

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

October 27, 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 September 15, 2025 regular meeting minutes
- b) Approval of the October 18, 2025 special meeting minutes
- c) Approval of the September 2025 payroll, benefits, and vouchers

7) Public Comment

8) Unfinished Business

- a) 2026 Proposed Budget – Executive Director Howard and Finance Director Janella Lewis [Attachment 2](#)

9) Public Hearing

- a) Public hearing on the Sno-Isle Intercounty Rural Library District Regular Property Tax Levy

10) New Business

- a) *Resolution 25-05: Regarding the Property Tax Levy – Finance Director Janella Lewis [Attachment 3](#)
- b) Proposed 2026 Board of Trustees Meeting Schedule – Executive Director Eric Howard [Attachment 4](#)

11) Finance Report

- a) September Financial Report – Finance Director Janella Lewis [Attachment 5](#)

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12) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President Olson
 - i) Board of Trustees 2025 Calendar [Attachment 6](#)
- b) Officer Nominating Committee – Chair Kostick
- c) Sno-Isle Libraries Foundation – Trustee Ryan

13) *Adjournment

*Denotes Board of Trustees action item.

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

Executive Director

BOARD REPORT

October 27, 2025

Eric Howard
Executive Director

Friends & Foundation

This October 19-25, 2025, we recognize National Friends of Libraries Week to honor and promote the work of Friends of the Library groups. The 16 active Friends groups across Sno-Isle Libraries provide vital support and partnership to our Library District through fundraising, volunteering, ambassadorship, and public awareness.

This fall, "The Stories that Shape Us," was an event theme proudly orchestrated by the Friends of the Lake Stevens Library. Their passion and hard work in planning this community event created an engaging and uplifting experience. It also helped raise funds to complete the new, two-story Lake Stevens Library currently under construction that will open this spring. Mayor Brett Gailey and State Representative Sam Low gave moving stories about their early library connections and how those experiences continue to shape their lives today. In addition to the Friends and Library District staff, Sno-Isle Libraries Foundation Board President Jeanne Thorsen and Foundation Board member Virginia Jacobs also attended.

I continue to enjoy meeting with our Friends groups, thanking them for their generous financial support and contributions of their time and talents. Their ongoing commitment helps enhance library services and strengthen community connections across Sno-Isle Libraries. The Friends have expressed appreciation about the upcoming Friends and Sno-Isle Libraries Board of Trustees meeting this spring, where we'll highlight their efforts, share Library District updates, and invite their input to help guide Sno-Isle's strategic planning efforts.

During this past reporting period, I have also met with Friends groups in Mukilteo, Darrington, Arlington, Granite Falls, Lynnwood, and Snohomish, and shared remarks at the Lake Stevens fundraiser. Their continued community support is more important than ever.

I am also grateful to see the strong connection between the Sno-Isle Libraries Foundation and the Friends. In attendance at my most recent visit with the Snohomish Friends was Foundation Board and Friends of the Library member Sonia Siegel Vexler. Earlier in the season, when I visited the Friends group at Clinton for their 25th anniversary, Foundation Board Secretary Sami Postma also provided her support at that event, along with Trustee Jennifer DePrey.

The mutual support and work of these great teams will be strengthened further as the Foundation welcomes two new staff later this year. Together, through this network, we are securing financial health and strengthening community connections that will sustain the Library District's work long into the future.

Reflections

It has been nearly a year since I began my new role at Sno-Isle and I am still just as excited and impressed with our libraries as when I started. After completing a listening tour earlier this year, I am now returning to the 23 community libraries and our service center departments to share reflections on the input I have received. Staff are deeply committed to serving library customers and we are improving processes to support them. Input from the listening sessions aligned with findings from our recent staff engagement study. In response, we are developing new meeting structures, communication tools, and practices to improve alignment and transparency around decision-making.

We are also updating a demographic report to identify changing needs across the Library District. Additionally, we will be reviewing a new customer service survey at our upcoming November 13th Staff In-Service Day. All this data will shape the Library District's direction through a strategic planning process.

Places of Hope

I joined other Washington State Library Directors this past month for our annual meeting. The event covered legislative goals, information on levy lid lift campaigns, and resources from the State Library. Additionally, a psychologist from the University of Washington presented the key tools and resources teens need to build resiliency. As he listed these elements, he noted that one institution offers them all. He called them "places of hope" – or as we know them, our public libraries. I would add that most adults need those resources as well: we are a unique organization and no other local institution offers as much for so many.

More Community Library Highlights

- In October, **Marysville** staff will celebrate the library's 30th anniversary. To mark this special occasion, staff are hosting a series of events throughout the month that will highlight the engaging programs offered over the years.
- Staff are preparing to assist customers with Medicare Open Enrollment. The Office of Insurance Commissioner distributed Medicare Open Enrollment Tool Kit to our libraries. Staff are working with volunteers from SHIBA (Statewide Health Insurance Benefits Advisors) to provide 11 programs to help customers learn about Medicare and navigate the sign-up process.

- **The Monroe Library** staff are piloting a new children's program called "Little Playground," designed to support early learning, movement, and motor skill development in babies and toddlers. The program features toys that encourage physical play and is held outdoors when weather allows
- On September 6, **the Coupeville Library** partnered with Whidbey Community Foundation: Partners for Young Children and the Coupeville Farmer's Market to bring a Children's Fair to the community. Library staff and Partners for Young Children worked together to address a gap previously filled by the school district's resource fair and a Children's Day that occurred pre-pandemic. Staff shared information about library programs and resources for children and families, gave away library swag, and spoke with about 175 people.
- **The Oak Harbor Library** supported the military Blue Star Welcome Week, September 28-October 4, with storytimes, book displays, and outreach events, providing information to military families around library services and helping new families feel welcome and connected to their library. Marketing Specialist Jenna Nobs and Assistant Director of Facilities R.D. Burley collaborated with Oak Harbor library staff to create a marketing video targeted at encouraging military families to take advantage of library services. The video is available to view on [YouTube](#), [Instagram](#), and [Facebook](#).
- The **Stanwood Library** resumed our partnership with the Stanwood Camano Arts Advocacy Commission to provide ongoing monthly programming for ages 6-11 that inspires kids to explore their artistic side and engage in creative activities in a low-pressure, encouraging environment.
- Each week this fall, North Sound Woodcarvers and **Lakewood/ Smokey Point (LSP) Library** staff partner to host a weekly carving session where experts and supplies are on hand to teach beginners and offer advice to more advanced carvers. Throughout September LSP has had a steady weekly attendance of 10-15 people of all ages from young homeschool students who are just starting out to older folks who are coming back to the hobby. It has been a joy to see this intergenerational group of community members come together and create beautiful art.
- At the **Lynnwood Library** we started a ten-week series of English Language Learning classes in partnership with Edmonds Community College.
- At the **Edmonds Library** we hosted our first Teen Drop-In event on Friday, September 5th. Our teen librarian did a great job identifying a popular teen activity – Korean norigae charm making based on the popular K-pop Demon Hunters movie. More than 10 teens and tweens showed up and spent well over an hour creating their charms. Next up is button-making in this ongoing drop in designed to get teens using the teen space of the library.

Upcoming Events

North

Lakewood/Smokey Point: Drop-In Woodcarving Session - 11/5, 12, 19, 26 Join a weekly carving session with members from North Sound Woodcarvers. Everyone, from the most experienced to the newest carver, is welcome.

South

Edmonds: Thankfulness: A Basket Full - with Lois Landgrebe – 11/1 (Family) Lois Landgrebe, a storyteller from the Tulalip Tribes will tell tales about Hummingbird as well as Bear and Fishhawk.

East

Monroe: Land-Based Whale Conservation with Whale Scout - 11/14 (Kids) Learn about land-based whale conservation with Whale Scout! Using games and other activities, Whale Scout educators will share information on how helping the salmon habitats also protect our local whale populations.

West

Oak Harbor: Whidbey Wonders: K9 Search and Rescue - 11/20 (Adults, Teens) Learn how K9 search and rescue teams work together to locate missing or lost individuals on Whidbey Island, utilizing the dogs' exceptional sense of smell and agility to search vast areas and difficult terrain.

Online

Vibrant Soups - 11/3 (Adults) Join Vanessa from Thirsty Radish and learn to make vibrant soups using a variety of ingredients and methods.

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Executive Director

Eric Howard

September 15, 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, Kay Crull, Griselda Guevara-Cruz, Jennifer DePrey, and Susan Kostick.

President Olson confirmed quorum.

Staff present: Barb Adams, Michelle Callihan, David Durante, Eric Howard, Meredith Kraft, Diane Lai, Jason Latham, Janella Lewis, Nicole Wehl, and Shanda Zimmerman.

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 that the upcoming areas of focus for the organization would be developing a culture of growth, enhancing customer service, and expanding partnerships. A discussion followed about the administration of the Friends of the Library Policy and Strategic Alliance Policy.

Consent Agenda

- 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

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

Public Comment

Edmonds City Councilmember Vivian Olson informed the Board of the upcoming City of Edmonds property tax levy and extended invitations to join the upcoming town hall meetings.

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New Business

2026 Budget Introduction

Executive Director Howard listed the following operational priorities for 2026:

- Strengthening relationships with current customers
- Building new relationships with non-users
- Strengthen and develop relationships with strategic partners
- Support the development of cultures of growth through data and processes

Finance Director Janella Lewis presented information about the Library District's operating budget, reserve funds, revenue sources, and starting cash balance. Trustee Ryan commended Library District staff for strong financial stewardship in the preceding years, allowing the District to delay drawing from reserve funds until 2026.

