	87208	REMIT OVERRUN	0.00
7/17/2025	87209	RICOH USA INC - 31001	25,209.98
7/17/2025	87210	SENTRUM MARKETING, LLC	126.30
7/17/2025	87211	SHARING WHEELS COMMUNITY BIKE SHOP	350.00
7/17/2025	87212	SMOKEY POINT PLACE IV, LLC	12,472.53
7/17/2025	87213	SPRAGUE PEST SOLUTIONS	322.57
7/17/2025	87214	TALEWISE LLC	350.00
7/17/2025	87215	TAYLOR, LISA	275.00
7/17/2025	87216	THOMAS & ASSOCIATES	84,406.70
7/17/2025	87217	TROJAN STORAGE OF MARYSVILLE	390.00
7/17/2025	87218	TSAI FONG BOOKS INC	85.83
7/17/2025	87219	ULINE	109.04
7/17/2025	87220	VANDER VEEN CONSTRUCTION INC.	46,573.26
7/17/2025	87221	VERIZON WIRELESS (660108)	5,331.35
7/17/2025	87222	VISIONARY OFFICE FURNITURE	326.27
7/17/2025	87223	WALTER E NELSON CO OF WESTERN WA	4,932.45
7/17/2025	87224	WAVE BUSINESS	456.70
7/17/2025	87225	WHIDBEY TELECOM	775.56
7/17/2025	87226	DAE WON LLC	8,240.21
7/17/2025	87227	ZIPLY FIBER	19,207.46
7/24/2025	87228	501 COMMONS	1,500.00
7/24/2025	87229	ADVANCE TESTING & SERVICE INC	611.77
7/24/2025	87230	AMAZON CAPITAL SERVICES, INC	2,194.20
7/24/2025	87231	APEX FACILITY RESOURCES, INC.	8,641.40
7/24/2025	87232	BANK OF AMERICA (842425)	2,516.28
7/24/2025	87233	BEACON HILL STAFFING GROUP LLC	4,400.00
7/24/2025	87234	BIBLIOCOMMONS CORP.	301,414.32
7/24/2025	87235	BOARD, DAVID A.	350.00
7/24/2025	87236	CAMANO HILLS WATER COMPANY INC.	128.02
7/24/2025	87237	CASEY, MARIA	600.00
7/24/2025	87238	CITY OF LANGLEY	1,375.68
7/24/2025	87239	CITY OF LYNNWOOD	2,275.77
7/24/2025	87240	CITY OF MONROE	1,412.15
7/24/2025	87241	COMCAST BUSINESS	693.26
7/24/2025	87242	CREOWORKS	5,255.00
7/24/2025	87243	CRYSTAL SPRINGS	105.37

## Vouchers July 2025

Date	Check Number	Payee	Check Amount
7/24/2025	87244	DARLAND, CALLIE	150.00
7/24/2025	87245	DAYFORCE US, INC.	6,815.00
7/24/2025	87246	THE HARMONICA POCKET	550.00
7/24/2025	87247	HEARING, SPEECH, AND DEAF CENTER	600.00
7/24/2025	87248	IMAGINE CHILDREN'S MUSEUM	262.96
7/24/2025	87249	INTERSECTION MEDIA, LLC	3,764.70
7/24/2025	87250	KANEGIS, ROBERT	800.00
7/24/2025	87251	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	5,020.12
7/24/2025	87252	LAMAR TRANSIT, LLC	1,905.00
7/24/2025	87253	LAST LEAF PRODUCTIONS	375.00
7/24/2025	87254	LEDBETTER, BRIAN	600.00
7/24/2025	87255	LIBRARY JUICE ACADEMY	250.00
7/24/2025	87256	NEAL, KYRA	80.00
7/24/2025	87257	OFFICE DEPOT, INC	1,453.64
7/24/2025	87258	OREGON COAST AQUARIUM, INC.	50.00
7/24/2025	87259-87264	REMIT OVERRUN	0.00
7/24/2025	87265	OVERDRIVE INC	112,283.90
7/24/2025	87266	PAWSWITHCAUSE	275.00
7/24/2025	87267	PUGET SOUND ENERGY	937.75
7/24/2025	87268	PUD NO 1 OF SNOHOMISH COUNTY	4,665.25
7/24/2025	87269	SORIANO, RAY	550.00
7/24/2025	87270	SANDYS, DIANA AMARANTA	500.00
7/24/2025	87271	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	450.00
7/24/2025	87272	SNO-ISLE REFUND ACCOUNT	326.27
7/24/2025	87273	SOUTH CAMANO GRANGE NO. 930	150.00
7/24/2025	87274	SOUTH ISLAND PUMPING	3,422.84
7/24/2025	87275	SPRAGUE PEST SOLUTIONS	292.19
7/24/2025	87276	SPRINGSHARE LLC	146.00
7/24/2025	87277	STERLING VOLUNTEERS	51.00
7/24/2025	87278	SUMMIT LAW GROUP, PLLC	9,804.00
7/24/2025	87279	TAYLOR, LISA	375.00
7/24/2025	87280	TAYLOR, LISA	375.00
7/24/2025	87281	THRYV, INC	232.48
7/24/2025	87282	TIMELESS DESIGN	17,701.50
7/24/2025	87283	TOWN OF COUPEVILLE	150.00
7/24/2025	87284	U S BANK EQUIPMENT FINANCE	464.66
7/24/2025	87285	VISIONARY OFFICE FURNITURE	11,550.42
7/24/2025	87286	WALTER E NELSON CO OF WESTERN WA	2,065.98
7/24/2025	87287	WCP SOLUTIONS	2,263.63
7/24/2025	87288	WHIDBEY WEEKLY	1,214.95
7/24/2025	87289	WASHINGTON STATE FERRIES	826.70
7/24/2025	87290	YOGA IN THE CENTER	60.00
7/24/2025	87291	CHARLES PRATT	1,193.78
7/31/2025	87292	AIR CARE SYSTEM	2,835.79
7/31/2025	87293	ALLIED UNIVERSAL	14,770.37
7/31/2025	87294	ARRAYSCAPE GAMING, INC.	975.00
7/31/2025	87295	AUNT FLOW CORP.	912.00
7/31/2025	87296	BACKSTAGE LIBRARY WORKS, INC	157.70
7/31/2025	87297	BAKER & TAYLOR BOOKS (277930)	2,482.07
7/31/2025	87298	BELIEF AGENCY	26,000.00
7/31/2025	87299	BRODART (SUPPLIES)	1,435.30
7/31/2025	87300	CAMPBELL, KELLY	300.00
7/31/2025	87301	CASCADE NATURAL GAS	42.81
7/31/2025	87302	CITY OF OAK HARBOR	25,644.61
7/31/2025	87303	CORTES, MARCO	600.00
7/31/2025	87304	EATON CORP	27,540.38
7/31/2025	87305	EBSCO	1,014.10
7/31/2025	87306	E - RATE EXPERTISE INC	6,473.00

