



## BOARD OF TRUSTEES

Jennifer DePrey, President • Michael Adams, Vice President • Griselda Guevara-Cruz, Secretary • Kay Crull • Jessica Fleming • Ryan May • Rose Olson

## EXECUTIVE DIRECTOR

Eric Howard

**February 23, 2026, 5:30 p.m.**

Sno-Isle Libraries Service Center  
7312 35th Ave NE  
Marysville, WA 98271

Webinar Link: [Click here](#)

## 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 January 26, 2026 regular meeting minutes
- b) Approval of the January 2026 payroll, benefits, and vouchers

### 7) Public Comment

### 8) New Business

- a) Capital Framework and Facilities Update – Assistant Director of Facilities, Safety & Security R.D. Burley and Assistant Director of Capital Strategy & Planning Chy Ross
- b) Levy Lid Lift – Executive Director Eric Howard and Deputy Director David Durante

### 9) Finance Report

- a) Financial Update – Finance Director Janella Lewis [Attachment 2](#)

### 10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President DePrey
  - i) Board of Trustees 2026 Calendar [Attachment 3](#)
- b) Sno-Isle Libraries Foundation – Trustee Crull

### 11) \*Adjournment

\*Denotes Board of Trustees action item.

*To request accommodation for an event, email [accessibility@sno-isle.org](mailto:accessibility@sno-isle.org) or visit [sno-isle.org](http://sno-isle.org).*



# Executive Director

## BOARD REPORT

February 23, 2025

Eric Howard  
Executive Director

### Advocacy and Government Relations

My staff and I made two trips to Olympia last month. I will also fly to DC in May and staff will be visiting with elected officials there later this month. We continue to meet with elected officials outside of those visits. Advocacy continues to be a major focus for Sno-Isle Libraries because public libraries rely on strong partnerships, sustained public investment, and informed policy decisions to meet evolving community needs. Active engagement with our local, state, and federal elected officials and decision-makers ensures that the value of library services is understood, that community priorities are reflected in funding and policy outcomes, and that Sno-Isle Libraries is well-positioned to secure resources that support resilient facilities, equitable access, and long-term service delivery.

Significant progress was made at the local, state, and federal levels in January and early February. At the state level, Sno-Isle Libraries was present at the Washington State Capitol twice in January, advocating on behalf of public libraries and our Snohomish County partners. Key legislative priorities this session include support for a \$250,000 state grant to remodel and expand the Arlington Library and additional legislative items that strengthen libraries and our community partners across the region (including the WA Talking Book and Braille Library). The state legislative session is scheduled to conclude on March 12, and we will continue monitoring outcomes and maintaining communication with legislators through the end of session.

At the federal level, Sno-Isle Libraries and our partners saw several important successes. Sno-Isle Libraries received \$250,000 in federal Community Project Funding, secured by Representative Suzan DelBene, to complete construction of the new Lake Stevens Library. In partnership with Sno-Isle Libraries, City of Mountlake Terrace, received \$850,000 to support community resilience efforts at the Mountlake Terrace Library, including HVAC and roof repairs for the library. Additionally, the Institute of Museum and Library Services (IMLS) received stable federal funding, along with a \$1.4 million increase to the Libraries Grants to States Program, strengthening statewide library services.

Looking ahead, Sno-Isle Libraries is preparing for a significant federal grant opportunity in fiscal year 2027 to support construction of the new Mariner Library and community campus.



## National and Local Advocacy Engagement

Sno-Isle Libraries continues to be actively engaged in national advocacy efforts. Susan Hempstead and Gracie Geremia will attend National Library Legislative Day on February 25–26, with Susan participating in her role as Chair of the American Library Association's Committee on Legislation. As a Board member with the Economic Alliance of Snohomish, I will be in Washington, D.C. in May to participate in Snohomish County advocacy efforts with a focus on libraries, economic resilience, and community services.

At the local level, this work is supported through relationship-building and collaboration. In the next few months, I will be meeting with mayors and county leaders across the Library District to strengthen partnerships, align priorities, and ensure library services remain responsive to community needs. In early February, I met with another important set of stakeholders: school superintendents within the Library District. It was an opportunity to discuss the many services the Library District provides and to pitch them on further engagement with us in the strategic planning process this year.

## Organizational Focus and Strategic Planning

As we advance this important external advocacy work, it is equally critical that we maintain clarity and alignment internally. Developing clear Objectives and Key Results for Sno-Isle Libraries staff provides a shared focal point for our work, supporting a culture of growth, strengthening connections with partners, and ensuring we consistently deliver excellent service to our customers across the district.

Sno-Isle Libraries has also begun strategic planning work in partnership with CityFi. This effort will support the development of a forward-looking, data-informed strategic framework that reflects community needs, organizational capacity, and long-term sustainability. Working with CityFi will help ensure that Sno-Isle Libraries' strategic direction is grounded in best practices, equity considerations, and meaningful engagement with residents and stakeholders across our service area. This planning work will inform future priorities, investments, and partnerships, and will provide clear guidance for both staff and the Board as the organization moves forward.

