

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

November 24, 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 September 2025 payroll, benefits, and vouchers
- c) Approval of the October 18, 2025 special meeting minutes
- d) Approval of the October 27, 2025 regular meeting minutes
- e) Approval of the October 2025 payroll, benefits, and vouchers

7) Public Comment

8) Unfinished Business

- a) *Resolution 25-06: Adoption of the Sno-Isle Intercounty Rural Library District's 2026 Operating Budget – Executive Director Eric Howard and Finance Director Janella Lewis [Attachments 2-3](#)
- b) *Proposed 2026 Board of Trustees Regular Meeting Schedule – Executive Director Eric Howard [Attachment 4](#)

9) New Business

- a) *Election of 2026 Officers – Chair Kostick

10) Finance Report

- a) October Financial Update – Finance Director Janella Lewis [Attachment 5](#)

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11) Committee and Trustees' Reports

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

12) Executive Session

13) *Executive Director Contract

14) *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

November 27, 2025

Eric Howard
Executive Director

Staff Engagement and Financial Stewardship

Sno-Isle Libraries is preparing for several major initiatives in 2026. To support this work, we added an additional Staff In-Service Day on November 13th. The meeting focused on early learning, upcoming capital projects in Lake Stevens, Mariner and Arlington, and planning for a potential levy-lid lift and a new strategic plan next year. Each of these efforts requires communication and collaboration, making it important to bring together our nearly 500 staff.

The In-Service day began with a panel discussion featuring leaders from the Whatcom, Kitsap and Fort Vancouver library districts, all of which successfully passed their ballots in August 2025. They shared their observations and lessons learned. Sessions throughout the day supported Sno-Isle Libraries operational priorities:

Building a growth mindset culture

Strengthening relationships with current customers, and connecting to new customers, particularly in underserved communities

Deepening our partnerships and building new partnerships that support our second priority.

One session focused on recent customer service survey results. The survey showed that 73% of respondents strongly agree that “public libraries are a good investment of my taxes,” while 18% somewhat agree. The upcoming strategic plan will help us better understand these perspectives. The survey also confirmed continued strong support for reading and lifelong learning. In response to rising demand and costs, the 2026 budget increases the collections budget by more than \$1 million over the 2025 budget.

Staff were also asked to consider what additional insights they would like future surveys to reveal. I will share those responses at the November 27 board meeting. These findings will inform our strategic planning process as we align resources to support our core priorities and improve responsiveness to community needs. Through this work, we move closer to our vision of connecting everyone to their library.

Raising the Library's Profile

In this past reporting period, I presented to the Mill Creek City Council on Sno-Isle Libraries current initiatives and priorities. Arlington Library staff and I also hosted State Representative Carolyn Eslick and discussed the upcoming capital project. Arlington remains the only Sno-Isle library without air conditioning, limiting its ability to serve as a community resilience center during heat and smoke events. Addressing this issue is a priority in the 2026 budget, which will allow construction to begin in 2027.

Congressman Rick Larsen also visited the Lynnwood and Oak Harbor libraries, delivering donations from the Library of Congress Surplus Book Program. During his visit to Oak Harbor, we highlighted the library's recent recognition by the Oak Harbor Chamber of Commerce as its 2025 Nonprofit of the Year.

Sno-Isle Libraries also raised the bar this month by raising the profile of Sno-Isle even further with this powerful [video](#). I would like to thank the entire marketing team and the staff featured in it.

More Community Library Highlights

The **Darrington Library** hosted their first **Tiny Art Gallery Night**. 49 members of our community came to the library to see more than 90 different tiny masterpieces created by artists of all ages in Darrington. Painting kits were shared with local businesses, Darrington Schools and the Sauk-Suiattle Indian Tribe, and two painting parties were held at the library. Art work will be mounted and framed, after which the art will be on display in the Darrington Town Council Chambers.

Camano Island Library hosted its annual **Pumpkin Palooza** program on Halloween Eve afternoon. Children were encouraged to come in costumes, and staff dressed up as well. Festivities included pumpkin painting, creating skeleton candy hands, and crafts to a group of 70 young community members.

In October, **Arlington Library** staff visited Haller Middle school to issue cards to roughly 250 7th grade students over the course of two days. Since those visits, attendance at **Teen Zone Fridays** has picked up. Average attendance is between 20 to 30 students every week. Last week's storm brought in 40 teens for Teen Zone Friday.

The **Stanwood Library** hosted a **Community Book Fair** off site at the Stanwood Pavilion on October 18th. We saw over 250 people from the community join us. Besides the book sale, there were booths from other community partners including the Resource Center, Arts Advocacy Commission, Green Snohomish, YMCA, and others. The event also featured a writing workshop from local author B.E. Padgett and a magic show from Jeff Evans as well crafting activities.

The Monroe Library hosted two ofrenda art programs resulting in the creation of a beautiful ofrenda, which currently graces the entryway of the library. Customers created decorative foods, candles, and sugar skulls during the programs, then worked with staff to set up an ofrenda and decorate it with their art pieces. Staff have received positive compliments from patrons on our ofrenda display.

In the **Lake Stevens Library**, with the start of the new school year, weekly Dungeons and Dragons (D&D) drop ins have returned to Friday afternoons. This program continues to be the best attended teen program at Lake Stevens, often exceeding the capacity of the study room and meeting room. While the weather still allows, staff set up a game outside under the carport, regularly running 3 simultaneous campaigns. Adult customers have also expressed interest in D&D or other Tabletop Role Play Games program offerings. Starting in November, the Lake Stevens library will host evening drop-in games, where adults can meet others interested in starting a gaming community. Staff will be on hand to register customers for self-service hours, so they can meet for games outside of staffed library hours.

In the **Sultan Library**, staff partnered with Domestic Violence Services of Snohomish County to host a back-to-school pizza party program for teens, where attendees learned about healthy relationships in a fun and welcoming environment. This ongoing partnership allows both organizations to engage youth in meaningful conversations around respect, boundaries, and emotional well-being. By combining educational content with social activities, the program helps foster trust and encourages teens to seek support when needed. The collaboration continues to be a valuable resource for the community, offering consistent outreach and support for local youth.

At the **Lynnwood Library** staff hosted the Snohomish Tribe who presented a program called "Grandmother Cedar" about the importance of cedar trees to Snohomish people and many other tribes in the area. The program was co-sponsored by the City of Lynnwood's DEI commission and included a weaving activity where tribal elders demonstrated how to weave with cedar bark. The program was a big hit with over thirty attendees.

At the **Mountlake Terrace** a group of 25 from the OASIS Program, a day program for adults with disabilities provided by the Korean Community Service Center, visited the library for storytelling, activities and a library tour. The coordinator of the program wrote to share her appreciation:

"I can't express my gratitude enough for how thoughtfully you prepared to welcome our Oasis friends last Thursday. You showed us around the library, read us books, taught us fun games and a bit of sign language, it was such a meaningful time. The Oasis participants had a wonderful time and couldn't stop smiling throughout the program. I sincerely thank you for taking time out of your schedule to support a vulnerable group in the Korean community."

At the **Mill Creek Library** our Library Associate Mitra presented a special storytime celebrating Diwali. This vibrant celebration brought joy, culture, and community together in a truly meaningful way. The program was filled with storytelling, color, and connection. 140 enthusiastic participants made up of families and children left with smiles, memories, and a deeper understanding and appreciation for Diwali.

Upcoming Events

North

Lakewood Lockers: [Cookies, Cocoa, and Jazz](#) - 12/6 (Family)

Decorate delicious sugar cookies, craft your own custom hot cocoa (with all the toppings), and enjoy live jazz performed.

