



# SNO-ISLE LIBRARIES BOARD OF TRUSTEES

## 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

**July 27, 2026, 5:30 p.m.**

Coupeville Library

788 NW Alexander St, Coupeville, WA 98239

[Microsoft Teams Webinar Link](#)

## 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 June 22, 2026 regular meeting minutes
- b) Approval of the June 2026 payroll, benefits, and vouchers

### 7) Public Comment

### 8) New Business

- a) Levy Education Update – Assistant Director of Strategic Relations Susan Hempstead
- b) Strategic Planning Process Update – Deputy Director David Durante and Director of Access, Innovation, and Collections Diane Lai
- c) Internal Controls: Oversight Responsibilities of the Board – Finance Director Janella Lewis [Attachment 2](#)
- d) \*Declaration of Surplus Asset – Executive Director Eric Howard [Attachment 3](#)

### 9) Finance Report

- a) Financial Update – Finance Director Janella Lewis [Attachment 4](#)

### 10) Committee and Trustees' Reports

- a) President's Report / Executive Committee – President DePrey
  - i) Board of Trustees 2026 Calendar [Attachment 5](#)
- b) Sno-Isle Libraries Foundation – Trustee Crull

### 11) Closed Session

### 12) \*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

July 27, 2026

Eric Howard

Executive Director

### Vote

Our Board meeting on July 27<sup>th</sup> falls on the final day for residents to register to vote or update their voter registration before the August 4<sup>th</sup> election.

When the Library District launched its levy education effort in April, we organized our work into three phases: Awareness, Education, and Vote. As we conclude the final phase, I want to recognize the tremendous amount of work completed across the organization.

Through our website, community outreach events, presentations, meetings with local leaders, and hundreds of conversations in our libraries, staff have worked diligently to ensure voters have access to clear, factual information about the levy and what it means for Sno-Isle Libraries.

At our Board meeting, Assistant Director of Strategic Relations Susan Hempstead will provide an overview of the work that has supported this effort, the outreach conducted throughout the District, and the final activities leading up to Election Day.

### Back to School

The Library District is gearing up for back to school. To support community members returning to school, the Library District will promote resources and services that help students, families, and caregivers access learning tools, technology, and tutoring with their library card. The campaign begins with an intentional soft launch at **MarinerFest on August 1**, followed by media outreach on August 10. A full campaign launch will continue September 8, with additional resource promotion on October 7 to reinforce awareness and engagement. Our Back to School campaign will be delivered through multiple channels, including a customer email, news posts, advertising, and library staff will engage directly with local schools and participate in Back-to-School Nights to connect families with available resources and services



## Strategic Planning and the Library's Next Steps

While one final community focus group remains in August, the Library District is nearing the completion of the data collection phase of our strategic planning process. The strategic plan is being shaped by what we have heard from our communities, our staff, our partners, and our governing Board.

Although this phase of data collection is ending, the Library's commitment to understanding and strengthening its impact continues. In the fall, we will begin our work with a new position dedicated to helping the Library better collect, analyze, and apply data in support of organizational decision-making. The position emerged from our equity work and was established through the organizational restructuring completed last year. It reflects our belief that better information leads to better decisions and, ultimately, better service.

Equity remains foundational to the mission of Sno-Isle Libraries. As a public library, we strive to ensure every member of our community has meaningful opportunities to learn, connect, and thrive. Better data helps us understand who we are serving well, where barriers remain, and where we have opportunities to improve outcomes for our communities, our staff, and the people we serve.

This focus aligns with the organizational changes implemented at the end of 2025, when adult and youth programs and services were brought together into a single department: Programs, Services and Impacts. The addition of "Impacts" reflects an intentional shift toward evaluating not only what we do, but the difference our work makes in the communities we serve.

During August and September, my primary focus will be to analyze the results of the August 4<sup>th</sup> levy election, along with the data from the strategic planning process and translate those results into recommendations for the 2027 budget and our longer-term financial planning. Regardless of the election outcome, our responsibility remains the same: to be thoughtful stewards of public resources while continuing to invest the public's resources where they will have the greatest impact across the Library District.

Finally, I want to express my appreciation for the many conversations I have had throughout the District over the past several months. Whether speaking with residents at community events, local elected officials, or patrons in our libraries, I have heard many powerful stories about the meaningful role Sno-Isle Libraries plays in people's lives. Those conversations have reinforced both the value of the Library's work today and the opportunities that lie ahead.

I look forward to discussing the draft strategic themes with the Board in September and beginning our conversation about the priorities, investments, and values that will guide the next chapter of Sno-Isle Libraries.



## Upcoming Highlights

### North

Lakewood Lockers: [Self-Defense Basics with USTA Martial Arts](#) - 8/15 (Kids, Teens, Adults)

Taekwondo master and instructor, KJ Newell, will be leading this basic self-defense lesson. The entire family is welcome to attend.

### South

Mukilteo: [Hamilton Sing-Along](#) - 8/7 (Adults, Teens)

Celebrate the 250th Birthday of America with a special after-hours event at the Mukilteo Library. Watch the hit Broadway musical [Hamilton](#) and sing along with the songs!

### East

Sultan: [Library Walk at Osprey Park](#) - 8/22 (All Ages)

Take a walk in the woods at Osprey Park, Sultan's largest park. This walk will be led by the [Sky Valley Hiking Club](#) and library staff.

### West

Oak Harbor: [Fungi Basics Crash Course with Northwest Natura](#) - 8/28 (Adults, Teens)

Learn about the magical world of mushrooms and fungi -- places to spot them, identification basics, and how they interact with our Pacific Northwest environment. Led by Jazmen Yoder, founder of [Northwest Natura](#).

### Online

[Debating the Constitution: Voting Rights](#) - 8/20 (Teens, Adults)

Explore the rapid constitutional changes that expanded voting rights during the 1960s with [The Sixth Floor Museum at Dealy Plaza](#), located within the former Texas School Book Depository building. The museum chronicles the assassination and legacy of President John F. Kennedy.





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Eric Howard

June 22, 2026

Meeting Minutes  
Sno-Isle Libraries Service Center

## Call to Order

President DePrey called the meeting to order at 5:31 p.m., followed by a land acknowledgment.

## Attendees

**Members present:** Jennifer DePrey, Michael Adams, Kay Crull, Jessica Fleming, Ryan May, and Rose Olson.

President DePrey confirmed quorum.

**Staff present:** Melinda Armstrong, David Durante, Nick Fuchs, Cassie Hanson, Eric Howard, Meredith Kraft, Diane Lai, Jason Latham, Tricia Lee, Janella Lewis, Jessica Russell, and Shanda Zimmerman.

## Approval of Agenda

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

## Executive Director Report

Executive Director Eric Howard highlighted public feedback surveys that were sent to library users in June for customer feedback. District staff will return later in the year to report on survey results.

## Consent Agenda

- a) Approval of the May 26, 2026 regular meeting minutes
- b) Approval of the May 26, 2026 special meeting minutes
- c) Approval of the May 2026 payroll, benefits, and vouchers

| Operating Fund                                                                                           | Total          |
|----------------------------------------------------------------------------------------------------------|----------------|
| <b>Voucher (Warrant)</b>                                                                                 |                |
| Checks 89803 through 90001, less checks listed below                                                     | \$2,041,825.09 |
| <b>Payroll Warrant</b>                                                                                   |                |
| Vendor Checks 89803, 89832, 89850, 89899, 89957, 90001, plus<br>Electronic Transfers and Direct Deposits | \$3,878,725.48 |
| <b>Electronic Payments</b>                                                                               |                |
| Dates: 05/01/2026 through 05/31/2026                                                                     | \$923,256.80   |





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

## Public Comment

Jeanne Thorsen shared remarks regarding the volunteer-led Yes for Libraries organization and its support for the library levy.

## New Business

### Collection Update

Assistant Director of Collection Services Jessica Russell presented the annual collection development lifecycle.

### Career Advancement and Enhancing Quality of Life

Director of Access, Innovation, and Collections Diane Lai and Director of Spaces & Technology Nick Fuchs presented ways customers utilize library services and spaces for career exploration and quality of life improvements.

## Finance Report

### Financial Update

Finance Director Lewis presented the June 2026 financial report.

## Committee and Trustees' Reports

### President's Report

President DePrey reported on the following:

- President DePrey, Trustee May, Trustee Crull, Trustee Olson, and Trustee Fleming attended the Board & Friends Forum on June 13.

### Sno-Isle Libraries Foundation Liaison Report

Trustee Crull reported on the Foundation's previous meeting:

- Staff attendance at a public library funding conference.
- The drafting of an endowment policy.
- Grants received in May for teen spaces at the Arlington Library.



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## Adjournment

Trustee May moved to adjourn the June 22, 2026 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President DePrey adjourned the meeting at 7:08 p.m.

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President

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Secretary



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

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|                                                                                                               |                                        |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Direct Deposits, Employee Deductions</b>                                                                   | \$ 3,026,927.82                        |
| <b>Vendor Checks 90039, 90055, 90096, 90134, 90155, 90213, 90234 through 90237, plus Electronic Transfers</b> | <u>\$ 890,525.46</u>                   |
| <b>Total Payroll and Benefits</b>                                                                             | \$ 3,917,453.28                        |
| <br><b>Accounts Payable Checks 90002 through 90237 less checks listed above, plus Electronic Transfers</b>    | <br><u>\$ 2,731,740.62</u>             |
| <b>Total Payroll, Benefits and Accounts Payable</b>                                                           | <u><u><b>\$ 6,649,193.90</b></u></u> * |

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees July 27, 2026.