**Vouchers  
July 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
7/31/2025	87307	FREELAND WATER DIST	111.54
7/31/2025	87308	GALE/CENGAGE LEARNING	3,584.58
7/31/2025	87309	IMAGINE CHILDREN'S MUSEUM	1,620.52
7/31/2025	87310	INDEX WALL	18.00
7/31/2025	87311	INGRAM LIBRARY SERVICES	18,558.52
7/31/2025	87312	INSCIGHT EDUCATION	765.00
7/31/2025	87313	JA SP LLC	5,939.26
7/31/2025	87314	KENDALL OF MARYSVILLE	125.43
7/31/2025	87315	KEYBANK NATIONAL ASSOCIATION	572.40
7/31/2025	87316	KNECHT CREATIVE LLC	549.50
7/31/2025	87317	MIDWEST TAPE	286.39
7/31/2025	87318	MILLIKEN AND COMPANY	482.52
7/31/2025	87319	MULTI-CULTURAL BOOKS & VIDEOS	675.51
7/31/2025	87320	OCLC INC (34299)	72,118.49
7/31/2025	87321	ONLINE LABELS, LLC	156.47
7/31/2025	87322	PENWORTHY	7,814.30
7/31/2025	87323	PETROCARD SYSTEMS INC	2,433.92
7/31/2025	87324	PUGET SOUND ENERGY	601.98
7/31/2025	87325	PUD NO 1 OF SNOHOMISH COUNTY	8,034.18
7/31/2025	87326	SALISH NETWORKS	1,214.28
7/31/2025	87327	SENTRUM MARKETING, LLC	593.00
7/31/2025	87328	SHARPS COMPLIANCE INC	1,316.72
7/31/2025	87329	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
7/31/2025	87330	SOUND PUBLISHING	42.00
7/31/2025	87331	SPRAGUE PEST SOLUTIONS	256.00
7/31/2025	87332	STERICYCLE, INC.	362.58
7/31/2025	87333	SUPERIOR RESTROOMS, LLC	1,105.00
7/31/2025	87334	TILCO VANGUARD INC.	11,652.35
7/31/2025	87335	TULALIP RESORT CASINO	21,837.21
7/31/2025	87336	ULINE	470.94
7/31/2025	87337	UNITED REFRIGERATION, INC.	5,122.03
7/31/2025	87338	WALTER E NELSON CO OF WESTERN WA	4,181.97
7/31/2025	87339	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	1,523.93
7/31/2025	87340	WEX	89.15
7/31/2025	87341	ZIPLY FIBER	339.05
7/31/2025	87342	ASSURED PARTNERS OF WA, LLC	6,169.52
7/31/2025	87343	DELTA DENTAL OF WASHINGTON	33,786.93
7/31/2025	87344	WSCCCE, AFSCME, AFL-CIO	13,195.37
7/31/2025	87345	KAISER FOUNDATION HEALTH PLAN INC.	105,020.70
7/31/2025	87346	KAISER FOUNDATION HEALTH PLAN INC.	1,008.50
7/31/2025	87347	LIFEWISE ASSURANCE CO.	44,727.66
7/31/2025	87348	MUTUAL OF OMAHA	5,932.06
7/31/2025	87349	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,228.00
7/31/2025	87350	PREMERA BLUE CROSS	9,200.46
7/31/2025	87351	SNO-ISLE LIBRARY FOUNDATION	467.00
7/31/2025	TRANS_072025_01	BANK OF AMERICA (0161)	1,812.54
7/31/2025	TRANS_072025_02	BANK OF AMERICA (0958)	347.46
7/31/2025	TRANS_072025_03	BANK OF AMERICA (1458)	15,236.56
7/31/2025	TRANS_072025_04	BANK OF AMERICA (2945)	792.31
7/31/2025	TRANS_072025_05	BANK OF AMERICA (3670)	1,819.19
7/31/2025	TRANS_072025_06	BANK OF AMERICA (3736)	2,074.12
7/31/2025	TRANS_072025_07	BANK OF AMERICA (5088)	3,051.70
7/31/2025	TRANS_072025_08	BANK OF AMERICA (5773)	1,442.84
7/31/2025	TRANS_072025_09	BANK OF AMERICA (5953)	1,882.70
7/31/2025	TRANS_072025_10	BANK OF AMERICA (7150)	939.86
7/31/2025	TRANS_072025_11	BANK OF AMERICA (7423)	5,807.95
			<b>\$2,720,677.59</b>



**Sno-Isle Libraries**  
**AUGUST 2025 Payroll and AUGUST 2025 Vouchers**

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<b>Direct Deposits, Employee Deductions</b>	\$ 2,829,615.54
<b>Vendor Checks 87357, 87424, 87435, 87453, 87564 and 87601 through 87610, plus Electronic Transfers</b>	<u>\$ 867,235.36</u>
<b>Total Payroll and Benefits</b>	<u>\$ 3,696,850.90</u>
 <b>Accounts Payable Checks 87352 through 87611 less checks listed above, plus Electronic Transfers</b>	 <u>\$ 1,515,562.68</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<u><u><b>\$ 5,212,413.58</b></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 September 15, 2025.

 9/9/2025

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Finance Director

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

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

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**AUGUST 2025 Payroll**

Employee Pay - Direct Deposit	\$	2,039,446.29	
Plus: Employee Deductions	\$	790,169.25	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,829,615.54</b>
Vendor Checks 87357, 87424, 87435, 87453, 87564 and 87601 through 87610	\$	236,298.29	*
Employer Workers' Comp Insurance Premium	\$	26,812.04	
Electronic Funds Transfer- Employer Federal Taxes	\$	234,910.75	
Electronic Funds Transfer - Canopy Wellbeing	\$	2,318.30	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,347.19	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	46,128.46	
Electronic Funds Transfer - PERS - Retirement Plan	\$	285,072.16	
Electronic Funds Transfer - Navia - FSA	\$	13,237.43	
Electronic Funds Transfer - Navia - HRA/MRA	\$	12,941.45	
Electronic Funds Transfer - Premera - Medical	\$	274,918.27	
Electronic Funds Transfer - Support Registry	\$	1,169.84	
Less: Employee Benefit Deductions	\$	(270,918.82)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 867,235.36</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,696,850.90</b>

**AUGUST 2025 Accounts Payable**

Checks 87352 through 87611 less checks listed above, plus Electronic Transfers	\$	1,513,305.10	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,257.58	
<b>Sub-Total Accounts Payable</b>			<b>\$ 1,515,562.68</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 5,212,413.58</b>

**Adjustments**

Overage/Shortage/NSF Checks			
Change Machines			
Refunds and Credits	\$	(2,868.15)	
Retainage Deposits	\$	848.64	
Bank Service Charge	\$	957.10	
Travel & Business Expense Reimbursement paid in Payroll	\$	4,349.20	
<b>Total Adjustments</b>			<b>\$ 3,286.79</b>
<b>AUGUST 2025 Total Expenditures</b>			<b>\$ 5,215,700.37 ***</b>

* Benefit invoices paid through Accounts Payable Checks	\$	236,298.29
** Regular invoices paid through Accounts Payable Checks	\$	1,513,305.10
<b>Total Accounts Payable Check Payments</b>	\$	<u>1,749,603.39</u>