Additionally, Sno-Isle Libraries is also seeking community feedback through a survey conducted February 11–19 focused on library funding and voter perceptions. The survey is designed to help the organization better understand how residents view the library levy, the value of library services, and the connection between community priorities and public investment in libraries. Results will inform future communication, engagement strategies, and long-term planning, helping ensure Sno-Isle Libraries remains aligned with voter expectations and community needs.



## Collections and Materials Follow-Up

The 2025 Sno-Isle Libraries Materials Budget finished with a balance of \$128,691, \$125,000 of which is allocated for Lake Stevens materials and will be spent in 2026. The increase in allocation for the Library's collection reflects the community's wishes, as highlighted in the customer survey, that materials are their number one priority from the Library District. 2026 budget highlights include refreshing our adult nonfiction art books, expanding and refreshing the children's nonfiction collections, and reducing wait times on the most popular titles in physical and digital formats

## Upcoming Highlights

### North

Arlington: [Visible Mending](#) - 3/28 (Adults, Teens)

Join us for a creative workshop covering the basics of common visible mending techniques with textile extraordinaire and visible mending pro Erin Eggenburg of [Wren Bird Arts](#).

### South

Edmonds: [Under the Rainbow: Nicola Griffith](#)

Join us for a storyteller event in partnership with Under the Rainbow! This month's storyteller is Nicola Griffith!

[Nicola Griffith](#) is the author of nine novels, including *Hild*, *Spear*, and *Menewood*.

### East

Granite Falls: [Baby & Me Community Group](#) – weekly (Adults, Babies)

Parents and caregivers with infants ages 0-12 months are invited to a weekly group at the Granite Falls Library. Partnering with [PEPS](#) (Program for Early Parent Support), we'll make new connections, strengthen families and build community together!

### West



All island: [Scott Shigeoka | Curiosity is a Bridge for Connection](#) – 3/20 (Adults)

Join the Sno-Isle Libraries Foundation and the 2026 [Trudy Sundberg Lecture Series](#) for an evening with curiosity expert and author Scott Shigeoka. This lecture will be centered on the practice of curiosity as a force for connection and transformation, building on the success of author Scott's award-winning book [Seek: How Curiosity Can Transform Your Life and Change the World](#).

## Online

[How to Build a 5-min Drawing Habit with Nishant Jain, The Sneaky Artist](#) - 3/17 (Adults)

This session will pack ideas and simple techniques from Nishant Jain's sneaky art practice to help you build a sustainable and fulfilling drawing habit. Learn more at [The Sneaky Artist](#).





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## EXECUTIVE DIRECTOR

Eric Howard

January 26, 2026

Meeting Minutes  
Sno-Isle Libraries Service Center

## Call to Order

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

## Attendees

**Members present:** Jennifer DePrey, Michael Adams, Kay Crull, Griselda Guevara-Cruz, Ryan May, Rose Olson

**Members present via videoconference:** Jessica Fleming

**Staff present:** Melinda Armstrong, David Durante, Casey Gabehart, Cassie Hanson, Lindsay Hanson, Eric Howard, Meredith Kraft, Jason Latham, Tricia Lee, Janella Lewis, Chy Ross, and Shanda Zimmerman.

President DePrey confirmed quorum.

## Approval of Agenda

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

## Executive Director Report

Executive Director Eric Howard highlighted the 2025 increase in checkouts and library visits, funding for library capital projects, and a recent visits from Representative Rick Larsen to donate books from the Library of Congress to community libraries within the District.

## Consent Agenda

- a) Approval of the November 24, 2025 regular meeting minutes
- b) Approval of the January 8, 2026 special meeting minutes





# SNO-ISLE LIBRARIES BOARD OF TRUSTEES

## BOARD OF TRUSTEES

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## EXECUTIVE DIRECTOR

Eric Howard

c) Approval of the November 2025 payroll, benefits, and vouchers

Operating Fund	Total
<b>Voucher (Warrant)</b>	
Numbers: 88229 through 88506 (less check numbers below)	\$ 1,963,326.51
<b>Payroll Warrant</b>	
Numbers: 88319, 88327, 88385, 88498 plus direct deposit and EFT	\$ 3,767,064.73
<b>Electronic Payments</b>	
Dates: 11/01/2025 through 11/30/2025	\$ 42,525.06

d) Approval of the December 2025 payroll, benefits, and vouchers

Operating Fund	Total
<b>Voucher (Warrant)</b>	
Numbers: 88507 through 88898 (less check numbers below)	\$ 3,838,856.87
<b>Payroll Warrant</b>	
Numbers: 88512, 88584, 88584, 88594, 88737, 88782 through 88790. 88796, 88803 plus direct deposit and EFT	\$ 3,673,117.88
<b>Electronic Payments</b>	
Dates: 12/01/2025 through 12/31/2025	\$ 161,499.84

Trustee Adams moved the Sno-Isle Libraries Board of Trustees approve the Consent Agenda as presented. Trustee Fleming moved to remove the December 2026 payroll, benefits, and vouchers from the Consent Agenda due to a typographical error. The motion passed. Trustee Fleming moved to approve the Consent Agenda as amended. The motion passed.

Trustee Crull moved to approve the December 2025 payroll, benefits and vouchers. The motion passed.

## Public Comment

There were no public comments to the Board.





