



## 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

**May 26, 2026, 5:30 p.m.**

Edmonds Library

650 Main St.

Edmonds, WA 98020

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](#)
- b) Senator Marko Liias
- c) Edmonds Library Manager Richard Suico

### 6) \*Consent Agenda Items

- a) Approval of the April 27, 2026 regular meeting minutes
- b) Approval of the April 29, 2026 special meeting minutes
- c) Approval of the April 2026 payroll, benefits, and vouchers

### 7) Public Comment

### 8) New Business

- a) Marketing Strategies Presentation – Assistant Director of Strategic Relations Susan Hempstead & Marketing and Communications Manager Katie Leone
- b) Partnerships Presentation – Assistant Director of Strategic Relations Susan Hempstead





# SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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- c) Customer Use of Library Spaces Policy – Library Services Committee Chair Olson [Attachments 2-4](#)
- d) Meeting Room Use Policy – Library Services Committee Chair Olson [Attachments 5-7](#)
- e) Art in Public Spaces Policy – Library Services Committee Chair Olson [Attachments 8-10](#)

## 9) Finance Report

- a) Financial Update – Finance Director Janella Lewis [Attachment 11](#)

## 10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President DePrey
  - i) Board of Trustees 2026 calendar [Attachment 12](#)
- 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

May 26, 2026

Eric Howard

Executive Director

### National Support and Recognition for Sno-Isle Libraries

Senator Maria Cantwell's office confirmed this month they are advancing the \$10M Congressionally Directed Spending (CDS) request we submitted for the Mariner Library and Community Campus to the Senate Transportation, Housing and Urban Development, and Related Agencies Committee for consideration in the federal FY 2027 appropriations bill. Following the March announcement that Rep. Rick Larsen is also advancing this Mariner Library funding request, this means that \$10M in federal funding for a new Mariner Library is moving forward during both the House and Senate 2027 budget markups. If successful, these federal funds will help our Library District realize the vision for a new Mariner Library. It also affirms the time and effort we invest in building relationships within the community and with our elected public officials. Last week I was with other Library District staff as part of the Economic Alliance Snohomish County delegation to champion Snohomish County priorities that strengthen our county. Other members of the delegation also highlighted the Mariner Library project as an important investment in economic development and community resilience.

The important library services funded by public grants and library levy funds are only effective if people know they are available. I am proud to report that, Sno-Isle Libraries is being recognized nationally as a recipient of the PR Xchange Award. This annual award honors the very best public relations materials produced by libraries in the past year. The panel of 19 judges evaluated 236 entries. Sno-Isle Libraries won an award in the Materials promoting collections, services, resources category. Our submission: Sabías que con tu tarjeta de la biblioteca Sno-Isle puedes llevarte una laptop con internet a casa... totalmente GRATIS? [Video](#)

Susan Hempstead will accept the award at ALA on Saturday, June 27.

### Strategic Planning

Sno-Isle Libraries held its April All Staff Day to further explore the organization's priorities, including strategic planning. Strategic planning engagement activities will also take place in the community, at the May 26<sup>th</sup> board retreat, and during the upcoming Friends and Board Forum. This level of engagement helps ensure our strategic plan reflects the needs, priorities, and



aspirations of our many communities. It also builds stronger relationships and trust by giving everyone a meaningful voice in shaping the Library District's future.

## Data, Belonging and Equity

As we seek to better understand leverage points through the strategic planning process, we continue to build on the recent organizational changes that we launched in December 2025. One goal for that change is to build equity into the outcomes for programming and services. Oak Harbor's Library Manager, Jane López-Santillana is now the manager of programs and services and outcomes for the Library. A goal within that work is to leverage partnerships and services to strengthen relationships with our current customers and reach new customers in underserved areas. In order to advance this work, and other data analysis needs across our organizations, we are hiring a new position to help the organization study and share data so we can continuously refine and recalibrate Library services to meet our objectives to improve equitable services.

## Upcoming Highlights

### North

Arlington: [Bubble Bash at Arlington's Legion Memorial Park](#) - 6/17 (Kids, Preschoolers, Teens)

Pop into Arlington's Legion Memorial Park for a bubble party! Blow bubbles of all sizes, paint a masterpiece with bubbles, blow bubbles bigger than your body, and see what other bubble fun you can get up to.

### South

Mariner: [Kickin' It Together - Summer Reading Kickoff](#) - 6/20 (All Ages)

Show off your striker skills at our inflatable soccer station, practice ball control and shooting techniques at our soccer clinic, get creative with temporary tattoos, let your littles loose on our toddler obstacle course, explore the bookmobile and much more!

### East

Snohomish: [Tim Noah - Stories and Songs from the Pond and Beyond](#) - 6/20 (Kids, Preschoolers)

With award winning original songs, stories and illustrations, Tim Noah transports children and adults to an exciting and wondrous world where anything is possible. Audience participation is not only encouraged, it's an important part of the fun!

### West

Langley: [Mocktails & Masterpieces](#) - 6/4 (Adults) Join us for an evening of artistic camaraderie; painting or crafting and sipping a custom-crafted mocktail. You can bring a project you are already working on or try your hand at a simple project we will provide for you.



## Online

[Al Fresco Dining with Rosemary & Thyme](#) - 6/12 (Teens, Tweens)

Sunny summer is in full swing! Celebrate by taking dining outdoors. Whether it's a concert, a low-key hike, a picnic in the park, or any other excuse for eating outside, private chef Melody Alferes has tips for you.





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## EXECUTIVE DIRECTOR

Eric Howard

April 27, 2026

Meeting Minutes  
Sno-Isle Libraries Service Center

## Call to Order

Vice President Adams called the meeting to order at 5:32 p.m., followed by a land acknowledgment.

## Attendees

**Members present:** Michael Adams, Kay Crull, Griselda Guevara-Cruz, Jessica Fleming, Ryan May, and Rose Olson.

**Staff present:** Melinda Armstrong, David Brown, David Durante, Eric Howard, Meredith Kraft, Jason Latham, Tricia Lee, Janella Lewis, and Shanda Zimmerman.

Vice President Adams confirmed quorum.

## Approval of Agenda

Vice President highlighted a potential agenda change to reorder New Business to start with Audit Exit Conference. Trustee Crull moved to approve the agenda as amended. The motion passed.

## Executive Director Report

Executive Director Eric Howard highlighted National Volunteer Week and expressed gratitude for the volunteers who support the vision and mission of Sno-Isle Libraries. Executive Director Howard shared highlights from his recent participation in the Economic Alliance of Snohomish County D.C. Fly-in and the Urban Libraries Council meeting.

Trustee Olson joined the meeting.

## Consent Agenda

- a) Approval of March 23, 2026 regular meeting minutes
- b) Approval of the March 2026 payroll, benefits, and vouchers





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## EXECUTIVE DIRECTOR

Eric Howard

Operating Fund	Total
<b>Voucher (Warrant)</b>	
Checks 89248 through 89483, less checks listed below	1,543,838.07
<b>Payroll Warrant</b>	
Vendor Checks 89258, 89294, 89313, 89320, 89329, 89387, 89463, 89476 through 89483, plus Electronic Transfers and Direct Deposits	3,641,505.91
<b>Electronic Payments</b>	
Dates: 03/01/2026 through 03/31/2026	988,926.68

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

## Public Comment

There were no public comments to the Board

## New Business

### Audit Exit Conference

Assistant Audit Manager Erika Davies and Assistant State Auditors Izzy Kanaly and Jennifer Rozler from the Office of the Washington State Auditor presented the following results of the financial statement audit for the year ending on December 31, 2024 for Sno-Isle Library District and for the years January 1, 2022 – December 31, 2025 for Camano Island Library Capital Facility Area (CILCFA)

- The State Auditor’s office issued an unmodified opinion on the fair representation of the Library District’s and CILCFA’s financial statements in accordance with its regulatory basis of accounting.
- The State Auditor’s office issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the Library District and CILCFA using accounting practices prescribed by state law and the State Auditor’s Budgeting, Accounting and Reporting System (BARS) manual, which is a basis of accounting other than GAAP.
- No deficiencies in internal control were considered to be material weaknesses were identified during the audits.
- No instances of noncompliance or other matters that are required to be reported under Government Auditing Standards were disclosed.





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### Soliciting Pro and Con Statements for Voters

Executive Director Howard announced that the Pro Statement Committee members have been determined. The Board will hold a special meeting on April 29 to consider passing a resolution formally appointing the committee.

### Connecting Services to Community Needs: Advancing Early Learning Across our Communities

Director of Access, Innovation, and Collections Diane Lai provided an overview of the Early Literacy Conference, including the outcome of the community engagement exercises. Assistant Director of Programs, Services and Impacts Tricia Lee previewed features of the summer reading program. Assistant Director of Community Libraries previewed the upcoming Wonder Wheels initiative designed to expand access to early learning.

### Internal Controls: Oversight Responsibilities of the Board

Finance Director Janella Lewis summarized the Board's governance responsibilities related to monitoring the Library District staff's control environment to ensure adequate risk management.

## Finance Report

### Financial Update

Finance Director Lewis presented the March 2026 financial report.

## Committee and Trustees' Reports

### Sno-Isle Libraries Foundation Liaison Report

Trustee Crull reported on the Foundation's previous meeting:

- Results from the recent Library Giving Day campaign.
- An Author Salon event at the Snohomish Library with Doug Leen.
- The upcoming Give Big Day campaign.
- The upcoming estate planning webinar presented by Foundation Board Member Sarah Propst.

## Adjournment

Trustee Crull moved to adjourn the April 27, 2026 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. Vice President Adams adjourned the meeting at 7:13 p.m.

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President

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Secretary





# SNO-ISLE LIBRARIES BOARD OF TRUSTEES

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## EXECUTIVE DIRECTOR

Eric Howard

April 29, 2026

Special Meeting Minutes  
Sno-Isle Libraries Service Center

## Call to Order

President DePrey called the meeting to order at 1:01 p.m., followed by a land acknowledgment.

## Attendees

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

President DePrey confirmed quorum.

**Staff present:** David Durante, Eric Howard, Meredith Kraft, Josh Wiens, Shanda Zimmerman

## Approval of Agenda

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

## Public Comment

There were no public comments to the Board.

## New Business

### Resolution 26-03 Appointing Pro/Con Committees Regarding Restoration of Regular Property Tax Levy

Trustee Olson moved the Sno-Isle Libraries Board of Trustees adopt Resolution 26-03. Executive Director Eric Howard reviewed the committee appointments. The Library District did not receive any interest from service area residents for the Con committee. The motion passed.

## Adjournment

Trustee May moved to adjourn the April 29, 2026 special meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President DePrey adjourned the meeting at 1:07 p.m.

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President

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Secretary



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

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<b>Direct Deposits, Employee Deductions</b>	\$ 2,988,570.36
<b>Vendor Checks 89522, 89581, 89597, 89646, 89725, 89802, plus Electronic Transfers</b>	<u>\$ 950,941.82</u>
<b>Total Payroll and Benefits</b>	\$ 3,939,512.18
<b>Checks 89484 through 89802 less checks listed above, plus Electronic Transfers</b>	<u>\$ 3,116,608.15</u>
<b>Total Payroll, Benefits and Accounts Payable</b>	<u><u>\$ 7,056,120.33</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 May 26, 2026.