 7/12/2026

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Finance Director

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

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

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**June 2026 Payroll**

|                                |    |              |                        |
|--------------------------------|----|--------------|------------------------|
| Employee Pay - Direct Deposit  | \$ | 2,168,801.15 |                        |
| Plus: Employee Deductions      | \$ | 858,126.67   |                        |
| <b>Sub-Total Gross Payroll</b> |    |              | <b>\$ 3,026,927.82</b> |

|                                                                                                        |    |              |                        |
|--------------------------------------------------------------------------------------------------------|----|--------------|------------------------|
| Vendor Checks 90039, 90055, 90096, 90134, 90155, 90213, 90234 through 90237, plus Electronic Transfers | \$ | 315,265.04   | *                      |
| Employer Workers' Comp Insurance Premium                                                               | \$ | 36,991.04    |                        |
| Electronic Funds Transfer- Employer Federal Taxes                                                      | \$ | 261,209.40   |                        |
| Electronic Funds Transfer - Canopy Wellbeing                                                           | \$ | 2,328.00     |                        |
| Electronic Funds Transfer - Empower - 457 Plan                                                         | \$ | 4,801.33     |                        |
| Electronic Funds Transfer - Mission Square - 457 Plan                                                  | \$ | 66,460.21    |                        |
| Electronic Funds Transfer - PERS - Retirement Plan                                                     | \$ | 311,332.86   |                        |
| Electronic Funds Transfer - Navia - FSA                                                                | \$ | 18,412.47    |                        |
| Electronic Funds Transfer - Navia - HRA/MRA                                                            | \$ | 12,559.53    |                        |
| Electronic Funds Transfer - HMA - Medical                                                              | \$ | 213,993.65   |                        |
| Electronic Funds Transfer - HMA - Admin Fees                                                           | \$ | 9,772.44     |                        |
| Electronic Funds Transfer - Prescriptive - Admin Fees                                                  | \$ | 1,745.60     |                        |
| Electronic Funds Transfer - Sun Life - Stop Loss Insur                                                 | \$ | 45,525.54    |                        |
| Electronic Funds Transfer - Support Registry                                                           | \$ | 1,169.84     |                        |
| Less: Employee Benefit Deductions                                                                      | \$ | (411,041.49) |                        |
| <b>Sub-Total Benefits - Employer Expense</b>                                                           |    |              | <b>\$ 890,525.46</b>   |
| <b>Total Payroll and Benefits</b>                                                                      |    |              | <b>\$ 3,917,453.28</b> |

**June 2026 Accounts Payable**

|                                                                                |    |              |                        |
|--------------------------------------------------------------------------------|----|--------------|------------------------|
| Checks 90002 through 90237 less checks listed above, plus Electronic Transfers | \$ | 2,731,011.72 | **                     |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax          | \$ | 728.90       |                        |
| <b>Sub-Total Accounts Payable</b>                                              |    |              | <b>\$ 2,731,740.62</b> |
| <b>Total Payroll, Benefits and Accounts Payable</b>                            |    |              | <b>\$ 6,649,193.90</b> |

**Adjustments**

|                                                         |    |           |                      |
|---------------------------------------------------------|----|-----------|----------------------|
| Direct Foundation Support                               | \$ | 70,119.02 |                      |
| Refunds and Credits                                     | \$ | 430.19    |                      |
| Retainage Deposits                                      | \$ | 33,218.83 |                      |
| Bank Service Charge                                     | \$ | 807.54    |                      |
| Travel & Business Expense Reimbursement paid in Payroll | \$ | 8,660.09  |                      |
| <b>Total Adjustments</b>                                |    |           | <b>\$ 113,235.67</b> |

**June 2026 Total Expenditures** **\$ 6,762,429.57** \*\*\*

|                                                                                  |           |                     |
|----------------------------------------------------------------------------------|-----------|---------------------|
| * Benefit invoices paid through Accounts Payable Checks and Electronic Payments  | \$        | 315,265.04          |
| ** Regular invoices paid through Accounts Payable Checks and Electronic Payments | \$        | 2,731,011.72        |
| <b>Total Accounts Payable Payments</b>                                           | <u>\$</u> | <u>3,046,276.76</u> |

\*\*\* Equals Expenditure Summary Total

# Vouchers

## June 2026

| Date     | Check Number | Payee                                                | Check Amount |
|----------|--------------|------------------------------------------------------|--------------|
| 6/2/2026 | 86898        | ELIZABETH ANNE GROVE (void, reissued ck 90016)       | -\$50.00     |
| 6/2/2026 | 88975        | BERK CONSULTING, INC. (void, lost check returned)    | -1,080.00    |
| 6/4/2026 | 90002        | AIR CARE SYSTEM                                      | 1,689.93     |
| 6/4/2026 | 90003        | ALLIED UNIVERSAL                                     | 17,871.73    |
| 6/4/2026 | 90004        | ARRAYSCAPE GAMING, INC.                              | 300.00       |
| 6/4/2026 | 90005        | CATALYST WORKPLACE ACTIVATION                        | 3,420.00     |
| 6/4/2026 | 90006        | CITY OF GRANITE FALLS                                | 140.02       |
| 6/4/2026 | 90007        | CITY OF SNOHOMISH - UTILITIES                        | 3,759.33     |
| 6/4/2026 | 90008        | CMG MEDIA CORPORATION DBA COX MEDIA GROUP            | 5,000.00     |
| 6/4/2026 | 90009        | CORTES, MARCO                                        | 1,093.46     |
| 6/4/2026 | 90010        | CRISTA MINISTRIES                                    | 3,166.68     |
| 6/4/2026 | 90011        | CUMMINS-ALLISON CORP.                                | 1,215.49     |
| 6/4/2026 | 90012        | DEMCO INC (8048)                                     | 55.68        |
| 6/4/2026 | 90013        | DEPARTMENT OF LICENSING                              | 50,072.18    |
| 6/4/2026 | 90014        | MELISSA ENGSTROM DBA FLEURISH AND FLOW               | 400.00       |
| 6/4/2026 | 90015        | DREHER ENTERTAINMENT, LLC DBA FUNFLICKS              | 2,209.21     |
| 6/4/2026 | 90016        | ELIZABETH ANNE GROVE                                 | 50.00        |
| 6/4/2026 | 90017        | HILLTOP CHILDREN'S CENTER                            | 1,105.50     |
| 6/4/2026 | 90018        | JIMMY'S ROOFING                                      | 14,316.04    |
| 6/4/2026 | 90019        | KSER FOUNDATION                                      | 666.66       |
| 6/4/2026 | 90020        | LANGUAGE TESTING INTERNATIONAL INC.                  | 83.00        |
| 6/4/2026 | 90021        | LODESTAR MARKETING GROUP                             | 13,828.43    |
| 6/4/2026 | 90022        | MILNE ELECTRIC INC                                   | 535.79       |
| 6/4/2026 | 90023        | NATIONAL BUSINESS RESEARCH INSTITUTE                 | 9,270.00     |
| 6/4/2026 | 90024        | NORTHWEST CENTER                                     | 1,527.40     |
| 6/4/2026 | 90025        | ARTESIAN ARTS & YOGA CENTER, LLC DBA OLEAJE FLAMENCO | 350.00       |
| 6/4/2026 | 90026        | O'REILLY AUTO PARTS                                  | 163.09       |
| 6/4/2026 | 90027        | PACIFIC AIR CONTROL, INC.                            | 94,470.58    |
| 6/4/2026 | 90028        | PACIFIC OFFICE AUTOMATION INC                        | 14,062.13    |
| 6/4/2026 | 90029        | PACIFIC OFFICE AUTOMATION INC                        | 396.15       |
| 6/4/2026 | 90030        | PACIFIC PUBLISHING CO INC                            | 428.25       |
| 6/4/2026 | 90031        | PARENTMAP                                            | 1,025.00     |
| 6/4/2026 | 90032        | PAWSWITHCAUSE                                        | 220.00       |
| 6/4/2026 | 90033        | PRIMO BRANDS                                         | 100.47       |
| 6/4/2026 | 90034        | PUGET SOUND ENERGY                                   | 1,304.82     |
| 6/4/2026 | 90035        | PUD NO 1 OF SNOHOMISH COUNTY                         | 216.61       |
| 6/4/2026 | 90036        | PUGET SOUND MOBILE DETAIL                            | 1,013.70     |
| 6/4/2026 | 90037        | RICOH USA INC - 31001                                | 425.15       |
| 6/4/2026 | 90038        | RICOH USA INC - 650073                               | 720.83       |
| 6/4/2026 | 90039        | ROBERT HALF                                          | 3,275.00     |
| 6/4/2026 | 90040        | ROMANO, CRAIG                                        | 463.01       |
| 6/4/2026 | 90041        | SALISH NETWORKS                                      | 1,214.30     |

**Vouchers  
June 2026**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>                                      | <b>Check Amount</b> |
|-------------|---------------------|---------------------------------------------------|---------------------|
| 6/4/2026    | 90042               | SCCFOA                                            | 80.00               |
| 6/4/2026    | 90043               | SEATTLE TIMES                                     | 1,881.00            |
| 6/4/2026    | 90044               | SEA TURTLE INC                                    | 163.65              |
| 6/4/2026    | 90045               | SE HABLA MEDIA                                    | 5,589.09            |
| 6/4/2026    | 90046               | SNO-ISLE REFUND ACCOUNT                           | 695.16              |
| 6/4/2026    | 90047               | SPRAGUE PEST SOLUTIONS                            | 588.74              |
| 6/4/2026    | 90048               | RITAMBHARA SRINIVASAN                             | 331.50              |
| 6/4/2026    | 90049               | STERICYCLE, INC.                                  | 146.36              |
| 6/4/2026    | 90050               | STILLY SNOHOMISH FISHERIES ENHANCEMENT TASK FORCE | 138.13              |
| 6/4/2026    | 90051               | T MOBILE                                          | 23,929.86           |
| 6/4/2026    | 90052               | T MOBILE                                          | 133.89              |
| 6/4/2026    | 90053               | VANDER VEEN CONSTRUCTION INC.                     | 48,002.50           |
| 6/4/2026    | 90054               | WALTER E NELSON CO OF WESTERN WA                  | 3,058.06            |
| 6/4/2026    | 90055               | WELLABLE LLC                                      | 418.80              |
| 6/4/2026    | 90056               | YOGA IN THE CENTER                                | 60.00               |
| 6/4/2026    | 90057               | ZIPLY FIBER                                       | 1,741.71            |
| 6/4/2026    | 90058               | ROBERT BRANIGIN                                   | 45.00               |
| 6/4/2026    | 90059               | WILLIAM ABRAM                                     | 448.87              |
| 6/4/2026    | 90060               | EMILY OOMEN                                       | 116.58              |
| 6/11/2026   | 90061               | 4IMPRINT INC                                      | 3,961.27            |
| 6/11/2026   | 90062               | 8X8 INC                                           | 8,001.33            |
| 6/11/2026   | 90063               | MICHAEL ADAMS                                     | 522.00              |
| 6/11/2026   | 90064               | AIR CARE SYSTEM                                   | 16,451.83           |
| 6/11/2026   | 90065               | ALLIED UNIVERSAL                                  | 1,794.65            |
| 6/11/2026   | 90066               | BLACKSTONE PUBLISHING                             | 203.73              |
| 6/11/2026   | 90067               | THE BRANDING IRON, LLC                            | 115.13              |
| 6/11/2026   | 90068               | BRODART CO                                        | 1,278.52            |
| 6/11/2026   | 90069               | EDMONDS COLLEGE                                   | 1,591.20            |
| 6/11/2026   | 90070               | EDNETICS, INC.                                    | 182.77              |
| 6/11/2026   | 90071               | MELISSA ENGSTROM DBA FLEURISH AND FLOW            | 100.00              |
| 6/11/2026   | 90072               | FABER CONSTRUCTION CORPORATION                    | 624,545.78          |
| 6/11/2026   | 90073               | FATBEAM, LLC                                      | 1,499.00            |
| 6/11/2026   | 90074               | GENERATOR SERVICES NW                             | 1,254.65            |
| 6/11/2026   | 90075               | RASHMI GUPTA DBA WOLO LLC                         | 700.00              |
| 6/11/2026   | 90076               | HEARING, SPEECH, AND DEAF CENTER                  | 811.17              |
| 6/11/2026   | 90077               | IMAGINE CHILDREN'S MUSEUM                         | 273.16              |
| 6/11/2026   | 90078               | JIMMY'S ROOFING                                   | 21,212.66           |
| 6/11/2026   | 90079               | JOHN H. WALL II DBA JRW ENTERPRISES               | 696.78              |
| 6/11/2026   | 90080               | KINOKUNIYA BOOK STORES OF AMERICA CO., LTD.       | 899.81              |
| 6/11/2026   | 90081               | KNECHT CREATIVE LLC                               | 1,099.00            |
| 6/11/2026   | 90082               | KUOW PUGET SOUND PUBLIC RADIO                     | 1,280.00            |
| 6/11/2026   | 90083               | LAKE STEVENS PRIDE                                | 500.00              |