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## New Business

### 2026 Board of Trustees Calendar

Director Howard presented the 2026 Board of Trustees calendar. President DePrey noted changes to the first Executive Committee meeting date and Trustee attendance at SILCON. Trustee Olson moved to adopt the 2026 Board of Trustees calendar as amended. The motion passed.

## Finance Report

### Financial Update

Finance Director Lewis presented the November and December 2025 financial reports. Trustee DePrey noted a typographical error in the reports where the abbreviation k (thousand) was used in place of M (million).

## Committee and Trustees' Reports

### President's Report/Executive Committee

President DePrey reported on the 2026 Board committee appointments. Trustees were appointed as follows:

- Management Committee: Trustees Crull (Chair) and Fleming
- Library Services Committee: Trustees Olson (Chair) and May
- Executive Committee: President DePrey, Vice President Adams, and Secretary Guevara-Cruz
- Foundation Liaison: Trustee Crull

### Sno-Isle Libraries Foundation Liaison Report

Trustee Crull reported on the following from the Foundation's December 2025 and January 2026 meetings:

- An update from Sno-Isle Libraries Assistant Director of Strategic Relations Susan Hempstead.
- The results from the recent Giving Tuesday campaign.
- The results from recent email campaigns.
- A recruitment update regarding the Giving Officer vacancy.
- Work on an updated Memorandum of Understanding between the Foundation and the Library District.

## Adjournment

Trustee May moved to adjourn the January 26, 2026 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President DePrey adjourned the meeting at 6:07 p.m.





# SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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## EXECUTIVE DIRECTOR

Eric Howard

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President

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Secretary



**Sno-Isle Libraries**  
**January 2026 Payroll and January 2026 Vouchers**

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<b>Direct Deposits, Employee Deductions</b>	\$ 2,909,739.95
<b>Vendor Checks 88915, 88925, 88973, 89005 through 89013, plus</b>	
<b>Electronic Transfers</b>	<u>\$ 965,029.75</u>
 <b>Total Payroll and Benefits</b>	 \$ 3,874,769.70
 <b>Accounts Payable Checks 88834 through 89013 less checks</b>	
<b>listed above, plus Electronic Transfers</b>	<u>\$ 788,742.61</u>
 <b>Total Payroll, Benefits and Accounts Payable</b>	 <u>\$ 4,663,512.31 *</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 February 23, 2026.

*Jansella Lewis*      2/10/2026

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Finance Director

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

**Sno-Isle Libraries**  
**January 2026 Payroll and January 2026 Vouchers**  
**Reconciliation of Actual Expenditures to Expenditure Summary**

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**January 2026 Payroll**

Employee Pay - Direct Deposit	\$ 2,086,065.15
Plus: Employee Deductions	\$ 823,674.80
<b>Sub-Total Gross Payroll</b>	<b>\$ 2,909,739.95</b>
Vendor Checks 88915, 88925, 88973, 89005 through 89013, plus Electronic Transfers	\$ 226,633.07 *
Employer Workers' Comp Insurance Premium	\$ 26,773.57
Electronic Funds Transfer- Employer Federal Taxes	\$ 250,711.37
Electronic Funds Transfer - Canopy Wellbeing	\$ 2,337.70
Electronic Funds Transfer - Empower - 457 Plan	\$ 4,800.80
Electronic Funds Transfer - Mission Square - 457 Plan	\$ 72,761.43
Electronic Funds Transfer - PERS - Retirement Plan	\$ 296,157.89
Electronic Funds Transfer - Navia - FSA	\$ 18,284.11
Electronic Funds Transfer - Navia - HRA/MRA	\$ 7,879.79
Electronic Funds Transfer - HMA/Premera - Medical Claims	\$ 269,764.64
Electronic Funds Transfer - HMA - Admin Fees	\$ 9,809.00
Electronic Funds Transfer - Sun Life - Stop Loss Insur	\$ 92,281.50
Electronic Funds Transfer - Support Registry	\$ (845.28)
Less: Employee Benefit Deductions	\$ (312,319.84)
<b>Sub-Total Benefits - Employer Expense</b>	<b>\$ 965,029.75</b>
<b>Total Payroll and Benefits</b>	<b>\$ 3,874,769.70</b>

**January 2026 Accounts Payable**

Checks 88834 through 89013 less checks listed above, plus Electronic Transfers	\$ 786,233.64 **
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$ 2,508.97
<b>Sub-Total Accounts Payable</b>	<b>\$ 788,742.61</b>
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$ 4,663,512.31</b>

**Adjustments**

Overage/Shortage/NSF Checks	
Change Machines	
Refunds and Credits	\$ 889.31
Petty Cash Expense	\$ 16.99
Expense Funded in December	\$ 1,229.44
Bank Service Charge	\$ 974.88
Travel & Business Expense Reimbursement paid in Payroll	\$ 9,217.74
<b>Total Adjustments</b>	<b>\$ 12,328.36</b>
<b>January 2026 Total Expenditures</b>	<b>\$ 4,675,840.67 ***</b>