Finance Report

Financial Update

Finance Director Lewis presented the September 2025 financial report.

Committee and Trustees' Reports

President's Report

President Olson reported on the following:

- Organizational structure changes that were reviewed with the Executive Committee.
- The Executive process for the 2025 Executive Director review.
- The appointment of Trustee Kostick as Chair of the Officer Nominating Committee.

Trustee Nominating Committee Report

Committee Chair Guevara-Cruz reported that the committee reviewed over 90 eligible applications and selected Snohomish resident Jessica Flemming and Edmonds resident Ryan May to recommend for appointment by Snohomish and Island counties.

Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan reported on the Foundation's previous meeting:

- Results from the Foundation's August Make-A-Will campaign, an educational promotion which allowed participants to include the Foundation as beneficiaries.
- The selection of "Artificial Intelligence" as the topic for the next year's Nysether Family Collection.

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- The Foundation's support of Marinerfest, during which over 1,100 students received backpacks of new school supplies.
- The hiring process for the Foundation's two new staff positions.

Trustee Reports

Trustee Ryan reported on a recent site visit to the location of the future Lake Stevens Library with Assistant Director of Capital Strategy and Planning Chy Ross.

Trustee Crull requested more information about the Executive Director succession planning process.

Adjournment

Trustee DePrey moved to adjourn the September 15, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:23 p.m.

President

Secretary

Sno-Isle Libraries

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Executive Director

Eric Howard

October 18, 2025

Special Meeting Minutes

Sno-Isle Libraries Service Center

Call to Order

President Olson called the meeting to order at 9:01 a.m., followed by a land acknowledgment.

Attendees

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

President Olson confirmed quorum.

Staff present: David Durante, Susan Hempstead, Eric Howard, Meredith Kraft, Janella Lewis, and Shanda Zimmerman.

Approval of Agenda

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

Retreat Opening

President Olson opened the meeting with remarks expressing gratitude for the Trustees' commitment to the Library District and the community.

Trustee Kostick led the Trustees in an introductory exercise to begin the day.

Library Funding & Budget Goals

Finance Director Janella Lewis reviewed the Library District's funding sources and shared a 10-year projection for the Library District's revenue and operating expenditures. Finance Director Lewis discussed the goals for the 2026 operating budget, which will be presented at the October 27, 2025 regular meeting.

Recess

At 10:25 a.m., Trustee DePrey moved that the Sno-Isle Libraries Board of Trustees move to recess for a period of 10 minutes. The motion passed. President Olson called the meeting back to order at 10:35 a.m.

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Introduction to Strategic Direction

Executive Director Howard reviewed Library District highlights from the previous year, Library District initiatives that are currently underway, and strategic goals for 2026. Executive Director Howard also shared the organization's strategic direction.

Environmental Scan

Assistant Director of Strategic Relations Susan Hempstead presented information about recent legislation on the state and national level impacting the Library District.

Recess

At 11:55 a.m., Trustee Kostick moved that the Sno-Isle Libraries Board of Trustees move to recess for a period of 35 minutes. The motion passed. President Olson called the meeting back to order at 12:32 p.m.

Washington State Library Presentation

Washington State Librarian Sara Jones and Public and Tribal Library Consultant Brianna Hoffman presented information about the Washington State Library, recent levy lid lift measures for libraries in Washington State, and the role of library boards in strategic planning.

Recess

At 1:25 p.m., Trustee Ryan moved that the Sno-Isle Libraries Board of Trustees move to recess for a period of 5 minutes. The motion passed. President Olson called the meeting back to order at 1:32 p.m.

Customer Survey

Executive Director Howard invited Chelsea Benning, Olympic Research and Strategy, to join him in presenting the results of the recent customer survey.

Closing

Executive Director Howard thanked the Trustees, Sara Jones and Brianna Hoffman from the Washington State Librarian's Office, and Library District staff for their contributions to the day. Executive Director Howard will provide an update about the strategic plan development process at the February 2026 regular meeting.

Sno-Isle Libraries

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Adjournment

Trustee Ryan moved to adjourn the October 18, 2025 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 2:40 p.m.

President

Secretary

Sno-Isle Libraries
September 2025 Payroll and September 2025 Vouchers

Direct Deposits, Employee Deductions	\$ 2,869,910.44
Vendor Checks 87615, 87679, 87765, 87834, 87842, 87898 through 87908, plus Electronic Transfers	<u>\$ 962,353.20</u>
Total Payroll and Benefits	<u>\$ 3,832,263.64</u>
 Accounts Payable Checks 87612 through 87908 less checks listed above, plus Electronic Transfers	 <u>\$ 2,151,521.06</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,983,784.70 *</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 October 27, 2025.

 10/9/2025

Finance Director

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

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

September 2025 Payroll

Employee Pay - Direct Deposit	\$ 2,063,736.07	
Plus: Employee Deductions	\$ 806,174.37	
Sub-Total Gross Payroll		\$ 2,869,910.44
Vendor Checks 87615, 87679, 87765, 87834, 87842, 87898 through 87908	\$ 319,343.00 *	
Employer Workers' Comp Insurance Premium	\$ 27,510.19	
Electronic Funds Transfer- Employer Federal Taxes	\$ 238,150.95	
Electronic Funds Transfer - Canopy Wellbeing	\$ 2,313.45	
Electronic Funds Transfer - Empower - 457 Plan	\$ 4,272.21	
Electronic Funds Transfer - Mission Square - 457 Plan	\$ 52,383.07	
Electronic Funds Transfer - PERS - Retirement Plan	\$ 295,343.36	
Electronic Funds Transfer - Navia - FSA	\$ 13,962.43	
Electronic Funds Transfer - Navia - HRA/MRA	\$ 9,583.08	
Electronic Funds Transfer - Premera - Medical	\$ 363,605.01	
Electronic Funds Transfer - Support Registry	\$ 1,169.84	
Less: Employee Benefit Deductions	\$ (365,283.39)	
Sub-Total Benefits - Employer Expense		\$ 962,353.20
Total Payroll and Benefits		\$ 3,832,263.64

September 2025
Accounts Payable

Checks 87612 through 87908 less checks listed above, plus Electronic Transfers	\$ 2,150,833.42 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$ 687.64	
Sub-Total Accounts Payable		\$ 2,151,521.06
Total Payroll, Benefits and Accounts Payable		\$ 5,983,784.70

Adjustments

Overage/Shortage/NSF Checks	\$ (96.02)	
Refunds and Credits	\$ 1,018.05	
Retainage Deposits	\$ 17,148.55	
Petty Cash Expense	\$ 20.00	
Staff Recognition	\$ 274.80	
Refund Interest	\$ 8.41	
Bank Service Charge	\$ (18,369.62)	
Travel & Business Expense Reimbursement paid in Payroll	\$ 6,906.11	
Total Adjustments		\$ 6,910.28
September 2025 Total Expenditures		\$ 5,990,694.98 ***

* Benefit invoices paid through Accounts Payable Checks	\$ 319,343.00
** Regular invoices paid through Accounts Payable Checks	\$ 2,150,833.42
Total Accounts Payable Check Payments	\$ 2,470,176.42

*** Equals Expenditure Summary Total

Vouchers September 2025

Date	Check Number	Payee	Check Amount
9/4/2025	87612	ARRAYSCAPE GAMING, INC.	\$350.00
9/4/2025	87613	BAKER & TAYLOR BOOKS (277930)	13,234.23
9/4/2025	87614	BANEL, FELIKS RICHARD	400.00
9/4/2025	87615	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
9/4/2025	87616	BEACON PUBLISHING INC	637.50
9/4/2025	87617	BLACKSTONE PUBLISHING	206.77
9/4/2025	87618	BRODART (SUPPLIES)	494.47
9/4/2025	87619	CANDID	2,995.00
9/4/2025	87620	CARR, LENEEN J.	250.00
9/4/2025	87621	CASCADE NATURAL GAS	41.20
9/4/2025	87622	CITY OF MARYSVILLE	2,101.14
9/4/2025	87623	CITY OF SULTAN	1,133.95
9/4/2025	87624	CORTES, MARCO	350.00
9/4/2025	87625	CUSTOM EARTH PROMOS, LLC	12,317.23
9/4/2025	87626	DAVENPORT, SPENCER	200.00
9/4/2025	87627	DAYFORCE US, INC.	10,482.12
9/4/2025	87628	DEEP ROOTED MUSIC, LLC - ERIC ODE	445.00
9/4/2025	87629	DEMCO INC (8048)	426.77
9/4/2025	87630	EDNETICS, INC.	41,403.10
9/4/2025	87631	THE ERIC CARLE MUSEUM OF PICTURE BOOK ART	0.00
9/4/2025	87632	GALE/CENGAGE LEARNING	3,753.03
9/4/2025	87633	GONZALEZ, REYES	400.00
9/4/2025	87634	GORDON, EVA	200.00
9/4/2025	87635	GORILLA MAD FILM WRAPS LLC	12,519.23
9/4/2025	87636	GROWING ROOTS TOGETHER	200.00
9/4/2025	87637	THE HARMONICA POCKET	550.00
9/4/2025	87638	THE HARMONICA POCKET	550.00
9/4/2025	87639-87640	REMIT OVERRUN	0.00
9/4/2025	87641	INGRAM LIBRARY SERVICES	80,457.05
9/4/2025	87642	INSIGHT PUBLIC SECTOR INC.	8,414.14
9/4/2025	87643	JR LANGUAGE TRANSLATION SERVICES INC.	250.00
9/4/2025	87644	LITHTEX NW	184.55
9/4/2025	87645	LODESTAR MARKETING GROUP	9,175.00
9/4/2025	87646	MARTIN, CHRISTINA M.	500.00
9/4/2025	87647	MIA'S HANDWOVENS	300.00
9/4/2025	87648	MIDWEST LIBRARY SERVICE	1,374.94
9/4/2025	87649	MIDWEST TAPE	4,415.59
9/4/2025	87650	MOORMAN, MARY ANNE	150.00
9/4/2025	87651	MULTI-CULTURAL BOOKS & VIDEOS	1,620.58
9/4/2025	87652	MY NEIGHBORHOOD NEWS NETWORK	425.00
9/4/2025	87653	NORTHWEST PUBLISHING INC.	400.00
9/4/2025	87654	ONE DIVERSIFIED, LLC	2,031.25
9/4/2025	87655	ONE DIVERSIFIED, LLC	221.59
9/4/2025	87656	PACIFIC PUBLISHING CO INC	301.25
9/4/2025	87657	PATCH MY PC LLC	6,491.45
9/4/2025	87658	PETROCARD SYSTEMS INC	2,707.86
9/4/2025	87659	PLAYAWAY PRODUCTS, LLC	4,039.50
9/4/2025	87660	PUGET SOUND ENERGY	1,157.42
9/4/2025	87661	PUD NO 1 OF SNOHOMISH COUNTY	9,601.80
9/4/2025	87662	RYAN, SUE	150.00