**Vouchers  
June 2026**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>                                        | <b>Check Amount</b> |
|-------------|---------------------|-----------------------------------------------------|---------------------|
| 6/11/2026   | 90084               | LEMAY MOBILE SHREDDING                              | 143.52              |
| 6/11/2026   | 90085               | LYTHO, INC                                          | 42,407.17           |
| 6/11/2026   | 90086               | MIDWEST LIBRARY SERVICE                             | 1,011.15            |
| 6/11/2026   | 90087               | MILNE ELECTRIC INC                                  | 707.84              |
| 6/11/2026   | 90088               | MSR DESIGN                                          | 1,080.00            |
| 6/11/2026   | 90089               | REMIT OVERRUN                                       | 0.00                |
| 6/11/2026   | 90090               | OFFICE DEPOT, INC                                   | 5,006.99            |
| 6/11/2026   | 90091               | NINA PACKEBUSH DBA SUNNY PAWS DOG TRAINING          | 75.00               |
| 6/11/2026   | 90092               | PRICE SCULPTURE FOREST                              | 200.00              |
| 6/11/2026   | 90093               | RICOH USA INC - 31001                               | 325.96              |
| 6/11/2026   | 90094               | RICOH USA INC - 650073                              | 1,331.01            |
| 6/11/2026   | 90095               | RIVERA, SHARON NICOLE                               | 436.80              |
| 6/11/2026   | 90096               | ROBERT HALF                                         | 3,434.53            |
| 6/11/2026   | 90097               | NORTH SOUND MEDIA                                   | 1,440.00            |
| 6/11/2026   | 90098               | SENTRUM MARKETING, LLC                              | 4,587.30            |
| 6/11/2026   | 90099               | SHUNPIKE                                            | 110.50              |
| 6/11/2026   | 90100               | SKAGIT PUBLISHING                                   | 466.95              |
| 6/11/2026   | 90101               | SNO CNTY DEPT OF CONSERVATION AND NATURAL RESOURCES | 200.00              |
| 6/11/2026   | 90102               | SOUND PUBLISHING                                    | 3,133.00            |
| 6/11/2026   | 90103               | STERLING VOLUNTEERS                                 | 119.00              |
| 6/11/2026   | 90104               | TSAI FONG BOOKS INC                                 | 12,992.90           |
| 6/11/2026   | 90105               | UNDER THE RAINBOW EDMONDS                           | 450.00              |
| 6/11/2026   | 90106               | VERIZON WIRELESS (660108)                           | 5,294.92            |
| 6/11/2026   | 90107               | ASTOUND                                             | 456.57              |
| 6/11/2026   | 90108               | WHIDBEY COMMUNITY FOUNDATION                        | 3,000.00            |
| 6/11/2026   | 90109               | WHIDBEY TELECOM                                     | 783.21              |
| 6/11/2026   | 90110               | CAITLYN YEH                                         | 44.24               |
| 6/11/2026   | 90111               | ROBERT KERR                                         | 744.61              |
| 6/11/2026   | 90112               | BRYAN TIDWELL                                       | 55.00               |
| 6/18/2026   | 90113               | ALI, PETER                                          | 400.00              |
| 6/18/2026   | 90114               | ALLIED UNIVERSAL                                    | 18,927.95           |
| 6/18/2026   | 90115               | THE ART OF JAKE PRENDEZ LLC                         | 436.40              |
| 6/18/2026   | 90116               | AUNT FLOW CORP.                                     | 912.00              |
| 6/18/2026   | 90117               | BEACON PUBLISHING INC                               | 637.50              |
| 6/18/2026   | 90118               | MATTHEW BELL DBA WHIDBEY ISLAND DJ COLLECTIVE       | 873.60              |
| 6/18/2026   | 90119               | BRODART CO                                          | 1,556.39            |
| 6/18/2026   | 90120               | CANDID                                              | 2,995.00            |
| 6/18/2026   | 90121               | CEDAR GROVE ORGANICS RECYCLING LLC                  | 392.50              |
| 6/18/2026   | 90122               | CENTER POINT LARGE PRINT                            | 774.90              |
| 6/18/2026   | 90123               | CITY OF ARLINGTON                                   | 216.89              |
| 6/18/2026   | 90124               | CITY OF BRIER                                       | 371.67              |
| 6/18/2026   | 90125               | CITY OF MONROE                                      | 1,464.53            |

## Vouchers June 2026

| Date      | Check Number | Payee                                           | Check Amount |
|-----------|--------------|-------------------------------------------------|--------------|
| 6/18/2026 | 90126        | CITY OF SULTAN                                  | 222.49       |
| 6/18/2026 | 90127        | CONVERGE LOT, INC                               | 21,820.00    |
| 6/18/2026 | 90128        | CREATIVEBUG HOLDINGS LLC                        | 17,500.00    |
| 6/18/2026 | 90129        | DEL SOL INC                                     | 16,294.00    |
| 6/18/2026 | 90130        | JENNA DUCHARME DBA DOGWOOD DOE MARTIAL ARTS LLC | 200.00       |
| 6/18/2026 | 90131        | DOW JONES & COMPANY, INC.                       | 6,000.00     |
| 6/18/2026 | 90132        | EARTH SANCTUARY LLC                             | 170.00       |
| 6/18/2026 | 90133        | ELEVATE MUSIC TOGETHER                          | 200.00       |
| 6/18/2026 | 90134        | EXPRESS EMPLOYMENT PROFESSIONALS                | 4,558.04     |
| 6/18/2026 | 90135        | GUARDIAN SECURITY                               | 359.03       |
| 6/18/2026 | 90136        | THE HANOVER INSURANCE GROUP                     | 1,149.33     |
| 6/18/2026 | 90137        | IN-ACCORD, INC.                                 | 2,100.00     |
| 6/18/2026 | 90138        | ISLAND DISPOSAL INC                             | 345.99       |
| 6/18/2026 | 90139        | KENDALL OF MARYSVILLE                           | 262.55       |
| 6/18/2026 | 90140        | KNECHT CREATIVE LLC                             | 549.50       |
| 6/18/2026 | 90141        | LAMAR TRANSIT, LLC                              | 2,925.00     |
| 6/18/2026 | 90142        | LES SCHWAB - MARYSVILLE                         | 1,097.41     |
| 6/18/2026 | 90143        | MIDWEST LIBRARY SERVICE                         | 187.74       |
| 6/18/2026 | 90144        | MILL CREEK VIEW                                 | 290.00       |
| 6/18/2026 | 90145        | MORRISON, PHILIP                                | 150.00       |
| 6/18/2026 | 90146        | MSR DESIGN                                      | 6,170.00     |
| 6/18/2026 | 90147        | MUKILTEO WATER & WASTE DISTRICT                 | 4,255.59     |
| 6/18/2026 | 90148        | OFFICE DEPOT, INC                               | 2,859.64     |
| 6/18/2026 | 90149        | O'REILLY AUTO PARTS                             | 20.02        |
| 6/18/2026 | 90150        | PAWSWITHCAUSE                                   | 220.00       |
| 6/18/2026 | 90151        | PETROCARD SYSTEMS INC                           | 2,855.95     |
| 6/18/2026 | 90152        | PRINT SHOP SERVICES, LLC                        | 381.85       |
| 6/18/2026 | 90153        | PUGET SOUND ENERGY                              | 96.13        |
| 6/18/2026 | 90154        | PUD NO 1 OF SNOHOMISH COUNTY                    | 776.36       |
| 6/18/2026 | 90155        | ROBERT HALF                                     | 3,602.54     |
| 6/18/2026 | 90156        | ANA KAREN ALCAZAR RUIZ                          | 1,318.80     |
| 6/18/2026 | 90157        | SENTRUM MARKETING, LLC                          | 81.60        |
| 6/18/2026 | 90158        | SILVER LAKE WATER & SEWER                       | 193.93       |
| 6/18/2026 | 90159        | SKAGIT PUBLISHING                               | 463.00       |
| 6/18/2026 | 90160        | SOUND WATER STEWARDS OF ISLAND COUNTY           | 100.00       |
| 6/18/2026 | 90161        | SPRAGUE PEST SOLUTIONS                          | 331.32       |
| 6/18/2026 | 90162        | SUNBELT RENTALS, INC                            | 477.23       |
| 6/18/2026 | 90163        | TOWN OF COUPEVILLE                              | 383.68       |
| 6/18/2026 | 90164        | TSAI FONG BOOKS INC                             | 4,353.86     |
| 6/18/2026 | 90165        | ULINE                                           | 1,061.28     |
| 6/18/2026 | 90166        | VERIZON COMMUNICATIONS INC                      | 342.12       |
| 6/18/2026 | 90167        | WALTER E NELSON CO OF WESTERN WA                | 6,364.39     |