\* Benefit invoices paid through Accounts Payable Checks

\*\* Regular invoices paid through Accounts Payable Checks

**Total Accounts Payable Check Payments**

\$ 226,633.07

\$ 786,233.64

**\$ 1,012,866.71**

\*\*\* Equals Expenditure Summary Total

**Vouchers**  
**January 2026**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/22/2026	88809	MIDWEST LIBRARY SERVICE (Void)	-\$19,098.12
1/29/2026	88399	GALE/CENGAGE LEARNING (Void, reissue as ACH)	-2,993.75
1/29/2026	88608	GALE/CENGAGE LEARNING (Void, reissue as ACH)	-2,210.00
1/8/2026	88834	CLINTON COMMUNITY HALL	40.00
1/8/2026	88835	MCKAYLA COYLE	218.20
1/8/2026	88836	CREATOR ZONE	415.72
1/8/2026	88837	GRETCHEN R DOUMA	38.71
1/8/2026	88838	THE HANOVER INSURANCE GROUP	15,074.53
1/8/2026	88839	NANCY HORAN	724.26
1/8/2026	88840	LODESTAR MARKETING GROUP	6,005.96
1/8/2026	88841	MCCLINTOCK, PAUL A.	100.00
1/8/2026	88842	NORTHWEST CENTER	1,527.40
1/8/2026	88843	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	442.40
1/8/2026	88844	SPRAGUE PEST SOLUTIONS	65.03
1/8/2026	88845	TOWN OF COUPEVILLE	50.00
1/8/2026	88846	KENT WHIPPLE	165.90
1/8/2026	88847	YAMAMOTO, TY	300.00
1/8/2026	88848	YOGA IN THE CENTER	60.00
12/31/2025	88849-88898	DECEMBER CHECKS	0.00
1/16/2026	88899	8X8 INC	7,998.92
1/16/2026	88900	DAYFORCE US, INC.	10,641.78
1/16/2026	88901	FARBER SPECIALTY VEHICLES INC.	164,778.91
1/16/2026	88902	FATBEAM, LLC	1,499.00
1/16/2026	88903	LEMAY MOBILE SHREDDING	179.40
1/16/2026	88904	LES SCHWAB - MARYSVILLE	2,181.63
1/16/2026	88905	MILL CREEK VIEW	290.00
1/16/2026	88906	NORTHWEST PUBLISHING INC.	400.00
1/16/2026	88907	O'REILLY AUTO PARTS	32.80
1/16/2026	88908	PACIFIC OFFICE AUTOMATION INC	8,230.74
1/16/2026	88909	PUBLIC LIBRARIES OF WASHINGTON	7,500.00
1/16/2026	88910	RICOH USA INC - 31001	244.47
1/16/2026	88911	RICOH USA INC - 650073	2,058.44
1/16/2026	88912	SPRINGSHARE LLC	5,716.52
1/16/2026	88913	STRYKER AUTOMOTIVE	333.19
1/16/2026	88914	VERIZON WIRELESS (660108)	5,361.14
1/16/2026	88915	WELLABLE LLC	422.40
1/16/2026	88916	DAVID BROWN	661.99
1/16/2026	88917	KATHLEEN LINCE	585.80
1/16/2026	88918	RUTH ZANDER	1,845.00
1/16/2026	88919	TARYN TOMPKINS	33.60
1/22/2026	88920	ALASKA WILDLIFE CONSERVATION CENTER, INC.	100.00
1/22/2026	88921	ALLIED UNIVERSAL	15,978.39
1/22/2026	88922	AMAZON CAPITAL SERVICES, INC	1,259.34

**Vouchers**  
**January 2026**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/22/2026	88923	JESSIXA AARON GRILIHAS BAGLEY DBA GORILLA HOUSE I	3,825.50
1/22/2026	88924	BANK OF AMERICA (842425)	2,538.86
1/22/2026	88925	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
1/22/2026	88926	BLACKSTONE PUBLISHING	496.08
1/22/2026	88927	BRODART	177.11
1/22/2026	88928	CENTER POINT LARGE PRINT	774.90
1/22/2026	88929	CITY OF LYNNWOOD	2,629.25
1/22/2026	88930	CITY OF SULTAN	1,073.93
1/22/2026	88931	CORBIN CUSTOM UPHOLSTERY	2,940.13
1/22/2026	88932	CYBULSKIE, DANIELE	300.00
1/22/2026	88933	DEMCO INC (8048)	815.18
1/22/2026	88934	FREUDMANN, GIDEON	545.00
1/22/2026	88935	GALE/CENGAGE LEARNING	2,462.89
1/22/2026	88936	InfoUSA Marketing, Inc.	17,090.00
1/22/2026	88937	INNOVATIVE USERS GROUP	375.00
1/22/2026	88938	INSIGHT PUBLIC SECTOR INC.	8,884.59
1/22/2026	88939	PHOTOJJ LLC	3,775.48
1/22/2026	88940	KEYBANK NATIONAL ASSOCIATION	696.15
1/22/2026	88941	MIDWEST LIBRARY SERVICE	137.76
1/22/2026	88942	MIDWEST TAPE	47,642.02
1/22/2026	88943	MILNE ELECTRIC INC	1,180.47
1/22/2026	88944	MINELGA PRESS	54.65
1/22/2026	88945	NG, SAMMY	459.06
1/22/2026	88946	NORTH BY NORTHWEST PARANORMAL LLC	655.80
1/22/2026	88947	OFFICE DEPOT, INC	2,001.31
1/22/2026	88948	ONE DIVERSIFIED, LLC	2,189.90
1/22/2026	88949	PACIFIC OFFICE AUTOMATION INC	500.45
1/22/2026	88950	PAPER ROLL PRODUCTS	884.51
1/22/2026	88951	PAWSWITHCAUSE	317.22
1/22/2026	88952	PUGET SOUND ENERGY	4,136.59
1/22/2026	88953	PUD NO 1 OF SNOHOMISH COUNTY	2,487.53
1/22/2026	88954	SMOKEY POINT PLACE IV, LLC	8,353.38
1/22/2026	88955	RESOURCES	248.63
1/22/2026	88956	SNO-ISLE REFUND ACCOUNT	295.74
1/22/2026	88957	RYAN SPARROW	654.60
1/22/2026	88958	SPRAGUE PEST SOLUTIONS	322.63
1/22/2026	88959	STATE AUDITOR'S OFFICE	4,520.75
1/22/2026	88960	STERICYCLE, INC.	627.83
1/22/2026	88961	TIMELESS DESIGN	3,244.29
1/22/2026	88962	TSAI FONG BOOKS INC	667.62
1/22/2026	88963	WALTER E NELSON CO OF WESTERN WA	4,609.17
1/22/2026	88964	WHIDBEY LIFE MAGAZINE, LLC	12.00
1/22/2026	88965	WHIDBEY TELECOM	775.75