South

Mountlake Terrace: [Five Minutes in Nature with Kevin Ebi](#) – 12/6 (Adults)

Photographer Kevin Ebi created the *Five Minutes in Nature* project to help people notice things they would otherwise miss, leading to more meaningful experiences in nature — whether in a national park or their own yard.

East

Monroe: [Tiny Mighty Microgreens with Lisa Taylor](#) – 12/19 (Adults, Family)

Grow an indoor farm and watch seeds grow with and without soil. Learn how to set up your own sprout farm and what seeds you can use.

West

Coupeville: [The Jewelry Job - A Heist Escape Room](#) – 12/30 (Adults, Family)

Join the ranks of notorious criminals from movies like *Ocean's 11* and *The Italian Job* in this heist-themed escape room.

Online

[8-Bit Kingdom](#) – 12/2 (Adults, Teens)

Join artist Joe Lacey, author of "8-Bit Kingdom", for this fun and informative presentation. Joe will discuss the history and development of 8-bit imagery in gaming and in art and will discuss techniques for creating 8-bit art of your own.

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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, Susan Kostick, and Paul Ryan.

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 growth mindset, customers, and partners. 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:

- Greater collaboration and development through measurable outcomes and experimentation.
- Increase the number of customers in underserved areas and strengthen relationships with current customers.
- Increase the number of partnerships and strengthen our relationships with them.

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
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

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 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.

Sno-Isle Libraries

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Executive Director

Eric Howard

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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Executive Director

Eric Howard

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

BOARD OF TRUSTEES

Board of Trustees

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Executive Director

Eric Howard

October 27, 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, Susan Kostick, and Paul Ryan.

President Olson confirmed quorum.

Staff present: Melinda Armstrong, Michelle Callihan, David Durante, Sonia Gustafson, Bryan Gabehart, Casey Gabehart, Cassie Hanson, Lindsay Hanson, Eric Howard, Janella Lewis, Chila Oglesby, Phil Spirito, 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 reviewed information from the Executive Director's report and highlighted the support between the Sno-Isle Foundation and Friends of the Library volunteer groups. Executive Director Howard remarked how he had last met with architects of the feasibility study and Mariner Library staff to review the designs for the Mariner Campus in the same room the Board of Trustees were meeting.

Consent Agenda

The Consent Agenda was not adopted.

Public Comment

There were no public comments to the Board.

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

Unfinished Business

2026 Proposed Budget

Executive Director Howard and Finance Director Janella Lewis presented the 2026 Library District budget proposal, highlighting grants and revenue sources, expenditures, library programs, and strategic initiatives. The Board engaged in a discussion around staffing, salaries and benefits, and use of the reserve funds. Final review and approval of the 2026 budget will occur at the November 24, 2025 Board of Trustees meeting.

Public Hearing

Sno-Isle Intercounty Rural Library District Regular Property Tax Levy

Per RCW 84.55.120, President Olson convened the Sno-Isle Libraries annual public hearing to consider increases in the property tax revenue for the Library District's 2026 budget. The public hearing was convened at 6:40 p.m. There being no public comment, the public hearing was closed at 6:41 p.m.

New Business

Resolution 25-05: Regarding the Property Tax Levy

Trustee Ryan moved to adopt resolution 25-05: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy. Finance Director Lewis provided background on the process for review and approval of the property tax levy. The motion was adopted.

Proposed 2026 Board of Trustees Meeting Schedule

Executive Director Howard presented the proposed 2026 Board of Trustees regular meeting schedule. The Board will consider adopting the schedule at the regular November meeting.

Finance Report

Finance Report

Finance Director Janella Lewis presented the September 2025 financial report.

Committee and Trustees' Reports

President's Report / Executive Committee

President Olson reported that the Executive Committee has initiated the annual review for Executive Director Howard. Vice President Ryan is taking the leadership role for this process. Trustees will receive an email from Human Resources Director Barb Adams with information about next steps. The Board will review this information at the November regular meeting.

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

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Executive Director

Eric Howard

Officer Nominating Committee

Committee Chair Kostick announced the following recommended officer lineup for 2026:

- President: Trustee Jennifer DePrey
- Vice President: Trustee Michael Adams
- Secretary: Trustee Griselda Guevara-Cruz

The Board will take action at the November 2025 regular meeting.

Sno-Isle Libraries Foundation Liaison Report

Trustee Ryan reported on the Foundation:

- Kerry Dirk will be joining the Foundation as the new Philanthropy Officer starting November 10.
- The position of Annual Giving Officer will be posted very soon.
- The Foundation Board voted to contribute \$75,000 from the 2025 budget to a political action committee.
- Foundation Executive Director Christina Kourteva presented the Foundation draft budget for 2026 at October Foundation Board Meeting.

Adjournment

Trustee Adams moved to adjourn the October 27, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:58 p.m.

President

Secretary

Sno-Isle Libraries
October 2025 Payroll and October 2025 Vouchers

Direct Deposits, Employee Deductions	\$ 2,770,380.29
Vendor Checks 87915, 87967, 87971, 88061, 88074, 88131, 88185, 88218 through 88228, plus Electronic Transfers	<u>\$ 971,718.74</u>
Total Payroll and Benefits	\$ 3,742,099.03
 Accounts Payable Checks 87909 through 88228 less checks listed above, plus Electronic Transfers	 <u>\$ 1,927,624.35</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 5,669,723.38</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 November 24, 2025.



11/10/2025

Finance Director

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

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

October 2025 Payroll

Employee Pay - Direct Deposit	\$	1,997,067.05	
Plus: Employee Deductions	\$	773,313.24	
Sub-Total Gross Payroll			\$ 2,770,380.29

Vendor Checks 87915, 87967, 87971, 88061, 88074, 88131, 88185, 88218 through 88228	\$	239,745.17	*	
Employer Workers' Comp Insurance Premium	\$	27,901.82		
Electronic Funds Transfer- Employer Federal Taxes	\$	227,719.24		
Electronic Funds Transfer - Canopy Wellbeing	\$	2,318.30		
Electronic Funds Transfer - Empower - 457 Plan	\$	4,022.22		
Electronic Funds Transfer - Mission Square - 457 Plan	\$	53,868.10		
Electronic Funds Transfer - PERS - Retirement Plan	\$	284,518.50		
Electronic Funds Transfer - Navia - FSA	\$	13,962.43		
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,487.84		
Electronic Funds Transfer - Premera - Medical	\$	393,585.97		
Electronic Funds Transfer - Support Registry	\$	1,169.84		
Less: Employee Benefit Deductions	\$	(283,580.69)		
Sub-Total Benefits - Employer Expense				\$ 971,718.74
Total Payroll and Benefits				\$ 3,742,099.03

October 2025 Accounts Payable

Checks 87909 through 88228 less checks listed above, plus Electronic Transfers	\$	1,926,833.56	**	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	790.79		
Sub-Total Accounts Payable				\$ 1,927,624.35
Total Payroll, Benefits and Accounts Payable				\$ 5,669,723.38

Adjustments

Refunds and Credits	\$	1,239.31		
Petty Cash Expense	\$	0.50		
Bank Service Charge	\$	1,055.83		
Travel & Business Expense Reimbursement paid in Payroll	\$	11,977.66		
Total Adjustments				\$ 14,273.30
October 2025 Total Expenditures				\$ 5,683,996.68 ***

* Benefit invoices paid through Accounts Payable Checks	\$	239,745.17	
** Regular invoices paid through Accounts Payable Checks	\$	1,926,833.56	
Total Accounts Payable Check Payments	\$	2,166,578.73	