## Vouchers June 2026

| Date      | Check Number | Payee                                            | Check Amount |
|-----------|--------------|--------------------------------------------------|--------------|
| 6/18/2026 | 90168        | WASTE MANAGEMENT                                 | 340.76       |
| 6/18/2026 | 90169        | ZIPLY FIBER                                      | 18,821.97    |
| 6/18/2026 | 90170        | JANELLA LEWIS                                    | 640.65       |
| 6/18/2026 | 90171        | KERRY DIRK                                       | 89.92        |
| 6/18/2026 | 90172        | CARLA IKEHARA                                    | 789.36       |
| 6/18/2026 | 90173        | MELANIE MASSON                                   | 307.69       |
| 6/18/2026 | 90174        | CHRISTINA KOURTEVA                               | 459.77       |
| 6/18/2026 | 90175        | MICHELLE CALLIHAN                                | 3,094.73     |
| 6/25/2026 | 90176        | AINSWORTH, INC.                                  | 12,810.91    |
| 6/25/2026 | 90177        | BALLYHOO MEDIA SERVICES, LLC                     | 7,500.00     |
| 6/25/2026 | 90178        | CONNIE J. BERNER                                 | 150.00       |
| 6/25/2026 | 90179        | BLACKSTONE PUBLISHING                            | 391.12       |
| 6/25/2026 | 90180        | BRIDGE CITY CHILDREN'S THEATRE, LLC.             | 1,100.00     |
| 6/25/2026 | 90181        | BRODART CO                                       | 2,451.91     |
| 6/25/2026 | 90182        | CAMANO COMMONS                                   | 1,250.00     |
| 6/25/2026 | 90183        | CARASOFT TECHNOLOGY CORPORATION                  | 20,336.87    |
| 6/25/2026 | 90184        | COMCAST BUSINESS                                 | 728.36       |
| 6/25/2026 | 90185        | CREATOR ZONE                                     | 1,440.00     |
| 6/25/2026 | 90186        | DAYFORCE US, INC.                                | 157.44       |
| 6/25/2026 | 90187        | DEPARTMENT OF LABOR & INDUSTRIES                 | 24,729.98    |
| 6/25/2026 | 90188        | DESIGN PRINT BANNER LLC (DBA WWW.BANNERBUZZ.COM) | 295.52       |
| 6/25/2026 | 90189        | GRAPHICSLAND, INC.                               | 12,577.54    |
| 6/25/2026 | 90190        | GUARDIAN SECURITY                                | 419.20       |
| 6/25/2026 | 90191        | HANSON, MIA KATHRYN                              | 332.20       |
| 6/25/2026 | 90192        | HARMONICA POCKET                                 | 550.00       |
| 6/25/2026 | 90193        | E.J. HARRIS PHOTOGRAPHY                          | 257.09       |
| 6/25/2026 | 90194        | HOLADAY-PARKS, INC                               | 2,028.35     |
| 6/25/2026 | 90195        | JIMMY'S ROOFING                                  | 20,616.43    |
| 6/25/2026 | 90196        | TAIKO KAI                                        | 400.00       |
| 6/25/2026 | 90197        | VIVIAN LI                                        | 350.00       |
| 6/25/2026 | 90198        | MARYSVILLE BARKER REAL ESTATE LLC                | 7,086.98     |
| 6/25/2026 | 90199        | MIDWEST LIBRARY SERVICE                          | 239.01       |
| 6/25/2026 | 90200        | MY NEIGHBORHOOD NEWS NETWORK                     | 491.73       |
| 6/25/2026 | 90201        | NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING    | 295.00       |
| 6/25/2026 | 90202        | O'DONNELL, KRISTI                                | 300.00       |
| 6/25/2026 | 90203        | PACIFIC OFFICE AUTOMATION INC                    | 8.93         |
| 6/25/2026 | 90204        | PACIFIC OFFICE AUTOMATION INC                    | 1,445.58     |
| 6/25/2026 | 90205        | PACIFIC OFFICE AUTOMATION INC                    | 9,025.85     |
| 6/25/2026 | 90206        | PACIFIC OFFICE AUTOMATION INC                    | 396.15       |
| 6/25/2026 | 90207        | PAWSWITHCAUSE                                    | 275.00       |
| 6/25/2026 | 90208        | PAWSWITHCAUSE                                    | 486.64       |
| 6/25/2026 | 90209        | PETTY CASH                                       | 1.80         |

## Vouchers June 2026

| Date      | Check Number      | Payee                                    | Check Amount |
|-----------|-------------------|------------------------------------------|--------------|
| 6/25/2026 | 90210             | PRIME SELF STORAGE                       | 814.00       |
| 6/25/2026 | 90211             | TIMOTHY COOMBS DBA REACH DIRT WORKS      | 6,339.40     |
| 6/25/2026 | 90212             | RICOH USA INC - 31001                    | 563.96       |
| 6/25/2026 | 90213             | ROBERT HALF                              | 3,435.05     |
| 6/25/2026 | 90214             | SENTRUM MARKETING, LLC                   | 1,677.70     |
| 6/25/2026 | 90215             | SMOKEY POINT PLACE IV, LLC               | 13,584.18    |
| 6/25/2026 | 90216             | SNO-ISLE REFUND ACCOUNT                  | 396.72       |
| 6/25/2026 | 90217             | STERN, DAVID                             | 400.00       |
| 6/25/2026 | 90218             | SUMMIT LAW GROUP, PLLC                   | 5,645.00     |
| 6/25/2026 | 90219             | SUZANNE WILSON                           | 1,050.00     |
| 6/25/2026 | 90220             | TALEWISE DBA SCIENCE HEROES              | 425.00       |
| 6/25/2026 | 90221             | THRYV, INC                               | 118.50       |
| 6/25/2026 | 90222             | TROJAN STORAGE OF MARYSVILLE             | 470.00       |
| 6/25/2026 | 90223             | TSAI FONG BOOKS INC                      | 3,417.04     |
| 6/25/2026 | 90224             | UNDER THE RAINBOW EDMONDS                | 250.00       |
| 6/25/2026 | 90225             | UNIVERSITY MECHANICAL CONTRACTORS, INC.  | 262,565.75   |
| 6/25/2026 | 90226             | ARLEEN WILLIAMS DBA T. CLAY WILLIAMS     | 276.50       |
| 6/25/2026 | 90227             | WOMEN AND FAMILY WELLNESS STUDIO         | 4,650.00     |
| 6/25/2026 | 90228             | DAE WON LLC                              | 8,689.75     |
| 6/25/2026 | 90229             | ALEX ZERBE ENTERTAINMENT LLC             | 700.00       |
| 6/25/2026 | 90230             | ZIPLY FIBER                              | 1,741.71     |
| 6/25/2026 | 90231             | CHRISTINE STANSFIELD                     | 481.51       |
| 6/25/2026 | 90232             | MARY MACPHERSON                          | 9.43         |
| 6/30/2026 | 90233             | CDW GOVERNMENT INC                       | 32,457.25    |
| 6/30/2026 | 90234             | ALLIANCEONE RECEIVABLES MANAGEMENT, INC. | 2,069.50     |
| 6/30/2026 | 90235             | DEPARTMENT OF LABOR & INDUSTRIES         | 95,795.05    |
| 6/30/2026 | 90236             | GET PROGRAM                              | 400.00       |
| 6/30/2026 | 90237             | DEPARTMENT OF THE TREASURY               | 1,192.09     |
| 6/4/2026  | ACH26493          | CDW GOVERNMENT INC                       | 1,013.03     |
| 6/4/2026  | ACH26494-ACH26497 | INGRAM LIBRARY SERVICES                  | 23,876.07    |
| 6/4/2026  | ACH26498          | JR LANGUAGE TRANSLATION SERVICES INC.    | 250.00       |
| 6/4/2026  | ACH26499          | LITHTEX NW                               | 22,837.68    |
| 6/4/2026  | ACH26500-ACH26516 | OVERDRIVE INC                            | 231,572.64   |
| 6/4/2026  | ACH26517          | PAPER ROLL PRODUCTS                      | 141.63       |
| 6/4/2026  | ACH26518          | PRIMAL TREE SERVICE                      | 1,093.00     |
| 6/11/2026 | ACH26519-ACH26525 | AMAZON CAPITAL SERVICES, INC             | 4,932.67     |
| 6/11/2026 | ACH26526          | BACKSTAGE LIBRARY WORKS, INC             | 675.60       |
| 6/11/2026 | ACH26527          | GALE/CENGAGE LEARNING                    | 3,117.54     |
| 6/11/2026 | ACH26528          | HILLIS CLARK MARTIN & PETERSON           | 467.80       |
| 6/11/2026 | ACH26529          | HIRERIGHT, LLC                           | 107.56       |
| 6/11/2026 | ACH26530-ACH26535 | INGRAM LIBRARY SERVICES                  | 152,887.51   |
| 6/11/2026 | ACH26536          | JR LANGUAGE TRANSLATION SERVICES INC.    | 125.00       |