*Janella Lewis* 5/11/2026

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Finance Director

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

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

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**April 2026 Payroll**

Employee Pay - Direct Deposit	\$	2,141,157.02	
Plus: Employee Deductions	\$	847,413.34	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,988,570.36</b>
Vendor Checks 89522, 89581, 89597, 89646, 89725, 89802, plus Electronic Transfers	\$	224,066.45 *	
Employer Workers' Comp Insurance Premium	\$	30,360.44	
Electronic Funds Transfer - Employer Federal Taxes	\$	257,617.45	
Electronic Funds Transfer - Canopy Wellbeing	\$	2,337.70	
Electronic Funds Transfer - Empower - 457 Plan	\$	4,801.33	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	79,712.04	
Electronic Funds Transfer - PERS - Retirement Plan	\$	306,626.39	
Electronic Funds Transfer - Navia - FSA	\$	18,782.70	
Electronic Funds Transfer - Navia - HRA/MRA	\$	12,136.08	
Electronic Funds Transfer - HMA - Medical	\$	282,247.48	
Electronic Funds Transfer - HMA - Admin Fees	\$	9,992.54	
Electronic Funds Transfer - Prescriptive - Admin Fees	\$	1,756.51	
Electronic Funds Transfer - Sun Life - Stop Loss Insur	\$	46,550.89	
Electronic Funds Transfer - Support Registry	\$	1,546.10	
Less: Employee Benefit Deductions	\$	(327,592.28)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 950,941.82</b>
<b>Total Payroll and Benefits</b>			<b>\$ 3,939,512.18</b>

**April 2026 Accounts Payable**

Checks 89484 through 89802 less checks listed above, plus Electronic Transfers	\$	3,112,156.67 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	4,451.48	
<b>Sub-Total Accounts Payable</b>			<b>\$ 3,116,608.15</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 7,056,120.33</b>

**Adjustments**

Refunds and Credits	\$	(2,075.25)	
Retainage Deposits	\$	1,045.00	
Staff Recognition	\$	741.34	
Refund Interest	\$	1.60	
Bank Service Charge	\$	1,163.89	
Travel & Business Expense Reimbursement paid in Payroll	\$	18,453.65	
<b>Total Adjustments</b>			<b>\$ 19,330.23</b>

**APRIL 2026 Total Expenditures**

**\$ 7,075,450.56 \*\*\***

* Benefit invoices paid through Accounts Payable Checks and Electronic Payments	\$	224,066.45	
** Regular invoices paid through Accounts Payable Checks and Electronic Payments	\$	3,112,156.67	
<b>Total Accounts Payable Payments</b>	<u>\$</u>	<u>3,336,223.12</u>	

\*\*\* Equals Expenditure Summary Total

**Vouchers  
April 2026**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/22/2026	88430	PEREZ, CLAUDIO TALAVERA (void, reissue ck 89717)	-\$75.00
4/2/2026	89484	ADVANCE TESTING & SERVICE INC	1,060.00
4/2/2026	89485	MARGARITA AGUILAR	886.96
4/2/2026	89486	AINSWORTH, INC.	6,004.87
4/2/2026	89487	AIR CARE SYSTEM	2,448.76
4/2/2026	89488	ALLIED UNIVERSAL	15,986.96
4/2/2026	89489	BRODART CO	1,118.84
4/2/2026	89490	CAMANO HILLS WATER COMPANY INC.	124.84
4/2/2026	89491	CAMP READ-A-RAMA	2,500.00
4/2/2026	89492	CASCADE NATURAL GAS	420.29
4/2/2026	89493	CHILDSTRIVE	500.00
4/2/2026	89494	CITY OF EDMONDS	31,578.27
4/2/2026	89495	CITY OF GRANITE FALLS	140.02
4/2/2026	89496	COREY OIL & PROPANE CO	287.66
4/2/2026	89497	CORTES, MARCO	656.07
4/2/2026	89498	DAYFORCE US, INC.	10,689.28
4/2/2026	89499	DEMCO INC (8048)	1,308.22
4/2/2026	89500	ELEVATE MUSIC TOGETHER	150.00
4/2/2026	89501	EQUITY MATTERS	1,454.00
4/2/2026	89502	THERESA GOETZ	600.00
4/2/2026	89503	E.J. HARRIS PHOTOGRAPHY	669.13
4/2/2026	89504	LARRY WAYNE HOHM	300.00
4/2/2026	89505	HOLADAY-PARKS, INC	913.49
4/2/2026	89506	ANNA JAFARPOUR DBA SIGNAL AND FORM LLC	110.60
4/2/2026	89507	JIMMY'S ROOFING	2,369.84
4/2/2026	89508	LITHTEX NW	377.18
4/2/2026	89509	LODESTAR MARKETING GROUP	13,812.06
4/2/2026	89510	NORTHWEST PUBLISHING INC.	400.00
4/2/2026	89511	O'REILLY AUTO PARTS	9.32
4/2/2026	89512	PACIFIC OFFICE AUTOMATION INC	14,060.79
4/2/2026	89513	PACIFIC OFFICE AUTOMATION INC	8,985.70
4/2/2026	89514	PETROCARD SYSTEMS INC	2,675.39
4/2/2026	89515	PINS BY DESIGN LLC	960.08
4/2/2026	89516	PRINT NW LLC	2,482.78
4/2/2026	89517	PUGET SOUND ENERGY	3,914.39
4/2/2026	89518	PUD NO 1 OF SNOHOMISH COUNTY	18,025.63
4/2/2026	89519	PUGET SOUND MOBILE DETAIL	926.50
4/2/2026	89520	RICOH USA INC - 31001	425.15
4/2/2026	89521	RICOH USA INC - 650073	714.23
4/2/2026	89522	ROBERT HALF	3,032.98
4/2/2026	89523	ANA KAREN ALCAZAR RUIZ	220.20
4/2/2026	89524	SHAW INTEGRATED & TURF SOLUTIONS, INC.	1,086.64

**Vouchers  
April 2026**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/2/2026	89525	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	436.40
4/2/2026	89526	SNO-ISLE REFUND ACCOUNT	183.91
4/2/2026	89527	SOUTHWEST SOLUTIONS GROUP, INC	26,141.15
4/2/2026	89528	SPRAGUE PEST SOLUTIONS	1,014.67
4/2/2026	89529	STERICYCLE, INC.	629.90
4/2/2026	89530	SUNBELT RENTALS, INC	701.37
4/2/2026	89531	TIMELESS DESIGN	10,474.70
4/2/2026	89532	T MOBILE	25,053.06
4/2/2026	89533	T MOBILE	132.19
4/2/2026	89534	TSAI FONG BOOKS INC	283.78
4/2/2026	89535	ULINE	85.48
4/2/2026	89536	REMIT OVERRUN	0.00
4/2/2026	89537	WALTER E NELSON CO OF WESTERN WA	7,464.59
4/2/2026	89538	WHIDBEY WEEKLY	315.00
4/2/2026	89539	GRACIE GEREMIA	818.25
4/2/2026	89540	KRISTA KLEIN	1,595.00
4/9/2026	89541	4IMPRINT INC	4,405.71
4/9/2026	89542	8X8 INC	7,996.94
4/9/2026	89543	AUNT FLOW CORP.	912.00
4/9/2026	89544	KIM BANH	221.40
4/9/2026	89545	BATS NORTHWEST	163.65
4/9/2026	89546	BAYVIEW HALL	175.00
4/9/2026	89547	BLACKSTONE PUBLISHING	77.88
4/9/2026	89548	BRODART CO	2,010.76
4/9/2026	89549	COMCAST BUSINESS	693.26
4/9/2026	89550	CORTES, MARCO	874.77
4/9/2026	89551	JENNIFER DEPREY	163.80
4/9/2026	89552	ERIN EGGENBURG	743.24
4/9/2026	89553	DON EHLEN DBA INSECT SAFARI	1,045.40
4/9/2026	89554	MELISSA ENGSTROM DBA FLEURISH AND FLOW	331.50
4/9/2026	89555	FABER CONSTRUCTION CORPORATION	576,145.81
4/9/2026	89556	FATBEAM, LLC	1,499.00
4/9/2026	89557	ANDREW FERIAANTE	200.00
4/9/2026	89558	CMRS-FP	20,000.00
4/9/2026	89559	HIRERIGHT, LLC	103.82
4/9/2026	89560	HEIDI HUCKLEBERRY LLC	306.04
4/9/2026	89561	GABRIELA IGLESIAS DBA LINE DANCING W/ GIGI	299.76
4/9/2026	89562	IN-ACCORD, INC.	2,100.00
4/9/2026	89563	IRON MOUNTAIN INCORPORATED	1,826.54
4/9/2026	89564	ISLAND SHAKESPEARE FESTIVAL	818.00
4/9/2026	89565	SUJATHA JAIN DBA CREATIVE FACES, LLC	925.00
4/9/2026	89566	RACHEL JOSEPH	163.50

**Vouchers  
April 2026**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/9/2026	89567	KKMO EL REY 1360 AM	4,045.00
4/9/2026	89568	MECHANIC SHOP FEMME, INC.	900.00
4/9/2026	89569	MIDWEST LIBRARY SERVICE	209.14
4/9/2026	89570	MILNE ELECTRIC INC	3,429.71
4/9/2026	89571	SHAY MIRK DBA MIRK WORK	327.30
4/9/2026	89572	MSR DESIGN	6,219.36
4/9/2026	89573	NORTHWEST PASSAGE CONSULTING LLC	5,000.00
4/9/2026	89574	OFFICE DEPOT, INC	2,346.40
4/9/2026	89575	PAWSWITHCAUSE	239.80
4/9/2026	89576	PAWSWITHCAUSE	243.32
4/9/2026	89577	PAWSWITHCAUSE	240.46
4/9/2026	89578	PRIMO BRANDS	229.56
4/9/2026	89579	RIGHT SYSTEMS INC	34,077.60
4/9/2026	89580	CONTESSA RIVAIL	110.70
4/9/2026	89581	ROBERT HALF	3,032.98
4/9/2026	89582	SALISH NETWORKS	1,232.51
4/9/2026	89583	IAN SCHNEE	327.30
4/9/2026	89584	ALEKSANDR SHAMARIN	300.00
4/9/2026	89585	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	425.00
4/9/2026	89586	SILVER KITE COMMUNITY ARTS CONSULTING, LLC	442.40
4/9/2026	89587	SNO CNTY DEPT OF CONSERVATION AND NATURAL RESOURCES	213.18
4/9/2026	89588	STEALTH MODE THREE LLC	372.69
4/9/2026	89589	STEWART, NANCY	842.00
4/9/2026	89590	TSAI FONG BOOKS INC	1,014.19
4/9/2026	89591	UNIVERSITY OF WASHINGTON	600.00
4/9/2026	89592	VERIZON COMMUNICATIONS INC	330.79
4/9/2026	89593	LINDA L VOGT	200.00
4/9/2026	89594	WALTER E NELSON CO OF WESTERN WA	780.94
4/9/2026	89595	ASTOUND	456.57
4/9/2026	89596	SHEILA FAITH WEIDENDORF	200.00
4/9/2026	89597	WELLABLE LLC	422.40
4/9/2026	89598	WHIDBEY TELECOM	799.63
4/9/2026	89599	HAI ANH VU DBA WHIDBEY ISL LANGUAGE, ART & STEM CENTER	873.00
4/9/2026	89600	WINKLER, DANIEL	436.40
4/9/2026	89601	WASHINGTON LIBRARY ASSOCIATION	2,441.25
4/9/2026	89602	CAITLYN YEH	44.24
4/9/2026	89603	ZIPLY FIBER	3,486.94
4/9/2026	89604	JENNIFER SULLIVAN	192.18
4/16/2026	89605	ADVANCE TESTING & SERVICE INC	1,381.89
4/16/2026	89606	AIR CARE SYSTEM	959.42
4/16/2026	89607	A. RIFKIN CO	809.78
4/16/2026	89608	BEACON PUBLISHING INC	637.50