*** Equals Expenditure Summary Total

Vouchers October 2025

Date	Check Number	Payee	Check Amount
10/10/2025	87955	SILVER KITE COMMUNITY ARTS CONSULTING, LLC (cancelled)	-\$400.00
10/2/2025	87909	MIRANDA BLUM	986.74
10/2/2025	87910	GREG OLTHOFF	435.31
10/2/2025	87911	MICHELLE CALLIHAN	8,305.85
10/2/2025	87912	ARRAYSCAPE GAMING, INC.	350.00
10/2/2025	87913	ARRAYSCAPE GAMING, INC.	350.00
10/2/2025	87914	ARRAYSCAPE GAMING, INC.	350.00
10/2/2025	87915	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
10/2/2025	87916	BEACON PUBLISHING INC	637.50
10/2/2025	87917	BELIEF AGENCY	5,900.00
10/2/2025	87918	BLACKSTONE PUBLISHING	821.39
10/2/2025	87919	BLECHA, PETER	92.36
10/2/2025	87920	CAMANO PREPAREDNESS GROUP	200.00
10/2/2025	87921	CARAHSOFT TECHNOLOGY CORPORATION	18,605.49
10/2/2025	87922	CASEY, MARIA	475.00
10/2/2025	87923	CASEY, MARIA	375.00
10/2/2025	87924	COLLINS, EMILY	156.00
10/2/2025	87925	COREY OIL & PROPANE CO	197.18
10/2/2025	87926	COSCO FIRE PROTECTION, INC.	345.00
10/2/2025	87927	DEEPTI DESIGNS, INC.	750.00
10/2/2025	87928	DEMCO INC (8048)	286.71
10/2/2025	87929	EDNETICS, INC.	13,585.44
10/2/2025	87930	DERRICK SUTTON, DBA ELDRITCH BLACK	100.00
10/2/2025	87931	THE ERIC CARLE MUSEUM OF PICTURE BOOK ART	150.00
10/2/2025	87932	GALE/CENGAGE LEARNING	272.38
10/2/2025	87933	HEARING, SPEECH, AND DEAF CENTER	1,010.04
10/2/2025	87934	HILLIS CLARK MARTIN & PETERSON	1,632.15
10/2/2025	87935	INGRAM LIBRARY SERVICES	24,619.84
10/2/2025	87936	INTERSECTION MEDIA, LLC	3,764.70
10/2/2025	87937	JING AND MIKE CO.	100.00
10/2/2025	87938	JOHNSTON ARCHITECTS, LLC	210.00
10/2/2025	87939	JR LANGUAGE TRANSLATION SERVICES INC.	570.00
10/2/2025	87940	LES SCHWAB - MARYSVILLE	1,147.20
10/2/2025	87941	MIDWEST TAPE	1,282.47
10/2/2025	87942	MILNE ELECTRIC INC	2,113.63
10/2/2025	87943	THE MOB MUSEUM	150.00
10/2/2025	87944	OLYMPIC RESEARCH AND STRATEGY, LLC	57,850.00
10/2/2025	87945	ONE DIVERSIFIED, LLC	23,590.05
10/2/2025	87946	PACIFIC PUBLISHING CO INC	301.25
10/2/2025	87947	RACE FORWARD	1,000.00
10/2/2025	87948	REIRAZ CRAFT LLC	340.00
10/2/2025	87949	REPTILE LADY LLC	663.40
10/2/2025	87950	RIGHT SYSTEMS INC	80,366.38
10/2/2025	87951	SALISH NETWORKS	1,214.31
10/2/2025	87952	SANDYS, DIANA AMARANTA	1,191.00
10/2/2025	87953	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00
10/2/2025	87954	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	375.00
10/2/2025	87955	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	400.00

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Date	Check Number	Payee	Check Amount
10/2/2025	87956	SIMPLY MAGIC LLC	1,400.00
10/2/2025	87957	SNO-ISLE REFUND ACCOUNT	240.83
10/2/2025	87958	ULINE	24.53
10/2/2025	87959	UNDERWOOD, JOEL	400.00
10/2/2025	87960	UNIVERSE ON TAP LLC	325.00
10/2/2025	87961	ZIPLY FIBER	21,922.83
10/9/2025	87962	8X8 INC	8,010.21
10/9/2025	87963	ACE EQUIPMENT RENTALS	1,137.12
10/9/2025	87964	AIR CARE SYSTEM	1,926.21
10/9/2025	87965	ALLIED UNIVERSAL	16,106.90
10/9/2025	87966	REMIT OVERRUN	0.00
10/9/2025	87967	AMAZON CAPITAL SERVICES, INC	5,251.94
10/9/2025	87968	AT&T MOBILITY (6463)	43.23
10/9/2025	87969	AUNT FLOW CORP.	1,368.00
10/9/2025	87970	BAKER & TAYLOR BOOKS (277930)	1,604.00
10/9/2025	87971	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
10/9/2025	87972	BLACKSTONE PUBLISHING	247.11
10/9/2025	87973	BRODART (SUPPLIES)	1,468.96
10/9/2025	87974	CASCADE NATURAL GAS	41.20
10/9/2025	87975	CASEY, MARIA	475.00
10/9/2025	87976	CASEY, MARIA	375.00
10/9/2025	87977	CITY OF GRANITE FALLS	136.21
10/9/2025	87978	CITY OF SNOHOMISH - UTILITIES	4,242.51
10/9/2025	87979	CITY OF SULTAN	211.79
10/9/2025	87980	CNA SURETY	20.00
10/9/2025	87981	COCHRANE, JACOB	350.00
10/9/2025	87982	CORT PARTY RENTAL	8,106.39
10/9/2025	87983	DEL SOL INC	95,471.41
10/9/2025	87984	DODSON, MICHELLE	300.00
10/9/2025	87985	DOOR PROS INC	3,259.56
10/9/2025	87986	DERRICK SUTTON, DBA ELDRITCH BLACK	400.00
10/9/2025	87987	FATBEAM, LLC	1,499.00
10/9/2025	87988	GALE/CENGAGE LEARNING	1,031.38
10/9/2025	87989	SARRI GILMAN	100.00
10/9/2025	87990	GORDON, DAVID G	300.00
10/9/2025	87991	HANDY, AMY	550.00
10/9/2025	87992	THE HANOVER INSURANCE GROUP	30,176.49
10/9/2025	87993	HASHIMOTO, MOLLY	350.00
10/9/2025	87994	HECHT, MERNA ANN	300.00
10/9/2025	87995	HIRERIGHT, LLC	194.30
10/9/2025	87996	HOUSING AUTHORITY OF THE CITY OF EVERETT	43,867.18
10/9/2025	87997	IMAGINE CHILDREN'S MUSEUM	252.32
10/9/2025	87998	IMAGINE CHILDREN'S MUSEUM	252.32
10/9/2025	87999	INGRAM LIBRARY SERVICES	25,312.41
10/9/2025	88000	INTERSECTION MEDIA, LLC	4,369.86
10/9/2025	88001	LAKESHORE LEARNING MATERIALS, LLC	43.63
10/9/2025	88002	LEMAY MOBILE SHREDDING	182.39
10/9/2025	88003	LEWELLEN ASSOCIATES, LLC	2,430.00