## Vouchers June 2026

| Date      | Check Number      | Payee                               | Check Amount |
|-----------|-------------------|-------------------------------------|--------------|
| 6/11/2026 | ACH26537          | KANOPY                              | 7,381.00     |
| 6/11/2026 | ACH26538          | MIDWEST TAPE                        | 25,178.23    |
| 6/11/2026 | ACH26539          | OCLC INC (34299)                    | 71.30        |
| 6/11/2026 | ACH26540          | ONE DIVERSIFIED, LLC                | 10,235.78    |
| 6/11/2026 | ACH26541          | PAPER ROLL PRODUCTS                 | 398.65       |
| 6/11/2026 | ACH26542          | SMARSH, INC                         | 19.12        |
| 6/18/2026 | ACH26543-ACH26548 | AMAZON CAPITAL SERVICES, INC        | 8,738.60     |
| 6/18/2026 | ACH26549          | BERK CONSULTING, INC.               | 2,140.00     |
| 6/18/2026 | ACH26550-ACH26551 | INGRAM LIBRARY SERVICES             | 26,660.23    |
| 6/18/2026 | ACH26552          | INSIGHT PUBLIC SECTOR INC.          | 48,483.89    |
| 6/18/2026 | ACH26553          | INTERSECTION MEDIA, LLC             | 7,705.98     |
| 6/18/2026 | ACH26554          | LITHTEX NW                          | 9,609.53     |
| 6/18/2026 | ACH26555          | MIDWEST TAPE                        | 3,287.11     |
| 6/18/2026 | ACH26556-ACH26567 | OVERDRIVE INC                       | 191,127.14   |
| 6/18/2026 | ACH26568          | QUIPU GROUP LLC                     | 750.00       |
| 6/18/2026 | ACH26569          | TULALIP RESORT CASINO               | 7,867.46     |
| 6/25/2026 | ACH26570          | EBSCO                               | 39,295.00    |
| 6/25/2026 | ACH26571          | GALE/CENGAGE LEARNING               | 2,116.81     |
| 6/25/2026 | ACH26572-ACH26579 | INGRAM LIBRARY SERVICES             | 77,699.20    |
| 6/25/2026 | ACH26580          | INSIGHT DIRECT USA, INC             | 118.25       |
| 6/25/2026 | ACH26581          | LITHTEX NW                          | 12,910.91    |
| 6/25/2026 | ACH26582          | MIDWEST TAPE                        | 5,378.62     |
| 6/25/2026 | ACH26583          | ONE DIVERSIFIED, LLC                | 9,575.95     |
| 6/25/2026 | ACH26584          | TULALIP RESORT CASINO               | 14,454.03    |
| 6/30/2026 | ACH26585          | ASSURED PARTNERS OF WA, LLC         | 6,227.00     |
| 6/30/2026 | ACH26586          | DELTA DENTAL OF WASHINGTON          | 38,893.80    |
| 6/30/2026 | ACH26587          | WSCCCE, AFSCME, AFL-CIO - COUNCIL 2 | 14,358.93    |
| 6/30/2026 | ACH26588          | KAISER FOUNDATION HEALTH PLAN INC.  | 128,635.81   |
| 6/30/2026 | ACH26589          | MUTUAL OF OMAHA                     | 6,256.05     |
| 6/30/2026 | ACH26590          | NAVIA BENEFIT SOLUTIONS CLIENT PAY  | 2,258.85     |
| 6/30/2026 | ACH26591          | SNO-ISLE LIBRARY FOUNDATION         | 454.00       |
| 6/26/2026 | TRANSF_062026_01  | BANK OF AMERICA (0161)              | 1,583.47     |
| 6/26/2026 | TRANSF_062026_02  | BANK OF AMERICA (0337)              | 3,007.68     |
| 6/26/2026 | TRANSF_062026_03  | BANK OF AMERICA (2175)              | 2,904.36     |
| 6/26/2026 | TRANSF_062026_04  | BANK OF AMERICA (2945)              | 370.91       |
| 6/26/2026 | TRANSF_062026_05  | BANK OF AMERICA (3736)              | 1,949.28     |
| 6/26/2026 | TRANSF_062026_06  | BANK OF AMERICA (5211)              | 1,512.41     |
| 6/26/2026 | TRANSF_062026_07  | BANK OF AMERICA (5659)              | 701.48       |
| 6/26/2026 | TRANSF_062026_08  | BANK OF AMERICA (5773)              | 55.20        |
| 6/26/2026 | TRANSF_062026_09  | BANK OF AMERICA (5953)              | 1,024.93     |
| 6/26/2026 | TRANSF_062026_10  | BANK OF AMERICA (6967)              | 9,795.06     |
| 6/26/2026 | TRANSF_062026_11  | BANK OF AMERICA (7150)              | 1,899.31     |

**Vouchers**  
**June 2026**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>           | <b>Check Amount</b>    |
|-------------|---------------------|------------------------|------------------------|
| 6/26/2026   | TRANSF_062026_12    | BANK OF AMERICA (7423) | 4,540.98               |
| 6/26/2026   | TRANSF_062026_13    | BANK OF AMERICA (7672) | 334.36                 |
| 6/26/2026   | TRANSF_062026_14    | BANK OF AMERICA (8948) | 0.01                   |
|             |                     |                        | <u>\$ 3,046,276.76</u> |

# Director of Finance

## REPORT TO THE BOARD

July 27, 2026

### Purpose

The purpose of this board report is to summarize the Board of Trustees' governance responsibilities related to supporting whistleblower and ethics programs at Sno-Isle Libraries. This memo is part of the Board's continuing discussion of internal controls and risk oversight, with a focus on how reporting channels, ethical expectations, and non-retaliation protections support accountability while preserving the appropriate boundary between governance and operations.

### Executive Summary

A strong control environment depends on people knowing how to raise concerns, understanding what conduct is expected, and trusting that concerns will be addressed without retaliation. Sno-Isle Libraries' Personnel Practices 2-11: Whistleblower policy encourages reporting of improper governmental actions by Library District employees or Board of Trustees members and protects employees who report concerns in good faith. Management is responsible for operating the reporting, investigation, communication, and corrective action processes. The Board's role is oversight: set expectations through policy, ask informed questions, monitor whether the framework is working, and ensure follow-through when issues are identified.

### Background and Governance Context

#### **Board governance role (Washington law and audit expectations)**

Sno-Isle Libraries operates as an Intercounty Rural Library District under Chapter 27.12 RCW. As discussed in prior board reports, the Board is responsible for governance, control, and management of the district at the policy and oversight level. Sno-Isle Libraries' whistleblower policy applies to all Library District employees and Board of Trustees members. The Board does not manage employee matters day to day; instead, it ensures that appropriate policies, reporting pathways, accountability mechanisms, and non-retaliation protections exist and are operating as intended.

- Adopt and periodically review ethics, conflict-of-interest, whistleblower, and related governance policies.
- Set expectations for ethical conduct, transparency, accountability, and responsible stewardship of public resources.



- Confirm that employees have clear reporting options for concerns involving improper governmental action, conflicts of interest, fraud, waste, abuse, or other misconduct.
- Support a culture where concerns can be raised in good faith and addressed without retaliation or intimidation.
- Hold the Executive Director accountable for timely reporting to the Board on significant matters, corrective actions, and policy needs.

Washington's Local Government Whistleblower Protection Act, Chapter 42.41 RCW, encourages local government employees to disclose improper governmental actions and protects employees who make good-faith reports from retaliation. MRSC also notes that local ethics codes can help local governments clarify expectations, apply standards to employees and officials, and establish a process before a complaint arises.

### What Whistleblower and Ethics Programs Are Intended to Do

Whistleblower and ethics programs are part of the Library District's internal control framework. They provide structured ways to prevent, identify, report, review, and correct conduct that could undermine public trust, compliance, or responsible stewardship.

At a practical level, these programs help distinguish between personnel matters, which are handled through established human resources processes, and improper governmental action, which Sno-Isle's policy defines as an action by a Library District employee undertaken in the performance of official duties that violates federal, state, or local law or rule; is an abuse of authority; creates a substantial and specific danger to public health or safety; or represents a gross waste of public funds. Personnel actions such as grievances, appointments, promotions, transfers, performance evaluations, discipline, dismissals, labor agreement matters, and similar employment actions are outside the definition of improper governmental action.

The Board's oversight interest is not in the details of individual complaints. Rather, it is whether the overall framework is clear, lawful, trusted, and effective.

### Ethics Standards

Ethics standards communicate how public officials and employees are expected to act when serving the public. Sno-Isle's Code of Ethics and Business Conduct policy states that the Library District maintains credibility by adhering to state and federal laws, displaying honesty and integrity, and providing library services through honorable conduct. The policy requires employees to avoid relationships or activities that might impair, or appear to impair, objective and fair decision-making. When personal interests conflict with the ability to make decisions in the best interest of the Library District, employees are expected to disclose those interests and may be required to recuse themselves depending on the situation. Employees also have a responsibility to ask questions, seek guidance, report suspected violations, and express concerns



regarding compliance with the policy. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.

## **Whistleblower Reporting**

Whistleblower reporting gives employees a defined path to report suspected improper governmental action. Under Chapter 42.41 RCW and Sno-Isle's Personnel Practices 2-11, employees are generally expected to raise concerns first with their supervisor in writing and as soon as they become aware of the concern. If the concern involves the employee's supervisor, the issue may be raised with a member of the Leadership Team or another person designated by the Executive Director. If the concern involves the Executive Director or a member of the Board of Trustees, the issue may be raised directly with an appropriate member of the Board. The policy also allows deviation from the normal reporting sequence in an emergency or when immediate criminal harm may be involved.

The policy establishes a 30-working-day period for the supervisor, Leadership Team member, Executive Director, designee, or Board member receiving the report to investigate and address the complaint. A summary of the results is provided to the reporting employee, except for personnel actions that may remain confidential. The identity of the reporting employee is kept confidential to the extent possible under law unless the employee authorizes disclosure in writing.

## **Non-Retaliation and Confidentiality**

A program is only effective if people believe they can raise concerns safely. Sno-Isle's policy prohibits retaliatory action against a Library District employee who, in good faith, reports improper governmental action in accordance with the policy. Retaliatory action includes adverse changes in the terms and conditions of employment, as well as hostile actions encouraged by a supervisor, manager, or director by one employee toward another employee. Confidentiality practices, clear reporting options, and non-retaliation expectations help protect individuals who report concerns and help the organization address issues early.

The policy also establishes a process for employees who believe they have experienced retaliation. Written notice must be provided to the Board of Trustees within 30 calendar days of the alleged retaliatory action, and the Board must respond in writing within 30 calendar days of receiving the charge. The policy also identifies the employee's right to request a hearing through the Washington State Office of Administrative Hearings within the applicable timelines.

The Board supports these expectations by adopting policy, modeling appropriate conduct, and confirming that management reports significant issues and corrective actions at the right level of detail.

## **What you should expect to see (Board-level indicators)**



- Current policies that define ethics expectations, reporting pathways, investigation responsibility, confidentiality, non-retaliation, reconsideration, and outside-agency reporting options.
- Employee communication and training so staff know where to raise concerns, what must be reported in writing, when alternative reporting routes are available, and what protections apply.
- Evidence that the policy is posted, available to employees upon request, and provided to new employees for review.
- Governance-level reporting on significant matters, trends, corrective actions, and policy updates, without unnecessary detail about individuals or confidential matters.
- A policy review cycle that keeps the whistleblower and ethics policies current; the current whistleblower policy was approved December 14, 2023, and is next scheduled for review in 2027, and the Code of Ethics and Business Conduct policy was approved February 23, 2023, and is next scheduled for review in 2027.