9/4/2025	87663	NORTH SOUND MEDIA	800.00
9/4/2025	87664	SALISH NETWORKS	1,214.28
9/4/2025	87665	SAMARA LECTURES LLC	1,000.00
9/4/2025	87666	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	375.00
9/4/2025	87667	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	375.00
9/4/2025	87668	SOLARWINDS	1,452.38
9/4/2025	87669	SOUTHWEST SOLUTIONS GROUP, INC	16,061.32
9/4/2025	87670	SPACECRAFT LLC	450.00
9/4/2025	87671	SPRAGUE PEST SOLUTIONS	515.38
9/4/2025	87672	STERICYCLE, INC.	851.74
9/4/2025	87673	TSAI FONG BOOKS INC	122.99
9/4/2025	87674	ULINE	1,966.31
9/4/2025	87675	UNIVERSE ON TAP LLC	325.00
9/4/2025	87676	VALUE LINE PUBLISHING	26,450.00
9/4/2025	87677	REMIT OVERRUN	0.00
9/4/2025	87678	WALTER E NELSON CO OF WESTERN WA	11,285.01
9/4/2025	87679	WELLABLE LLC	342.00
9/4/2025	87680	WHIDBEY TELECOM	796.81
9/4/2025	87681	WOMEN & FAMILY WELLNESS STUDIO	0.00
9/4/2025	87682	KRISTEN MILLARES YOUNG	131.00
9/4/2025	87683	ZIPLY FIBER	9,945.95
9/9/2025	87684	THE ERIC CARLE MUSEUM OF PICTURE BOOK ART	150.00
9/9/2025	87685	THE ERIC CARLE MUSEUM OF PICTURE BOOK ART	150.00
9/9/2025	87686	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/9/2025	87687	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/9/2025	87688	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/9/2025	87689	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/9/2025	87690	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/9/2025	87691	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/9/2025	87692	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/9/2025	87693	WOMEN & FAMILY WELLNESS STUDIO	700.00
9/11/2025	87694	AIR CARE SYSTEM	1,750.25
9/11/2025	87695	ALDERWOOD WATER DISTRICT	244.05
9/11/2025	87696	ALLIED UNIVERSAL	15,173.04
9/11/2025	87697	AT&T MOBILITY (6463)	43.23
9/11/2025	87698	AUNT FLOW CORP.	912.00
9/11/2025	87699	BAKER & TAYLOR BOOKS (277930)	97.14
9/11/2025	87700	BAKER TILLY ADVISORY GROUP, LP	6,000.00
9/11/2025	87701	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
9/11/2025	87702	BIBLIOCOMMONS CORP.	8,917.80
9/11/2025	87703	BORDOLOI, SAMIT DIPON	3,000.00
9/11/2025	87704	BRODART (SUPPLIES)	1,816.94
9/11/2025	87705	CDW GOVERNMENT INC	1,410.17
9/11/2025	87706	CENTER POINT LARGE PRINT	774.90
9/11/2025	87707	CITY OF GRANITE FALLS	136.21
9/11/2025	87708	CITY OF OAK HARBOR	21,619.37
9/11/2025	87709	CITY OF SULTAN	211.79
9/11/2025	87710	CLINTON WATER DIST	132.98
9/11/2025	87711	CNA SURETY	2,677.50
9/11/2025	87712	DEL SOL INC	87,510.41
9/11/2025	87713	GALE/CENGAGE LEARNING	1,138.53
9/11/2025	87714	GUARDIAN SECURITY	4,487.35
9/11/2025	87715	THE HANOVER INSURANCE GROUP	45,195.87
9/11/2025	87716	HILLIS CLARK MARTIN & PETERSON	5,028.75
9/11/2025	87717	HIRERIGHT, LLC	197.07

9/11/2025	87718	INGRAM LIBRARY SERVICES	14,948.24
9/11/2025	87719	INTERSECTION MEDIA, LLC	4,414.00
9/11/2025	87720	JR LANGUAGE TRANSLATION SERVICES INC.	125.00
9/11/2025	87721	KANOPY	8,378.00
9/11/2025	87722	KEEP DREAMS ALIVE FOUNDATION	500.00
9/11/2025	87723	KENDALL OF MARYSVILLE	6,140.76
9/11/2025	87724	LAMAR TRANSIT, LLC	7,109.00
9/11/2025	87725	LATINO EDUCATIONAL TRAINING INSTITUTE	1,400.00
9/11/2025	87726	LEMAY MOBILE SHREDDING	173.42
9/11/2025	87727-87732	REMIT OVERRUN	0.00
9/11/2025	87733	OVERDRIVE INC	128,240.84
9/11/2025	87734	PACIFIC OFFICE AUTOMATION INC	22,696.77
9/11/2025	87735	PARENTMAP	3,162.50
9/11/2025	87736	PETROCARD SYSTEMS INC	2,482.43
9/11/2025	87737	PHILADELPHIA INSURANCE COMPANIES	33,793.00
9/11/2025	87738	PLAYAWAY PRODUCTS, LLC	4,767.69
9/11/2025	87739	PUGET SOUND ENERGY	1,236.93
9/11/2025	87740	PUD NO 1 OF SNOHOMISH COUNTY	758.82
9/11/2025	87741	PUGET SOUND MOBILE DETAIL	915.60
9/11/2025	87742	RICOH USA INC - 31001	351.93
9/11/2025	87743	RICOH USA INC - 650073	1,331.01
9/11/2025	87744	SILVER LAKE WATER & SEWER	203.34
9/11/2025	87745	SKAGIT PUBLISHING	418.30
9/11/2025	87746	SOUND PUBLISHING	2,033.00
9/11/2025	87747	SPRAGUE PEST SOLUTIONS	371.23
9/11/2025	87748	T MOBILE	31,139.71
9/11/2025	87749	T MOBILE	132.31
9/11/2025	87750	VERIZON COMMUNICATIONS INC	330.79
9/11/2025	87751	WALTER E NELSON CO OF WESTERN WA	1,832.56
9/11/2025	87752	WASTE MANAGEMENT	3,368.83
9/11/2025	87753	WA STATE PARKS & RECREATION COMMISSION	1,155.09
9/11/2025	87754	WCP SOLUTIONS	837.92
9/11/2025	87755	JASON LATHAM	2,171.05
9/11/2025	87756	MICHAEL HAWKINS	1,292.24
9/11/2025	87757	SHEENA GALBRETH	77.00
9/18/2025	87758	AIR CARE SYSTEM	7,071.00
9/18/2025	87759	ALLIED UNIVERSAL	14,736.10
9/18/2025	87760-87761	REMIT OVERRUN	0.00
9/18/2025	87762	AMAZON CAPITAL SERVICES, INC	3,419.29
9/18/2025	87763	ANDERSON, LISA S.	283.34
9/18/2025	87764	BAKER & TAYLOR BOOKS (277930)	3,648.15
9/18/2025	87765	BEACON HILL SOLUTIONS GROUP, LLC	2,090.00
9/18/2025	87766	BELIEF AGENCY	12,000.00
9/18/2025	87767	BRODART (SUPPLIES)	119.33
9/18/2025	87768	CEDAR GROVE ORGANICS RECYCLING LLC	273.45
9/18/2025	87769	CENTER POINT LARGE PRINT	774.90
9/18/2025	87770	CITY OF ARLINGTON	211.09
9/18/2025	87771	CITY OF LANGLEY	1,818.51
9/18/2025	87772	CITY OF LYNNWOOD	2,454.87
9/18/2025	87773	CITY OF MARYSVILLE	1,861.36
9/18/2025	87774	CITY OF MONROE	2,387.01
9/18/2025	87775	THE CLEARWATER SCHOOL	7,084.00
9/18/2025	87776	CLINTON COMMUNITY HALL	120.00
9/18/2025	87777	CNA SURETY	905.89
9/18/2025	87778	CORNELL LAB OF ORNITHOLOGY	560.00