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Date	Check Number	Payee	Check Amount
10/9/2025	88004	LITHTEX NW	14,498.97
10/9/2025	88005	LODESTAR MARKETING GROUP	9,165.00
10/9/2025	88006	MIDWEST LIBRARY SERVICE	406.71
10/9/2025	88007	MIDWEST TAPE	16,130.10
10/9/2025	88008	MSR DESIGN	17,561.36
10/9/2025	88009	MUKILTEO WATER & WASTE DISTRICT	7,126.34
10/9/2025	88010	MY NEIGHBORHOOD NEWS NETWORK	425.00
10/9/2025	88011	NATIONAL CENTER FOR CIVIC INNOVATION, INC.	36,558.83
10/9/2025	88012	NEWS BANK INC	31,013.00
10/9/2025	88013	NORTH BY NORTHWEST PARANORMAL LLC	800.00
10/9/2025	88014	NORTHWEST PUBLISHING INC.	400.00
10/9/2025	88015	NEW YORK TIMES COMPANY	14,289.60
10/9/2025	88016	OCLC INC (34299)	172.86
10/9/2025	88017	REMIT OVERRUN	0.00
10/9/2025	88018	OFFICE DEPOT, INC	4,910.50
10/9/2025	88019	ONLINE LABELS, LLC	29.11
10/9/2025	88020-88025	REMIT OVERRUN	0.00
10/9/2025	88026	OVERDRIVE INC	158,258.94
10/9/2025	88027	PACIFIC OFFICE AUTOMATION INC	2,334.33
10/9/2025	88028	PARENTMAP	3,787.50
10/9/2025	88029	PIYALI BISWAS DE	34.30
10/9/2025	88030	PUGET SOUND ENERGY	1,390.61
10/9/2025	88031	PUD NO 1 OF SNOHOMISH COUNTY	1,263.23
10/9/2025	88032	ROSELIE RASMUSSEN LLC DBA DAUNTLESS GRACE	150.00
10/9/2025	88033	REPTILE LADY LLC	400.00
10/9/2025	88034	RICOH USA INC - 31001	636.07
10/9/2025	88035	RICOH USA INC - 650073	1,331.01
10/9/2025	88036	RIGHT SYSTEMS INC	42,203.00
10/9/2025	88037	RIVERA, SHARON NICOLE	200.00
10/9/2025	88038	NORTH SOUND MEDIA	800.00
10/9/2025	88039	SANDYS, DIANA AMARANTA	990.00
10/9/2025	88040	SE HABLA MEDIA	2,541.50
10/9/2025	88041	SHARPER WORDS, LLC	300.00
10/9/2025	88042	SILVER LAKE WATER & SEWER	195.84
10/9/2025	88043	SKAGIT PUBLISHING	418.30
10/9/2025	88044	SMARSH, INC	182.58
10/9/2025	88045	SOUND PUBLISHING	1,082.34
10/9/2025	88046	SPEEDY SIGN CENTER	1,116.71
10/9/2025	88047	SPRAGUE PEST SOLUTIONS	450.29
10/9/2025	88048	SPRINGSHARE LLC	4,891.68
10/9/2025	88049	STERICYCLE, INC.	244.92
10/9/2025	88050	T MOBILE	31,119.12
10/9/2025	88051	T MOBILE	132.31
10/9/2025	88052	TOWN OF COUPEVILLE	1,641.26
10/9/2025	88053	TSAI FONG BOOKS INC	107.51
10/9/2025	88054	ULINE	187.66
10/9/2025	88055	VERIZON COMMUNICATIONS INC	330.79
10/9/2025	88056	VERIZON WIRELESS (660108)	11,182.11

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Date	Check Number	Payee	Check Amount
10/9/2025	88057	WALTER E NELSON CO OF WESTERN WA	5,709.52
10/9/2025	88058	WASTE MANAGEMENT	3,236.45
10/9/2025	88059	WAVE BUSINESS	456.99
10/9/2025	88060	WCP SOLUTIONS	1,024.29
10/9/2025	88061	WELLABLE LLC	361.00
10/9/2025	88062	WHIDBEY TELECOM	781.28
10/9/2025	88063	WILKE, JOSEF	100.00
10/9/2025	88064	WORLD BOOK INC	3,756.49
10/10/2025	88065	JENNIFER SULLIVAN	2,093.67
10/10/2025	88066	JANELLA LEWIS	159.60
10/10/2025	88067	CARLA IKEHARA	288.35
10/16/2025	88068	AMERICAN LIBRARY ASSOCIATION	215.00
10/16/2025	88069	AMERICAN LIBRARY ASSOCIATION	470.42
10/16/2025	88070	AMAZON CAPITAL SERVICES, INC	3,517.94
10/16/2025	88071	AXPER	4,692.00
10/16/2025	88072	BAKER & TAYLOR BOOKS (277930)	243.40
10/16/2025	88073	CHRISTINA BALDWIN	100.00
10/16/2025	88074	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
10/16/2025	88075	BECKER'S SCHOOL SUPPLIES	447.80
10/16/2025	88076	BETTER IMPACT USA, INC	963.00
10/16/2025	88077	BLACKSTONE PUBLISHING	74.28
10/16/2025	88078	BORDOLOI, SAMIT DIPON	2,880.00
10/16/2025	88079	BRODART (SUPPLIES)	612.60
10/16/2025	88080	BUILDINGWORK, LLC	27,811.96
10/16/2025	88081	CEDAR GROVE ORGANICS RECYCLING LLC	273.45
10/16/2025	88082	CENTER POINT LARGE PRINT	774.90
10/16/2025	88083	CITY OF ARLINGTON	216.59
10/16/2025	88084	CITY OF BRIER	177.68
10/16/2025	88085	CITY OF MONROE	2,526.11
10/16/2025	88086	CLOUDSDS, INC	600.00
10/16/2025	88087	CORTES, MARCO	600.00
10/16/2025	88088	CRYSTAL SPRINGS	93.36
10/16/2025	88089	DAILY JOURNAL OF COMMERCE	73.20
10/16/2025	88090	DEMCO INC (8048)	135.68
10/16/2025	88091	EMERGENT DEVICES INC.	864.07
10/16/2025	88092	FABER CONSTRUCTION CORPORATION	258,229.99
10/16/2025	88093	GALE/CENGAGE LEARNING	900.52
10/16/2025	88094	HF GROUP LLC	774.45
10/16/2025	88095	INGRAM LIBRARY SERVICES	20,274.06
10/16/2025	88096	INSIGHT PUBLIC SECTOR INC.	8,778.14
10/16/2025	88097	ISLAND DISPOSAL INC	323.62
10/16/2025	88098	JOHNSTON ARCHITECTS, LLC	9,342.02
10/16/2025	88099	MIDWEST LIBRARY SERVICE	285.02
10/16/2025	88100	MIDWEST TAPE	4,603.07
10/16/2025	88101	MILL CREEK VIEW	290.00
10/16/2025	88102	MSR DESIGN	240.00
10/16/2025	88103	OFFICE DEPOT, INC	15.50
10/16/2025	88104	PACIFIC OFFICE AUTOMATION INC	8,680.84