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<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
4/16/2026	89609	BRODART CO	1,541.61
4/16/2026	89610	BUILDINGWORK, LLC	65,994.61
4/16/2026	89611	CEDAR GROVE ORGANICS RECYCLING LLC	426.75
4/16/2026	89612	CENTER POINT LARGE PRINT	774.90
4/16/2026	89613	CHILDSTRIVE	500.00
4/16/2026	89614	CMG MEDIA CORPORATION DBA COX MEDIA GROUP	5,000.00
4/16/2026	89615	CRISTA MINISTRIES	3,166.68
4/16/2026	89616	DEL SOL INC	88,887.54
4/16/2026	89617	DEMCO INC (8048)	227.12
4/16/2026	89618	JENNIFER DEPREY	339.32
4/16/2026	89619	FARBER SPECIALTY VEHICLES INC.	164,778.91
4/16/2026	89620	ANDREW FERIANTE	325.00
4/16/2026	89621	GORDON, EVA	200.00
4/16/2026	89622	THE HANOVER INSURANCE GROUP	188.67
4/16/2026	89623	MARY J. HARTMAN	125.00
4/16/2026	89624	DEBORAH A. HUTCHINSON DBA EVERGREEN WRITING, LLC	200.00
4/16/2026	89625	J&D'S HYDRAULIC & REPAIR CO. INC	5,850.32
4/16/2026	89626	RACHEL JOSEPH	606.60
4/16/2026	89627	KNECHT CREATIVE LLC	549.50
4/16/2026	89628	KSER FOUNDATION	666.66
4/16/2026	89629	KUOW PUGET SOUND PUBLIC RADIO	1,280.00
4/16/2026	89630	LANGUAGE TESTING INTERNATIONAL INC.	197.00
4/16/2026	89631	LEMAY MOBILE SHREDDING	92.69
4/16/2026	89632	MIDWEST LIBRARY SERVICE	516.47
4/16/2026	89633	MILL CREEK VIEW	290.00
4/16/2026	89634	MYSTIC SEAPORT MUSEUM INC.	275.00
4/16/2026	89635	NELSON GEOTECHNICAL ASSOCIATES, INC.	326.25
4/16/2026	89636	OFFICE DEPOT, INC	1,998.49
4/16/2026	89637	PACIFIC COPY & PRINTING	1,188.60
4/16/2026	89638	PACIFIC OFFICE AUTOMATION INC	244.23
4/16/2026	89639	PACIFIC OFFICE AUTOMATION INC	1,174.55
4/16/2026	89640	PACIFIC PUBLISHING CO INC	472.65
4/16/2026	89641	PENWORTHY	719.80
4/16/2026	89642	PETROCARD SYSTEMS INC	3,423.40
4/16/2026	89643	APRIL JACKSON DBA REPTILE LADY LLC	874.40
4/16/2026	89644	RICOH USA INC - 31001	290.51
4/16/2026	89645	RICOH USA INC - 650073	1,331.01
4/16/2026	89646	ROBERT HALF	3,034.70
4/16/2026	89647	RUFFNECK WEAR INC.	13,331.00
4/16/2026	89648	NORTH SOUND MEDIA	1,420.00
4/16/2026	89649	SAFE CITIZENS PROJECT LLC	1,800.15
4/16/2026	89650	SCHOOX LLC	6.00

**Vouchers  
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4/16/2026	89651	SEATTLE TIMES	2,613.72
4/16/2026	89652	SE HABLA MEDIA	1,875.74
4/16/2026	89653	SENTRUM MARKETING, LLC	2,309.90
4/16/2026	89654	SHAW INTEGRATED & TURF SOLUTIONS, INC.	270.02
4/16/2026	89655	SHUNPIKE	110.50
4/16/2026	89656	SOLARWINDS	84,809.98
4/16/2026	89657	SPRAGUE PEST SOLUTIONS	194.33
4/16/2026	89658	STEALTH MODE THREE LLC	5,269.80
4/16/2026	89659	STRYKER AUTOMOTIVE	161.49
4/16/2026	89660	THRYV, INC	355.14
4/16/2026	89661	TIMELESS DESIGN	2,487.48
4/16/2026	89662	VERIZON WIRELESS (660108)	5,082.59
4/16/2026	89663	WALTER E NELSON CO OF WESTERN WA	2,909.90
4/16/2026	89664	WHIDBEY WEEKLY	1,015.00
4/16/2026	89665	WASHINGTON LIBRARY ASSOCIATION	200.00
4/16/2026	89666	WASHINGTON STATE FERRIES	710.00
4/16/2026	89667	CAITLYN YEHL	40.00
4/16/2026	89668	ZIPLY FIBER	19,597.57
4/16/2026	89669	ZIPLY FIBER	1,301.12
4/17/2026	89670	SUSAN HEMPSTEAD	1,553.89
4/17/2026	89671	SHANNON WALLACE	2,055.02
4/17/2026	89672	ISAAC HARRISON	55.19
4/17/2026	89673	RUTH ZANDER	541.80
4/17/2026	89674	MELANIE MASSON	84.64
4/23/2026	89675	AINSWORTH, INC.	18,097.39
4/23/2026	89676	ALDERWOOD WATER DISTRICT	310.80
4/23/2026	89677	ALLIED UNIVERSAL	17,563.28
4/23/2026	89678	ALONZO, ALMA R.	406.15
4/23/2026	89679	BALLYHOO MEDIA SERVICES, LLC	19,500.00
4/23/2026	89680	BANK OF AMERICA (842425)	3,611.73
4/23/2026	89681	BLACKSTONE PUBLISHING	77.88
4/23/2026	89682	BRIGGS, KARA	229.18
4/23/2026	89683	BRODART CO	183.65
4/23/2026	89684	CACTUS + CO. CAMANO ISLAND, LLC	200.00
4/23/2026	89685	CAMANO COMMONS	1,250.00
4/23/2026	89686	CARROLL-HENDERSON SCHOOL OF IRISH DANCE	150.00
4/23/2026	89687	CASEY, MARIA	475.00
4/23/2026	89688	CASEY, MARIA	522.03
4/23/2026	89689	CITYFI ADVISORS, LLC	8,994.80
4/23/2026	89690	CITY OF ARLINGTON	214.71
4/23/2026	89691	CITY OF BRIER	208.38
4/23/2026	89692	CITY OF MONROE	1,163.52
4/23/2026	89693	CITY OF SNOHOMISH - UTILITIES	3,747.28

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4/23/2026	89694	CITY OF SULTAN	222.49
4/23/2026	89695	COSCO FIRE PROTECTION, INC.	11,681.00
4/23/2026	89696	CRESTLINE SPECIALTIES, INC	4,051.04
4/23/2026	89697	ANDREW STEFAN DAVIS	100.00
4/23/2026	89698	DEPT OF ENTERPRISE SERVICES	333.85
4/23/2026	89699	DICK'S TOWING INC	485.52
4/23/2026	89700	FREELAND WATER DIST	63.03
4/23/2026	89701	HEARING, SPEECH, AND DEAF CENTER	1,731.75
4/23/2026	89702	IMAGINE CHILDREN'S MUSEUM	297.28
4/23/2026	89703	ISLAND DISPOSAL INC	373.96
4/23/2026	89704	ISLAND SHAKESPEARE FESTIVAL	275.00
4/23/2026	89705	KNECHT CREATIVE LLC	1,099.00
4/23/2026	89706	KRAZAN & ASSOCIATES OF WASHINGTON, INC.	3,086.56
4/23/2026	89707	LAMAR TRANSIT, LLC	2,925.00
4/23/2026	89708	LITHTEX NW	377.18
4/23/2026	89709	MANGO LANGUAGES	31,389.49
4/23/2026	89710	MARYSVILLE BARKER REAL ESTATE LLC	7,086.98
4/23/2026	89711	MIDWEST LIBRARY SERVICE	171.88
4/23/2026	89712	MUKILTEO WATER & WASTE DISTRICT	4,186.99
4/23/2026	89713	NORTH BY NORTHWEST PARANORMAL INVESTIGATORS LLC	600.00
4/23/2026	89714	NWI GLOBAL	350.00
4/23/2026	89715	OFFICE DEPOT, INC	1,579.89
4/23/2026	89716	PACIFIC AIR CONTROL, INC.	21,798.70
4/23/2026	89717	PEREZ, CLAUDIO TALAVERA	75.00
4/23/2026	89718	PETROCARD SYSTEMS INC	3,986.18
4/23/2026	89719	PINS BY DESIGN LLC	3,504.67
4/23/2026	89720	PNWAS	500.00
4/23/2026	89721	PRIME SELF STORAGE	814.00
4/23/2026	89722	PUGET SOUND ENERGY	4,757.57
4/23/2026	89723	PUD NO 1 OF SNOHOMISH COUNTY	7,304.89
4/23/2026	89724	REPUBLIC SERVICES 197	1,274.85
4/23/2026	89725	ROBERT HALF	5,870.44
4/23/2026	89726	ALEKSANDR SHAMARIN	300.00
4/23/2026	89727	SH WORLDWIDE, LLC DBA SHW	17,689.72
4/23/2026	89728	SILVER LAKE WATER & SEWER	180.91
4/23/2026	89729	SMOKEY POINT PLACE IV, LLC	13,584.18
4/23/2026	89730	SNO CNTY DEPT OF CONSERVATION AND NATURAL RESOURCES	30.00
4/23/2026	89731	SNO-ISLE REFUND ACCOUNT	339.75
4/23/2026	89732	SPRAGUE PEST SOLUTIONS	427.95
4/23/2026	89733	STERICYCLE, INC.	509.48
4/23/2026	89734	SUNBELT RENTALS, INC	382.92
4/23/2026	89735	TIMELESS DESIGN	33,013.43