**Vouchers**  
**January 2026**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/22/2026	88966	WASHINGTON STATE FERRIES	579.50
1/22/2026	88967	ZIPLY FIBER	18,900.92
1/22/2026	88968	GRACIE GEREMIA	2,170.34
1/29/2026	88969-88970	REMIT OVERUN	0.00
1/29/2026	88971	AMAZON CAPITAL SERVICES, INC	3,830.22
1/29/2026	88972	BACKSTAGE LIBRARY WORKS, INC	185.80
1/29/2026	88973	BEACON HILL SOLUTIONS GROUP, LLC	2,200.00
1/29/2026	88974	BELIEF AGENCY	65,460.00
1/29/2026	88975	BERK CONSULTING, INC.	1,080.00
1/29/2026	88976	BLACKSTONE PUBLISHING	1,467.51
1/29/2026	88977	BRODART	236.94
1/29/2026	88978	CAMANO COMMONS	1,250.00
1/29/2026	88979	CLINTON CHAMBER OF COMMERCE	50.00
1/29/2026	88980	DAYFORCE US, INC.	10,805.53
1/29/2026	88981	EBSCO	971.25
1/29/2026	88982	INNOVATIVE USERS GROUP	475.00
1/29/2026	88983	JR LANGUAGE TRANSLATION SERVICES INC.	695.00
1/29/2026	88984	LIBRARY IDEAS, LLC	1,837.68
1/29/2026	88985	LIMBLE SOLUTIONS, INC.	6,528.91
1/29/2026	88986	LITHTEX NW	343.30
1/29/2026	88987	MARYSVILLE BARKER REAL ESTATE LLC	6,839.65
1/29/2026	88988	MIDWEST LIBRARY SERVICE	985.68
1/29/2026	88989	MIDWEST TAPE	5,729.72
1/29/2026	88990	OCLC INC (34299)	290.68
1/29/2025	88991	REMIT OVERUN	0.00
1/29/2026	88992	OFFICE DEPOT, INC	3,178.83
1/29/2026	88993	PACIFIC OFFICE AUTOMATION INC	16,743.04
1/29/2026	88994	PAPER ROLL PRODUCTS	655.08
1/29/2026	88995	PRIME SELF STORAGE	814.00
1/29/2026	88996	RICOH USA INC - 31001	425.15
1/29/2026	88997	SCCFOA	120.00
1/29/2026	88998	SCHOLASTIC LIBRARY PUBLISHING	18,316.00
1/29/2026	88999	LAURA SHEA DBA LS SOLUTIONS	4,250.00
1/29/2026	89000	SMOKEY POINT PLACE IV, LLC	12,472.53
1/29/2026	89001	STRYKER AUTOMOTIVE	1,076.63
1/29/2026	89002	ULINE	600.96
1/29/2026	89003	DAE WON LLC	8,967.13
1/30/2026	89004	GREG OLTHOFF	42.72
1/30/2026	89005	ASSURED PARTNERS OF WA, LLC	6,169.52
1/30/2026	89006	DELTA DENTAL OF WASHINGTON	39,787.93
1/30/2026	89007	WSCCCE, AFSCME, AFL-CIO - COUNCIL 2	14,271.57
1/30/2026	89008	EMPLOYMENT SECURITY DEPT.	1,288.15
1/30/2026	89009	GET PROGRAM	400.00