9/18/2025	87779	CORTES, MARCO	600.00
9/18/2025	87780	COSCO FIRE PROTECTION, INC.	1,065.56
9/18/2025	87781	CRYSTAL SPRINGS	45.35
9/18/2025	87782	DAILY JOURNAL OF COMMERCE	158.60
9/18/2025	87783	FABER CONSTRUCTION CORPORATION	559,296.18
9/18/2025	87784	GANSANGO MUSIC & DANCE	1,500.00
9/18/2025	87785	GOLDFINCH BROTHERS	2,673.28
9/18/2025	87786	PIERRE FORD OF LYNNWOOD	1,419.32
9/18/2025	87787	HASHIMOTO, MOLLY	400.09
9/18/2025	87788	HEARING, SPEECH, AND DEAF CENTER	1,792.40
9/18/2025	87789	IN-ACCORD, INC.	3,012.54
9/18/2025	87790	REMIT OVERRUN	0.00
9/18/2025	87791	INGRAM LIBRARY SERVICES	62,907.08
9/18/2025	87792	ISLAND DISPOSAL INC	239.71
9/18/2025	87793	KANOPY	8,378.00
9/18/2025	87794	KENDALL OF MARYSVILLE	125.04
9/18/2025	87795	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	3,586.84
9/18/2025	87796	LINC NW	500.00
9/18/2025	87797	LYNGSOE SYSTEMS, INC.	27,009.08
9/18/2025	87798	MIDWEST TAPE	18,454.25
9/18/2025	87799	MILL CREEK VIEW	290.00
9/18/2025	87800	MONROE EQUITY COMMUNITY	500.00
9/18/2025	87801	O'DONNELL, KRISTI	750.00
9/18/2025	87802	OCLC INC (34299)	5,747.01
9/18/2025	87803-87805	REMIT OVERRUN	0.00
9/18/2025	87806	OFFICE DEPOT, INC	9,852.60
9/18/2025	87807-87813	REMIT OVERRUN	0.00
9/18/2025	87814	OVERDRIVE INC	130,327.22
9/18/2025	87815	PAPER ROLL PRODUCTS	2,191.17
9/18/2025	87816	PATRICIAN DESIGNS	97.50
9/18/2025	87817	PBC GURU LLC	8,500.00
9/18/2025	87818	DESKMAKERS, INC.	728.81
9/18/2025	87819	PETTY CASH	30.00
9/18/2025	87820	PUGET SOUND ENERGY	886.52
9/18/2025	87821	PUD NO 1 OF SNOHOMISH COUNTY	4,797.43
9/18/2025	87822	REPUBLIC SERVICES 197	1,241.76
9/18/2025	87823	SKAGIT VALLEY COLLEGE FOUNDATION	1,000.00
9/18/2025	87824	SNO CNTY PLANNING & DEVELOPMENT SERVICES	97.85
9/18/2025	87825	SNO-ISLE REFUND ACCOUNT	421.70
9/18/2025	87826	SOUND PUBLISHING	70.56
9/18/2025	87827	SPRAGUE PEST SOLUTIONS	655.64
9/18/2025	87828	STERLING VOLUNTEERS	119.00
9/18/2025	87829	TILCO VANGUARD INC.	105,007.62
9/18/2025	87830	TRAHAN, ROBERTA N	150.00
9/18/2025	87831	WALTER E NELSON CO OF WESTERN WA	5,243.36
9/18/2025	87832	WHIDBEY COMMUNITY FOUNDATION	2,000.00
9/18/2025	87833	ERIC HOWARD	84.35
9/25/2025	87834	4IMPRINT INC	3,225.03
9/25/2025	87835	8X8 INC	7,993.87
9/25/2025	87836	ACORE SHELVING & PRODUCTS INC	478.00
9/25/2025	87837	AIR CARE SYSTEM	2,013.74
9/25/2025	87838	REMIT OVERRUN	0.00
9/25/2025	87839	AMAZON CAPITAL SERVICES, INC	4,607.79
9/25/2025	87840	BACKSTAGE LIBRARY WORKS, INC	173.70
9/25/2025	87841	BAKER & TAYLOR BOOKS (277930)	50.23

9/25/2025	87842	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
9/25/2025	87843	BRODART (SUPPLIES)	392.56
9/25/2025	87844	BUILDINGWORK, LLC	36,895.76
9/25/2025	87845	CAMANO COMMONS	1,250.00
9/25/2025	87846	CAMANO HILLS WATER COMPANY INC.	133.73
9/25/2025	87847	CARASOFT TECHNOLOGY CORPORATION	1,666.36
9/25/2025	87848	CISION US, INC.	23,851.14
9/25/2025	87849	THE CLEARWATER SCHOOL	10,000.00
9/25/2025	87850	COMCAST BUSINESS	1,386.52
9/25/2025	87851	DAILY JOURNAL OF COMMERCE	173.85
9/25/2025	87852	DAYFORCE US, INC.	10,560.41
9/25/2025	87853	EBSCO	234.00
9/25/2025	87854	ENGAGED PATRONS	1,850.00
9/25/2025	87855	FATBEAM, LLC	1,499.00
9/25/2025	87856	GALE/CENGAGE LEARNING	11,878.50
9/25/2025	87857	IN-ACCORD, INC.	1,300.00
9/25/2025	87858	INGRAM LIBRARY SERVICES	24,213.97
9/25/2025	87859	INSIGHT PUBLIC SECTOR INC.	8,719.27
9/25/2025	87860	IRON MOUNTAIN INCORPORATED	1,537.10
9/25/2025	87861	MARYSVILLE BARKER REAL ESTATE LLC	6,633.57
9/25/2025	87862	MIDWEST LIBRARY SERVICE	1,587.91
9/25/2025	87863	MIDWEST TAPE	31,484.34
9/25/2025	87864	MILNE ELECTRIC INC	1,922.76
9/25/2025	87865	REMIT OVERRUN	0.00
9/25/2025	87866	OFFICE DEPOT, INC	3,329.95
9/25/2025	87867	ONE DIVERSIFIED, LLC	1,443.55
9/25/2025	87868	PACIFIC GLASS AND DOOR, INC.	2,072.90
9/25/2025	87869	PAPER ROLL PRODUCTS	534.45
9/25/2025	87870	PETROCARD SYSTEMS INC	2,322.09
9/25/2025	87871	PETTY CASH	66.02
9/25/2025	87872	PRIME SELF STORAGE	814.00
9/25/2025	87873	PRINT SHOP SERVICES, LLC	328.20
9/25/2025	87874	PUGET SOUND ENERGY	591.87
9/25/2025	87875	PUD NO 1 OF SNOHOMISH COUNTY	7,946.13
9/25/2025	87876	RICOH USA INC - 31001	55.86
9/25/2025	87877	SEATTLE KOKON TAIKO	600.00
9/25/2025	87878	SMARSH, INC	182.58
9/25/2025	87879	SMOKEY POINT PLACE IV, LLC	12,472.53
9/25/2025	87880	SOUND PUBLISHING	47.04
9/25/2025	87881	SPRAGUE PEST SOLUTIONS	128.36
9/25/2025	87882	STERICYCLE, INC.	490.80
9/25/2025	87883	SUMMIT LAW GROUP, PLLC	19,361.50
9/25/2025	87884	TIMELESS DESIGN	8,927.34
9/25/2025	87885	TROJAN STORAGE OF MARYSVILLE	420.00
9/25/2025	87886	U S BANK EQUIPMENT FINANCE	299.97
9/25/2025	87887	WALTER E NELSON CO OF WESTERN WA	289.77
9/25/2025	87888	WAVE BUSINESS	456.70
9/25/2025	87889	WLA	175.00
9/25/2025	87890	DAE WON LLC	8,240.21
9/25/2025	87891	WASHINGTON STATE FERRIES	816.30
9/26/2025	87892	JANELLA LEWIS	201.25
9/26/2025	87893	SHEENA GALBRETH	353.48
9/26/2025	87894	GREG OLTHOFF	511.39
9/26/2025	87895	ANA ESCOBAR	1,533.68
9/26/2025	87896	JANE LOPEZ-SANTILLANA	1,948.73

9/26/2025	87897	SUSANA HACKMILLER	1,848.74
9/30/2025	87898	ASSURED PARTNERS OF WA, LLC	6,131.20
9/30/2025	87899	DELTA DENTAL OF WASHINGTON	34,964.04
9/30/2025	87900	DEPARTMENT OF LABOR & INDUSTRIES	80,791.87
9/30/2025	87901	WSCCCE, AFSCME, AFL-CIO	13,613.04
9/30/2025	87902	KAISER FOUNDATION HEALTH PLAN INC.	106,708.38
9/30/2025	87903	KAISER FOUNDATION HEALTH PLAN INC.	1,008.50
9/30/2025	87904	LIFEWISE ASSURANCE CO.	45,519.30
9/30/2025	87905	MUTUAL OF OMAHA	5,836.55
9/30/2025	87906	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,210.20
9/30/2025	87907	PREMERA BLUE CROSS	9,363.30
9/30/2025	87908	SNO-ISLE LIBRARY FOUNDATION	467.00
9/30/2025	TRANSF_09302025_01	BANK OF AMERICA (0958)	2,626.35
9/30/2025	TRANSF_09302025_02	BANK OF AMERICA (1458)	264.24
9/30/2025	TRANSF_09302025_03	BANK OF AMERICA (2175)	1,100.15
9/30/2025	TRANSF_09302025_04	BANK OF AMERICA (2945)	2,460.60
9/30/2025	TRANSF_09302025_05	BANK OF AMERICA (3670)	1,925.00
9/30/2025	TRANSF_09302025_06	BANK OF AMERICA (3736)	765.28
9/30/2025	TRANSF_09302025_07	BANK OF AMERICA (5088)	4,091.95
9/30/2025	TRANSF_09302025_08	BANK OF AMERICA (5659)	1,152.52
9/30/2025	TRANSF_09302025_09	BANK OF AMERICA (5773)	4,513.13
9/30/2025	TRANSF_09302025_10	BANK OF AMERICA (5953)	2,731.34
9/30/2025	TRANSF_09302025_11	BANK OF AMERICA (6169)	274.00
9/30/2025	TRANSF_09302025_12	BANK OF AMERICA (7150)	767.41
9/30/2025	TRANSF_09302025_13	BANK OF AMERICA (7423)	4,789.32
9/30/2025	TRANSF_09302025_14	BANK OF AMERICA (8948)	72.00
			\$ 2,470,176.42

2026 Proposed Budget

OCTOBER 27, 2025

Introduction

The 2026 budget reflects Sno-Isle Regional Library District's (the District) ongoing commitment to being responsible stewards of public funds while aligning our services with the evolving needs of our customers and communities. This budget will guide District revenue and expenditures to support core operations and key initiatives focused on access, equity, community connection, technology, and supporting lifelong learning. Through careful planning and strategic investment, we aim to strengthen our impact, enhance service delivery, and ensure long-term sustainability in alignment with our mission.