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4/23/2026	89736	TOWN OF COUPEVILLE	379.40
4/23/2026	89737	TROJAN STORAGE OF MARYSVILLE	420.00
4/23/2026	89738	ULINE	602.60
4/23/2026	89739	VECA ELECTRIC & TECHNOLOGIES, LLC	21,106.16
4/23/2026	89740	WALTER E NELSON CO OF WESTERN WA	10,868.20
4/23/2026	89741	WASTE MANAGEMENT	3,660.52
4/23/2026	89742	WCP SOLUTIONS	2,127.66
4/23/2026	89743	WHIDBEY CAMANO LAND TRUST	150.00
4/23/2026	89744	DAE WON LLC	8,689.75
4/23/2026	89745	YOGA IN THE CENTER	60.00
4/23/2026	89746	GRACIE GEREMIA	637.34
4/23/2026	89747	HEATHER ORSEN	569.86
4/23/2026	89748	KELLY JAITE	585.88
4/23/2026	89749	DAVID BROWN	1,089.10
4/23/2026	89750	MELBOURNE DELANEY	29.00
4/23/2026	89751	ASHELEY BRYSON	649.42
4/23/2026	89752	SUSAN HEMPSTEAD	1,504.37
4/29/2026	89753	THE ACCESS PROJECT	10,000.00
4/29/2026	89754	ALLIED UNIVERSAL	17,273.51
4/29/2026	89755	BLACKSTONE PUBLISHING	457.84
4/29/2026	89756	BRODART CO	1,220.19
4/29/2026	89757	CITY OF LYNNWOOD	7,199.47
4/29/2026	89758	CITY OF MARYSVILLE	1,927.41
4/29/2026	89759	CMG MEDIA CORPORATION DBA COX MEDIA GROUP	5,000.00
4/29/2026	89760	CRISTA MINISTRIES	3,166.68
4/29/2026	89761	DAYFORCE US, INC.	10,733.45
4/29/2026	89762	ECONOMIC ALLIANCE SNOHOMISH COUNTY	2,000.00
4/29/2026	89763	DREHER ENTERTAINMENT, LLC DBA FUNFLICKS	2,209.20
4/29/2026	89764	ICIMS, INC.	5,298.80
4/29/2026	89765	IMAGINE CHILDREN'S MUSEUM	271.90
4/29/2026	89766	ISLAND COUNTY EDC	600.00
4/29/2026	89767	KEYBANK NATIONAL ASSOCIATION	916.54
4/29/2026	89768	KNECHT CREATIVE LLC	549.50
4/29/2026	89769	KSER FOUNDATION	666.66
4/29/2026	89770	CHRIS LATRAY	500.00
4/29/2026	89771	MIDWEST LIBRARY SERVICE	545.91
4/29/2026	89772	J ELIZABETH MILLS	250.00
4/29/2026	89773	MY NEIGHBORHOOD NEWS NETWORK	469.63
4/29/2026	89774	REMIT OVERRUN	0.00
4/29/2026	89775	OFFICE DEPOT, INC	3,303.19
4/29/2026	89776	PACIFIC OFFICE AUTOMATION INC	378.86
4/29/2026	89777	PRIMO BRANDS	64.43
4/29/2026	89778	PUGET SOUND ENERGY	968.66
4/29/2026	89779	PUD NO 1 OF SNOHOMISH COUNTY	8,430.37
4/29/2026	89780	RUSHORDERTEES.COM	3,723.93

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4/29/2026	89781	YOCELIN A SANTIAGO DBA YOSSI FACE ART	410.00
4/29/2026	89782	SENTRUM MARKETING, LLC	59.20
4/29/2026	89783	SHKS ARCHITECTS PS INC	20,363.58
4/29/2026	89784	KAY SMITH-BLUM	109.20
4/29/2026	89785	SOUTHWEST SOLUTIONS GROUP, INC	2,311.59
4/29/2026	89786	SOUTH WHIDBEY PRIDE	500.00
4/29/2026	89787	SPRAGUE PEST SOLUTIONS	320.87
4/29/2026	89788	STERICYCLE, INC.	138.85
4/29/2026	89789	STERLING VOLUNTEERS	415.00
4/29/2026	89790	STRYKER AUTOMOTIVE	920.78
4/29/2026	89791	ULINE	584.49
4/29/2026	89792	VINYL LAB WRAPS	4,849.89
4/29/2026	89793	WALTER E NELSON CO OF WESTERN WA	10,078.71
4/29/2026	89794	LAURA B WATSON	221.00
4/29/2026	89795	YOGA IN THE CENTER	60.00
4/30/2026	89796	VALERIE ROLLINS	637.60
4/30/2026	89797	ARIUNAA DISTELHORST	435.00
4/30/2026	89798	KATHLEEN LINCE	1,593.39
4/30/2026	89799	RICKEY BARNETT	854.66
4/30/2026	89800	CAROLYN BLY	1,780.93
4/30/2026	89801	ABBY BORMANN	316.84
4/30/2026	89802	GET PROGRAM	400.00
4/2/2026	ACH26298	ESKILLZ CORP	9,000.00
4/2/2026	ACH26299	GALE/CENGAGE LEARNING	1,640.76
4/2/2026	ACH26300-ACH26301	INGRAM LIBRARY SERVICES	53,811.49
4/2/2026	ACH26302	LIBRARY IDEAS, LLC	3,022.96
4/2/2026	ACH26303	MIDWEST TAPE	3,728.19
4/2/2026	ACH26304	SMARSH, INC	19.12
4/9/2026	ACH26305-ACH26307	AMAZON CAPITAL SERVICES, INC	1,865.28
4/9/2026	ACH26308	EBSCO	12,307.02
4/9/2026	ACH26309	GALE/CENGAGE LEARNING	1,031.41
4/9/2026	ACH26310-ACH26313	INGRAM LIBRARY SERVICES	38,265.58
4/9/2026	ACH26314	INSIGHT DIRECT USA, INC	60.45
4/9/2026	ACH26315	INSIGHT PUBLIC SECTOR INC.	9,114.94
4/9/2026	ACH26316	JR LANGUAGE TRANSLATION SERVICES INC.	625.00
4/9/2026	ACH26317	KANOPY	8,993.00
4/9/2026	ACH26318	MIDWEST TAPE	19,164.70
4/9/2026	ACH26319-ACH26337	OVERDRIVE INC	293,394.99
4/9/2026	ACH26338	PAPER ROLL PRODUCTS	845.70
4/9/2026	ACH26339	SPRINGSHARE LLC	2,838.00
4/16/2026	ACH26340-ACH26342	AMAZON CAPITAL SERVICES, INC	3,502.71
4/16/2026	ACH26343	BELIEF AGENCY	43,640.00
4/16/2026	ACH26344-ACH26345	INGRAM LIBRARY SERVICES	33,566.51

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4/16/2026	ACH26346	INNOVATIVE INTERFACES, INC	277,870.93
4/16/2026	ACH26347	INSIGHT DIRECT USA, INC	93.66
4/16/2026	ACH26348	INSIGHT PUBLIC SECTOR INC.	9,020.29
4/16/2026	ACH26349	INTERSECTION MEDIA, LLC	7,705.97
4/16/2026	ACH26350	MIDWEST TAPE	9,904.63
4/16/2026	ACH26351	OCLC INC (34299)	264.16
4/16/2026	ACH26352	SMARSH, INC	19.12
4/16/2026	ACH26353	SPRINGSHARE LLC	1,662.31
4/16/2026	ACH26354	STATE AUDITOR'S OFFICE	705.00
4/23/2026	ACH26355-ACH26356	AMAZON CAPITAL SERVICES, INC	1,134.24
4/23/2026	ACH26357	BELIEF AGENCY	8,000.00
4/23/2026	ACH26358	CDW GOVERNMENT INC	649.22
4/23/2026	ACH26359	EBSCO	3,876.12
4/23/2026	ACH26360	GALE/CENGAGE LEARNING	21,781.47
4/23/2026	ACH26361	INGRAM LIBRARY SERVICES	47,987.87
4/23/2026	ACH26362	INTERSECTION MEDIA, LLC	7,705.98
4/23/2026	ACH26363	MIDWEST TAPE	13,680.62
4/23/2026	ACH26364-ACH26374	OVERDRIVE INC	92,791.48
4/23/2026	ACH26375	PAPER ROLL PRODUCTS	137.25
4/23/2026	ACH26376	STATE AUDITOR'S OFFICE	141.10
4/29/2026	ACH26377	BERK CONSULTING, INC.	6,387.50
4/29/2026	ACH26378	CDW GOVERNMENT INC	565.97
4/29/2026	ACH26379	GALE/CENGAGE LEARNING	134.19
4/29/2026	ACH26380-ACH26383	INGRAM LIBRARY SERVICES	34,788.01
4/29/2026	ACH26384	JR LANGUAGE TRANSLATION SERVICES INC.	570.00
4/29/2026	ACH26385	MIDWEST TAPE	4,787.53
4/29/2026	ACH26386	PAPER ROLL PRODUCTS	264.28
4/29/2026	ACH26387	SMARSH, INC	15,457.23
4/29/2026	ACH26388	TULALIP RESORT CASINO	83,579.23
4/29/2026	ACH26389	WEX	75.00
4/30/2026	ACH26390	ASSURED PARTNERS OF WA, LLC	6,246.16
4/30/2026	ACH26391	DELTA DENTAL OF WASHINGTON	39,744.17
4/30/2026	ACH26392	WSCCCE, AFSCME, AFL-CIO - COUNCIL 2	14,540.82
4/30/2026	ACH26393	KAISER FOUNDATION HEALTH PLAN INC.	129,750.27
4/30/2026	ACH26394	MUTUAL OF OMAHA	6,275.48
4/30/2026	ACH26395	NAVIA BENEFIT SOLUTIONS CLIENT PAY	2,262.05
4/30/2026	ACH26396	SNO-ISLE LIBRARY FOUNDATION	454.00
4/23/2026	TRANS_042026_01	BANK OF AMERICA (0161)	6,344.64
4/23/2026	TRANS_042026_02	BANK OF AMERICA (0337)	6,335.67
4/23/2026	TRANS_042026_03	BANK OF AMERICA (2367)	2,956.23
4/23/2026	TRANS_042026_04	BANK OF AMERICA (3031)	895.00
4/23/2026	TRANS_042026_05	BANK OF AMERICA (3670)	6,160.66
4/23/2026	TRANS_042026_06	BANK OF AMERICA (3736)	2,725.63
4/23/2026	TRANS_042026_07	BANK OF AMERICA (5211)	190.17
4/23/2026	TRANS_042026_08	BANK OF AMERICA (5659)	2,277.26
4/23/2026	TRANS_042026_09	BANK OF AMERICA (5773)	205.11

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4/23/2026	TRANS_042026_10	BANK OF AMERICA (5953)	185.88
4/23/2026	TRANS_042026_11	BANK OF AMERICA (6169)	11.57
4/23/2026	TRANS_042026_12	BANK OF AMERICA (6967)	1,027.13
4/23/2026	TRANS_042026_13	BANK OF AMERICA (7067)	3,900.69
4/23/2026	TRANS_042026_14	BANK OF AMERICA (7150)	9,552.66
4/23/2026	TRANS_042026_15	BANK OF AMERICA (7423)	2,217.96
4/23/2026	TRANS_042026_16	BANK OF AMERICA (7672)	491.67
			\$ 3,336,223.12



# Memo

Date: May 26, 2026  
To: Sno-Isle Libraries Board of Trustees  
From: Eric Howard, Executive Director  
Re: Customer Use of Library Spaces Policy Update

## Recommendation

Adopt the updated Customer Use of Library Spaces Board Policy.

## Background

This policy was last reviewed and approved in 2024. Since that time, there have been no reported issues with the policy. The policy remains virtually unchanged except for explicitly calling attention to the Customer Conduct policy.

## Discussion

While the current policy requires compliance with all library policies, the most relevant policy for regular usage of the Library is not referenced. The updated policy explicitly states the most relevant policy for regular usage of the Library, the Customer Conduct policy.

## Fiscal Impact

There is no fiscal impact caused by the update to this policy.