\*\*\* Equals Expenditure Summary Total

## Vouchers August 2025

Date	Check Number	Payee	Check Amount
8/5/2025	87179	INGRAM LIBRARY SERVICES - (Void)	-\$25,947.23
8/13/2025	84707	MICHELLE CERVANTES - (Void, reissue ck #87505)	-14.07
8/13/2025	85109	MICHELLE CERVANTES - (Void, reissue ck #87505)	-6.70
8/13/2025	85723	MICHELLE CERVANTES - (Void, reissue ck #87505)	-1.40
8/7/2025	87352	ASSOCIATION OF BOOKMOBILE & OUTREACH SERVICES	475.00
8/7/2025	87353	AMAZON CAPITAL SERVICES, INC	942.29
8/7/2025	87354	ASHEVILLE-BUNCOMBE TECHNICAL COMMUNITY COLLEGE	119.00
8/7/2025	87355	AT&T MOBILITY (6463)	43.23
8/7/2025	87356	BAKER & TAYLOR BOOKS (277930)	399.07
8/7/2025	87357	BEACON HILL STAFFING GROUP LLC	2,200.00
8/7/2025	87358	BEACON PUBLISHING INC	637.50
8/7/2025	87359	BLUESPACE INTERIORS	8,609.78
8/7/2025	87360	BORDOLOI, SAMIT DIPON	2,700.00
8/7/2025	87361	BRODART (SUPPLIES)	888.88
8/7/2025	87362	CANDID	2,995.00
8/7/2025	87363	CANON FINANCIAL SERVICES, INC	15,486.26
8/7/2025	87364	CDW GOVERNMENT INC	647.44
8/7/2025	87365	CLINTON COMMUNITY HALL	40.00
8/7/2025	87366	COSCO FIRE PROTECTION, INC.	3,643.02
8/7/2025	87367	DAYFORCE US, INC.	117.50
8/7/2025	87368	FABER CONSTRUCTION CORPORATION	256,060.30
8/7/2025	87369	FATBEAM, LLC	1,499.00
8/7/2025	87370	GALE/CENGAGE LEARNING	1,044.49
8/7/2025	87371	GOLDFINCH BROTHERS	646.56
8/7/2025	87372	GRAPHICSLAND, INC.	477.04
8/7/2025	87373	HEARING, SPEECH, AND DEAF CENTER	400.00
8/7/2025	87374	HILLIS CLARK MARTIN & PETERSON	7,960.05
8/7/2025	87375	HIRERIGHT, LLC	161.48
8/7/2025	87376	HOLADAY-PARKS, INC	916.87
8/7/2025	87377	IMAGICORPS INC.	10,739.70
8/7/2025	87378	INGRAM LIBRARY SERVICES	52,967.31
8/7/2025	87379	JER HR GROUP LLC	20,000.00
8/7/2025	87380	JIMMY'S ROOFING	870.40
8/7/2025	87381	KANOPY	7,887.00
8/7/2025	87382	KENDALL OF MARYSVILLE	237.76
8/7/2025	87383	LAMAR TRANSIT, LLC	1,035.00
8/7/2025	87384	THE LANGUAGE EXCHANGE, INC	130.00
8/7/2025	87385	LEMAY MOBILE SHREDDING	167.44
8/7/2025	87386	LODESTAR MARKETING GROUP	9,175.00
8/7/2025	87387	MIDWEST TAPE	16,771.45
8/7/2025	87388	MY NEIGHBORHOOD NEWS NETWORK	425.00
8/7/2025	87389	MYSTIC SEAPORT MUSEUM INC.	250.00
8/7/2025	87390	NORTHWEST PUBLISHING INC.	400.00
8/7/2025	87391	OFFICE DEPOT, INC	1,380.29
8/7/2025	87392-87398	REMIT OVERRUN	0.00
8/7/2025	87399	OVERDRIVE INC	175,927.44
8/7/2025	87400	PACIFIC OFFICE AUTOMATION INC	1,803.62
8/7/2025	87401	PACIFIC PUBLISHING CO INC	301.25

## Vouchers August 2025

Date	Check Number	Payee	Check Amount
8/7/2025	87402	PAPER ROLL PRODUCTS	670.84
8/7/2025	87403	PARENTMAP	3,748.50
8/7/2025	87404	PENWORTHY	7,258.04
8/7/2025	87405	PLAYAWAY PRODUCTS, LLC	7,210.12
8/7/2025	87406	PUGET SOUND ENERGY	7,603.76
8/7/2025	87407	PUD NO 1 OF SNOHOMISH COUNTY	746.70
8/7/2025	87408	PUGET SOUND MOBILE DETAIL	784.80
8/7/2025	87409	QUADRANT 45, LLC	400.00
8/7/2025	87410	RICOH USA INC - 31001	8,421.59
8/7/2025	87411	NORTH SOUND MEDIA	800.00
8/7/2025	87412	SHARING WHEELS COMMUNITY BIKE SHOP	300.00
8/7/2025	87413	SKAGIT PUBLISHING	388.30
8/7/2025	87414	SNO-ISLE REFUND ACCOUNT	430.24
8/7/2025	87415	SOUND PUBLISHING	361.65
8/7/2025	87416	STERICYCLE, INC.	120.60
8/7/2025	87417	T MOBILE	31,170.30
8/7/2025	87418	T MOBILE	132.31
8/7/2025	87419	TSAI FONG BOOKS INC	178.01
8/7/2025	87420	U.S. BANK	200.00
8/7/2025	87421	WALTER E NELSON CO OF WESTERN WA	1,399.50
8/7/2025	87422	WASHINGTON WEST AFRICAN CENTER	750.00
8/7/2025	87423	WCP SOLUTIONS	470.91
8/7/2025	87424	WELLABLE LLC	348.00
8/7/2025	87425	WHIDBEY TELECOM	787.45
8/14/2025	87426	8X8 INC	7,994.61
8/14/2025	87427	8X8 INC	7,994.76
8/14/2025	87428	ALLIED UNIVERSAL	16,072.63
8/14/2025	87429-87431	REMIT OVERRUN	0.00
8/14/2025	87432	AMAZON CAPITAL SERVICES, INC	6,677.01
8/14/2025	87433	REVISIONARY GLASSWORKS	400.00
8/14/2025	87434	BAKER & TAYLOR BOOKS (277930)	16,394.85
8/14/2025	87435	BEACON HILL STAFFING GROUP LLC	6,600.00
8/14/2025	87436	BLACKSTONE PUBLISHING	298.38
8/14/2025	87437	BRODART (SUPPLIES)	1,445.25
8/14/2025	87438	BUILDINGWORK, LLC	37,041.20
8/14/2025	87439	CAREY, AVA	175.00
8/14/2025	87440	CDW GOVERNMENT INC	240.34
8/14/2025	87441	CEDAR GROVE ORGANICS RECYCLING LLC	413.85
8/14/2025	87442	CITY OF ARLINGTON	208.41
8/14/2025	87443	CITY OF EDMONDS	32,805.26
8/14/2025	87444	CITY OF GRANITE FALLS	136.21
8/14/2025	87445	CITY OF LAKE STEVENS	10,090.80
8/14/2025	87446	CITY OF MONROE	1,751.78
8/14/2025	87447	CITY OF MOUNTLAKE TERRACE	9,108.06
8/14/2025	87448	CITY OF SNOHOMISH - UTILITIES	3,947.20
8/14/2025	87449	CITY OF SULTAN	211.79
8/14/2025	87450	CRYSTAL SPRINGS	123.36
8/14/2025	87451	DARLAND, CALLIE	150.00