The proposed budget for 2026 follows the goals set by the Board of Trustees in September 2025.

The District primarily relies on revenue from property tax to run its operations (91% of the District's revenues come from property taxes). Washington state law restricts the amount that the District receives in property tax revenue to a 1% increase from the prior year's budget. Other costs, including managing deferred maintenance, new service demands, and inflation, all exceed the current cap on revenue. In 2019, following the last levy lid-lift and in anticipation of those rising costs, the District set aside funds to keep up with inflation and other cost increases. This fund is known as the levy rate stabilization fund and it was intended to help sustain the District for seven years. The District has successfully managed its budget beyond that period. But by 2028, that fund will be exhausted.

In 2026, the District's operating expenditure (no capital or one-time costs) budget will exceed its operating revenue (no grants or one-time revenue) by \$165k. To meet its capital and one-time ballot measure costs, the District will exceed its revenue from property tax by another \$4.9M. The District's total deficit, including capital and one-time costs, will be \$5M. Importantly though, \$3.2M of those needs will be covered by grants and support from the Sno-Isle Libraries Foundation. Thanks to careful planning, new funding sources, and fiscally conservative budgeting, there will be enough cash at the start of the year to cover these gaps.

This year's budget also introduces a salary and benefits vacancy factor of 2.5%. Without this factor, the operating deficit would be even greater at \$6.3M.

To continue to provide current services, and to modernize aging or inadequate facilities, the District's Leadership Team recommends the Trustees explore a levy lid-lift election in 2026. The cost to put this ballot measure before voters will be \$1M in 2026.

2026 Proposed Budget

OCTOBER 27, 2025

2026 Budget Principles

Library staff developed the proposed 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.

2026 Proposed Budget

OCTOBER 27, 2025

Sources of Funds

	Adopted 2025 Budget	Proposed 2026 Budget	Increase/ (Decrease)
Beginning Cash & Investments	\$ 28,000,000	\$ 27,882,000	\$ (118,000)
Transfers from Reserves Funds	\$ -	\$ 3,000,000	\$ 3,000,000
Revenue			
Taxes			
Property Tax	\$ 67,230,900	\$ 68,756,000	\$ 1,525,100
Other taxes	627,000	712,200	85,200
	\$ 67,857,900	\$ 69,468,200	\$ 1,610,300
Grants			
Washington State Grants	\$ 5,400,000	\$ 2,319,600	\$ (3,080,400)
Federal Grants	2,000,000	-	(2,000,000)
General Grants	-	-	-
	\$ 7,400,000	\$ 2,319,600	\$ (5,080,400)
Other			
Investments	\$ 1,300,000	\$ 1,614,800	\$ 314,800
Donations	553,700	1,476,850	923,150
E-Rate	300,000	200,000	(100,000)
Miscellaneous	374,000	442,300	68,300
	\$ 2,527,700	\$ 3,733,950	\$ 1,206,250
Total Revenue	\$ 77,785,600	\$ 75,521,750	\$ (2,263,850)
Total Sources of Funds	\$ 105,785,600	\$ 106,403,750	\$ 618,150

2026 Proposed Budget

OCTOBER 27, 2025

Sources of Funds Overview

Beginning Cash \$27.9M

Beginning Cash is the target cash balance in the Library District's General Operating Fund at year-end that carries forward into 2026. Property taxes are due on April 30 and October 31 each year. Ending each year with ample cash allows for the funding of library services until the receipt of the first half of property taxes in April.

Transfers from Reserve Funds \$3M

We are transferring \$3M from the building reserve fund to support capital projects.

Total Revenue \$75.5M

Total revenue includes taxes, grants, and other revenues.

Taxes \$69.5M

Property Tax Revenue \$68.8M

- The library is subject to a statutory levy growth limit of 101% or 100% plus the rate of annual inflation (implicit price deflator), whichever is less. This year the implicit price deflator is 2.44%.

Other taxes \$712k

- Other taxes include timber and excise taxes, and a small increase is anticipated.

Grants \$2.3M

Washington State grants \$2.3M

- Operating grants for Broadband-Digital Equity and HVAC Maintenance & Improvements.
- Capital Project Grants for Lake Stevens and Mariner Community Campus libraries.

Other \$3.7M

Investments \$1.6M

- Increase of \$315k in investment revenue based on reserve funds balances and projected interest rates.

Donations \$1.5M

- An overall increase of \$923k in Foundation support. \$850k of this is to support the Arlington Library capital project.
- An increase of \$161k for Summer Reading programs, World Languages Storytime, Read-a-Rama, Sno-Isle Reads Together, STARS trainers, PRIDE resource fairs, Trudy Sundberg Lecture Series, Nysether Collection, Newborn Outreach Bags, English Language Learning partnership, virtual library customer engagement, welcoming teen and children's areas, Early Learning Bus project, Native Northwest Puppets.

2026 Proposed Budget

OCTOBER 27, 2025

- A decrease of \$88k in LibraryCall - Dial A Story service, Prime Time, FAFSA Support Programs, and capital projects.
- Support from Friends of the Library stays the same at \$25k.

E-Rate \$200k

- Decrease of \$100k in the Universal.Service.Administrative.Company (USAC) E-Rate due to consolidation of IT work. This is not a decrease due to a change in federal government funding.

Miscellaneous \$442k

- An increase of \$68k from rebates received from vendors, customers paying for lost materials, print and copier services, contract fees from cities, and other general revenue.

2026 Proposed Budget

OCTOBER 27, 2025

Use of Funds

	Adopted 2025 Budget	Proposed 2026 Budget	Increase/ (Decrease)
Operations			
Salaries and Benefits	\$ 48,700,000	\$ 48,531,700	\$ (168,300)
Materials	6,912,000	8,779,500	1,867,500
Professional & Contract Services	3,530,900	4,595,800	1,064,900
Software & Licensing Fees	1,704,900	2,069,300	364,400
Office & Operating Supplies	639,350	915,900	276,550
Equipment & Furnishings	603,500	796,500	193,000
Strategic Initiatives	750,000	300,000	(450,000)
Communications Equipment & Services	822,000	987,700	165,700
Maintenance & Repairs	1,328,300	1,781,600	453,300
Utilities	547,000	697,600	150,600
Rentals & Leases	581,600	588,300	6,700
Training	242,000	568,000	326,000
Insurance	271,100	306,700	35,600
Levy Ballot Costs	-	1,000,000	1,000,000
Services & Programming	967,400	1,598,700	631,300
	\$ 67,600,050	\$ 73,517,300	\$ 5,917,250
Capital Outlay			
Architecture & Engineering Services	\$ 1,320,000	\$ 650,000	\$ (670,000)
Buildings & Improvements	10,490,550	5,650,000	(4,840,550)
Equipment & Furnishings	1,175,000	750,000	(425,000)
Land	-	-	0
Vehicles	-	-	0
	\$ 12,985,550	\$ 7,050,000	\$ (5,935,550)
Total Expenditures	\$ 80,585,600	\$ 80,567,300	\$ (18,300)
Transfer To Reserve Funds	\$ 4,900,000	\$ 1,600,000	\$ (3,300,000)
Ending Cash & Investments	20,300,000	24,236,450	3,936,450
Total Use of Funds	\$ 105,785,600	\$ 106,403,750	\$ 618,150

2026 Proposed Budget

OCTOBER 27, 2025

Use of Funds Overview

Total Expenditures \$80.6M

Total expenditures include operations, one-time costs for levy election fees, and capital outlay.

Operations \$73.5M

Salaries and Benefits \$48.5M

- Decrease of \$168k based on:
 - Salary and benefit vacancy rate factor of 2.5% of annual salary and benefits of \$49.6 M. (New)
 - Total proposed full-time equivalents (FTE) of 394.
 - 2.7% Cost of living increases for all staff.
 - Anniversary increases for staff within pay range. *Appendix B*
 - Employee Benefits. *Appendix C*
 - Decrease of .1% from Premera to HMA (Regence) medical coverage.
 - Increase of 10.5% for Kaiser Permanente medical coverage.
 - Increase of 14% for Delta Dental coverage.

Materials \$8.8M

- The increase of \$1.9M is to address rising costs for materials and to meet demand for digital and physical materials. There is \$125k included for the new Lake Stevens Library Opening Day collection.