**Vouchers**  
**January 2026**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/30/2026		89010 KAISER FOUNDATION HEALTH PLAN INC.	149,085.41
1/30/2026		89011 MUTUAL OF OMAHA	6,257.54
1/30/2026		89012 NAVIA BENEFIT SOLUTIONS CLIENT PAY	4,120.25
1/30/2026		89013 SNO-ISLE LIBRARY FOUNDATION	430.30
1/22/2026		ACH26001 INGRAM LIBRARY SERVICES	6,962.65
1/22/2026	ACH26002 - ACH26143	OVERDRIVE INC	135,528.71
1/29/2026	ACH26144 - ACH26145	GALE/CENGAGE LEARNING	31,326.46
1/29/2026	ACH26146 - ACH26147	INGRAM LIBRARY SERVICES	14,180.16
1/30/2026	TRANSF_012026_01	BANK OF AMERICA (2175)	1,035.00
1/30/2026	TRANSF_012026_02	BANK OF AMERICA (2945)	735.00
1/30/2026	TRANSF_012026_03	BANK OF AMERICA (3736)	2,498.83
1/30/2026	TRANSF_012026_04	BANK OF AMERICA (5088)	4,092.19
1/30/2026	TRANSF_012026_05	BANK OF AMERICA (5211)	452.40
1/30/2026	TRANSF_012026_06	BANK OF AMERICA (5659)	299.00
1/30/2026	TRANSF_012026_07	BANK OF AMERICA (5773)	600.00
1/30/2026	TRANSF_012026_08	BANK OF AMERICA (5953)	1,235.11
1/30/2026	TRANSF_012026_09	BANK OF AMERICA (6967)	986.13
1/30/2026	TRANSF_012026_10	BANK OF AMERICA (7067)	204.07
1/30/2026	TRANSF_012026_11	BANK OF AMERICA (7150)	8,872.44
1/30/2026	TRANSF_012026_12	BANK OF AMERICA (7423)	3,139.30
1/30/2026	TRANSF_012026_13	BANK OF AMERICA (7672)	493.48
			<u>\$ 1,012,866.71</u>

# Financial Update

## FINANCE DEPARTMENT

February 23, 2026

### 2026 Budget Allocation:

Sno-Isle Libraries allocates one-twelfth of the annual budget to each month for comparative revenue and expenditure reporting. This methodology applies to all budget lines except Property Tax and Forest Excise Tax. Due to the timing and variability of tax receipts and their impact on cash flow, these two revenue sources are allocated using a three-year historical average of monthly collections.

### Beginning Cash:

The 2026 budget includes an estimated beginning cash balance of **\$31M** to support operations during the first quarter, when tax receipts are typically lower. The actual beginning cash balance as of January 1, 2026, was **\$31M**.

### January 2026 Revenue Summary

- Total revenue received in January was **\$466K** compared to the monthly budget of **\$704K**.
- General property tax receipts totaled **\$150K**, consistent with the monthly budget.
- Timber tax, Leasehold Excise Tax, and Department of Natural Resources revenue totaled **\$8K** compared to a budget of **\$50K**.
- Grant revenue totaled **\$37K** compared to a budget of **\$193K**.
- Investment interest totaled **\$217K** compared to a budget of **\$135K**.
- Print/copy services, city contract fees, lost materials, and donations totaled **\$43K** compared to a budget of **\$135K**. Donations from the Foundation and Friends of Library were a total of **\$30K**. Some Foundation support is provided through direct payment of expenses and is reflected in the quarterly cost-benefit analysis rather than monthly revenue totals.
- Other revenue totaled **\$11K** compared to a budget of **\$42K**.

### January 2026 Expenditures Summary

- Total expenditure for January was **\$4.7M** compared to a monthly budget of **\$6.7M**.
- Salaries and benefits totaled **\$3.8M** compared to a budget of **\$4.0M**.
- Collection materials expenditures totaled **\$262K** compared to a budget of **\$732K**.
- Employee training expenditures totaled **\$10K** compared to a budget of **\$47K**.
- Capital expenditures totaled **\$165K** compared to a budget of **\$644K**, primarily related to a vehicle purchase.
- All other expenditures totaled **\$365K** compared to a budget of **\$1.3M**.