**Vouchers  
August 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
8/14/2025	87452	DEL SOL INC	119,804.10
8/14/2025	87453	DEPT OF ENTERPRISE SERVICES	541.68
8/14/2025	87454	EBSCO	9,441.47
8/14/2025	87455	ELEVATE MUSIC TOGETHER	150.00
8/14/2025	87456	GALE/CENGAGE LEARNING	774.62
8/14/2025	87457	GANSANGO MUSIC & DANCE	550.00
8/14/2025	87458	GRAINGER	1,074.00
8/14/2025	87459	HILLIA PRODUCTIONS	500.00
8/14/2025	87460	IN-ACCORD, INC.	48,437.50
8/14/2025	87461	INGRAM LIBRARY SERVICES	26,643.10
8/14/2025	87462	ISLAND DISPOSAL INC	309.62
8/14/2025	87463	JR LANGUAGE TRANSLATION SERVICES INC.	577.87
8/14/2025	87464	LITHTEX NW	152.03
8/14/2025	87465	MEDIFY AIR, LLC	14,214.76
8/14/2025	87466	MIDWEST LIBRARY SERVICE	696.44
8/14/2025	87467	MILL CREEK VIEW	290.00
8/14/2025	87468	MSR DESIGN	8,242.50
8/14/2025	87469	MUKILTEO WATER & WASTE DISTRICT	6,044.06
8/14/2025	87470	MUSEUM OF THE ROCKIES, INC.	50.00
8/14/2025	87471	MUSEUMS WITH MARISA	300.00
8/14/2025	87472	OCLC INC (34299)	866.72
8/14/2025	87473	OFFICE DEPOT, INC	2,324.42
8/14/2025	87474	PAPER ROLL PRODUCTS	670.81
8/14/2025	87475	PAWSITIVE STATE OF MIND LLC	100.00
8/14/2025	87476	PEARL, NANCY	750.00
8/14/2025	87477	PETROCARD SYSTEMS INC	2,575.07
8/14/2025	87478	PITNEY BOWES	967.45
8/14/2025	87479	PUGET SOUND ENERGY	1,394.69
8/14/2025	87480	PUD NO 1 OF SNOHOMISH COUNTY	1,556.83
8/14/2025	87481	REPUBLIC SERVICES 197	1,028.25
8/14/2025	87482	RICOH USA INC - 650073	1,331.01
8/14/2025	87483	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	450.00
8/14/2025	87484	SILVER LAKE WATER & SEWER	187.66
8/14/2025	87485	SIMPLY MAGIC LLC	800.00
8/14/2025	87486	SMARSH, INC	147.80
8/14/2025	87487	SNO CNTY DEPT OF CONSERVATION/NATURAL RESOURCES	30.00
8/14/2025	87488	SNO-ISLE REFUND ACCOUNT	81.88
8/14/2025	87489	SPEEDY SIGN CENTER	489.93
8/14/2025	87490	SPRAGUE PEST SOLUTIONS	450.53
8/14/2025	87491	SPRINGSHARE LLC	2,226.78
8/14/2025	87492	SU, ZINNIA	250.00
8/14/2025	87493	TAYLOR, LISA	100.00
8/14/2025	87494	TIMELESS DESIGN	17,701.50
8/14/2025	87495	TOWN OF COUPEVILLE	1,375.03
8/14/2025	87496	VERIZON COMMUNICATIONS INC	330.79
8/14/2025	87497	VERIZON WIRELESS (660108)	5,311.62
8/14/2025	87498	WALTER E NELSON CO OF WESTERN WA	400.96
8/14/2025	87499	WASTE MANAGEMENT	5,394.11

## Vouchers August 2025

Date	Check Number	Payee	Check Amount
8/14/2025	87500	WAVE BUSINESS	456.70
8/14/2025	87501	WASHINGTON STATE FERRIES	755.95
8/14/2025	87502	ALEX ZERBE	712.00
8/14/2025	87503	ALEX ZERBE	712.00
8/14/2025	87504	ZIPLY FIBER	13,927.46
8/15/2025	87505	MICHELLE CERVANTES	22.17
8/15/2025	87506	ERIC HOWARD	265.53
8/21/2025	87507	ALLIED UNIVERSAL	16,758.04
8/21/2025	87508	ANDERSON, LISA S.	141.66
8/21/2025	87509	ATHANS, PHILIP	150.00
8/21/2025	87510	BACKSTAGE LIBRARY WORKS, INC	577.70
8/21/2025	87511	BAKER TILLY ADVISORY GROUP, LP	20,000.00
8/21/2025	87512	BELIEF AGENCY	12,000.00
8/21/2025	87513	HENRY E BUEHNER	150.00
8/21/2025	87514	CAMANO COMMONS	1,250.00
8/21/2025	87515	CAMANO PREPAREDNESS GROUP	300.00
8/21/2025	87516	CITY OF BRIER	317.36
8/21/2025	87517	COSCO FIRE PROTECTION, INC.	503.24
8/21/2025	87518	EBSCO	23,397.00
8/21/2025	87519	GALE/CENGAGE LEARNING	19,124.87
8/21/2025	87520	GOLD STRINGS SHOW	400.00
8/21/2025	87521	E.J. HARRIS PHOTOGRAPHY	244.80
8/21/2025	87522	BASKAS, HARRIET ROBIN	77.70
8/21/2025	87523	HILLIA PRODUCTIONS	500.00
8/21/2025	87524	HOOPER, ELISE	67.20
8/21/2025	87525	IN-ACCORD, INC.	8,500.00
8/21/2025	87526	INTERSECTION MEDIA, LLC	3,764.70
8/21/2025	87527	IRON MOUNTAIN INCORPORATED	3,754.44
8/21/2025	87528	KENDALL OF MARYSVILLE	582.70
8/21/2025	87529	KPFF CONSULTING ENGINEERS	5,300.00
8/21/2025	87530	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	3,113.48
8/21/2025	87531	KSER FOUNDATION	2,000.00
8/21/2025	87532	MARINER SQUARE OWNERS ASSOCIATION	1,115.00
8/21/2025	87533	MARYSVILLE BARKER REAL ESTATE LLC	6,633.57
8/21/2025	87534	MCELWAIN, PAUL BENJAMIN	200.00
8/21/2025	87535	MENG, CHRISTINE	150.00
8/21/2025	87536	MILL CREEK CHAMBER OF COMMERCE	250.00
8/21/2025	87537	NATIONAL CENTER FOR CIVIC INNOVATION, INC.	14,908.00
8/21/2025	87538	NW SAFETY CONSULTANTS, LLC	399.00
8/21/2025	87539-87543	REMIT OVERRUN	0.00
8/21/2025	87544	OVERDRIVE INC	80,735.75
8/21/2025	87545	PACIFIC OFFICE AUTOMATION INC	307.61
8/21/2025	87546	PINS BY DESIGN LLC	4,128.34
8/21/2025	87547	PRIME SELF STORAGE	814.00
8/21/2025	87548	PUGET SOUND ENERGY	156.90
8/21/2025	87549	PUD NO 1 OF SNOHOMISH COUNTY	2,445.32
8/21/2025	87550	RIVERA, SHARON NICOLE	1,000.00
8/21/2025	87551	ROJAS, GEMITA	100.00