Professional & Contract Services \$4.6M

- Overall increase of \$1.1M in selected professional services based on anticipated need in 2026.
- Increase of \$1.2M in bank service fees, copier services, custodial services, financial audit services, fire & security services, interpreter services, landscaping, legal, other professional and contract services, payroll processing, printing/reprographic services, consulting, record storage & retrieval, security guards, shredding services, and translation services.
- Decrease of \$11k in architectural services, background checks, catalog content tools, human resources consulting, and vendor processing.

Software & Licensing Fees \$2.1M

- Increase of \$364k for ongoing and additional software to support work scheduled to be completed in 2026.

Office & Operating Supplies \$916k

- Overall increase of \$277k.
- Increase of \$297k in custodial and building supplies, computer/printer supplies, copier/printer paper, emergency supplies, general supplies, postage and shipping charges, signage, and staff recognition.
- Decrease of \$21k due to barcode labels, borrower cards, receipt paper, and toner.

2026 Proposed Budget

OCTOBER 27, 2025

Equipment & Furnishings \$797k

- Overall increase of \$193k.
- Increase of \$226k in AV Equipment, computers/laptops/tablets, network switches, and servers.
- Decrease of \$33k in computer repairs, monitors/displays, other tools & equipment, and printers/scanners.

Strategic Initiatives \$300k

- Decrease of \$450k for support for emerging services expenditures.

Communication Equipment and Services \$988k

- Overall increase of \$166k.
- Increase of \$226k due to cell phone service, courier, data lines (grant reimbursable), and mailings/postage/courier.
- Decrease of \$60k due to internet and telephone.

Maintenance & Repairs \$1.8M

- Increase of \$453k for ongoing building maintenance and repair.

Utilities \$698k

- Increase of \$151k in electric, gas, and recycling costs.

Rentals & Leases \$588k

- Overall increase of \$7k.
- Increase in library facility leases of \$107k.
- Decrease of \$100k in copier and printer leases.

Training \$568k

- Increase of \$326k due to additional in-service day for staff and for employee training.

Insurance \$307k

- Increase of \$36k in premiums for commercial, liability, and cybersecurity coverages.

Levy Ballot Costs \$1.0M

- \$1M reserved for possible levy lid lift election ballot costs in 2026.

Services and Programming \$1.6M

- Increase of \$631k due to advertising, regional partnership building, Early Literacy Conference, Friends Summit, fuel for library vehicles, association dues, Board retreats and travel, mileage and ferry expenditures, advertising, and community engagement.

Capital Outlay \$7.1M

Architecture and Engineering \$650k

- For Arlington, Lake Stevens, and Mariner libraries.

Building and Improvements \$5.7M

- For Arlington, Lake Stevens, and Mariner libraries.

Equipment and Furnishings \$750k

- For the Lake Stevens library and to also enhance children and teen spaces across the District.

2026 Proposed Budget

OCTOBER 27, 2025

Transfers to Reserve Funds \$1.6M

Emergency Reserve Fund \$1M

- Increase the Emergency Reserve Fund to meet the reserve requirements.

Equipment Technology Refresh \$300k

- Increase the Equipment Technology Refresh Fund to support future technology lifecycle replacement consistent with a four-year lifecycle strategy.

Vacation and Sick Pay Liability Reserve Fund \$300k

- Increase the Vacation and Sick Pay Liability Reserve Fund to meet the policy target/objective.

Ending Cash \$24.2M

Ending Cash is the balance in the Library District's General Operating Fund at year-end. Each year, we strategically adjust this amount to ensure enough cash is available to cover expenses until property tax revenues are received in April. Additionally, we invest in our Reserve Funds to prepare for future needs.

2026 Proposed Budget

OCTOBER 27, 2025

Statement of Revenues, Expenditures, and Changes in Cash Balance

	2025		2025		2026
	Approved Budget	% Change	Year-End Forecast	% Change	Proposed Budget
Beginning Fund Balances	\$ 28,000,000		\$ 32,937,360		\$ 27,882,000
Taxes	\$ 67,857,900	0.6%	\$ 68,282,541	1.7%	\$ 69,468,200
Grants	7,400,000	-56.8%	3,200,000	-27.5%	2,319,600
Other	2,527,700	36.9%	3,461,080	7.9%	3,733,950
Total Revenue	<u>\$ 77,785,600</u>		<u>\$ 74,943,621</u>		<u>\$ 75,521,750</u>
Personnel Expenses					
Salaries and Benefits	\$ 48,700,000	-2.5%	\$ 47,482,000	2.2%	\$ 48,531,700
Expenses - Other					
Materials	6,912,000	-7.6%	6,387,194	37.5%	8,779,500
Professional & Contract Services	3,530,900	-15.0%	3,000,000	53.2%	4,595,800
Software & Licensing Fees	1,704,900	-12.0%	1,500,000	38.0%	2,069,300
Office & Operating Supplies	639,350	-3.8%	615,000	48.9%	915,900
Equipment & Furnishings	603,500	-50.3%	300,000	165.5%	796,500
Strategic Initiatives	750,000	0.0%	750,000	-60.0%	300,000
Communications Equipment & Services	822,000	-2.7%	800,000	23.5%	987,700
Maintenance & Repairs	1,328,300	-32.2%	900,000	98.0%	1,781,600
Utilities	547,000	-2.2%	535,000	30.4%	697,600
Rentals & Leases	581,600	5.9%	616,000	-4.5%	588,300
Training	242,000	44.6%	350,000	62.3%	568,000
Insurance	271,100	-7.8%	250,000	22.7%	306,700
Levy Ballot Costs	-	0.0%	-	100.0%	1,000,000
Services & Programming	967,400	0.0%	967,400	65.3%	1,598,700
Sub-total Non-personnel	<u>\$ 18,900,050</u>		<u>\$ 16,970,594</u>		<u>\$ 24,985,600</u>
Capital Outlay					
Architecture & Engineering Services	\$ 1,320,000	-30.7%	\$ 914,800	-28.9%	\$ 650,000
Buildings & Improvements	10,490,550	-16.2%	8,792,864	-35.7%	5,650,000
Equipment & Furnishings	1,175,000	-30.6%	815,462	-8.0%	750,000
Land	-		-		-
Vehicles	-		31,817	-100.0%	-
Other Assets	-		79,289	-100.0%	-
Sub-total Capital	<u>\$ 12,985,550</u>		<u>\$ 10,634,232</u>		<u>\$ 7,050,000</u>
Total Expenditures	<u>\$ 80,585,600</u>	-6.8%	<u>\$ 75,086,826</u>	7.3%	<u>\$ 80,567,300</u>
Total Surplus/(Deficit)	<u>\$ (2,800,000)</u>		<u>\$ (143,205)</u>		<u>\$ (5,045,550)</u>
Transfers In/(Transfers Out) of Funds	\$ (4,900,000)		\$ (4,900,000)		\$ 1,400,000
Ending Fund Balance	<u>\$ 20,300,000</u>		<u>\$ 27,894,155</u>		<u>\$ 24,236,450</u>

2026 Proposed Budget

OCTOBER 27, 2025

Unreserved and Reserve Funds

Unreserved Funds - Board Restricted - Balances and Transfers

Fund	Balance Actual 12/31/2024	Adopted Activity 2025	Projected Balance 12/31/2025	Proposed Activity 2026	Projected Balance 12/31/2026
Building	\$2,176,000	\$3,000,000	\$5,176,000	(\$3,000,000)	\$2,176,000
Equipment Technology Refresh	\$830,000	\$300,000	\$1,130,000	\$300,000	\$1,430,000
Land Acquisition	\$2,198,018	\$0	\$2,198,018	\$0	\$2,198,018
Levy Rate Stabilization	\$24,592,916	\$1,000,000	\$25,592,916	\$0	\$25,592,916
Unemployment Compensation	\$40,000	\$0	\$40,000	\$0	\$40,000
	\$29,836,934	\$4,300,000	\$34,136,934	(\$2,700,000)	\$31,436,934

Reserved Funds - Board Policy Restricted with Required Sufficiency - Balances and Transfers

Fund	Balance Actual 12/31/2024	Adopted Activity 2025	Projected Balance 12/31/2025	Proposed Activity 2026	Projected Balance 12/31/2026
Emergency	\$10,000,000	\$0	\$10,000,000	\$1,000,000	\$11,000,000
Self-Insurance	\$1,500,000	\$300,000	\$1,800,000	\$0	\$1,800,000
Vacation & Sick Pay Liability	\$1,300,000	\$300,000	\$1,600,000	\$300,000	\$1,900,000
	\$12,800,000	\$600,000	\$13,400,000	\$1,300,000	\$14,700,000

Reserved Funds – Board Policy Restricted with Required Sufficiency – Overview

Fund	Policy Target/Objective	2025 Approved	2026 Proposed
Emergency	60-90 days of operating expense (excluding materials).	60 days	61.9 days
Self-Insurance	At least 16 weeks of program expenditures.	17 weeks	16.5 weeks
Vacation & Sick Pay Liability	At least 60% of the year-end Vacation & Sick Pay liability.	61%	60%

2026 Proposed Budget

OCTOBER 27, 2025

Reserved Funds – Board and Entity Restricted – Transfers and Balances

Fund	Balance Actual 12/31/2024	Adopted Activity 2025	Forecasted 2025 interest	Projected Balance 12/31/2025	Proposed Activity 2026	Projected Balance 12/31/2026
Darrington Rural Partial County Library District	\$167,976	\$0	5,879	\$173,855	\$0	\$173,855
Edmonds Building	\$46,025	\$0	1,611	\$47,636	\$0	\$47,636
Lynnwood Building	\$1,293,199	\$0	45,262	\$1,338,461	\$0	\$1,338,461
Camano Island Building	\$0	\$0	-	\$27,622	\$0	\$27,622
	\$1,507,200	\$0	\$52,752	\$1,587,573	\$0	\$1,587,573