# Customer Use of Library Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

### Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing physical and virtual library spaces for community members to engage with library services, programs, and collections and to clarify customer responsibilities associated with keeping the Library District's physical and virtual spaces welcoming, safe, and secure.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) welcomes all members of the community, regardless of status, to use and enjoy the Library District's facilities, services, programs, and collections.

The Library District's vision that "everyone in our community is connected to their library" is achieved in part by the willingness of its customers to respect one another and coexist in library spaces.

Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of customers free of charge.

### Implementation

The Library District recognizes that public library spaces are valued community assets that rely on the stewardship, mutual support, and goodwill of all.

#### **Customer Responsibilities**

As participants in a shared, public use environment, customers will be respectful, courteous, and considerate of other library customers and staff.

Customers will comply with requests from Library staff.



# Customer Use of Library Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

Parents and caregivers are responsible for supervising the activities and choices of those in their care.

As stewards of the library and its resources, customers will value and respect library resources and conduct themselves in a safe and orderly way.

Customers shall comply with all federal, state, and local laws, and Library District policies.

Library staff will work in partnership with facilities and security staff to keep library spaces safe and welcoming to all. Library staff will work with individuals or groups to ensure compliance with Library District policies. Failure to comply may result in the loss of library use privileges. Illegal conduct including, but not limited to, smoking, stealing personal or library property, fighting or assault, may be referred to the proper authorities for legal action in accordance with applicable federal, state, and local laws.

## Policy History

This policy is subject to all federal, state, and local laws and policies including but not limited to:

- Washington State chapter [9A.48](#) RCW. Arson, Reckless Burning, and Malicious Mischief
- Washington State RCW [9A.84.030](#) Disorderly conduct
- Washington State RCW [9.41.300](#) Weapons prohibited in certain places – Local laws and ordinances – Exceptions - Penalty
- Washington State chapter [9.68A](#) RCW. Sexual Exploitation of Children
- Washington State chapter [70.160](#) RCW. Smoking In Public Places
- American Library Association. [Library Bill of Rights](#)
- American Library Association. [Freedom to Read](#)
- American Library Association. [Freedom to View](#)
- Washington Library Association. [Intellectual Freedom Statement](#)
- Sno-Isle Libraries Board Policy. [Equity](#)
- Sno-Isle Libraries Board Policy. [Internet Use](#)
- Sno-Isle Libraries Administrative Policy. [Customer Conduct](#)



Current

# Customer Use of Library Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

- Sno-Isle Libraries Administrative Policy. [Security Camera Use](#)
- Sno-Isle Libraries Administrative Guidelines. [Social Media](#)

## Policy History

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: April 29, 2024

Next review date: 2028

Date adopted: April, 2020



# Customer Use of Library Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

### Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing physical and virtual library spaces for community members to engage with library services, programs, and collections and to clarify customer responsibilities associated with keeping the Library District's physical and virtual spaces welcoming, safe, and secure.

### Scope

The Sno-Isle Libraries Board of Trustees (Board) welcomes all members of the community, regardless of status, to use and enjoy the Library District's facilities, services, programs, and collections.

The Library District's role in providing shared community spaces is achieved in part by the willingness of its customers to respect one another and coexist in library spaces.

Physical and virtual library spaces are designed to be used for multiple purposes and are intended to be used by a diverse community of customers free of charge.

### Implementation

The Library District recognizes that public library spaces are valued community assets that rely on the stewardship, mutual support, and goodwill of all.

#### **Customer Responsibilities**

As participants in a shared, public use environment, customers will be respectful, courteous, and considerate of other library customers and staff.

Customers will comply with requests from Library staff.

Parents and caregivers are responsible for supervising the activities and choices of those in their care.



# Customer Use of Library Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

As stewards of the library and its resources, customers will value and respect library resources and conduct themselves in a safe and orderly way.

Customers shall comply with all federal, state, and local laws, and Library District policies, including the Customer Conduct policy. Failure to comply may result in the loss of library use privileges. Illegal conduct may be referred to the proper authorities for legal action in accordance with applicable federal, state, and local laws.

### **Staff Responsibilities**

Library staff will work with facilities and security staff to keep library spaces safe and welcoming to all. Library staff will work with individuals or groups to ensure compliance with Library District policies.

## Policy History

This policy is subject to all federal, state, and local laws and policies including but not limited to:

- Washington State chapter 9A.48 RCW. Arson, Reckless Burning, and Malicious Mischief
- Washington State RCW 9A.84.030 Disorderly conduct
- Washington State RCW 9.41.300 Weapons prohibited in certain places – Local laws and ordinances – Exceptions - Penalty
- Washington State chapter 9.68A RCW. Sexual Exploitation of Children
- Washington State chapter 70.160 RCW. Smoking In Public Places
- American Library Association. Library Bill of Rights
- American Library Association. Freedom to Read
- American Library Association. Freedom to View
- Washington Library Association. Intellectual Freedom Statement
- Sno-Isle Libraries Board Policy. Equity
- Sno-Isle Libraries Board Policy. Internet Use
- Sno-Isle Libraries Administrative Policy. Customer Conduct
- Sno-Isle Libraries Administrative Policy. Security Camera Use
- Sno-Isle Libraries Administrative Guidelines. Social Media



Proposed

# Customer Use of Library Spaces Policy

**SNO-ISLE LIBRARIES BOARD POLICY**

## Policy History

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: May 26, 2026

Next review date: 2028

Date adopted: April 27, 2020





# Memo

Date: May 26, 2026  
To: Sno-Isle Libraries Board of Trustees  
From: Eric Howard, Executive Director  
Re: Meeting Room Use Policy Update

## Recommendation

Adopt the updated Meeting Room Use Policy.

## Background

This policy was last reviewed and approved in 2013. Since that time, there have been no reported issues with the policy. The updated policy reorders information within the policy and explicitly notes that customers can be held liable for damages to Library District property.

## Discussion

The previous policy exempted the Friends of Sno-Isle Libraries and the Sno-Isle Libraries Foundation from the policy in the Scope and but redundantly exempted them from certain restrictions in the policy. In the updated version, those institutions are brought back into the policy, but the exemptions are listed and if needed, the Executive Director can provide further exemptions.

## Fiscal Impact

There is no fiscal impact caused by the update to this policy.



# Meeting Room Use Policy

## SNO-ISLE LIBRARIES BOARD POLICY

### Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing access to its public meeting rooms on a fair and equitable basis to community organizations and groups regardless of the beliefs or affiliations of individuals or groups requesting their use.

### Scope

This policy applies to the public use of meeting rooms owned or managed by the Library District. Meeting rooms not owned or managed by the Library District, such as in a city-owned building, may be governed by different policies.

Programs and activities sponsored and co-sponsored by the Library District, Sno-Isle Libraries Foundation, local Library Boards, and local Friends of the Library groups are considered to be Library District programs and activities and are exempt from this policy.

The Library District, Sno-Isle Libraries Foundation, local Friends of the Library groups, and Library District cosponsors may sell books and other products if the activity supplements the meeting and is not a requirement for attendance. Co-sponsorship must be confirmed in writing.

Direct fundraising activities may be conducted only by the Sno-Isle Libraries Foundation and local Friends of the Library groups.

### Implementation

The Library District considers public use of its meeting rooms to be a community service where groups can come together to learn and exchange ideas in a commercial-free environment. The Library District is committed to providing free reservable spaces in community libraries across the Library District to further the Library District's mission that everyone in our community is connected to their library.

All public usage of Library District meeting rooms will be open to the general public regardless of the attendee's gender, race, ethnicity, age, disability, sex, sexual orientation, veteran status, marital status, or religious or political affiliation.



# Meeting Room Use Policy

## SNO-ISLE LIBRARIES BOARD POLICY

Library District meeting rooms are available for public use free of charge, and no products or services may be advertised, solicited, or sold on library property. No entrance fees may be charged to meeting attendees.

Permission to reserve and use a space does not constitute an endorsement by the Library District of the group, program, or point of view expressed. The name of the Library District may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library District may not be identified as a co-sponsor of a meeting without prior written approval.

Customers reserving and using Library District meeting rooms will comply with all federal, state, and local laws and Library District policies. Non-compliance with laws or Library District policies may result in a group or organization being denied further use of Library District meeting rooms.

The Library District reserves the right to cancel public meeting room reservations if the meeting room is needed for Library District use or other unforeseen circumstances. Meetings or events which interfere with normal Library District operations or are anticipated to incur additional costs to the Library District will not be accommodated.

Library Managers or designees are responsible for interpreting and applying this and the associated Library District Meeting Room Use administrative guidelines in daily practice. The decision to deny use of a Library District meeting room may be appealed in writing to the Director of Community Libraries who will provide a written response to the request.

## Associated Policies and Laws

- United States. Constitution of the United States. [First Amendment](#)
- Washington State RCW [27.12.010, opens a new window](#). Definitions
- Washington State RCW [27.12.270](#). Rules and Regulations – Free use of libraries
- Washington State RCW [17A.555](#). Use of public office or agency facilities in campaigns—Prohibition—Exceptions
- American Library Association. [Library Bill of Rights](#)
- Sno-Isle Libraries Board policy. [Equity](#)
- Sno-Isle Libraries Board policy. [Customer Use of Library Spaces](#)
- Sno-Isle Libraries Administrative policy. [Customer Conduct](#)



Current

# Meeting Room Use Policy

SNO-ISLE LIBRARIES BOARD POLICY

## Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: June 26, 2023

Next review date: 2027

Adopted: 2013



# Meeting Room Use Policy

## SNO-ISLE LIBRARIES BOARD POLICY

### Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing access to its public meeting rooms on a fair and equitable basis to community organizations and groups regardless of the beliefs or affiliations of individuals or groups requesting their use.

### Scope

This policy applies to the public use of meeting rooms owned or managed by the Library District. Meeting rooms not owned or managed by the Library District, such as in a city-owned building, may be governed by different policies.

Direct fundraising activities may be conducted only by the Sno-Isle Libraries Foundation and local Friends of the Library groups.

### Implementation

The Library District considers public use of its meeting rooms to be a community service where groups can come together to learn and exchange ideas in a commercial-free environment. The Library District is committed to providing free reservable spaces in community libraries across the Library District to further the Library District's mission that everyone in our community is connected to their library.

All public usage of Library District meeting rooms will be open to the general public regardless of the attendee's gender, race, ethnicity, age, disability, sex, sexual orientation, veteran status, marital status, or religious or political affiliation. Library District meeting rooms are available for public use free of charge. However, the Library District reserves the right to collect payment if users cause damage to a meeting room.

No products or services may be advertised, solicited, or sold in meeting rooms. The Library District, Sno-Isle Libraries Foundation, local Friends of the Library groups, and Library District cosponsors and presenters may sell books and other products if (A) the activity supplements the meeting; (B) no purchase is required for attendance; and (C) co-sponsorship must be confirmed in writing. Notwithstanding the foregoing, 501(c)(3) entities may host events where a purchase or ticket is required for entry if the event is a fundraiser with net proceeds dedicated to the Library District. Meeting organizers using



# Meeting Room Use Policy

## **SNO-ISLE LIBRARIES BOARD POLICY**

Library District meeting rooms may not charge entrance or attendance fees to their meeting participants.