### **Useful Board questions**

- Are employees and trustees aware that Personnel Practices 2-11 applies to Library District employees and Board members?
- How are employees informed of the reporting process, including when to report to a supervisor, Leadership Team member, Executive Director designee, Board member, outside agency, or law enforcement?
- How does management confirm that the policy is posted, available upon request, and reviewed by new employees?
- What governance-level information should the Board receive if a significant concern, investigation, reconsideration request, retaliation charge, or corrective action arises?
- Is the current four-year policy review cycle sufficient, or should any updates be considered before the scheduled 2027 review?

### **Board and Management Roles**

Clear role separation helps protect both the integrity of the process and the Board's governance position. The Board should not direct routine investigations, determine personnel outcomes, or receive unnecessary confidential details. However, the policy recognizes that the Board may have a direct role when a concern involves the Executive Director or a Board member, when an employee seeks reconsideration, or when an employee submits a written charge of retaliation. In those circumstances, the Board's role should remain process-focused, confidential, and consistent with the policy.

- The Board sets expectations through policy, asks oversight questions, reviews high-level trends, responds when the policy assigns a specific Board role, and confirms follow-through.
- Management communicates expectations, receives and reviews reports, coordinates investigations or outside support when appropriate, protects confidentiality, addresses

retaliation concerns, implements corrective actions, posts the policy, makes it available upon request, and ensures new employees have the opportunity to review it.

### Key Board tools (quick reference)

| Tool                                    | Purpose / what the Board receives                                                                                                                                                                                                                                                                                                  | Frequency (typical)                         |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| Ethics and whistleblower policy review  | Confirms policies remain current, lawful, understandable, and aligned with Board expectations. The current whistleblower policy was approved December 14, 2023, and is next scheduled for review in 2027. The Code of Ethics and Business Conduct policy was approved February 23, 2023, and is next scheduled for review in 2027. | Four-year policy cycle, or sooner if needed |
| Governance-level reporting              | Provides high-level information on significant concerns, trends, corrective actions, reconsideration requests, retaliation charges, and policy implications while protecting confidentiality.                                                                                                                                      | As needed; at least annually                |
| Training and communication confirmation | Confirms employees and trustees understand expectations, reporting options, written reporting requirements, confidentiality, and non-retaliation protections.                                                                                                                                                                      | Annual or upon policy update                |
| Policy access and posting               | Confirms the policy is permanently posted where employees have reasonable access, available upon request, and provided to new employees for review.                                                                                                                                                                                | Ongoing; confirm annually                   |
| Outside-agency awareness                | Confirms staff understand when outside reporting may be appropriate, including emergencies, immediate criminal harm, or after internal reporting and reconsideration procedures have been exhausted.                                                                                                                               | As part of training and policy review       |

### Why This Matters

Whistleblower and ethics programs help protect public resources, support compliance, and reinforce community trust. They also give employees practical ways to surface concerns before they become larger control failures, audit issues, or reputational risks. Sno-Isle's policy provides



defined reporting routes, investigation timelines, confidentiality expectations, reconsideration procedures, retaliation protections, and access to outside agencies when appropriate. For the Board, supporting these programs is another way to reinforce tone at the top: ethical conduct is expected, concerns may be raised in good faith, retaliation is prohibited, and follow-through matters.

## Conclusion

The Board's role in supporting whistleblower and ethics programs is active, strategic, and appropriately limited. By adopting clear policies, asking informed oversight questions, supporting non-retaliation, respecting confidentiality, and responding when the policy assigns a specific Board role, the Board strengthens the Library District's control environment and helps maintain public confidence in the organization's stewardship.





# Memo

July 27, 2026

The Sno-Isle Libraries [Capitalized Asset / Small and Attractive Asset Management Board of Trustees Policy](#) states:

*When the Library District determines it no longer needs a Capital Asset, a majority of the Board of Trustees members present at a duly called meeting must declare the asset surplus before it can be removed from inventory. The Library District may then sell, donate or dispose of surplus assets in a cost effective and responsible manner.*

Sno-Isle Libraries has set a fleet vehicle rotation schedule which occasionally requires adjustment to meet organizational needs.

## Declaration of surplus asset

The following vehicle is at the end of its useful life and if declared surplus by the Board of Trustees will be removed from our inventory based on the options approved in the policy:

- VIN # 3D6WC66A58G155939 2008 Dodge Ram 4500

# Financial Update

## FINANCE DEPARTMENT

July 27, 2026

### EXECUTIVE SUMMARY

June spending remained controlled and below the straight-line pacing benchmark of **50%**, with most variance attributable to timing across operating categories. Salaries and benefits continue to track close to plan at approximately **47.5%** of the annual adopted budget through June. Collection materials, software licensing, miscellaneous costs, and capital spending were elevated in certain areas due to purchase timing, annual renewals, community programming, and project activity, including Lake Stevens Library construction, Arlington Library design, and HVAC work at various libraries.

Year-to-date (YTD) through June, revenue totaled **\$39.7M**, approximately **\$622K** below the YTD budget benchmark, while expenditures totaled **\$37.4M**, approximately **\$3.1M** below benchmark. Revenue reflects the expected June property tax cycle and stands at about **52.5%** of the annual adopted budget. Expenditures are at **46.2%** of the annual adopted budget, above the recent June range of approximately **37.9%–42.8%**, 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 for expenditures. 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 – JUNE 2026

- **Revenue:** June revenue was **\$1.4M**, bringing YTD actuals to **\$39.7M**, or **52.5%** of the annual budget. Results were driven primarily by grants, property tax receipts, investment interest, and donations.
- **Expenditures:** June expenditures were **\$6.8M**. Overall spending remained controlled, with most variance reflecting timing across operating categories. Salaries and benefits continue to track close to plan at approximately **47.5%** of the annual adopted budget through June.
- **Spending pace:** YTD expenditures through June are **46.2%** of the annual adopted budget. This is above recent years, which ranged from approximately **37.9%** to **42.8%**, but remains below the straight-line benchmark of **50%**.



- **Investment income:** June investment interest was **\$215K**, and YTD investment revenue is **80.0%** of the annual budget, reflecting higher-than-anticipated investment balances and rates.
- **Capital projects:** Capital spending remains aligned with the Lake Stevens Library construction, the Arlington Library design, and HVAC work at Granite Falls, Snohomish, and Monroe Libraries.

## YTD FINANCIAL SUMMARY

The YTD figures below show progress against the **annual** adopted budget through **June 30, 2026**. Because several revenue sources, particularly property taxes, are seasonal, June variances reflect timing rather than a change in full-year expectations.

- **YTD revenue (actual): \$39.7M** (compared to an annual adopted budget of **\$75.5M**).
- **YTD expenditures (actual): \$37.4M** (compared to an annual adopted budget of **\$80.9M**).

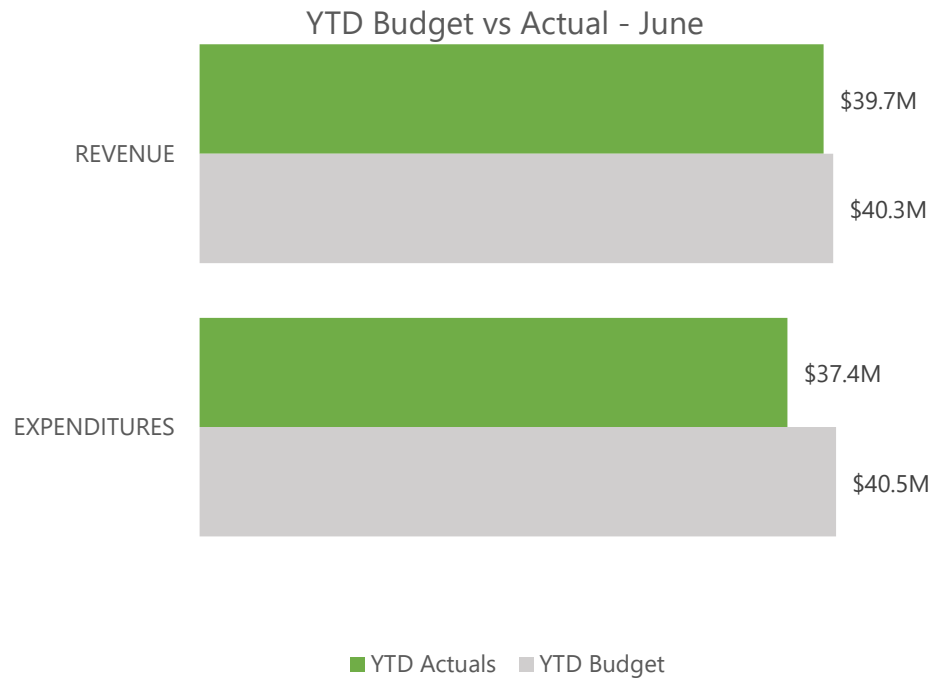
## SPENDING TREND (PERCENT OF ANNUAL ADOPTED BUDGET)

For additional context, the table below shows YTD expenditures through June as a percent of the annual adopted budget for the past six years. Through June 2026, expenditures are at **46.2%** of the annual adopted budget, above the range observed in recent years (approximately **37.9%–42.8%**). This is due primarily to the Lake Stevens Library construction project and timing of annual software, insurance, training, and miscellaneous costs.

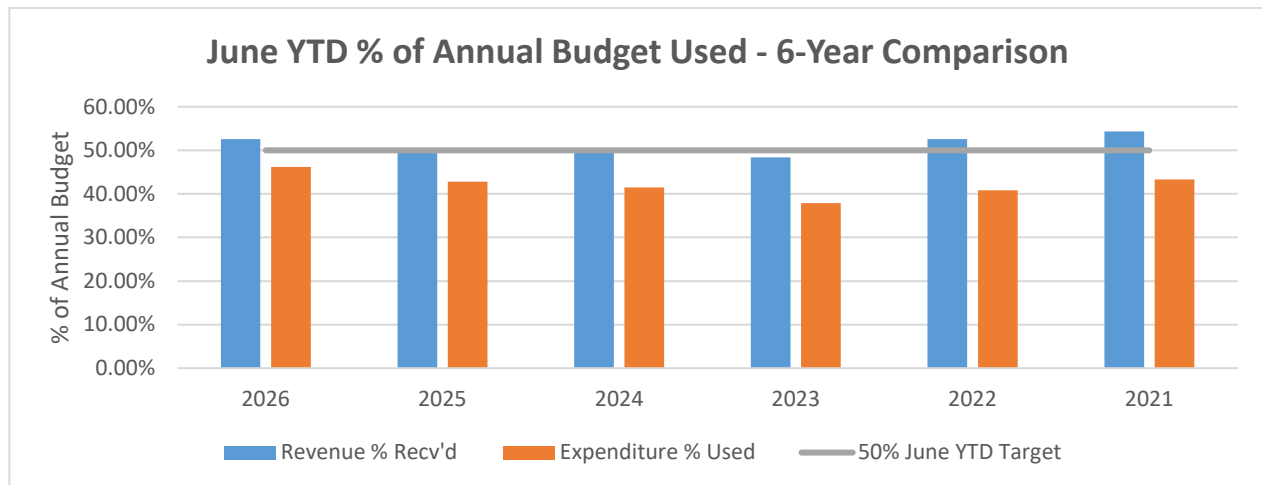
| Year | YTD Expenditures Through June (% of Annual Adopted Budget) |
|------|------------------------------------------------------------|
| 2026 | 46.2%                                                      |
| 2025 | 42.8%                                                      |
| 2024 | 41.4%                                                      |
| 2023 | 37.9%                                                      |
| 2022 | 40.8%                                                      |
| 2021 | 43.3%                                                      |

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 June as a percent of the **annual** adopted budget.