**Vouchers  
August 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
8/21/2025	87552	SMOKEY POINT PLACE IV, LLC	12,472.53
8/21/2025	87553	SNOHOMISH CO FINANCE	48.00
8/21/2025	87554	THE SNOHOMISH TRIBE OF INDIANS	400.00
8/21/2025	87555	TROJAN STORAGE OF MARYSVILLE	420.00
8/21/2025	87556	TULALIP RESORT CASINO	35,000.00
8/21/2025	87557	URBAN LIBRARIES COUNCIL	13,500.00
8/21/2025	87558	WALTER E NELSON CO OF WESTERN WA	3,201.67
8/21/2025	87559	THE WHALE MUSEUM	50.00
8/21/2025	87560	WHITE, GORDON B.	300.00
8/21/2025	87561	DAE WON LLC	8,240.21
8/28/2025	87562	4IMPRINT INC	7,716.78
8/28/2025	87563	AIR CARE SYSTEM	25,913.82
8/28/2025	87564	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
8/28/2025	87565	CANON FINANCIAL SERVICES, INC	3,175.74
8/28/2025	87566	CASEY, MARIA	450.00
8/28/2025	87567	COMCAST BUSINESS	693.26
8/28/2025	87568	COSCO FIRE PROTECTION, INC.	1,300.00
8/28/2025	87569	DAYFORCE US, INC.	10,450.19
8/28/2025	87570	DEMCO INC (8048)	92.72
8/28/2025	87571	HILLIA PRODUCTIONS	1,000.00
8/28/2025	87572	HOLADAY-PARKS, INC	1,798.54
8/28/2025	87573	LEE, RIANN	400.00
8/28/2025	87574	LIGHTCATCHER IMAGERY	607.17
8/28/2025	87575	PEREZ, CLAUDIO TALAVERA	75.00
8/28/2025	87576	PEREZ, CLAUDIO TALAVERA	75.00
8/28/2025	87577	PEREZ, CLAUDIO TALAVERA	75.00
8/28/2025	87578	PEREZ, CLAUDIO TALAVERA	75.00
8/28/2025	87579	PEREZ, CLAUDIO TALAVERA	75.00
8/28/2025	87580	PEREZ, CLAUDIO TALAVERA	75.00
8/28/2025	87581	PERMACARD	5,804.10
8/28/2025	87582	PIYALI BISWAS DE	42.00
8/28/2025	87583	RICOH USA INC - 31001	425.15
8/28/2025	87584	NORTH SOUND MEDIA	800.00
8/28/2025	87585	SNO CNTY DEPT OF CONSERVATION/NATURAL RESOURCES	250.00
8/28/2025	87586	SPRAGUE PEST SOLUTIONS	450.15
8/28/2025	87587	STEWART, NANCY	500.00
8/28/2025	87588	U S BANK EQUIPMENT FINANCE	162.78
8/28/2025	87589	WCP SOLUTIONS	627.87
8/28/2025	87590	ZWINGER, SUSAN	100.00
8/28/2025	87591-87600	SPOILED	0.00
8/29/2025	87601	ASSURED PARTNERS OF WA, LLC	6,131.20
8/29/2025	87602	DELTA DENTAL OF WASHINGTON	34,039.02
8/29/2025	87603	WSCCCE, AFSCME, AFL-CIO	13,430.03
8/29/2025	87604	KAISER FOUNDATION HEALTH PLAN INC.	107,384.36
8/29/2025	87605	KAISER FOUNDATION HEALTH PLAN INC.	1,008.50
8/29/2025	87606	LIFEWISE ASSURANCE CO.	44,727.66
8/29/2025	87607	MUTUAL OF OMAHA	5,813.38
8/29/2025	87608	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,207.00

**Vouchers  
August 2025**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
8/29/2025	87609	PREMERA BLUE CROSS	9,200.46
8/29/2025	87610	SNO-ISLE LIBRARY FOUNDATION	467.00
8/29/2025	87611	INGRAM LIBRARY SERVICES	779.48
8/21/2025	ACH25001	QUIPU GROUP LLC	3,650.00
8/29/2025	TRANSF_082025_01	BANK OF AMERICA (0161)	733.83
8/29/2025	TRANSF_082025_02	BANK OF AMERICA (0958)	1,339.33
8/29/2025	TRANSF_082025_03	BANK OF AMERICA (1458)	2,939.43
8/29/2025	TRANSF_082025_04	BANK OF AMERICA (2945)	1,137.61
8/29/2025	TRANSF_082025_05	BANK OF AMERICA (3670)	50.00
8/29/2025	TRANSF_082025_06	BANK OF AMERICA (3736)	974.86
8/29/2025	TRANSF_082025_07	BANK OF AMERICA (5088)	10,116.47
8/29/2025	TRANSF_082025_08	BANK OF AMERICA (5659)	85.00
8/29/2025	TRANSF_082025_09	BANK OF AMERICA (5953)	2,041.22
8/29/2025	TRANSF_082025_10	BANK OF AMERICA (7067)	590.13
8/29/2025	TRANSF_082025_11	BANK OF AMERICA (7150)	168.99
8/29/2025	TRANSF_082025_12	BANK OF AMERICA (7423)	1,716.58
			<b><u>\$1,749,603.39</u></b>



# 2026 Budget Timeline

## 2025 TIMELINE FOR 2026 BUDGET

SEPTEMBER 15 2025

Date	Milestone	Meeting Type
September 15, 2025	Staff present 2026 budget introduction.	Regular meeting
October 18, 2025	Board and Staff Retreat	Special meeting
October 27, 2025	Staff present overview of proposed 2026 budget.  Board holds public hearing on the regular property tax levy. RCW <a href="#">84.55.120</a>  Board passes resolution regarding the regular property tax levy. RCW <a href="#">84.55.010</a>	Regular meeting
November 24, 2025	Board conducts final review and approval of 2026 budget. RCW <a href="#">27.12.210</a>	Regular meeting
November 28, 2025	Staff submit 2026 budget to Snohomish and Island counties. RCW <a href="#">84.52.020</a>	N/A
January 2026	Board of Trustees approve Joint Levy Certification for 2026 taxes. WAC <a href="#">458-19-010</a>	Special meeting

*The timeline is subject to change.*

# 2026 Budget Introduction

## REPORT TO THE BOARD

September 15, 2025

### Introduction

The 2026 proposed budget is being developed based on the 2026 budget principles and the Library District's Strategic Goals.

### 2026 Budget Principles

Library staff focused the proposal on building a budget with the following principles in mind:

- Equity
- Accessibility
- Organizational Sustainability

### Sno-Isle Libraries Strategic Goals

- Enhance **library services** so that everyone can engage in experiences they value.
- Create **inspiring spaces** so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use.
- Optimize **library funding** so that we can continue to be good stewards of our finances, ensure long-term financial stability, and work to secure additional private and state funds.
- Invest in our **people and organization** so that we are resilient, equitable and regenerative and our staff have the support and resources they need.