Permission to reserve and use a space does not constitute an endorsement by the Library District of the group, program, or point of view expressed. The name of the Library District may not be used in any publicity for non-library sponsored or co-sponsored meetings except to designate the meeting location. The Library District may not be identified as a co-sponsor of a meeting without prior written approval.

Customers reserving and using Library District meeting rooms will comply with all federal, state, and local laws and Library District policies. Non-compliance with laws or Library District policies may result in a group or organization being denied further use of Library District meeting rooms.

The Library District reserves the right to cancel public meeting room reservations if the meeting room is needed for Library District use or other unforeseen circumstances. Meetings or events which interfere with normal Library District operations or are anticipated to incur additional costs to the Library District will not be accommodated.

Library Managers or designees are responsible for interpreting and applying this and the associated Library District Meeting Room Use administrative guidelines in daily practice. The decision to deny use of a Library District meeting room may be appealed in writing to the Director of Community Libraries who will provide a written response to the request.

## Associated Policies and Laws

- United States. Constitution of the United States. First Amendment
- Washington State RCW 27.12.010
- Washington State RCW 27.12.270. Rules and Regulations – Free use of libraries
- Washington State RCW 17A.555. Use of public office or agency facilities in campaigns—Prohibition—Exceptions
- American Library Association. Library Bill of Rights
- Sno-Isle Libraries Board policy. Equity
- Sno-Isle Libraries Board policy. Customer Use of Library Spaces
- Sno-Isle Libraries Administrative policy. Customer Conduct



Proposed

# Meeting Room Use Policy

SNO-ISLE LIBRARIES BOARD POLICY

## Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: May 26, 2026

Next review date: 2030

Adopted: 2013





# Memo

Date: May 26, 2026  
To: Sno-Isle Libraries Board of Trustees  
From: Eric Howard, Executive Director  
Re: Art in Public Spaces Policy Update

## Recommendation

Adopt the updated Art in Public Spaces Board Policy.

## Background

This policy was last reviewed and approved in 2023. Since that time, there have been no reported issues with the policy. The purpose of the policy has not changed. The updated policy provides clarity around the legal responsibilities of the Library District around public art.

## Discussion

Policy changes provide clarification around the Library District's management of art in public spaces and provide enhanced legal security to the District.

## Fiscal Impact

There is no fiscal impact caused by the update to this policy.



# Art in Public Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

### Purpose

To provide direction on the purchase or commission and placement of art in public spaces in Sno-Isle Libraries (Library District) that reflect the ever-evolving needs and interests of the communities served by the Library District.

### Scope

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that art in libraries contributes to the Library District's vision, mission, values, and goals. Art enhances the library experience by creating positive public environments as well as reflecting our legacy, and the diversity of our communities. The presence of art in public spaces contributes to the vitality of the communities we serve and stimulates creativity, imagination, and interest.

The Board of Trustees supports the placement of works of art in buildings and on library property throughout the Library District. The purchase or commission of all forms of original art or copies of original art may be considered. The Library District supports fundraising for art in public spaces by the Sno-Isle Libraries Foundation and / or local Friends of the Library groups.

The Library District adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

### Implementation

#### Definitions

The Executive Director (or designee) together with the Director of Community Libraries (or designee) may establish Art Selection Panels for capital building projects to consider prospective purchases or commissions of artwork. The Art Selection Panel will include members of the community and reflect its diversity. Commissioned or purchased art will be selected based on criteria in the Library District's Public Art Guidelines which include the following considerations:



# Art in Public Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

- The quality and elements of design celebrate, explore, and include the diverse histories and cultures of the community. The art complements and enhances the building and its purpose. The art is designed for a publicly visible and accessible area and may establish a focal point, modify, or enhance a space or identify a building function.
- The style, nature, and durability of the art shall be appropriate in scale, material, form, and content for the library environment. The art shall be able to withstand theft, vandalism, and exposure to the environment.
- The cost of installation and maintenance, including both start-up and ongoing cleaning and maintenance, as well as any security issues.
- Art that creates unsafe conditions or contains other factors that may bear on public liability will not be purchased or commissioned.

Artwork is purchased or commissioned by the Library District with the understanding that it may not be permanent additions to the Library District and may be decommissioned or moved in the future. The surplus of works of art shall be approved by the Board of Trustees in accordance with the Library District's Capitalized Asset / Small and Attractive Asset Management policy. Works that are not able to be removed from a library may be destroyed by deconstructing or painting over the item.

## Associated Policies and Laws

- United States. Constitution of the United States. [First Amendment](#)
- Washington State [RCW 27.12.210](#). Library trustees – Organization – Bylaws – Powers and duties
- American Library Association. [Library Bill of Rights](#)
- American Library Association. [Freedom to Read](#)
- American Library Association. [Freedom to View](#)
- Washington Library Association. [Intellectual Freedom Statement](#)
- Sno-Isle Libraries Board policy. [Equity Policy](#)
- Sno-Isle Libraries Board policy. [Customer Use of Library Spaces](#)
- Sno-Isle Libraries Board policy. [Capitalized Asset / Small and Attractive Asset Management](#)
- Sno-Isle Libraries Board policy. [Purchasing and Public Works](#)



Current

# Art in Public Spaces Policy

SNO-ISLE LIBRARIES BOARD POLICY

## Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: September 18, 2023

Next review date: 2027

Adopted: September 18, 2023



# Art in Public Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

### Purpose

To provide direction on the purchase or commission and placement of art in public spaces in Sno-Isle Libraries (Library District) that reflect the ever-evolving needs and interests of the communities served by the Library District.

### Scope

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that art in libraries contributes to the Library District's vision, mission, values, and goals. Art enhances the library experience by creating positive public environments as well as reflecting our legacy, and the diversity of our communities. The presence of art in public spaces contributes to the vitality of the communities we serve and stimulates creativity, imagination, and interest.

The Board of Trustees supports the placement of works of art in buildings and on library property throughout the Library District. The purchase or commission of all forms of original art or copies of original art may be considered. The Library District supports fundraising for art in public spaces by the Sno-Isle Libraries Foundation and / or local Friends of the Library groups.

The Library District adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements. Display of an artwork does not constitute an endorsement by the Library District of the group, artist, or point of view expressed.

### Implementation

#### Definitions

The Executive Director (or designee) may establish Art Selection Panels to consider prospective purchases or commissions of artwork. The Art Selection Panel will include members of the community and reflect its diversity. Commissioned or purchased art will be selected based on criteria in the Library District's Public Art Guidelines which include the following considerations:



# Art in Public Spaces Policy

## SNO-ISLE LIBRARIES BOARD POLICY

- The quality and elements of design celebrate, explore, and include the diverse histories and cultures of the community. The art complements and enhances the building and its purpose. The art is designed for a publicly visible and accessible area and may establish a focal point, modify, or enhance a space or identify a building function.
- The style, nature, and durability of the art shall be appropriate in scale, material, form, and content for the library environment. The art shall be able to withstand theft, vandalism, and exposure to the environment.
- The cost of installation and maintenance, including both start-up and ongoing cleaning and maintenance, as well as any security issues.
- Art that creates unsafe conditions or contains other factors that may bear on public liability will not be purchased or commissioned.

Any artwork purchased or commissioned by the Library District shall be acquired with the understanding that it might not be a permanent addition to the Library District, and it might be decommissioned or moved in the future, at the Library District's discretion. The surplus of works of art shall be approved by the Board of Trustees in accordance with the Library District's Capitalized Asset / Small and Attractive Asset Management policy. Works that are not able to be removed from a library may be destroyed by deconstructing or painting over the item. The Library District will not act as a sales agent for displayed artworks.

## Associated Policies and Laws

- United States. Constitution of the United States. First Amendment
- Washington State RCW 27.12.210. Library trustees – Organization – Bylaws – Powers and duties
- American Library Association. Library Bill of Rights
- American Library Association. Freedom to Read
- American Library Association. Freedom to View
- Washington Library Association. Intellectual Freedom Statement
- Sno-Isle Libraries Board policy. Equity Policy
- Sno-Isle Libraries Board policy. Customer Use of Library Spaces
- Sno-Isle Libraries Board policy. Capitalized Asset / Small and Attractive Asset Management
- Sno-Isle Libraries Board policy. Purchasing and Public Works
- Sno-Isle Libraries Board Policy. Donation Policy



Proposed

# Art in Public Spaces Policy

SNO-ISLE LIBRARIES BOARD POLICY

## Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

## Policy History

Date approved: May 26, 2026

Next review date: 2030

Adopted: September 18, 2023



# Financial Update

## FINANCE DEPARTMENT

May 25, 2026

### EXECUTIVE SUMMARY

April spending remained controlled and came in slightly below the monthly pacing benchmark of **33%**, largely due to timing across operating categories. Salaries and benefits continue to track close to plan at approximately **31%** of the annual adopted budget through April. Collection materials, training, and capital spending were above the April pacing benchmark because of purchase timing, training schedules, and project activity, including the Lake Stevens Library project, HVAC work, and the Wonder Wheels vehicle purchase.

Year-to-date (YTD) through April, revenue totaled **\$31.0M**, about **\$526K** below the pacing benchmark, while expenditures totaled **\$23.8M**, about **\$3.2M** below benchmark. Revenue reflects the expected April property tax cycle and stands at about **43%** of the annual adopted budget. Expenditures are at **29%** of the annual adopted budget, above the recent April range of approximately **24%–28%** but still below the straight-line benchmark.

### BUDGET ALLOCATION METHODOLOGY

For comparative reporting, one-twelfth of the annual adopted budget is allocated to each month. Property Tax, Leasehold Tax, Department of Natural Resources (DNR), and Forest Excise Tax are allocated using a three-year historical average of monthly collections because these receipts are seasonal and together make up **91%** of the annual adopted revenue budget.

### FINANCIAL HIGHLIGHTS – APRIL 2026

- **Revenue:** April revenue was **\$26M**, bringing YTD actuals to **\$31.0M**, or **43%** of the annual budget used. Results were driven primarily by April property tax receipts and investment interest.
- **Expenditures:** April expenditures were **\$7.1M**. Spending remained generally controlled, with most variance reflecting timing across operating categories. Salaries and benefits continue to track close to plan at approximately **31%** of the annual adopted budget through April.
- **Spending Pace:** YTD expenditures through April are **29%** of the annual adopted budget, which is above recent years, they ranged from approximately **23.8%** to **28.0%**, but still below the straight-line April benchmark.
- **Investment Income:** April investment interest was **\$215K**, and YTD investment revenue is **53%** of the annual budget, reflecting higher-than-anticipated investment balances.
- **Capital Projects:** Capital spending remains aligned with the Lake Stevens Library project schedule, the Wonder Wheels vehicle purchase, and HVAC work at Snohomish and Monroe Libraries.



## YTD FINANCIAL SUMMARY

As a secondary reference, the YTD figures below show progress against the **annual** adopted budget through **April 30, 2026**. Because some revenues are seasonal, including property taxes, early-year variances may reflect timing rather than a change in full-year expectations.

- **YTD revenue (actual): \$31M** (compared to an annual adopted budget of **\$75.5M**).
- **YTD expenditures (actual): \$23.8M** (compared to an annual adopted budget of **\$80.9M**).