**Chart takeaway:** Through June 2026, revenue received equals **52.5%** of the annual adopted budget and expenditures used equal **46.2%**. Both remain within expected seasonal patterns, with expenditures below the straight-line June benchmark of **50%**.

## MONTHLY REVENUE SUMMARY

Total revenues for June were **\$1.4M**, compared with a monthly pacing benchmark of **\$1.3M**. Revenue is consistent with expected seasonal patterns, as the bulk of property tax collections are received in **April** and **October**, with smaller amounts recognized in the intervening months.

Revenue highlights include:

- **Property tax receipts: \$674K**, compared with a budget of **\$689K**. Receipts remain generally in line with prior-year timing.
- **Timber tax / sales: \$10K**, compared with a June budget of **\$80K**, reflecting lower-than-budgeted timber-related receipts for the month while YTD receipts remain at **54.5%** of the annual budget.
- **Investment interest: \$215K**, compared with a budget of **\$135K**. Higher-than-anticipated investment balances and rates continued to support earnings above budget.
- **Print/copy services, city contract fees, lost materials, and donations:** Combined revenue totaled **\$104K**, compared with a budget of approximately **\$135K**. Variance reflects timing of city contract billings and Foundation support, which is sometimes provided through direct payment of expenses rather than cash contributions. Foundation contributions for June were **\$83K**, while Friends of the Library support totaled **\$7K**.
- **Other revenue: \$37K**, compared with a budget of **\$42K**, primarily from other operating revenue and retainage deposits.

## MONTHLY EXPENDITURES SUMMARY

Total expenditures for June were **\$6.8M**, compared with a period budget of **\$6.7M**. Because month-to-month variances often reflect timing, the more useful perspective is the underlying spending drivers and the overall pace of expenditures.

Major expenditure categories include:

- **Salaries and benefits: \$3.9M**, compared with a budget of **\$4.0M**. YTD, salaries and benefits are approximately **47.5%** of the annual adopted budget.
- **Collection materials: \$739K**, compared with a budget of **\$732K**, essentially on target.
- **Professional & contract services: \$167K**, compared with a budget of **\$383K**. Year-to-date spending in this category remains below budget, largely due to timing across contracted services such as custodial, landscaping, legal, security, fire and life safety systems, and other professional support.
- **Equipment & furnishings: \$22K**, compared with a budget of **\$66K**. Spending in this category remains below budget primarily due to the timing of planned purchases for audiovisual, information technology, ADA, ergonomic, and furniture-related needs.
- **Employee training: \$15K**, compared with a budget of **\$47K**. Training costs fluctuate throughout the year based on conference and program schedules.



- **Miscellaneous: \$252K**, compared with a budget of **\$217K**. Spending in this category is primarily associated with community programming, mileage reimbursements, ferry travel, memberships, and trustee travel and training. Because these costs occur unevenly throughout the year, month-to-month variance is expected.
- **Capital expenditures: \$1.1M**, compared with a budget of **\$619K**. Spending reflects Lake Stevens Library construction, HVAC work at Monroe, Mountlake Terrace, and Snohomish Libraries, and a vehicle purchase. HVAC work is partially grant-funded.
- **All other expenditures: \$346K**, compared with a budget of **\$612K**. The variance is driven primarily by the seasonal timing of maintenance and repair activity.

## OVERALL FINANCIAL POSITION

The adopted 2026 budget includes **\$75.5M** in revenue and **\$80.9M** in expenditures. Overall financial performance through June remains consistent with that plan. Revenue reflects expected seasonality, spending remains controlled, and the library system's cash position continues to support ongoing operations and capital projects.



Sno-Isle Regional Library System  
Statement of Expenditures  
**Expenditures Summary**  
From 6/1/2026 Through 6/30/2026  
(In Whole Numbers)

|                                         | Period Actual | Current Period<br>Budget - Adopted<br>Budget | YTD Actual | YTD Budget | Annual Budget | % Annual<br>Budget Used |
|-----------------------------------------|---------------|----------------------------------------------|------------|------------|---------------|-------------------------|
| Expenditures                            |               |                                              |            |            |               |                         |
| 10.0 Salaries & Benefits                | 3,917,453     | 4,044,380                                    | 23,064,198 | 24,266,280 | 48,531,700    | 47.52%                  |
| 20.0 Materials                          | 738,606       | 731,630                                      | 3,647,609  | 4,389,780  | 8,779,500     | 41.54%                  |
| 26.0 Professional & Contract Services   | 166,971       | 383,070                                      | 1,512,174  | 2,298,420  | 4,595,800     | 32.90%                  |
| 35.0 Equipment & Furnishings            | 22,049        | 66,390                                       | 123,270    | 398,340    | 796,500       | 15.47%                  |
| 38.0 Maintenance & Repair               | 104,360       | 148,490                                      | 365,578    | 890,940    | 1,781,600     | 20.51%                  |
| 41.0 Software License & Maint Fees      | 226,230       | 172,400                                      | 1,130,082  | 1,034,400  | 2,069,300     | 54.61%                  |
| 42.0 Communications                     | 79,288        | 82,300                                       | 389,851    | 493,800    | 987,700       | 39.47%                  |
| 43.0 Office & Operating Supplies        | 47,857        | 76,290                                       | 337,538    | 457,740    | 915,900       | 36.85%                  |
| 44.0 Utilities                          | 14,582        | 58,170                                       | 242,240    | 349,020    | 697,600       | 34.72%                  |
| 45.0 Rentals & Leases                   | 51,019        | 49,030                                       | 293,586    | 294,180    | 588,300       | 49.90%                  |
| 46.0 Insurance                          | 1,149         | 25,560                                       | 47,492     | 153,360    | 306,700       | 15.48%                  |
| 48.0 Employee Training / Travel         | 15,256        | 47,330                                       | 273,916    | 283,980    | 568,000       | 48.22%                  |
| 49.0 Miscellaneous                      | 251,690       | 216,590                                      | 918,267    | 1,299,540  | 2,598,700     | 35.33%                  |
| 50.0 Strategic Initiatives / Innovation | 2,100         | 25,000                                       | 23,186     | 150,000    | 300,000       | 7.72%                   |
| 62.0 Capital - Bldgs & Improvements     | 1,062,803     | 445,830                                      | 4,351,739  | 2,674,980  | 5,350,000     | 81.34%                  |
| 62.5 Capital - A&E                      | 7,524         | 54,170                                       | 217,077    | 325,020    | 650,000       | 33.39%                  |
| 64.0 Capital - Furnishings & Equipment  | 3,420         | 62,500                                       | 82,604     | 375,000    | 750,000       | 11.01%                  |
| 64.4 Capital - Vehicles                 | 50,072        | 56,670                                       | 379,630    | 340,020    | 680,000       | 55.82%                  |
| Total Expenditures                      | 6,762,430     | 6,745,800                                    | 37,400,035 | 40,474,800 | 80,947,300    | 46.20%                  |

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 6/1/2026 Through 6/30/2026  
(In Whole Numbers)

|      |                             | Period Actual | Current Period<br>Budget - Adopted<br>Budget | YTD Actual | YTD Budget | Annual Budget | % Annual<br>Budget Recv'd |
|------|-----------------------------|---------------|----------------------------------------------|------------|------------|---------------|---------------------------|
|      | Revenues                    |               |                                              |            |            |               |                           |
| 01.0 | Property Taxes              | 674,328       | 689,160                                      | 36,765,215 | 36,828,930 | 68,756,000    | 53.47%                    |
| 02.0 | Timber Tax / Sales          | 10,272        | 80,000                                       | 388,314    | 448,200    | 712,200       | 54.52%                    |
| 02.5 | Grants                      | 390,303       | 193,310                                      | 769,066    | 1,159,860  | 2,319,600     | 33.15%                    |
| 03.0 | Print/Copy Services         | 8,618         | 7,500                                        | 51,772     | 45,000     | 90,000        | 57.52%                    |
| 04.0 | Services/City Contract Fees | 0             | 190                                          | 0          | 1,140      | 2,300         | 0.00%                     |
| 05.0 | Lost Materials Paid         | 5,687         | 4,170                                        | 32,739     | 25,020     | 50,000        | 65.47%                    |
| 06.0 | Investment Interest         | 215,025       | 134,570                                      | 1,291,260  | 807,420    | 1,614,800     | 79.96%                    |
| 07.0 | Donations Private Sources   | 89,365        | 123,070                                      | 169,691    | 738,420    | 1,476,850     | 11.49%                    |
| 08.0 | Other Revenue               | 36,661        | 41,670                                       | 213,887    | 250,020    | 500,000       | 42.77%                    |
|      | Total Revenues              | 1,430,259     | 1,273,640                                    | 39,681,945 | 40,304,010 | 75,521,750    | 52.54%                    |