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Date	Check Number	Payee	Check Amount
10/16/2025	88105	PADGETT, BRITTANY	100.00
10/16/2025	88106	PAPER ROLL PRODUCTS	135.68
10/16/2025	88107	PETROCARD SYSTEMS INC	2,720.05
10/16/2025	88108	PUGET SOUND ENERGY	61.93
10/16/2025	88109	PUD NO 1 OF SNOHOMISH COUNTY	895.78
10/16/2025	88110	REPUBLIC SERVICES 197	1,148.01
10/16/2025	88111	SE HABLA MEDIA	2.30
10/16/2025	88112	SNO CNTY DEPT OF CONSERVATION AND NATURAL RESOURCES	30.00
10/16/2025	88113	SNOHOMISH CO FINANCE	20.00
10/16/2025	88114	SNOHOMISH COUNTY PLANNING & DEVELOPMENT SERVICES	236.90
10/16/2025	88115	SNO-ISLE REFUND ACCOUNT	30.00
10/16/2025	88116	SPRAGUE PEST SOLUTIONS	129.36
10/16/2025	88117	STERLING VOLUNTEERS	97.00
10/16/2025	88118	THOMSON REUTERS - WEST	814.98
10/16/2025	88119	TIMELESS DESIGN	1,719.04
10/16/2025	88120	TULALIP RESORT CASINO	25,000.00
10/16/2025	88121	WALTER E NELSON CO OF WESTERN WA	5,631.13
10/16/2025	88122	WASHINGTON STATE FERRIES	755.45
10/16/2025	88123	ZIPLY FIBER	18,824.96
10/16/2025	88124	TERRI TAYLOR	1,015.69
10/16/2025	88125	KRISTA KLEIN	1,852.04
10/16/2025	88126	TARA HOLGATE	1,900.04
10/22/2025	88127	1IC TRAINING GROUP	2,000.00
10/22/2025	88128	ALLIED UNIVERSAL	16,218.27
10/22/2025	88129	BAKER & TAYLOR BOOKS (277930)	628.95
10/22/2025	88130	BANK OF AMERICA (842425)	2,394.04
10/22/2025	88131	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
10/22/2025	88132	BLACKSTONE PUBLISHING	446.36
10/22/2025	88133	BRODART (SUPPLIES)	1,626.94
10/22/2025	88134	CAMANO COMMONS	1,250.00
10/22/2025	88135	CARAHSOFT TECHNOLOGY CORPORATION	7,443.90
10/22/2025	88136	CRESTLINE SPECIALTIES, INC	4,177.94
10/22/2025	88137	EBSCO	560.27
10/22/2025	88138	GALE/CENGAGE LEARNING	1,115.70
10/22/2025	88139	HANDY, AMY	500.00
10/22/2025	88140	INGRAM LIBRARY SERVICES	31,020.78
10/22/2025	88141	INTERSECTION MEDIA, LLC	3,764.70
10/22/2025	88142	KEYBANK NATIONAL ASSOCIATION	347.89
10/22/2025	88143	LAMAR TRANSIT, LLC	5,880.00
10/22/2025	88144	MARYSVILLE BARKER REAL ESTATE LLC	6,633.57
10/22/2025	88145	MIDWEST TAPE	14,914.38
10/22/2025	88146	NETSWEEPER, INC.	8,550.00
10/22/2025	88147	NORTHWEST CENTER	853.32
10/22/2025	88148	NW SAFETY CONSULTANTS, LLC	2,503.00
10/22/2025	88149	REMIT OVERRUN	0.00
10/22/2025	88150	OFFICE DEPOT, INC	3,054.88
10/22/2025	88151	ORBIS CASCADE ALLIANCE	8,133.00
10/22/2025	88152-88157	REMIT OVERRUN	0.00

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Date	Check Number	Payee	Check Amount
10/22/2025	88158	OVERDRIVE INC	122,071.56
10/22/2025	88159	PAPER ROLL PRODUCTS	134.60
10/22/2025	88160	PETROCARD SYSTEMS INC	2,615.30
10/22/2025	88161	PLAYAWAY PRODUCTS, LLC	14,159.88
10/22/2025	88162	PRIME SELF STORAGE	814.00
10/22/2025	88163	PUGET SOUND ENERGY	975.94
10/22/2025	88164	PUD NO 1 OF SNOHOMISH COUNTY	6,280.37
10/22/2025	88165	PUGET SOUND MOBILE DETAIL	703.05
10/22/2025	88166	PUNCH DRUNK PRODUCTIONS, LLC	5,884.75
10/22/2025	88167	SAFE CITIZENS PROJECT LLC	420.00
10/22/2025	88168	SANDYS, DIANA AMARANTA	500.00
10/22/2025	88169	SENTRUM MARKETING, LLC	669.80
10/22/2025	88170	SMOKEY POINT PLACE IV, LLC	12,472.53
10/22/2025	88171	SNO-ISLE REFUND ACCOUNT	149.82
10/22/2025	88172	SPRAGUE PEST SOLUTIONS	129.24
10/22/2025	88173	STERICYCLE, INC.	488.96
10/22/2025	88174	SUMMIT LAW GROUP, PLLC	407.50
10/22/2025	88175	TROJAN STORAGE OF MARYSVILLE	420.00
10/22/2025	88176	TSAI FONG BOOKS INC	935.14
10/22/2025	88177	VISIONARY OFFICE FURNITURE	15,452.75
10/22/2025	88178	DAE WON LLC	8,240.21
10/22/2025	88179	GAIL RICHARDSON	136.98
10/22/2025	88180	JENNIFER SULLIVAN	3,310.97
10/30/2025	88181	AINSWORTH, INC.	2,022.65
10/30/2025	88182	REMIT OVERRUN	0.00
10/30/2025	88183	AMAZON CAPITAL SERVICES, INC	3,810.91
10/30/2025	88184	BACKSTAGE LIBRARY WORKS, INC	158.60
10/30/2025	88185	BEACON HILL SOLUTIONS GROUP, LLC	1,760.00
10/30/2025	88186	BLACKSTONE PUBLISHING	143.82
10/30/2025	88187	BRODART (SUPPLIES)	1,268.03
10/30/2025	88188	CITY OF MARYSVILLE	1,995.32
10/30/2025	88189	CONSTANCY PRESS LLC	225.00
10/30/2025	88190	DEMCO INC (8048)	1,367.84
10/30/2025	88191	E&M CONSULTING, INC	486.95
10/30/2025	88192	GALE/CENGAGE LEARNING	15,695.17
10/30/2025	88193	HOUSING AUTHORITY OF THE CITY OF EVERETT	43,581.68
10/30/2025	88194	INGRAM LIBRARY SERVICES	39,231.57
10/30/2025	88195	JOHNSTON, DIANE	450.00
10/30/2025	88196	LOIS ANN LANDGREBE	400.00
10/30/2025	88197	LITHTEX NW	7,356.06
10/30/2025	88198	MICROIX	2,007.00
10/30/2025	88199	MIDWEST LIBRARY SERVICE	123.93
10/30/2025	88200	MILLIMAN, INC	4,244.72
10/30/2025	88201	PAPER ROLL PRODUCTS	696.09
10/30/2025	88202	PINS BY DESIGN LLC	370.29
10/30/2025	88203	PLAYAWAY PRODUCTS, LLC	3,124.24
10/30/2025	88204	PUGET SOUND ENERGY	612.79
10/30/2025	88205	PUD NO 1 OF SNOHOMISH COUNTY	3,824.71