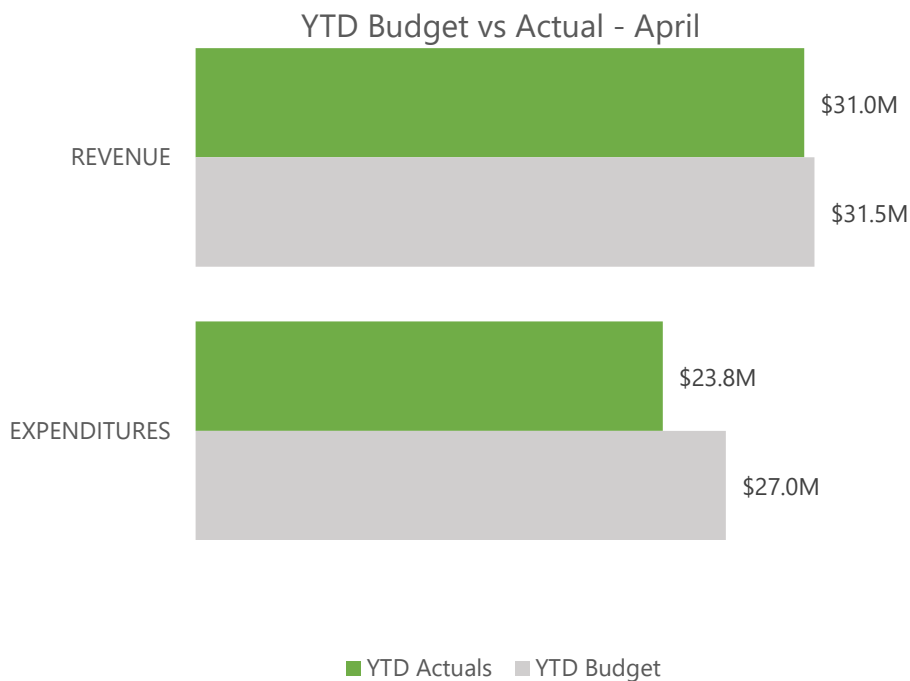
## SPENDING TREND (PERCENT OF ANNUAL ADOPTED BUDGET)

To provide added context for April spending, the table below shows YTD expenditures through April as a percent of the annual adopted budget for the past six years. Through April 2026, expenditures are at **29.4%** of the annual adopted budget, a little above the range observed in recent years (approximately **23.8%–28%**).

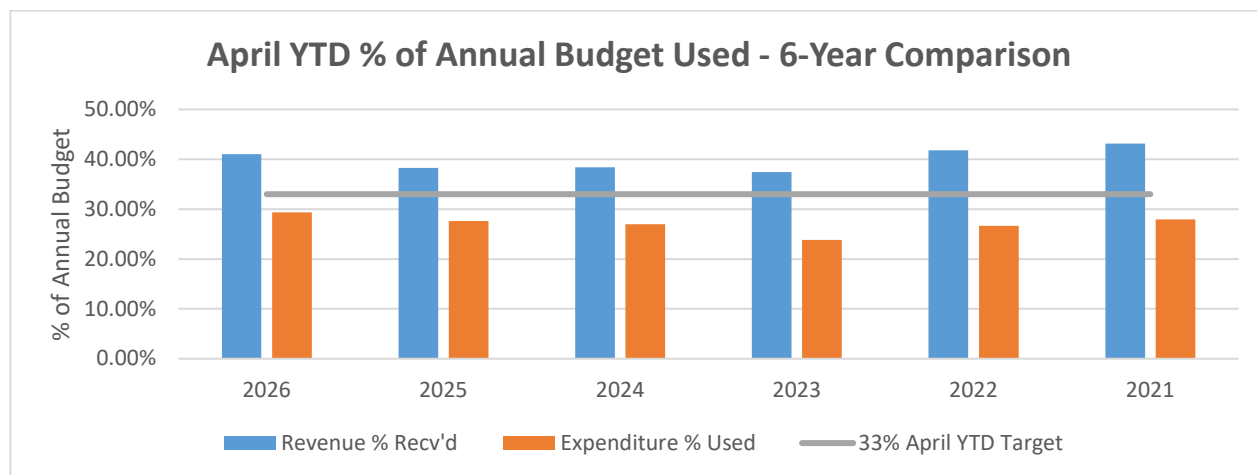
Year	YTD Expenditures Through April (% of Annual Adopted Budget)
2026	29.4%
2025	27.6%
2024	27.0%
2023	23.8%
2022	26.7%
2021	28.0%



The chart below summarizes YTD actuals compared with the YTD adopted budget for revenue and expenditures, along with each category's share of the **annual** adopted budget.



The chart below provides a year-over-year view of YTD results through April as a percent of the **annual** adopted budget.



**Chart takeaway:** Through April 2026, revenue received is **41.0%** of the annual adopted budget and expenditures used are **29.4%** of the annual adopted budget, below the straight-line **33%** April target.



## MONTHLY REVENUE SUMMARY

Total revenues for April were **\$26M**, compared with a monthly pacing benchmark of **\$26.2M**. Revenues are typically higher in April because the first half of property taxes is due on April 30 and the second half is due on October 31.

Revenue highlights include:

- **Property tax receipts:** \$25.7M compared to a budget of \$25.6M. This is on track with prior year receipts.
- **Timber tax, Leasehold Excise Tax, and Department of Natural Resources revenue:** \$36K compared to an April budget of \$14K. Most of this variance was due to a larger timber trust receipt. This revenue source varies from year to year, will decrease over time, and makes up 0.5% of the annual adopted revenue budget.
- **Investment interest:** \$215K compared to a budget of \$135K. While interest rates remained stable, investment balances were higher than anticipated, resulting in earnings exceeding the budgeted amount.
- **Print/copy services, city contract fees, lost materials, and donations:** \$21K compared to a budget of \$135K, reflecting timing of city contract billings and Foundation support that is sometimes provided through direct payment of expenses rather than cash contributions. Donations from the Foundation and Friends of the Library totaled \$5K. The donation for the Arlington Library project will be reported on a reimbursable basis, which we expect to recognize at mid-year and year-end.
- **Other revenue:** \$2K compared to a budget of \$42K. For the month of April, other revenue is made up of miscellaneous and retainage deposits.

## MONTHLY EXPENDITURES SUMMARY

Total expenditures for April were **\$7.1M**, compared with a period budget of **\$6.7M**. Because month-to-month variances often reflect timing, the more useful focus is on the spending drivers below and the overall pace of spending.

Major expenditure categories include:

- **Salaries and benefits:** \$3.9M compared to a budget of \$4.0M. YTD, salaries and benefits are approximately 31.4% of the annual adopted budget (compared to 33%).
- **Collection materials:** \$730K compared to a budget of \$732K, which is right on target.
- **Employee training:** \$127K compared to a budget of \$47K. This is primarily due to the annual PLA Conference and SILCON. Training fluctuates throughout the year month by month.
- **Capital expenditures:** \$907K compared to a budget of \$619K. This is made up of costs for the Lake Stevens Library project, Wonder Wheels vehicle, and HVAC at Snohomish



and Monroe Libraries. HVAC is partially funded with a grant and Wonder Wheels is fully funded with a grant.

- **All other expenditures:** \$1.4M compared to a budget of \$1.3M.

## OVERALL FINANCIAL POSITION

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

Overall financial performance through April remains consistent with the adopted 2026 budget. Revenue reflects expected seasonality, spending remains controlled early in the fiscal year, and cash position continues to support ongoing operations and capital projects.



Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 4/1/2026 Through 4/30/2026  
(In Whole Numbers)

	Period Actual	Current Period Budget - Adopted Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures							
10.0	Salaries & Benefits	3,939,512	4,044,380	15,268,019	16,177,520	48,531,700	31.45%
20.0	Materials	730,281	731,630	2,179,665	2,926,520	8,779,500	24.82%
26.0	Professional & Contract Services	367,238	383,070	1,035,744	1,532,280	4,595,800	22.53%
35.0	Equipment & Furnishings	19,491	66,390	59,309	265,560	796,500	7.44%
38.0	Maintenance & Repair	74,710	148,490	253,118	593,960	1,781,600	14.20%
41.0	Software License & Maint Fees	408,481	172,400	795,167	689,600	2,069,300	38.42%
42.0	Communications	61,741	82,300	227,176	329,200	987,700	23.00%
43.0	Office & Operating Supplies	111,119	76,290	221,976	305,160	915,900	24.23%
44.0	Utilities	73,511	58,170	197,479	232,680	697,600	28.30%
45.0	Rentals & Leases	59,769	49,030	194,559	196,120	588,300	33.07%
46.0	Insurance	189	25,560	46,342	102,240	306,700	15.10%
48.0	Employee Training / Travel	126,974	47,330	229,714	189,320	568,000	40.44%
49.0	Miscellaneous	193,053	216,590	548,889	866,360	2,598,700	21.12%
50.0	Strategic Initiatives / Innovation	2,100	25,000	21,086	100,000	300,000	7.02%
62.0	Capital - Bldgs & Improvements	620,640	445,830	1,975,347	1,783,320	5,350,000	36.92%
62.5	Capital - A&E	75,627	54,170	142,871	216,680	650,000	21.98%
64.0	Capital - Furnishings & Equipment	46,236	62,500	46,236	250,000	750,000	6.16%
64.4	Capital - Vehicles	164,779	56,670	329,558	226,680	680,000	48.46%
	<b>Total Expenditures</b>	<u>7,075,451</u>	<u>6,745,800</u>	<u>23,772,255</u>	<u>26,983,200</u>	<u>80,947,300</u>	<u>29.37%</u>

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 4/1/2026 Through 4/30/2026  
(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	25,714,844	25,634,530	29,401,124	29,232,310	68,756,000	42.76%
02.0	Timber Tax / Sales	35,856	13,500	227,413	244,800	712,200	31.93%
02.5	Grants	0	193,310	233,174	773,240	2,319,600	10.05%
03.0	Print/Copy Services	10,486	7,500	35,492	30,000	90,000	39.43%
04.0	Services/City Contract Fees	0	190	0	760	2,300	0.00%
05.0	Lost Materials Paid	6,102	4,170	23,094	16,680	50,000	46.18%
06.0	Investment Interest	215,275	134,570	860,080	538,280	1,614,800	53.26%
07.0	Donations Private Sources	4,897	123,070	72,177	492,280	1,476,850	4.88%
08.0	Other Revenue	1,584	41,670	115,956	166,680	500,000	23.19%
	<b>Total Revenues</b>	<b>25,989,044</b>	<b>26,152,510</b>	<b>30,968,510</b>	<b>31,495,030</b>	<b>75,521,750</b>	<b>41.01%</b>

Sno-Isle Regional Library System  
Statement of Revenue & Expenditures  
**Revenues & Expenditures Summary**

From 4/1/2026 Through 4/30/2026  
(In Whole Numbers)