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

From 6/1/2026 Through 6/30/2026  
(In Whole Numbers)

|                |                             |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |
|----------------|-----------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|
| June           | Revenues                    | 2026 Actual | YTD Actual |                               | 2025 Actual | YTD Actual |                               | 2024 Actual | YTD Actual |                               | 2023 Actual | YTD Actual |                               | 2022 Actual | YTD Actual |                               | 2021 Actual | YTD Actual |                               |
| 01.0           | Property Taxes              | 674,328     | 36,765,216 | 53.47%                        | 319,040     | 35,277,774 | 52.47%                        | 871,000     | 34,949,044 | 53.39%                        | 765,657     | 34,409,038 | 53.63%                        | 724,532     | 33,677,872 | 53.79%                        | 750,743     | 33,166,788 | 53.96%                        |
| 02.0           | Timber Tax / Sales          | 10,272      | 388,313    | 54.52%                        | 463,950     | 805,407    | 128.45%                       | 5,591       | 490,562    | 90.84%                        | 5,658       | 257,553    | 46.82%                        | 33,297      | 448,030    | 66.37%                        | 103,058     | 427,712    | 77.76%                        |
| 02.5           | Grants                      | 390,303     | 769,067    | 33.15%                        | 1,202,471   | 1,271,388  | 17.18%                        | -           | 460,739    | 6.25%                         | 378,995     | 413,900    | 6.78%                         | 12,000      | 167,449    | 7.75%                         | -           | 7,000      | 100.00%                       |
| 03.0           | Print/Copy Services         | 8,618       | 51,772     | 57.52%                        | 6,671       | 34,386     | 171.93%                       | 2,469       | 12,284     | 102.36%                       | 2,579       | 12,938     | 107.82%                       | 1,932       | 9,383      | 78.19%                        | 822         | 830        | 1.65%                         |
| 04.0           | Services/City Contract Fees | -           | -          | 0.00%                         | -           | 4,380      | 109.50%                       | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | 1,925      | 50.00%                        | -           | -          | 0.00%                         |
| 05.0           | Lost Materials Paid         | 5,687       | 32,739     | 65.47%                        | 5,447       | 40,857     | 81.71%                        | 3,388       | 24,647     | 70.41%                        | 4,182       | 26,348     | 75.27%                        | 5,400       | 32,163     | 91.89%                        | 2,057       | 10,606     | 14.14%                        |
| 06.0           | Investment Interest         | 215,025     | 1,291,261  | 79.96%                        | 183,630     | 1,175,006  | 90.38%                        | 204,880     | 1,098,299  | 109.82%                       | 176,060     | 922,756    | 153.79%                       | 63,966      | 293,232    | 83.78%                        | 10,460      | 141,925    | 31.53%                        |
| 07.0           | Donations Private Sources   | 89,365      | 169,691    | 11.49%                        | 53,722      | 196,520    | 35.49%                        | 18,109      | 55,801     | 13.12%                        | 28,332      | 63,583     | 7.06%                         | 1,387       | 7,941      | 2.64%                         | -           | 1,270      | 1.26%                         |
| 08.0           | Other Revenue               | 36,661      | 213,888    | 42.77%                        | 1,246       | 327,866    | 54.64%                        | 16,780      | 256,190    | 46.23%                        | 7,557       | 136,010    | 5.38%                         | (4,856)     | 352,581    | 81.61%                        | 65,961      | 435,516    | 193.56%                       |
| 09.1           | Insurance Recoveries        | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | 20,659     | 0.00%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         |
| Total Revenues |                             | 1,430,259   | 39,681,947 | 52.54%                        | 2,236,177   | 39,133,584 | 50.31%                        | 1,122,217   | 37,347,566 | 49.54%                        | 1,369,020   | 36,262,785 | 48.42%                        | 837,658     | 34,990,576 | 52.56%                        | 933,101     | 34,191,647 | 54.35%                        |

|                    |                                    |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |             |            | %<br>Annual<br>Budget<br>Used |
|--------------------|------------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|-------------|------------|-------------------------------|
| June               | Expenditures                       | 2026 Actual | YTD Actual |                               | 2025 Actual | YTD Actual |                               | 2024 Actual | YTD Actual |                               | 2023 Actual | YTD Actual |                               | 2022 Actual | YTD Actual |                               | 2021 Actual | YTD Actual |                               |
| 10.0               | Salaries & Benefits                | 3,917,453   | 23,064,197 | 47.52%                        | 3,875,190   | 22,997,322 | 47.22%                        | 3,443,586   | 21,071,560 | 47.26%                        | 3,429,129   | 20,632,669 | 47.40%                        | 3,236,795   | 19,258,537 | 47.23%                        | 3,127,034   | 17,961,095 | 46.42%                        |
| 20.0               | Materials                          | 738,606     | 3,647,610  | 41.54%                        | 556,808     | 3,285,277  | 47.53%                        | 670,162     | 3,375,600  | 50.36%                        | 574,247     | 2,947,911  | 46.19%                        | 676,128     | 3,733,200  | 50.31%                        | 605,678     | 3,025,608  | 43.22%                        |
| 26.0               | Professional & Contract Services   | 166,971     | 1,512,174  | 32.90%                        | 246,642     | 1,349,498  | 38.21%                        | 297,736     | 1,486,766  | 39.83%                        | 226,160     | 1,250,771  | 30.86%                        | 183,361     | 1,111,071  | 34.29%                        | 308,200     | 1,137,745  | 35.18%                        |
| 35.0               | Equipment & Furnishings            | 22,049      | 123,270    | 15.47%                        | 14,337      | 155,941    | 25.83%                        | 32,257      | 1,053,742  | 73.66%                        | 9,441       | 125,141    | 5.25%                         | 8,008       | 58,998     | 7.20%                         | 9,783       | 246,292    | 29.15%                        |
| 38.0               | Maintenance & Repair               | 104,360     | 365,578    | 20.51%                        | 36,589      | 372,030    | 28.00%                        | 71,957      | 291,511    | 36.51%                        | 21,690      | 179,178    | 23.72%                        | 61,193      | 242,265    | 39.39%                        | 45,263      | 335,346    | 22.34%                        |
| 41.0               | Software License & Maint Fees      | 226,230     | 1,130,082  | 54.61%                        | 90,074      | 817,417    | 47.94%                        | 56,382      | 695,526    | 39.63%                        | 335,060     | 950,182    | 63.25%                        | 77,873      | 649,310    | 40.73%                        | 286,734     | 783,038    | 53.19%                        |
| 42.0               | Communications                     | 79,288      | 389,851    | 39.47%                        | 76,360      | 353,794    | 43.04%                        | 60,091      | 317,108    | 36.89%                        | 61,259      | 336,345    | 49.71%                        | 48,501      | 274,588    | 44.57%                        | 57,727      | 326,822    | 39.31%                        |
| 43.0               | Office & Operating Supplies        | 47,857      | 337,536    | 36.85%                        | 46,545      | 285,173    | 44.60%                        | 81,282      | 286,389    | 44.34%                        | 58,478      | 276,131    | 45.39%                        | 47,158      | 191,097    | 22.64%                        | 49,855      | 250,704    | 30.04%                        |
| 44.0               | Utilities                          | 14,582      | 242,239    | 34.72%                        | 32,973      | 262,143    | 47.92%                        | 35,679      | 251,153    | 47.13%                        | 37,602      | 273,279    | 55.19%                        | 42,070      | 256,700    | 47.44%                        | 40,198      | 231,805    | 42.90%                        |
| 45.0               | Rentals & Leases                   | 51,019      | 293,586    | 49.90%                        | 74,626      | 294,025    | 50.55%                        | 65,066      | 340,694    | 69.98%                        | 49,161      | 279,703    | 55.40%                        | 41,855      | 231,567    | 47.35%                        | 50,250      | 229,914    | 48.05%                        |
| 46.0               | Insurance                          | 1,149       | 47,493     | 15.48%                        | 7,114       | 47,250     | 17.42%                        | 6,981       | 44,288     | 18.48%                        | 1,270       | 32,771     | 19.05%                        | -           | 33,899     | 17.12%                        | 10,451      | 11,707     | 6.27%                         |
| 48.0               | Employee Training / Travel         | 15,256      | 273,917    | 48.22%                        | 18,843      | 141,926    | 52.37%                        | 11,856      | 91,341     | 33.83%                        | 24,084      | 79,809     | 66.50%                        | 11,597      | 87,894     | 35.01%                        | 2,420       | 26,505     | 10.60%                        |
| 49.0               | Miscellaneous                      | 251,690     | 918,268    | 35.33%                        | 68,563      | 464,324    | 49.48%                        | 51,678      | 296,204    | 35.08%                        | 84,051      | 297,274    | 51.24%                        | 48,711      | 246,897    | 33.45%                        | 28,358      | 170,082    | 27.54%                        |
| 50.0               | Strategic Initiatives / Innovation | 2,100       | 23,186     | 7.72%                         | 3,000       | 8,674      | 1.15%                         | -           | 9,336      | 1.24%                         | 20,184      | 98,455     | 13.12%                        | -           | -          | 0.00%                         | -           | 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%                         | 225,000     | 225,000    | 7.50%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         |
| 62.0               | Capital - Bldgs & Improvements     | 1,062,803   | 4,351,738  | 81.34%                        | 561,985     | 3,054,251  | 29.11%                        | 244,989     | 1,222,754  | 15.09%                        | 195,180     | 448,630    | 5.26%                         | -           | -          | 0.00%                         | 58,848      | 223,974    | 58.94%                        |
| 62.5               | Capital - A&E                      | 7,524       | 217,078    | 33.39%                        | 33,294      | 247,914    | 18.78%                        | 67,386      | 481,194    | 32.07%                        | 234,024     | 928,339    | 43.17%                        | -           | -          | 0.00%                         | -           | -          | 0.00%                         |
| 64.0               | Capital - Furnishings & Equipment  | 3,420       | 82,604     | 11.01%                        | -           | 291,488    | 24.80%                        | -           | 369,828    | 49.31%                        | 64,729      | 64,729     | 9.05%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         |
| 64.4               | Capital - Vehicles                 | 50,072      | 379,630    | 55.82%                        | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | 76,903     | 40.68%                        | -           | -          | 0.00%                         |
| 64.5               | Capital - Other Assets             | -           | -          | 0.00%                         | -           | 79,289     | 0.00%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         | -           | -          | 0.00%                         |
| Total Expenditures |                                    | 6,762,429   | 37,400,037 | 46.20%                        | 5,742,943   | 34,507,736 | 42.82%                        | 5,422,088   | 31,909,994 | 41.45%                        | 5,425,749   | 29,201,317 | 37.86%                        | 4,483,250   | 26,452,926 | 40.82%                        | 4,680,799   | 24,963,866 | 43.30%                        |



## July 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*





## July 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)

#### Regular Meeting (June 22)

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

#### JULY

##### Management

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

#### 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*





## July 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





### July 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