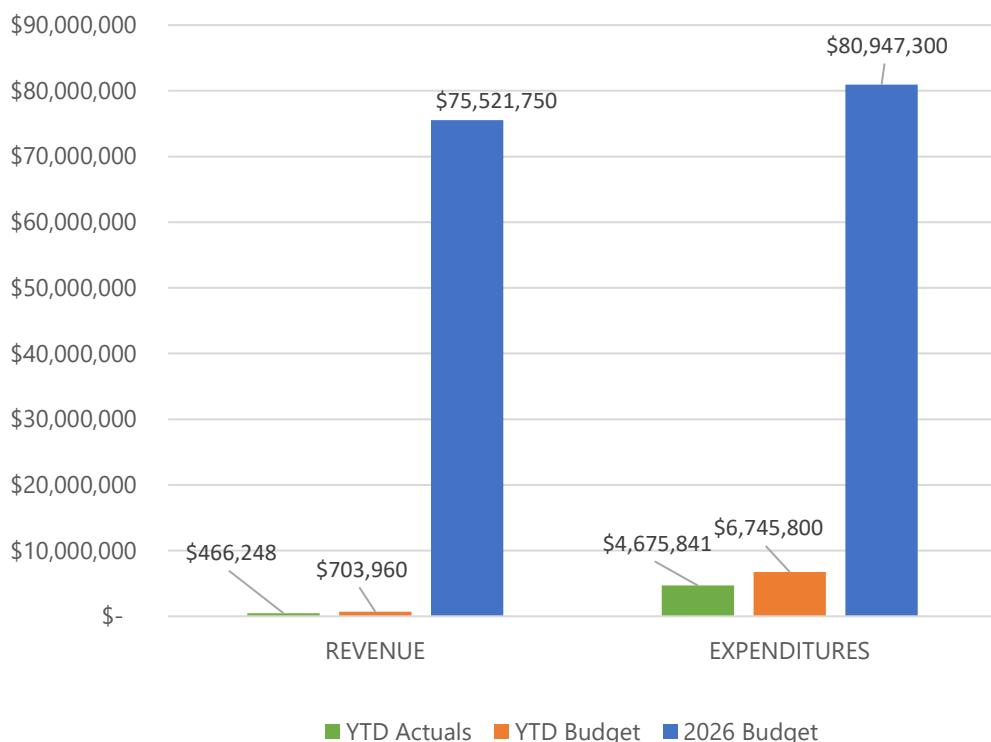
## Year-to-Date Summary

As of January 31, 2026, year-to-date revenue totaled **\$466K** compared to a budget of **\$704K**, and year-to-date expenditures totaled **\$4.7M** compared to a budget of **\$6.7M**, consistent with the January Board financial reports.

The total 2026 adopted budget includes **\$75.5M** in revenue and **\$80.9M** in expenditures.

## Overall Financial Position

Overall, financial performance through January reflects expected revenue seasonality and controlled spending levels, supported by a stable beginning cash position and alignment with the adopted 2026 budget.



Sno-Isle Regional Library System  
 Statement of Expenditures  
**Expenditures Summary**  
 From 1/1/2026 Through 1/31/2026  
 (In Whole Numbers)

		Current Period		YTD Budget	Annual Budget	% Annual Budget Used
		Period Actual	Budget - Adopted			
<b>Expenditures</b>						
10.0	Salaries & Benefits	3,874,770	4,044,380	3,874,770	4,044,380	48,531,700
20.0	Materials	261,992	731,630	261,992	731,630	8,779,500
26.0	Professional & Contract Services	137,973	383,070	137,973	383,070	4,595,800
35.0	Equipment & Furnishings	7,514	66,390	7,514	66,390	796,500
38.0	Maintenance & Repair	22,971	148,490	22,971	148,490	1,781,600
41.0	Software License & Maint Fees	27,958	172,400	27,958	172,400	2,069,300
42.0	Communications	30,910	82,300	30,910	82,300	987,700
43.0	Office & Operating Supplies	16,194	76,290	16,194	76,290	915,900
44.0	Utilities	10,327	58,170	10,327	58,170	697,600
45.0	Rentals & Leases	54,818	49,030	54,818	49,030	588,300
46.0	Insurance	15,075	25,560	15,075	25,560	306,700
48.0	Employee Training / Travel	9,706	47,330	9,706	47,330	568,000
49.0	Miscellaneous	40,853	216,590	40,853	216,590	2,598,700
50.0	Strategic Initiatives / Innovation	0	25,000	0	25,000	300,000
62.0	Capital - Bldgs & Improvements	0	445,830	0	445,830	5,350,000
62.5	Capital - A&E	0	54,170	0	54,170	650,000
64.0	Capital - Furnishings & Equipment	0	62,500	0	62,500	750,000
64.4	Capital - Vehicles	164,779	56,670	164,779	56,670	680,000
	<b>Total Expenditures</b>	<b>4,675,841</b>	<b>6,745,800</b>	<b>4,675,841</b>	<b>6,745,800</b>	<b>80,947,300</b>
						<b>5.78%</b>

## Sno-Isle Regional Library System

## Statement of Revenues

**Revenue Summary**

From 1/1/2026 Through 1/31/2026

(In Whole Numbers)

	Period Actual	Current Period		YTD Budget	Annual Budget	% Annual Budget Rec'd
		Budget - Adopted	Budget			
<b>Revenues</b>						
01.0	Property Taxes	149,922	149,980	149,922	149,980	68,756,000
02.0	Timber Tax / Sales	8,231	49,500	8,231	49,500	712,200
02.5	Grants	36,750	193,310	36,750	193,310	2,319,600
03.0	Print/Copy Services	7,749	7,500	7,749	7,500	90,000
04.0	Services/City Contract Fees	0	190	0	190	2,300
05.0	Lost Materials Paid	5,374	4,170	5,374	4,170	50,000
06.0	Investment Interest	217,064	134,570	217,064	134,570	1,614,800
07.0	Donations Private Sources	30,166	123,070	30,166	123,070	1,476,850
08.0	Other Revenue	10,994	41,670	10,994	41,670	500,000
	<b>Total Revenues</b>	<b>466,248</b>	<b>703,960</b>	<b>466,248</b>	<b>703,960</b>	<b>75,521,750</b>
						<b>0.62%</b>