### Sno-Isle Libraries Operational Priorities

- Promote and enhance the organization's commitment to a growth mindset.
- Deepen customer engagement.
- Strengthen community partnerships.

## Budget Background

### 2025 Budget Summary

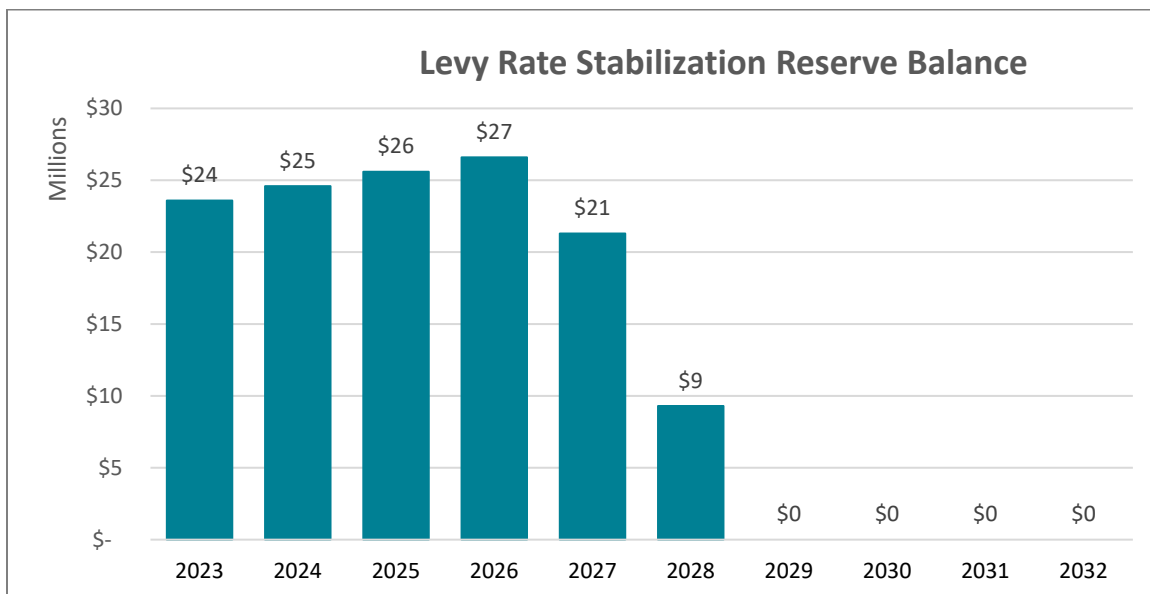
#### Source of Funds

	<b><u>2025 Adopted</u></b>
Beginning Cash	\$28,000,000
Transfers from Reserves	\$0
Total Revenue	\$77,785,600
<b>Total</b>	<b>\$105,785,600</b>

#### Use of Funds

	<b><u>2025 Adopted</u></b>
Operations	\$67,600,050
Capital Projects	\$12,985,550
Transfers to Reserves	\$4,900,000
Ending Cash	20,300,000
<b>Total</b>	<b>\$105,785,600</b>

#### Levy Rate Stabilization – Unrestricted (Designated) Fund



### Total Revenue / Beginning Cash / Reserves Summary

		<b>Adopted 2025 Budget</b>
Beginning Cash		\$ 28,000,000
Transfers from Reserves Funds		-
<b>Total Transfer from Reserves and Beg. Cash</b>		<b>\$ 28,000,000</b>
<b>Revenues</b>		
<b>Taxes</b>		
Property Tax		\$ 67,230,900
Other taxes		627,000
<b>Total Taxes</b>		<b>\$ 67,857,900</b>
<b>Grants</b>		
Washington State Grants		\$ 5,400,000
Federal Grants		2,000,000
General Grants		-
<b>Total Grants</b>		<b>\$ 7,400,000</b>
<b>Other</b>		
Investments		\$ 1,300,000
Donations		553,700
E-Rate		300,000
Miscellaneous		374,000
<b>Total Other Revenue</b>		<b>\$ 2,527,700</b>
<b>Total Revenue</b>		<b>\$ 77,785,600</b>
<b>Total Revenue / Beginning Cash / Reserves</b>		<b>\$ 105,785,600</b>

### Total Expenditures / Reserves / Ending Cash Summary

	<b><u>Adopted</u></b> <b><u>2025 Budget</u></b>
<b>Operations</b>	
Salaries and Benefits	\$ 48,700,000
Materials	6,912,000
Professional & Contract Services	3,530,900
Software & Licensing Fees	1,704,900
Office & Operating Supplies	639,350
Equipment & Furnishings	603,500
Strategic Initiatives	750,000
Communications Equipment & Services	822,000
Maintenance & Repairs	1,328,300
Utilities	547,000
Rentals & Leases	581,600
Training	242,000
Insurance	271,100
Services & Programming	967,400
<b>Operating Expenditures</b>	<b>\$ 67,600,050</b>
<b>Capital Projects</b>	
Architecture & Engineering Services	\$ 1,320,000
Buildings & Improvements	10,490,550
Equipment & Furnishings	1,175,000
Land	-
Vehicles	-
<b>Capital Projects Expenditures</b>	<b>\$ 12,985,550</b>
<b>Total Expenditures</b>	<b>\$ 80,585,600</b>
<b>Transfer to Reserves</b>	4,900,000
<b>Ending Cash</b>	20,300,000
<b>Total Expenditures / Ending Cash / Reserves</b>	<b>\$ 105,785,600</b>

# Financial Update

## FINANCE DEPARTMENT

September 15, 2025

### July 2025 Revenue Summary

- Total revenue received in July was \$760k compared to the monthly budget of \$1M.  
Year to date (YTD) total revenue was \$40M compared to the YTD budget of \$43M, which is 51% of the annual revenue budgeted.
- General property tax receipts for July were \$314k compared to the monthly budget of \$210k.
- Timber tax, Leasehold Excise Tax, and DNR revenue for July were \$11k compared to the monthly budget of \$15k.
- Grant revenue was \$201k compared to the monthly budget of \$617k.
- Investment Interest for July was \$187k compared to the monthly budget of \$108k.
- Print/copy services, city contract fees, lost materials revenue, and donations for July were collectively \$42k compared to the monthly budget of \$52k. Donations are from Foundation and Friends of Library for a total of \$27k, with a monthly budget of \$46k.
- Other Revenue for July was \$4k compared to the monthly budget of \$50k.