2026 Proposed Budget

OCTOBER 27, 2025

2026 Proposed Budget Summary

Source of Funds

	2025 Adopted	2026 Proposed
Beginning Cash	\$ 28,000,000	\$ 27,882,000
Transfer from Reserves	\$ -	\$ 3,000,000
Total.Beginning.Cash.and. Transfer.from.Reserves	\$ 28,000,000	\$ 30,882,000
Total Revenue	\$ 77,785,600	\$ 75,521,750
Total	\$ 105,785,600	\$ 106,403,750

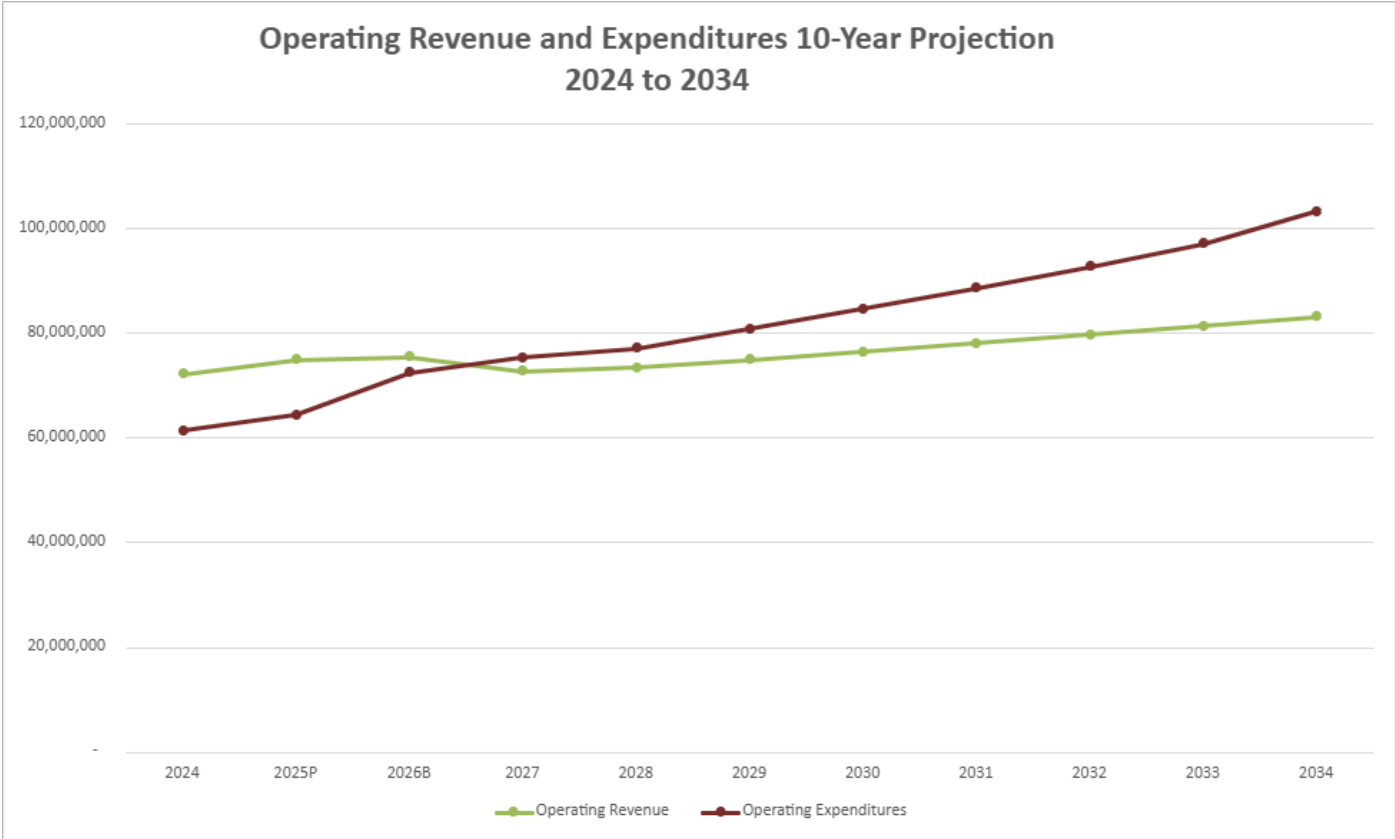
Use of Funds

	2025 Adopted	2026 Proposed
Operations	\$ 67,600,050	\$ 73,517,300
Capital Outlay	\$ 12,985,550	\$ 7,050,000
Total Expenditures	\$ 80,585,600	\$ 80,567,300
Transfer to Reserves	\$ 4,900,000	\$ 1,600,000
Ending Cash	\$ 20,300,000	\$ 24,236,450
Total	\$ 105,785,600	\$ 106,403,750

2026 Proposed Budget

OCTOBER 27, 2025

Operating Revenue and Expenditures – Ten-year estimate*



* Does not include grant revenue, capital projects, and one-time cost for levy election fees.

2026 Proposed Budget

OCTOBER 27, 2025

2026 Anniversary Increases – Overview

2026	First third of range	Second thrid of range	Top third of range	Maximum of Range	Total
Represented	111	81	88	123	403
Non-Represented	11	26	36	14	87
Total*	122	107	124	137	490

*Table does not include vacant FTE. There are 16 vacant positions.

2026 Proposed Budget

OCTOBER 27, 2025

Appendix C

2026 Employee Benefits

Health and Wellness

- Medical, Vision, and Prescription coverage.
 - 100% of the cost paid for employee coverage (20+ hours/week).
 - 50% of the cost paid for dependent coverage (20+ hours/week).
- Dental coverage.
 - 100% paid dental coverage for all employees.
 - 50% paid dental coverage for dependents (20+ hours/week).
- Employee Assistance Program.
 - Includes ten free counseling sessions.
- Medical Reimbursement Arrangement (MRA) & Health Reimbursement Arrangement (HRA)
 - \$1,000 per calendar year for Premera covered employees.
- Health Care and Daycare Flexible Spending Accounts.
- Wellness and financial resources and coaching.

Financial Security

- Pension plans for qualified employees.
- Social security.
- 457 Deferred Compensation Plan.
- Long-Term Disability (40 hours/week).
- Life and AD&D Insurance (20+ hours/week).
- ORCA Passport.
- Workers Compensation Insurance.
- Retirement resources.
- WA529 plan - *New 2025*
- On Demand Pay – *New 2025*

Time Off

- Paid vacation and sick leave for all employees.
- Eleven paid holidays and two floating holidays.
- One paid day for inclement weather.
- Medical Leaves of Absence.
- Non-Medical Leaves of Absence (Bereavement, Discretionary, Jury Duty, Military, Military Spouse/Domestic Partner)
- Washington Paid Family and Medical Leave.
 - Sno-Isle Libraries has chosen to pay the employee tax burden.

2026 Proposed Budget

OCTOBER 27, 2025

Sno-Isle Libraries Funding Request to Foundation			
Program	2025 Budget	2026 Request	Change
Summer Reading Program	\$ 25,000	\$ 50,000	\$ 25,000
Third Graders Read Together	30,000	30,000	0
World Languages Storytime	30,000	40,000	10,000
Silver Kite Programming for Adults	4,800	4,800	0
Youth and Adult Online Programs	21,000	21,000	0
Library Speaker Consortium	8,500	8,500	0
Read-a-Rama	3,000	20,000	17,000
Program Kits for System-wide reservations	21,500	21,500	0
Sno-Isle Reads Together	25,000	30,000	5,000
STARS Trainers	5,000	7,000	2,000
Discover Passes	6,000	6,000	0
Strategic Programming Funds	5,000	8,250	3,250
Programming support for libraries without FOL groups	2,400	2,400	0
LibraryCall - Dial a Story service	1,500	0	(1,500)
Community Collections	10,000	10,000	0
Trudy Sundberg Lecture Series	12,000	15,000	3,000
Nysether Collection	12,000	14,000	2,000
Prime Time	76,000	45,000	(31,000)
Limitless Network Grant Activities	25,000	25,000	0
FAFSA Support Programs	5,000	0	(5,000)
Newborn Outreach Bags	0	2,000	2,000
ELL Partnership	0	14,400	14,400
Virtual Library Customer Engagement (DET)	0	1,000	1,000
Welcoming Teen and Children's Areas	0	50,000	50,000
Early Learning Bus Project		25,000	25,000
Native Northwest Puppets		1,000	1,000
Total Program Support	\$ 328,700	\$ 451,850	\$ 123,150
Capital Projects	\$ 100,000	\$ 50,000	\$ (50,000)
Mariner Lease	50,000	50,000	0
LSP Lease	50,000	50,000	0
Arlington Library Renovation		850,000	850,000
Total Other Support	\$ 200,000	\$ 1,000,000	\$ 800,000
Total Library Support	\$ 528,700	\$ 1,451,850	\$ 923,150

RESOLUTION 25-05
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE REGIONAL LIBRARY DISTRICT
CONCERNING THE PROPERTY TAX LEVY**

WHEREAS, the Sno-Isle Libraries Board of Trustees (the “Board”) of the Sno-Isle Regional Library District (the “District”) has previously held a public hearing on October 27, 2025 regarding revenue sources for the District’s 2025 expenditures; and

WHEREAS, the Board has met and considered its budget for the calendar year 2026; and

WHEREAS, the District’s actual levy amount from the previous year was \$67,075,001.91

WHEREAS, the population of this district is more than 10,000;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Sno-Isle Regional Library District that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$670,750.02, which is a percentage increase of 1.0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred or refunds made.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on October 27, 2025 pursuant to notice given as required by law.