## February 2026 Calendar

COMMITTEE MEETING		OPEN MEETING
<b>JANUARY</b>	<b>President</b> <ul style="list-style-type: none"><li>Committee appointments</li></ul>	<b>Special Meeting (January 8)</b> <ul style="list-style-type: none"><li>Board action - Joint levy certification</li></ul> <b>Regular Meeting (January 26)</b> <ul style="list-style-type: none"><li>Discussion - 2026 Board of Trustees calendar</li></ul>
<b>FEBRUARY</b>	<b>Executive</b> <ul style="list-style-type: none"><li>Trustee employee recognition award review</li><li>Trustee appointment criteria</li><li>2026 Organizational and Leadership outcomes</li><li>2026 Conferences for Trustees</li></ul>	<b>Regular Meeting (February 23)</b> <ul style="list-style-type: none"><li>Staff presentation – Levy Lid Lift</li><li>Staff presentation – Capital Framework and Facilities Update</li></ul>
<b>MARCH</b>	<b>Library Services</b> <ul style="list-style-type: none"><li>Policies: <i>Naming; Customer Use of Library Spaces; Meeting Room; Art in Public Spaces</i></li></ul> <b>Management</b> <ul style="list-style-type: none"><li>Board retreat planning</li></ul>	<b>Regular Meeting (March 23)</b> <ul style="list-style-type: none"><li>Staff presentation – Audit Review Report</li><li>Staff presentation – Overview for the Strategic Planning Process</li><li>Board action – Resolution: Levy Lid Lift Proposal</li></ul>
<b>APRIL</b>	<b>Executive</b> <ul style="list-style-type: none"><li>Executive Director quarterly check-in</li><li>Trustee vacancy process (information)</li></ul>	<b>Regular Meeting (April 27)</b> <ul style="list-style-type: none"><li>Staff presentation – Summer Reading Program Preview</li><li>Staff presentation – Early Learning</li><li>Staff presentation – Internal Controls: Oversight Responsibilities of the Board</li></ul>





## February 2026 Calendar

	COMMITTEE MEETING	OPEN MEETING
<b>MAY</b>	<b>President</b> <ul style="list-style-type: none"><li>Trustee Nominating Committee appointments</li></ul>	<b>Regular Meeting (May 26)</b> <ul style="list-style-type: none"><li><i>Staff presentation – Communication Strategies</i></li><li><i>Staff presentation – Partnerships</i></li><li>Board action - Naming Policy</li><li>Board action - Customer Use of Library Spaces Policy</li><li>Board action - Meeting Room Policy</li><li>Board action - Art in Public Spaces Policy</li></ul>
<b>JUNE</b>	<b>Management</b> <ul style="list-style-type: none"><li><i>Policies: Business Expense Reimbursement; Debt Management; Unreserved Fund</i></li></ul>	<b>Regular Meeting (June 22)</b> <ul style="list-style-type: none"><li><i>Staff presentation – Collection Update</i></li><li><i>Staff presentation – Career Advancement; Enhancing Quality of Life</i></li></ul>
<b>JULY</b>		<b>Regular Meeting (July 27)</b> <ul style="list-style-type: none"><li><i>Staff presentation – Update on Strategic Planning Process</i></li><li><i>Staff presentation – Levy education update</i></li><li><i>Staff Presentation – Internal Controls: Oversight Responsibilities of the Board</i></li></ul>
<b>AUGUST</b>	<i>No meetings</i>	





## February 2026 Calendar

COMMITTEE MEETING		OPEN MEETING
<b>SEPTEMBER</b>	<b>President</b> <ul style="list-style-type: none"><li>Officer Nominating Committee appointment</li></ul>	<b>Regular Meeting (September 28)</b> <ul style="list-style-type: none"><li><i>Staff presentation - 2027 Budget Introduction</i></li><li><i>Staff presentation – Internal Controls: Oversight Responsibilities of the Board</i></li><li>2027 Officer Nominating Committee appointment</li><li>Board action - Business Expense Reimbursement Policy</li><li>Board action - Debt Management Policy</li><li>Board action - Unreserved Fund Policy</li></ul>
	<b>Executive</b> <ul style="list-style-type: none"><li>Executive Director 2027 work plan</li></ul>	
<b>OCTOBER</b>	<b>Executive</b> <ul style="list-style-type: none"><li>Executive Director quarterly review planning</li></ul>	<b>Regular Meeting (October 26)</b> <ul style="list-style-type: none"><li><i>Staff presentation – Customer Service Overview</i></li><li><i>Staff presentation – Draft Strategic Plan Overview</i></li><li><i>Staff presentation - 2027 budget proposal</i></li><li>2027 meeting schedule (first review)</li><li>Officer slate announcement</li><li>Public hearing on 2027 levy</li><li>Board action - Resolution regarding the 2027 levy</li></ul>
	<b>Officer Nominating</b> <ul style="list-style-type: none"><li>2027 Officer Nomination</li></ul>	
<b>NOVEMBER</b>		<b>Regular Meeting (November 23)</b> <ul style="list-style-type: none"><li>Board action - Resolution regarding the 2027 budget</li><li>Board action - Resolution regarding the Strategic Plan</li><li>Board action - Election of officers</li><li>Board action - 2027 meeting schedule adoption</li><li>Board action - Executive Director review</li></ul>
<b>DECEMBER</b>	<i>No meetings</i>	





## February 2026 Calendar

### **SILCON and Employee Recognition Event (April 30)**

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

### **Staff In-Service Day (November)**

- Trustees are invited to attend.

### **Board Retreat (May, Date TBD)**

### **Other Events**

- Washington Library Association Conference. Yakima, WA. April 16-18, 2026
- Public Library Association Conference. Minneapolis, MN. April 1-3, 2026
- American Library Association Conference. Chicago, IL. June 25-29, 2026