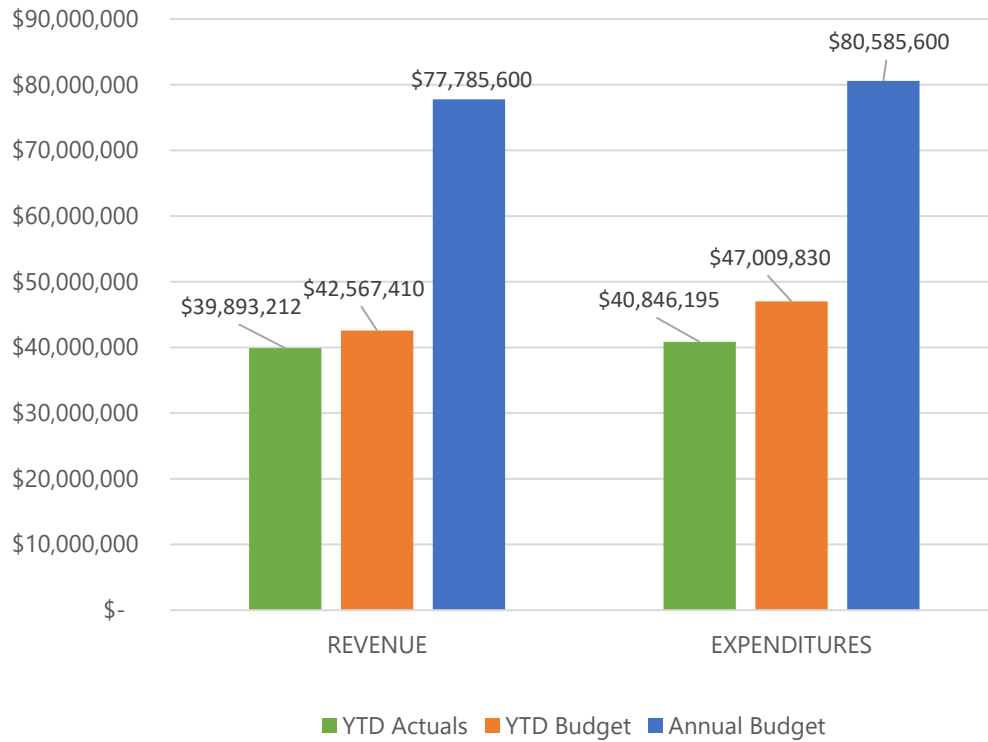
### July 2025 Expenditures Summary

- Total expenditures for July were \$6M compared to the monthly budget of \$7M.  
Total expenditures YTD were \$41M compared to the YTD budget of \$47M, which was 51% of the annual expenditure budgeted.
- Salaries & Benefits for July were \$4M compared to the monthly budget of \$4M.
- Collection materials expenditures for July were \$507k compared to the monthly budget of \$576k.
- Employee training expenditures for July was \$41k compared to the monthly budget of \$23k.
- Capital expenditures for July were \$538k compared to the monthly budget of \$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 July were \$1M 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 7/1/2025 Through 7/31/2025  
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,835,879	4,058,390	26,833,201	28,408,730	48,700,000	55.09%
20.0 Materials	506,963	576,000	3,792,240	4,032,000	6,912,000	54.86%
26.0 Professional & Contract Services	358,989	294,320	1,708,486	2,060,240	3,530,900	48.38%
35.0 Equipment & Furnishings	17,387	50,280	173,328	351,960	603,500	28.72%
38.0 Maintenance & Repair	133,647	110,770	505,678	775,390	1,328,300	38.06%
41.0 Software License & Maint Fees	411,843	142,060	1,229,261	994,420	1,704,900	72.10%
42.0 Communications	59,463	68,500	413,258	479,500	822,000	50.27%
43.0 Office & Operating Supplies	72,414	53,240	357,587	372,680	639,350	55.92%
44.0 Utilities	49,021	45,590	311,164	319,130	547,000	56.88%
45.0 Rentals & Leases	64,995	48,460	359,022	339,220	581,600	61.72%
46.0 Insurance	98,298	22,600	145,549	158,200	271,100	53.68%
48.0 Employee Training / Travel	41,113	22,580	183,039	158,060	271,000	67.54%
49.0 Miscellaneous	127,719	78,270	592,043	547,890	938,400	63.09%
50.0 Strategic Initiatives / Innovation	22,567	62,500	31,240	437,500	750,000	4.16%
62.0 Capital - Bldgs & Improvements	462,959	874,220	3,517,210	6,119,540	10,490,550	33.52%
62.5 Capital - A&E	34,739	110,000	282,653	770,000	1,320,000	21.41%
64.0 Capital - Furnishings & Equipment	8,641	97,910	300,130	685,370	1,175,000	25.54%
64.4 Capital - Vehicles	31,817	0	31,817	0	0	0.00%
64.5 Capital - Other Assets	0	0	79,289	0	0	0.00%
Total Expenditures	6,338,457	6,715,690	40,846,195	47,009,830	80,585,600	50.69%



Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 7/1/2025 Through 7/31/2025  
(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	314,225	210,250	35,591,998	36,365,070	67,230,900	52.93%
02.0	Timber Tax / Sales	11,075	14,700	816,482	411,100	627,000	130.22%
02.5	Grants	201,493	616,680	1,472,881	4,316,760	7,400,000	19.90%
03.0	Print/Copy Services	8,617	1,670	43,003	11,690	20,000	215.01%
04.0	Services/City Contract Fees	0	330	4,380	2,310	4,000	109.50%
05.0	Lost Materials Paid	7,359	4,170	48,216	29,190	50,000	96.43%
06.0	Investment Interest	186,633	108,330	1,361,639	758,310	1,300,000	104.74%
07.0	Donations Private Sources	26,503	46,140	223,023	322,980	553,700	40.27%
08.0	Other Revenue	3,725	50,000	331,590	350,000	600,000	55.26%
	Total Revenues	759,630	1,052,270	39,893,213	42,567,410	77,785,600	51.29%

# Financial Update

## FINANCE DEPARTMENT

September 15, 2025

### August 2025 Revenue Summary

- Total revenue received in August was \$2.00M compared to the monthly budget of \$1.19M. Year to date (YTD) total revenue was \$41.89M compared to the YTD budget of \$43.76M, which is 53.86% of the annual revenue budgeted.
- General property tax receipts for August were \$277k compared to the monthly budget of \$274k.
- Timber tax, Leasehold Excise Tax, and DNR revenue for August were \$87k compared to the monthly budget of \$91k.
- Grant revenue was \$1.39M compared to the monthly budget of \$617k.
- Investment Interest for August was \$187k compared to the monthly budget of \$108k.
- Print/copy services, city contract fees, lost materials revenue, and donations for August were collectively \$16k compared to the monthly budget of \$52k. Donations are from Foundation and Friends of Library for a total of \$3k, with a monthly budget of \$46k.
- Other Revenue for August was \$43k compared to the monthly budget of \$50k.