Sno-Isle Libraries Board of Trustees

Rose Olson, President

Paul Ryan, Vice President

Jennifer DePrey, Secretary

Michael Adams, Trustee

Kay Crull, Trustee

Susan Kostick, Trustee

Griselda Guevara-Cruz, Trustee

Sno-Isle Libraries

BOARD OF TRUSTEES 2026 REGULAR MEET SCHEDULE PROPOSAL

Regular meetings will be held at the Sno-Isle Libraries Service Center.
Meetings will start at 5:30 p.m.

January 26, 2026
February 23, 2026
March 23, 2026
April 27, 2026
May 26, 2026*
June 22, 2026
July 27, 2026
September 28
October 26, 2026
November 23, 2026

*Moved from 4th Monday to avoid holiday.

No regular meetings are held in the months of August and December.

Financial Update

FINANCE DEPARTMENT

October 27, 2025

September 2025 Revenue Summary

- Total revenue received in September was \$1.35M compared to the monthly budget of \$1.7M. Year to date (YTD) total revenue was \$43.24M compared to the YTD budget of \$45.46M, which is 55.59% of the annual revenue budgeted.
- General property tax receipts for September were \$833k compared to the monthly budget of \$852k.
- Timber tax, Leasehold Excise Tax, and DNR revenue for September were \$10k compared to the monthly budget of \$23k.
- There was no grant revenue received in September.
- Investment Interest for September was \$183k compared to the monthly budget of \$108k. YTD actual is \$1.7M, while the budget was \$1.3M.
- Print/copy services, city contract fees, lost materials revenue, and donations for September were collectively \$35k compared to the monthly budget of \$52k. Donations are from Foundation and Friends of Library for a total of \$21k, with a monthly budget of \$46k.
- Other Revenue for September was \$290k compared to the monthly budget of \$50k. The bulk of these proceeds, \$271k, were proceeds from E-Rate Revenue.

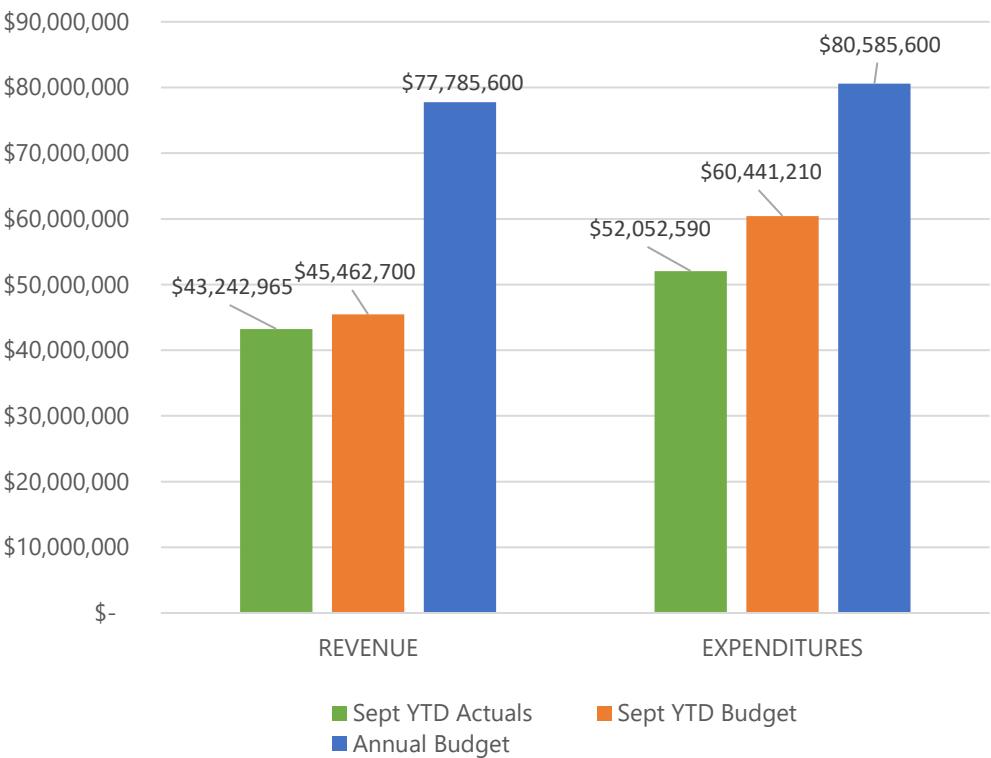
September 2025 Expenditures Summary

- Total expenditure for September was \$5.99M compared to the monthly budget of \$6.72M. Total expenditures YTD were \$52.05M compared to the YTD budget of \$60.44M, which was 64.59% of the annual expenditure budgeted.
- Salaries & Benefits for September were \$3.83M compared to the monthly budget of \$4.06M.
- Collection materials expenditures for September were \$586k compared to the monthly budget of \$576k.
- Employee training expenditure for September was \$21k compared to the monthly budget of \$23k.
- Capital expenditures for September were \$631k 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 September were \$921k compared to the monthly budget of \$977k.
- Other Revenue for September was \$290k compared to the monthly budget of \$50k. The bulk of these proceeds, \$271k, were proceeds from E-Rate Revenue.

Financial Update

FINANCE DEPARTMENT

September 2025 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 9/1/2025 Through 9/30/2025
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,832,264	4,058,390	34,362,316	36,525,510	48,700,000	70.55%
20.0 Materials	585,742	576,000	4,801,901	5,184,000	6,912,000	69.47%
26.0 Professional & Contract Services	227,108	294,320	2,246,100	2,648,880	3,530,900	63.61%
35.0 Equipment & Furnishings	49,215	50,280	233,706	452,520	603,500	38.72%
38.0 Maintenance & Repair	140,932	110,770	696,484	996,930	1,328,300	52.43%
41.0 Software License & Maint Fees	72,712	142,060	1,325,878	1,278,540	1,704,900	77.76%
42.0 Communications	46,799	68,500	514,231	616,500	822,000	62.55%
43.0 Office & Operating Supplies	56,438	53,240	450,176	479,160	639,350	70.41%
44.0 Utilities	51,191	45,590	417,541	410,310	547,000	76.33%
45.0 Rentals & Leases	40,075	48,460	448,800	436,140	581,600	77.16%
46.0 Insurance	82,572	22,600	228,121	203,400	271,100	84.14%
48.0 Employee Training / Travel	20,794	22,580	244,857	203,220	271,000	90.35%
49.0 Miscellaneous	104,130	78,270	767,863	704,430	938,400	81.82%
50.0 Strategic Initiatives / Innovation	49,883	62,500	150,605	562,500	750,000	20.08%
62.0 Capital - Bldgs & Improvements	562,885	874,220	4,354,499	7,867,980	10,490,550	41.50%
62.5 Capital - A&E	40,483	110,000	371,533	990,000	1,320,000	28.14%
64.0 Capital - Furnishings & Equipment	27,472	97,910	326,873	881,190	1,175,000	27.81%
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	5,990,695	6,715,690	52,052,590	60,441,210	80,585,600	64.59%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 9/1/2025 Through 9/30/2025
(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	832,914	851,610	36,702,141	37,491,120	67,230,900	54.59%
02.0	Timber Tax / Sales	10,342	23,300	913,932	525,700	627,000	145.76%
02.5	Grants	0	616,680	2,861,364	5,550,120	7,400,000	38.66%
03.0	Print/Copy Services	8,637	1,670	59,067	15,030	20,000	295.33%
04.0	Services/City Contract Fees	0	330	4,380	2,970	4,000	109.50%
05.0	Lost Materials Paid	5,283	4,170	59,251	37,530	50,000	118.50%
06.0	Investment Interest	182,832	108,330	1,731,062	974,970	1,300,000	133.15%
07.0	Donations Private Sources	21,220	46,140	247,629	415,260	553,700	44.72%
08.0	Other Revenue	290,042	50,000	664,139	450,000	600,000	110.68%
	Total Revenues	1,351,269	1,702,230	43,242,966	45,462,700	77,785,600	55.59%

BOARD OF TRUSTEES 2025 CALENDAR

OCTOBER 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

	COMMITTEE MEETING	OPEN MEETING
JANUARY	President - Committee appointments Executive (January 16) 2025 Board of Trustees calendar 2025 Organizational and Leadership outcomes 2025 Conferences for Trustees	Special Meeting (January 7) - Joint levy certification Regular Meeting (January 27) 2025 Board of Trustees calendar - Resolution 25-01 Honoring Rebecca Loney - Resolution 25-02 Honoring Dan Gottlieb - Resolution 25-03 Appointment of Audit Officer - Resolution 25-04 Petty Cash and Imprest Funds - Committee appointments <i>Staff Presentation – 2024 State of the Library Collection</i> <i>Staff presentation- Workforce Diversity Advisory Group</i>
FEBRUARY	Executive Trustee employee recognition award review	Regular Meeting (February 24) - Resolution 25-04 Petty Cash and Imprest Funds <i>Staff presentation – Human Resources 2024 Report</i>
MARCH		Regular Meeting (March 24) <i>Staff presentation - Programs and Services Update</i>
APRIL	Executive - Executive Director quarterly check-in - Trustee vacancy process (information) Management (May 7) - Board retreat planning	Regular Meeting (April 28) - Trustee vacancy process (information) <i>Staff presentation – Summer Reading Program Preview</i>

BOARD OF TRUSTEES 2025 CALENDAR

OCTOBER 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

OCTOBER 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

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

OCTOBER 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 (November 13)

- 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