April	Revenues	2026 Actual	YTD Actual	% Annual		2025 Actual	YTD Actual	% Annual		2024 Actual	YTD Actual	% Annual		2023 Actual	YTD Actual	% Annual		2022 Actual	YTD Actual	% Annual	
				Budget Used	Used			Budget Used	Used			Budget Used	Used			Budget Used	Used				
01.0	Property Taxes	25,714,844	29,401,124	42.76%	24,879,254	28,389,337	42.22%	24,256,682	27,564,183	42.11%	23,715,258	27,121,568	42.27%	23,468,971	27,131,624	43.33%	22,908,935	26,480,842	43.08%		
02.0	Timber Tax / Sales	35,856	227,412	31.93%	19,120	199,431	31.80%	4,390	312,131	57.80%	1,300	131,852	23.97%	22,310	232,687	34.47%	38,743	243,004	44.18%		
02.5	Grants	-	233,175	10.05%	20,846	47,899	0.64%	-	146,550	1.98%	33,905	34,905	0.57%	-	155,449	7.20%	-	7,000	100.00%		
03.0	Print/Copy Services	10,486	35,492	39.43%	8,224	20,394	101.97%	1,868	7,766	64.71%	2,056	8,137	67.81%	1,837	5,570	46.41%	-	8	0.01%		
04.0	Services/City Contract Fees	-	-	0.00%	2,190	4,380	109.50%	-	-	0.00%	-	-	0.00%	-	1,925	50.00%	-	-	0.00%		
05.0	Lost Materials Paid	6,102	23,094	46.18%	6,964	31,471	62.94%	4,442	16,998	48.56%	4,238	18,341	52.40%	6,563	22,754	65.01%	1,811	6,876	9.16%		
06.0	Investment Interest	215,275	860,080	53.26%	186,557	799,754	61.51%	174,195	705,647	70.56%	153,328	581,194	96.86%	61,720	175,401	50.11%	35,100	105,667	23.48%		
07.0	Donations Private Sources	4,897	72,177	4.88%	9,065	88,885	16.05%	7,603	29,013	6.82%	5,511	32,668	3.62%	98	5,931	1.97%	345	994	0.99%		
08.0	Other Revenue	1,584	115,956	23.19%	11,687	177,307	29.55%	31,248	144,565	26.08%	1,814	80,821	3.19%	11,842	73,399	16.99%	13,238	324,032	144.01%		
09.1	Insurance Recoveries	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	20,659	0.00%	-	-	0.00%	-	-	0.00%		
<b>Total Revenues</b>		<b>25,989,044</b>	<b>30,968,510</b>	<b>41.01%</b>	<b>25,143,907</b>	<b>29,758,858</b>	<b>38.26%</b>	<b>24,480,428</b>	<b>28,926,853</b>	<b>38.37%</b>	<b>23,917,410</b>	<b>28,030,145</b>	<b>37.43%</b>	<b>23,573,341</b>	<b>27,804,740</b>	<b>41.77%</b>	<b>22,998,172</b>	<b>27,168,423</b>	<b>43.18%</b>		

April	Expenditures	2026 Actual	YTD Actual	% Annual		2025 Actual	YTD Actual	% Annual		2024 Actual	YTD Actual	% Annual		2023 Actual	YTD Actual	% Annual		2022 Actual	YTD Actual	% Annual	
				Budget Used	Used			Budget Used	Used			Budget Used	Used			Budget Used	Used				
10.0	Salaries & Benefits	3,939,512	15,268,019	31.45%	3,917,059	15,230,486	31.27%	3,638,259	14,017,673	31.44%	3,399,455	13,742,177	31.57%	3,169,382	12,831,366	31.47%	3,011,359	11,796,946	30.49%		
20.0	Materials	730,281	2,179,666	24.82%	698,656	2,189,057	31.67%	516,400	2,175,208	32.45%	528,619	1,736,258	27.20%	581,417	2,379,822	32.07%	541,116	2,014,494	28.77%		
26.0	Professional & Contract Services	367,238	1,035,744	22.53%	259,944	901,777	25.53%	265,699	955,324	25.59%	153,542	756,119	18.65%	173,199	719,064	22.19%	183,309	622,109	19.35%		
35.0	Equipment & Furnishings	19,491	59,308	7.44%	25,893	137,871	22.84%	439,119	569,076	39.78%	17,492	89,894	3.77%	15,650	41,015	5.00%	10,299	234,640	27.77%		
38.0	Maintenance & Repair	74,710	253,119	14.20%	145,958	247,946	18.66%	49,128	191,279	23.96%	31,952	113,967	15.08%	43,385	132,765	21.58%	57,204	235,900	15.71%		
41.0	Software License & Maint Fees	408,481	795,167	38.42%	75,825	319,575	18.74%	52,012	267,595	15.25%	295,849	463,984	30.88%	123,891	272,198	17.07%	58,654	277,006	18.81%		
42.0	Communications	61,741	227,175	23.00%	54,449	201,020	24.45%	53,344	202,363	23.54%	39,587	211,436	31.25%	42,943	165,441	26.85%	38,540	215,700	25.94%		
43.0	Office & Operating Supplies	111,119	221,975	24.23%	85,681	206,679	32.32%	45,031	149,513	23.15%	14,283	171,707	28.22%	30,351	108,141	12.81%	32,842	171,106	20.50%		
44.0	Utilities	73,511	197,478	28.30%	62,655	205,741	37.61%	43,063	173,495	32.56%	18,645	183,040	36.97%	47,953	177,736	32.85%	33,599	147,433	27.28%		
45.0	Rentals & Leases	59,769	194,559	33.07%	42,238	198,469	34.12%	56,975	214,796	44.12%	46,451	181,357	35.92%	50,615	156,806	32.06%	39,428	137,930	28.83%		
46.0	Insurance	189	46,344	15.10%	(1,454)	40,136	14.80%	13,056	37,307	15.57%	-	31,501	18.31%	89	27,016	13.64%	326	1,256	0.67%		
48.0	Employee Training / Travel	126,974	229,714	40.44%	62,583	98,913	36.49%	17,895	67,237	24.90%	17,866	44,886	37.40%	17,042	44,528	17.74%	7,515	13,127	5.25%		
49.0	Miscellaneous	193,053	548,889	21.12%	94,794	324,611	34.59%	63,303	180,591	21.38%	38,013	164,206	28.30%	46,069	153,095	20.74%	28,263	80,285	13.00%		
50.0	Strategic Initiatives / Innovation	2,100	21,086	7.02%	2,171	5,674	0.75%	6,787	9,336	1.24%	34,890	57,695	7.69%	-	-	0.00%	360	3,229	1.84%		
55.0	Development Initiatives	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%		
61.0	Capital - Land	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%		
62.0	Capital - Bldgs & Improvements	620,640	1,975,347	36.92%	1,042,969	1,448,353	13.80%	285,830	845,080	10.43%	83,519	83,519	0.98%	-	-	0.00%	32,771	159,736	42.03%		
62.5	Capital - A&E	75,627	142,872	21.98%	120,375	164,688	12.47%	105,838	329,768	21.98%	94,875	326,926	15.20%	-	-	0.00%	-	-	0.00%		
64.0	Capital - Furnishings & Equipment	46,236	46,236	6.16%	164,001	276,415	23.52%	4,915	373,259	49.76%	-	-	0.00%	-	-	0.00%	-	-	0.00%		
64.4	Capital - Vehicles	164,779	329,558	48.46%	-	-	0.00%	-	-	0.00%	-	-	0.00%	76,903	76,903	40.68%	-	-	0.00%		
64.5	Capital - Other Assets	-	-	0.00%	-	79,289	100.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%	-	-	0.00%		
<b>Total Expenditures</b>		<b>7,075,451</b>	<b>23,772,256</b>	<b>29.37%</b>	<b>6,853,797</b>	<b>22,276,700</b>	<b>27.64%</b>	<b>5,656,654</b>	<b>20,758,900</b>	<b>26.97%</b>	<b>4,815,038</b>	<b>18,358,672</b>	<b>23.80%</b>	<b>4,418,889</b>	<b>17,285,896</b>	<b>26.67%</b>	<b>4,075,585</b>	<b>16,110,897</b>	<b>27.95%</b>		



## May 2026 Calendar

### COMMITTEE MEETING

#### JANUARY

##### President

- Committee appointments

#### FEBRUARY

##### Executive

- Trustee employee recognition award review
- Trustee appointment criteria
- 2026 Organizational and Leadership outcomes
- 2026 Conferences for Trustees

#### MARCH

##### Library Services

- Policies: *Customer Use of Library Spaces; Meeting Room; Art in Public Spaces*

##### Management

- Board retreat planning

#### APRIL

### OPEN MEETING

#### Special Meeting (January 8)

- Board action - Joint levy certification

#### Regular Meeting (January 26)

- *Discussion* - 2026 Board of Trustees calendar

#### Regular Meeting (February 23)

- *Staff presentation* – *Levy Lid Lift*
- *Staff presentation* – *Capital Framework and Facilities Update*

#### Regular Meeting (March 23)

- *Staff presentation* – *Audit Review Report*
- *Staff presentation* – *Overview for the Strategic Planning Process*
- *Board action* – *Resolution: Authorizing levy election*
- *Board action* – *Resolution: Establishing new bank account*

#### Regular Meeting (April 27)

- *Staff presentation* – *Summer Reading Program Preview*
- *Staff presentation* – *Early Learning*
- *Staff presentation* – *Internal Controls: Oversight Responsibilities of the Board*
- *Audit Exit Conference*





## May 2026 Calendar

### COMMITTEE MEETING

#### MAY

### OPEN MEETING

#### Regular Meeting (May 26)

- *Staff presentation – Communication Strategies*
- *Staff presentation – Partnerships*
- Board action - Customer Use of Library Spaces Policy
- Board action - Meeting Room Policy
- Board action - Art in Public Spaces Policy

#### Special Meeting (May 26)

- Strategic Visioning

#### JUNE

##### Executive

- Executive Director quarterly check-in
- Trustee vacancy process (information)

##### Management

- Policies: *Business Expense Reimbursement; Debt Management; Unreserved Fund*

#### Regular Meeting (June 22)

- *Staff presentation – Collection Update*
- *Staff presentation – Career Advancement; Enhancing Quality of Life*

#### JULY

#### Regular Meeting (July 27)

- *Staff presentation – Update on Strategic Planning Process*
- *Staff presentation – Levy education update*
- *Staff Presentation – Internal Controls: Oversight Responsibilities of the Board*

#### AUGUST

*No meetings*





## May 2026 Calendar

### COMMITTEE MEETING

#### SEPTEMBER

**President**

- Officer Nominating Committee appointment

**Executive**

- Executive Director 2027 work plan

#### OCTOBER

**Executive**

- Executive Director quarterly review planning

**Officer Nominating**

- 2027 Officer Nomination

#### NOVEMBER

#### DECEMBER

*No meetings*

### OPEN MEETING

**Regular Meeting (September 28)**

- *Staff presentation - 2027 Budget Introduction*
- *Staff presentation – Internal Controls: Oversight Responsibilities of the Board*
- 2027 Officer Nominating Committee appointment
- Board action - Business Expense Reimbursement Policy
- Board action - Debt Management Policy
- Board action - Unreserved Fund Policy

**Regular Meeting (October 26)**

- *Staff presentation – Customer Service Overview*
- *Staff presentation – Draft Strategic Plan Overview*
- *Staff presentation - 2027 budget proposal*
- 2027 meeting schedule (first review)
- Officer slate announcement
- Public hearing on 2027 levy
- Board action - Resolution regarding the 2027 levy

**Regular Meeting (November 23)**

- Board action - Resolution regarding the 2027 budget
- Board action - Resolution regarding the Strategic Plan
- Board action - Election of officers
- Board action - 2027 meeting schedule adoption
- Board action - Executive Director review





## May 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 and Friends Forum (June 13)**

- Trustees are invited to attend.

### **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