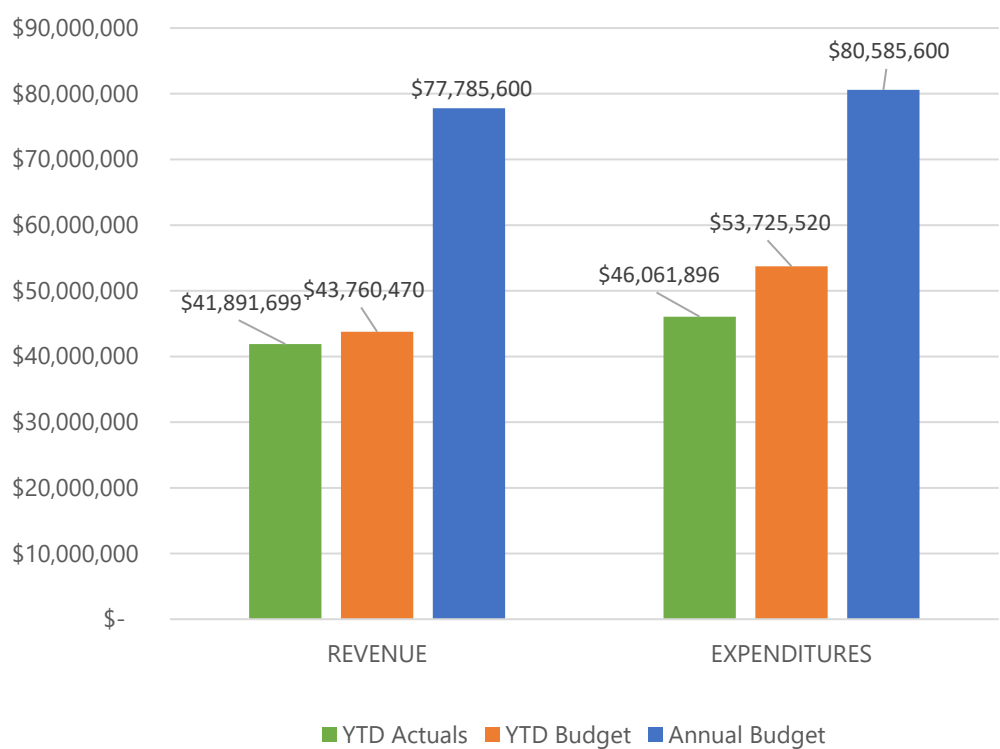
### August 2025 Expenditures Summary

- Total expenditures for August were \$5.22M compared to the monthly budget of \$6.72M. Total expenditures YTD were \$46.06M compared to the YTD budget of \$53.73M, which was 57.16% of the annual expenditure budgeted.
- Salaries & Benefits for August were \$3.70M compared to the monthly budget of \$4.06M.
- Collection materials expenditures for August were \$424k compared to the monthly budget of \$576k.
- Employee training expenditures for August was \$41k compared to the monthly budget of \$23k.
- Capital expenditures for August were \$322k compared to the monthly budget of \$1.08M. 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 August were \$731k 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 8/1/2025 Through 8/31/2025  
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,696,851	4,058,390	30,530,052	32,467,120	48,700,000	62.69%
20.0 Materials	423,919	576,000	4,216,159	4,608,000	6,912,000	60.99%
26.0 Professional & Contract Services	310,506	294,320	2,018,992	2,354,560	3,530,900	57.18%
35.0 Equipment & Furnishings	11,164	50,280	184,492	402,240	603,500	30.57%
38.0 Maintenance & Repair	49,874	110,770	555,552	886,160	1,328,300	41.82%
41.0 Software License & Maint Fees	23,905	142,060	1,253,166	1,136,480	1,704,900	73.50%
42.0 Communications	54,173	68,500	467,432	548,000	822,000	56.86%
43.0 Office & Operating Supplies	36,151	53,240	393,738	425,920	639,350	61.58%
44.0 Utilities	55,186	45,590	366,350	364,720	547,000	66.97%
45.0 Rentals & Leases	49,704	48,460	408,725	387,680	581,600	70.27%
46.0 Insurance	0	22,600	145,549	180,800	271,100	53.68%
48.0 Employee Training / Travel	41,023	22,580	224,063	180,640	271,000	82.68%
49.0 Miscellaneous	71,690	78,270	663,733	626,160	938,400	70.73%
50.0 Strategic Initiatives / Innovation	69,482	62,500	100,722	500,000	750,000	13.42%
62.0 Capital - Bldgs & Improvements	274,404	874,220	3,791,614	6,993,760	10,490,550	36.14%
62.5 Capital - A&E	48,397	110,000	331,050	880,000	1,320,000	25.07%
64.0 Capital - Furnishings & Equipment	(729)	97,910	299,401	783,280	1,175,000	25.48%
64.4 Capital - Vehicles	0	0	31,817	0	0	0.00%
64.5 Capital - Other Assets	0	0	79,289	0	0	0.00%
Total Expenditures	5,215,700	6,715,690	46,061,895	53,725,520	80,585,600	57.16%

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 8/1/2025 Through 8/31/2025  
(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	277,228	274,440	35,869,227	36,639,510	67,230,900	53.35%
02.0	Timber Tax / Sales	87,109	91,300	903,591	502,400	627,000	144.11%
02.5	Grants	1,388,483	616,680	2,861,364	4,933,440	7,400,000	38.66%
03.0	Print/Copy Services	7,427	1,670	50,430	13,360	20,000	252.15%
04.0	Services/City Contract Fees	0	330	4,380	2,640	4,000	109.50%
05.0	Lost Materials Paid	5,751	4,170	53,968	33,360	50,000	107.93%
06.0	Investment Interest	186,592	108,330	1,548,231	866,640	1,300,000	119.09%
07.0	Donations Private Sources	3,387	46,140	226,410	369,120	553,700	40.89%
08.0	Other Revenue	42,507	50,000	374,098	400,000	600,000	62.34%
	Total Revenues	1,998,484	1,193,060	41,891,697	43,760,470	77,785,600	53.86%

# BOARD OF TRUSTEES 2025 CALENDAR

SEPTEMBER 2025

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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

# BOARD OF TRUSTEES 2025 CALENDAR

SEPTEMBER 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 25)

- 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 – Internal Financial Controls*

#### JULY

##### Trustee Nominating (July 23)

- Interview planning
- Application Review

##### Management (July 31)

- Board retreat planning

##### Regular Meeting (July 28)

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy
- *Staff presentation – Collection Trends*
- *Staff Presentation – Service to Childcare Centers*

#### AUGUST

*No meetings*

# BOARD OF TRUSTEES 2025 CALENDAR

SEPTEMBER 2025

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### COMMITTEE MEETING

### OPEN MEETING

#### SEPTEMBER

##### **President**

- Officer Nominating Committee appointment

##### **Trustee Nominating (September 6)**

- Trustee Interviews

##### **Executive (September 10)**

- Executive Director 2026 work plan

##### **Regular Meeting (September 15)**

- Trustee candidate recommendation
- 2026 Officer Nominating Committee appointment
- *Staff presentation - 2026 Budget Introduction*

#### OCTOBER

##### **Executive**

- Executive Director quarterly review planning
- 2026 meeting schedule

##### **Officer Nominating**

- 2026 officer nomination

##### **Special Meeting (October 18)**

- Board of Trustees retreat

##### **Regular Meeting (October 27)**

- 2026 meeting schedule (first review)
- Officer slate announcement
- 2026 budget proposal
- Public hearing on 2026 levy
- Resolution regarding the 2026 levy

#### NOVEMBER

##### **Regular Meeting (November 24)**

- Resolution regarding the 2026 budget
- Election of officers
- 2026 meeting schedule adoption
- Executive Director review

#### DECEMBER

##### **President (December)**

- Onboarding and assigning mentor to new Trustee



# BOARD OF TRUSTEES 2025 CALENDAR

SEPTEMBER 2025

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### **SILCON and Employee Recognition Event (April 21)**

- President presents Trustee Award.
- Trustees are invited to attend.

### **Staff In-Service Day**

- Trustees 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)