Vouchers October 2025

Date	Check Number	Payee	Check Amount
10/30/2025	88206	RICHLAND PUBLIC LIBRARY	29.99
10/30/2025	88207	SENTRUM MARKETING, LLC	541.60
10/30/2025	88208	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	437.60
10/30/2025	88209	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	375.00
10/30/2025	88210	SUNBELT RENTALS, INC	1,014.40
10/30/2025	88211	SUZANNE WILSON	100.00
10/30/2025	88212	THIRSTY RADISH LLC	400.00
10/30/2025	88213	TIMELESS DESIGN	23,132.20
10/30/2025	88214	TULALIP RESORT CASINO	5,000.00
10/30/2025	88215	ULINE	2,331.91
10/30/2025	88216	WCP SOLUTIONS	725.57
10/30/2025	88217	ERIC HOWARD	301.35
10/30/2025	88218	ASSURED PARTNERS OF WA, LLC	6,169.52
10/30/2025	88219	DELTA DENTAL OF WASHINGTON	35,413.87
10/30/2025	88220	WSCCCE, AFSCME, AFL-CIO - COUNCIL 2	13,698.86
10/30/2025	88221	EMPLOYMENT SECURITY DEPT.	3,094.50
10/30/2025	88222	KAISER FOUNDATION HEALTH PLAN INC.	106,708.38
10/30/2025	88223	KAISER FOUNDATION HEALTH PLAN INC.	1,008.50
10/30/2025	88224	LIFEWISE ASSURANCE CO.	44,925.57
10/30/2025	88225	MUTUAL OF OMAHA	5,835.31
10/30/2025	88226	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,213.40
10/30/2025	88227	PREMERA BLUE CROSS	9,241.17
10/30/2025	88228	SNO-ISLE LIBRARY FOUNDATION	467.00
10/9/2025	TRANSF_102025_01	BANK OF AMERICA (0958)	760.73
10/9/2025	TRANSF_102025_02	BANK OF AMERICA (1083)	85.13
10/9/2025	TRANSF_102025_03	BANK OF AMERICA (2175)	328.64
10/9/2025	TRANSF_102025_04	BANK OF AMERICA (2945)	672.81
10/9/2025	TRANSF_102025_05	BANK OF AMERICA (3736)	4,180.87
10/9/2025	TRANSF_102025_06	BANK OF AMERICA (5088)	5,419.67
10/9/2025	TRANSF_102025_07	BANK OF AMERICA (5211)	653.67
10/9/2025	TRANSF_102025_08	BANK OF AMERICA (5659)	278.95
10/9/2025	TRANSF_102025_09	BANK OF AMERICA (5773)	24.10
10/9/2025	TRANSF_102025_10	BANK OF AMERICA (5953)	2,103.95
10/9/2025	TRANSF_102025_11	BANK OF AMERICA (6169)	25.50
10/9/2025	TRANSF_102025_12	BANK OF AMERICA (6967)	531.52
10/9/2025	TRANSF_102025_13	BANK OF AMERICA (1458)	6,188.30
10/9/2025	TRANSF_102025_14	BANK OF AMERICA (7150)	30.70
10/9/2025	TRANSF_102025_15	BANK OF AMERICA (7423)	7,416.86
10/9/2025	TRANSF_102025_16	BANK OF AMERICA (7672)	287.09
			\$ 2,166,578.73

RESOLUTION 25-06
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE REGIONAL LIBRARY DISTRICT
ADOPTING THE LIBRARY DISTRICT’S 2026 OPERATING BUDGET.**

WHEREAS, the Sno-Isle Libraries Board of Trustees (the “Board”) of the Sno-Isle Regional Library District (the “District”) is required by Washington State Law to establish an annual budget containing estimates in detail of the amount of money necessary for the library to operate; and

WHEREAS, on November 24, 2025, following a public hearing held on October 27, 2025 on the 2026 preliminary operating budget, the Board of Trustees approved increasing the Taxing District’s regular levy from what was levied the previous year with Resolution 25-06;

THEREFORE, IT IS RESOLVED that the Sno-Isle Libraries Board of Trustees adopt the final 2026 Operating Budget as presented and authorize the Executive Director or designee to carry out the planned expenditures.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on November 24, 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

2026 Proposed Budget

NOVEMBER 24, 2025

Introduction

Following the October 27 report, the following updates were implemented:

- The 2025 forecast was revised using updated year-end figures, resulting in a \$3.2M increase to the ending cash balance. (Grant funding arrived after the budget numbers were calculated and published for the October report.)
- The 2026 beginning cash reflects this \$3.2M increase, eliminating the need for a transfer from building reserves for capital projects.
- Vehicle improvements were reclassified from Building and Improvements to Vehicles.
- The Stem Mobile project estimate was raised from \$300k to \$350k.
- The fully grant-funded Early Learning Bus (\$330k), originally planned for 2025, is now scheduled to be purchased in 2026.

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, exceed the limit. 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 stabilization fund. 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 (*Appendix A*). To meet its capital and one-time ballot measure costs, the District will exceed its revenue from property tax by another \$5.3M. Our total deficit, including capital and one-time costs, will be \$5.4M. 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 additional cash at the start of the year to cover these gaps.

This year's budget also introduces a salary and benefits vacancy factor of \$1.2 M or 2.5%. Without this factor, the operating deficit would be even greater at \$6.6M.

2026 Proposed Budget

NOVEMBER 24, 2025

To continue to provide current services, and to modernize aging or inadequate facilities, the Districts Leadership Team will recommend to the Trustees that they begin to explore a levy lid-lift election in 2026. The cost to put this ballot measure before voters is predicted to be \$1M in 2026.

2026 Budget Principles

Library staff focused 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

NOVEMBER 24, 2025

Sources of Funds

	Adopted 2025 Budget	Proposed 2026 Budget	Increase/ (Decrease)
Beginning Cash & Investments	\$ 28,000,000	\$ 31,038,000	\$ 3,038,000
Transfers from Reserves Funds	\$ -	\$ -	\$ -
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	\$ 106,559,750	\$ 774,150

2026 Proposed Budget

NOVEMBER 24, 2025

Sources of Funds Overview

Beginning Cash \$31.0M

Beginning Cash is the target cash balance in the Library District's General Operating Fund at year-end that carries forward into 2026. Levied 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.

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. *Appendix C*
- An increase of \$161k for Summer Reading programs, World Languages Storytime, Read-a-Rama, Sno-Isle Reads Together, STARS trainers, Strategic programming funds, Trudy Sundberg lecture series, Nysether Collection, Newborn Outreach bags, Early Learning Literacy partnership, virtual library customer engagement, welcoming teen and children's areas, Early Learning bus project, Native Northwest puppets.
- A decrease of \$88k in LibraryCall - DialA Story service, Prime Time, FAFSA Support Programs, and capital projects.
- Support from Friends of the Library stays the same at \$25k.

2026 Proposed Budget

NOVEMBER 24, 2025

E-Rate \$200k

- Decrease of \$100k in the *Universal Service Administrative Company* (USAC) E-Rate due to implementation of IT efficiencies. 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

NOVEMBER 24, 2025

Use of Funds

	<u>Adopted 2025 Budget</u>	<u>Proposed 2026 Budget</u>	<u>Increase/ (Decrease)</u>
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	5,350,000	(5,140,550)
Equipment & Furnishings	1,175,000	750,000	(425,000)
Land	-	-	0
Vehicles	-	680,000	680,000
	\$ 12,985,550	\$ 7,430,000	\$ (5,555,550)
Total Expenditures	\$ 80,585,600	\$ 80,947,300	\$ 361,700
Transfer To Reserve Funds	\$ 4,900,000	\$ 1,600,000	\$ (3,300,000)
Ending Cash & Investments	20,300,000	24,012,450	3,712,450
Total Use of Funds	\$ 105,785,600	\$ 106,559,750	\$ 774,150

2026 Proposed Budget

NOVEMBER 24, 2025

Use of Funds Overview

Total Expenditures \$80.9M

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.
 - Employee Benefits. *Appendix B*
 - 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 in barcode labels, borrower cards, receipt paper, and toner.

2026 Proposed Budget

NOVEMBER 24, 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 in cell phone service, courier, data lines (grant reimbursable), and mailings/postage/courier.
- Decrease of \$60k in 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 for 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 \$7.4M

Architecture and Engineering \$650k

- For Arlington, Lake Stevens, and Mariner libraries.

Building and Improvements \$5.4M

- 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.

Vehicles \$680k

- For an Early Learning Bus (Grant funded) and STEM mobile.

2026 Proposed Budget

NOVEMBER 24, 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 \$24.0M

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

NOVEMBER 24, 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		\$ 31,038,000
Taxes	\$ 67,857,900	0.6%	\$ 68,282,541	1.7%	\$ 69,468,200
Grants	7,400,000	-9.6%	6,692,900	-65.3%	2,319,600
Other	2,527,700	40.3%	3,545,630	5.3%	3,733,950
Total Revenue	\$ 77,785,600		\$ 78,521,071		\$ 75,521,750
Personnel Expenses					
Salaries and Benefits	\$ 48,700,000	-2.5%	\$ 47,482,000	2.2%	\$ 48,531,700
Expenses - Other					
Materials	6,912,000	0.0%	6,912,000	27.0%	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	-4.2%	1,633,000	26.7%	2,069,300
Office & Operating Supplies	639,350	-6.5%	598,000	53.2%	915,900
Equipment & Furnishings	603,500	-19.6%	485,500	64.1%	796,500
Strategic Initiatives	750,000	-60.7%	295,000	1.7%	300,000
Communications Equipment & Services	822,000	-7.5%	760,000	30.0%	987,700
Maintenance & Repairs	1,328,300	-33.4%	884,000	101.5%	1,781,600
Utilities	547,000	0.7%	551,000	26.6%	697,600
Rentals & Leases	581,600	-1.0%	576,000	2.1%	588,300
Training	242,000	13.4%	274,500	106.9%	568,000
Insurance	271,100	12.5%	305,000	0.6%	306,700
Levy Ballot Costs	-	0.0%	-	100.0%	1,000,000
Services & Programming	967,400	16.8%	1,130,000	41.5%	1,598,700
Sub-total Non-personnel	\$ 18,900,050		\$ 17,404,000		\$ 24,985,600
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	-39.2%	5,350,000
Equipment & Furnishings	1,175,000	-30.6%	815,462	-8.0%	750,000
Land	-		-		-
Vehicles	-		31,817	2037.2%	680,000
Other Assets	-		79,289	-100.0%	-
Sub-total Capital	\$ 12,985,550		\$ 10,634,232		\$ 7,430,000
Total Expenditures	\$ 80,585,600	-6.3%	\$ 75,520,232	7.2%	\$ 80,947,300
Total Surplus/(Deficit)	\$ (2,800,000)		\$ 3,000,839		\$ (5,425,550)
Transfers In/(Transfers Out) of Funds	\$ (4,900,000)		\$ (4,900,000)		\$ (1,600,000)
Ending Fund Balance	\$ 20,300,000		\$ 31,038,199		\$ 24,012,450

2026 Proposed Budget

NOVEMBER 24, 2025

Unreserved and Reserve Funds

Unreserved Funds - Board Restricted - Balances and Transfers

Fund	Balance Actual 12/31/2024	Adopted Activity 2025	Adopted Balance 12/31/2025	Proposed Activity 2026	Proposed Balance 12/31/2026
Building	\$2,176,000	\$3,000,000	\$5,176,000	\$0	\$5,176,000
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	\$300,000	\$34,436,934

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

Fund	Balance Actual 12/31/2024	Adopted Activity 2025	Adopted Balance 12/31/2025	Proposed Activity 2026	Proposed 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

NOVEMBER 24, 2025

Reserved Funds – Board and Entity Restricted – Transfers and Balances

Fund	Balance Actual 12/31/2024	Adopted Activity 2025	Forecasted 2025 interest	Forecasted Balance 12/31/2025	Proposed Activity 2026	Proposed 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

NOVEMBER 24, 2025

2026 Proposed Budget Summary

Source of Funds

	2025 Adopted	2026 Proposed
Beginning Cash	\$ 28,000,000	\$ 31,038,000
Transfer from Reserves	\$ -	\$ -
<i>Total Beginning Cash and Transfer from Reserves</i>	\$ 28,000,000	\$ 31,038,000
Total Revenue	\$ 77,785,600	\$ 75,521,750
Total	\$ 105,785,600	\$ 106,559,750

Use of Funds

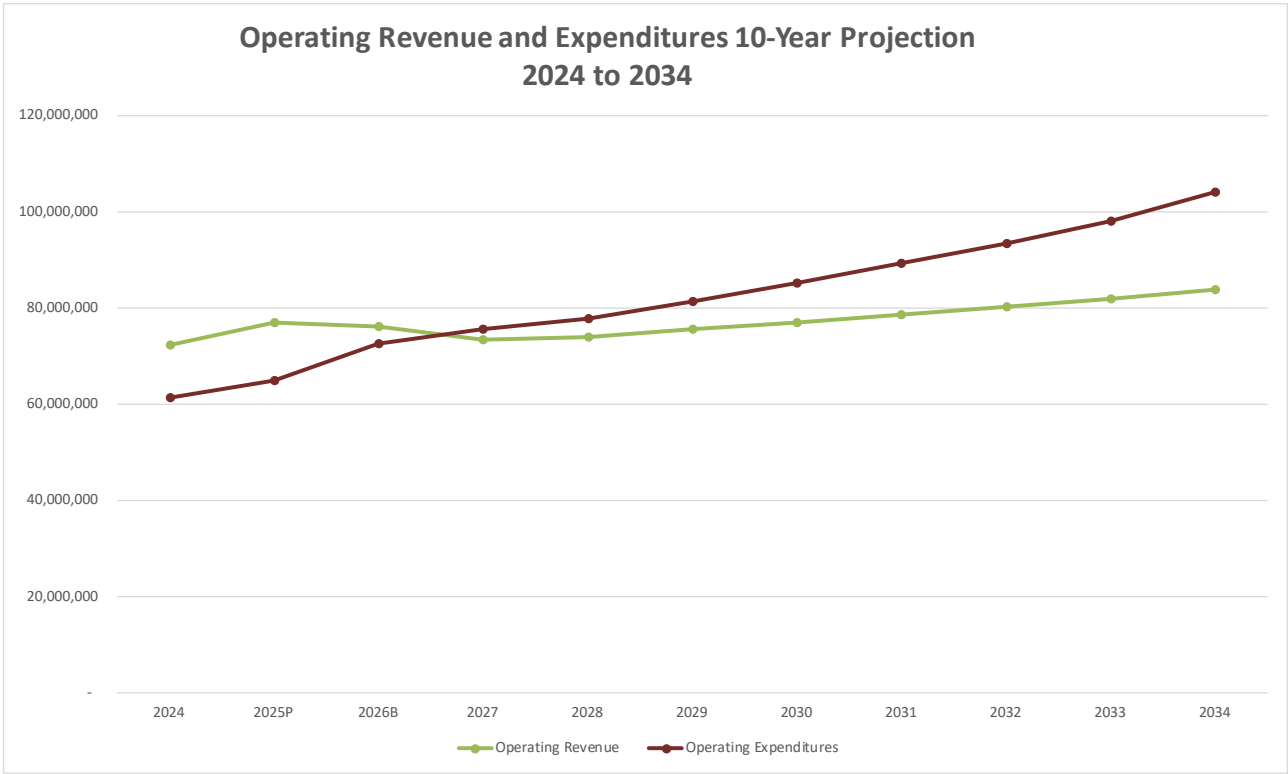
	2025 Adopted	2026 Proposed
Operations	\$ 67,600,050	\$ 73,517,300
Capital Outlay	\$ 12,985,550	\$ 7,430,000
Total Expenditures	\$ 80,585,600	\$ 80,947,300
Transfer to Reserves	\$ 4,900,000	\$ 1,600,000
Ending Cash	\$ 20,300,000	\$ 24,012,450
Total	\$ 105,785,600	\$ 106,559,750

2026 Proposed Budget

NOVEMBER 24, 2025

Appendix A

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

NOVEMBER 24, 2025

Appendix B

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

NOVEMBER 24, 2025

Appendix C

Foundation Support

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

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

November 24, 2025

October 2025 Revenue Summary

- Total revenue received in October was \$27.6M compared to the monthly budget of \$24.1M. Year to date (YTD) total revenue was \$70.8M compared to the YTD budget of \$69.6M, which is 91% of the annual revenue budgeted.
- General property tax receipts for October were \$23.5M compared to the monthly budget of \$23.3M.
- Timber tax, Leasehold Excise Tax, and DNR revenue for October were \$9k compared to the monthly budget of \$6k.
- Grant revenue for October was \$3.8M. This was for the Mariner Community Campus project.
- Investment Interest for October was \$194k compared to the monthly budget of \$108k. YTD actual is \$1.9M, while the budget was \$1.3M.
- Print/copy services, city contract fees, lost materials revenue, and donations for October were collectively \$23k compared to the monthly budget of \$52k. Donations from Foundation and Friends of Library were a total of \$7k, with a monthly budget of \$46k.
- Other Revenue for October was \$37k compared to the monthly budget of \$50k. The bulk of these proceeds, \$33k, were proceeds from E-Rate Revenue.

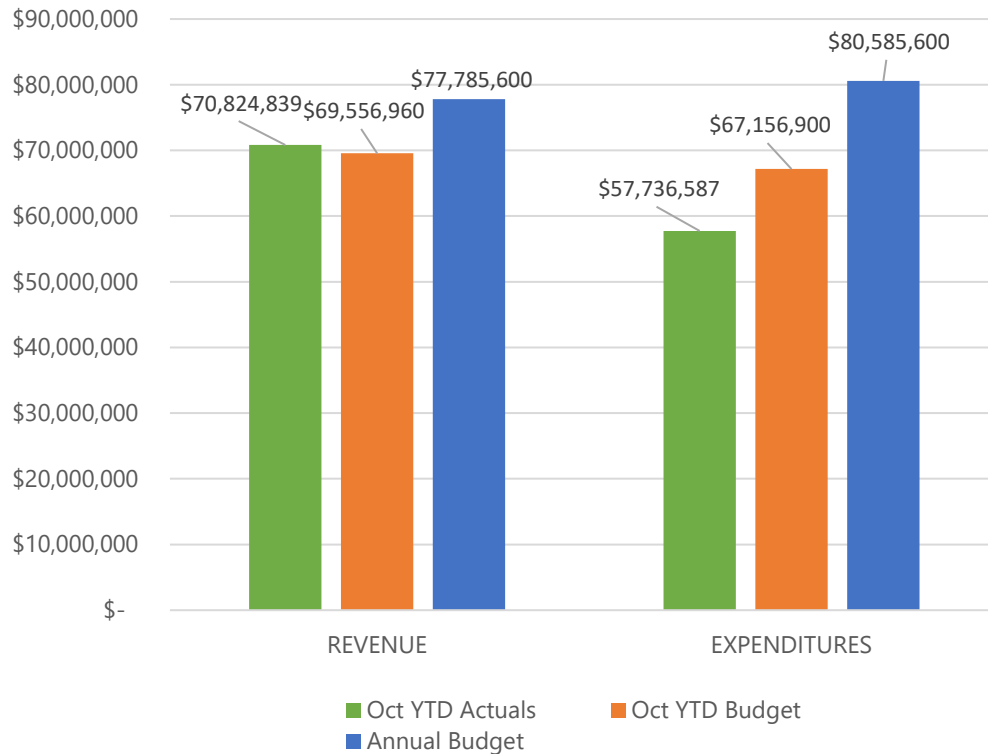
October 2025 Expenditures Summary

- Total expenditure for October was \$5.7M compared to the monthly budget of \$6.7M. Total expenditures YTD were \$57.7M compared to the YTD budget of \$67.2M, which was 72% of the annual expenditure budgeted.
- Salaries & Benefits for October were \$3.7M compared to the monthly budget of \$4.1M.
- Collection materials expenditures for October were \$551k compared to the monthly budget of \$576k.
- Employee training expenditure for October was \$45k compared to the monthly budget of \$23k.
- Capital expenditures for October were \$394k compared to the monthly budget of \$1.1M. Expenditures are for building & improvements, architecture & engineering, and vehicles.
- All other expenditures (professional & contract services, equipment & furnishing, maintenance & repairs, software license & maintenance fees, communications, office & operating supplies, utilities, rentals & leases, insurance and miscellaneous) for October were \$952k compared to the monthly budget of \$977k.

Financial Update

FINANCE DEPARTMENT

October 2025 Year-to-Date Summary



Sno-Isle Regional Library System
Statement of Expenditures
Expenditures Summary
From 10/1/2025 Through 10/31/2025
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures						
10.0 Salaries & Benefits	3,742,099	4,058,390	38,104,415	40,583,900	48,700,000	78.24%
20.0 Materials	550,571	576,000	5,352,472	5,760,000	6,912,000	77.43%
26.0 Professional & Contract Services	236,728	294,320	2,482,828	2,943,200	3,530,900	70.31%
35.0 Equipment & Furnishings	181,912	50,280	415,618	502,800	603,500	68.86%
38.0 Maintenance & Repair	42,037	110,770	738,521	1,107,700	1,328,300	55.59%
41.0 Software License & Maint Fees	34,787	142,060	1,360,665	1,420,600	1,704,900	79.80%
42.0 Communications	93,484	68,500	607,715	685,000	822,000	73.93%
43.0 Office & Operating Supplies	44,197	53,240	494,373	532,400	639,350	77.32%
44.0 Utilities	39,108	45,590	456,649	455,900	547,000	83.48%
45.0 Rentals & Leases	29,911	48,460	478,712	484,600	581,600	82.30%
46.0 Insurance	30,196	22,600	258,318	226,000	271,100	95.28%
48.0 Employee Training / Travel	45,377	22,580	290,234	225,800	271,000	107.09%
49.0 Miscellaneous	125,144	78,270	893,007	782,700	938,400	95.16%
50.0 Strategic Initiatives / Innovation	94,409	62,500	245,014	625,000	750,000	32.66%
62.0 Capital - Bldgs & Improvements	258,830	874,220	4,613,329	8,742,200	10,490,550	43.97%
62.5 Capital - A&E	134,892	110,000	506,425	1,100,000	1,320,000	38.36%
64.0 Capital - Furnishings & Equipment	0	97,910	326,873	979,100	1,175,000	27.81%
64.4 Capital - Vehicles	0	0	31,817	0	0	0.00%
64.5 Capital - Other Assets	313	0	79,601	0	0	0.00%
Total Expenditures	5,683,997	6,715,690	57,736,587	67,156,900	80,585,600	71.65%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 10/1/2025 Through 10/31/2025
(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	23,487,033	23,261,440	60,189,174	60,752,560	67,230,900	89.52%
02.0	Timber Tax / Sales	9,251	5,500	923,184	531,200	627,000	147.23%
02.5	Grants	3,831,600	616,680	6,692,964	6,166,800	7,400,000	90.44%
03.0	Print/Copy Services	8,974	1,670	68,041	16,700	20,000	340.20%
04.0	Services/City Contract Fees	0	330	4,380	3,300	4,000	109.50%
05.0	Lost Materials Paid	6,865	4,170	66,115	41,700	50,000	132.23%
06.0	Investment Interest	194,029	108,330	1,925,092	1,083,300	1,300,000	148.08%
07.0	Donations Private Sources	7,029	46,140	254,658	461,400	553,700	45.99%
08.0	Other Revenue	37,093	50,000	701,232	500,000	600,000	116.87%
	Total Revenues	27,581,873	24,094,260	70,824,839	69,556,960	77,785,600	91.05%

BOARD OF TRUSTEES 2025 CALENDAR

NOVEMBER 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

NOVEMBER 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

NOVEMBER 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

NOVEMBER 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