

# Sno-Isle Libraries

## BOARD OF TRUSTEES

### Board of Trustees

Rose Olson, *President* • Paul Ryan, *Vice President* • Jennifer DePrey, *Secretary* • Michael Adams • Kay Crull • Griselda Guevara-Cruz • Susan Kostick

### Executive Director

Eric Howard

**March 24, 2025, 5:30 p.m.**

Sno-Isle Libraries Service Center

7312 35th Ave NE

Marysville, WA 98271

Webinar Link: [Join the meeting now](#)

Telephone Dial-in: +1 872 239 6205

Phone Conference ID: 471 171 090#

### 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 [Attachments 1-3](#)

#### 6) \*Consent Agenda Items

- a) Approval of the February 24, 2025 regular meeting minutes
- b) Approval of the February 2025 payroll, benefits, and vouchers

#### 7) Public Comment

#### 8) New Business

- a) Programs and Services Update – Assistant Directors of Community Libraries David Brown, Michelle Callihan, Lindsay Hanson, and Phil Spirito [Attachment 4](#)

#### 9) Finance Report

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

#### 10) Committee and Trustees' Reports

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

#### 11) \*Adjournment

\*Denotes Board of Trustees action item.

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

# Executive Director

## BOARD REPORT

March 24, 2025

Eric Howard  
Executive Director

### New Services

Greater accessibility, improved customer service, and innovation: These are key priorities at Sno-Isle Libraries, and we pursue those goals in a myriad of ways. This month's report attempts to highlight a couple of recent examples.

A new holds locker at the LINC NW Community Family Center, coming online in March, exemplifies our priorities. A holds locker is a self-service system that is accessible 24hrs, seven days a week. Patrons can order books that are then shipped to what essentially looks like a book vending machine and then those items are held there for the patron to retrieve and check out. This is the first holds locker that is offsite from a community library, but it is the third holds locker that Sno-Isle has brought online for its users. Since 2021, Camano and Monroe Community Libraries have utilized holds lockers outside their locations. In response to community needs from the North Lakewood community, which expressed concerns about access to library resources on the west side of I-5, Sno-Isle Libraries chose a space adjacent to the Lakewood High School, the Lakewood Middle School, and the Lakewood Elementary School and on the grounds of LINC NW, a family community center to install the holds locker.

In order to better support the new offsite service, and improve customer service across the system, the Library District implemented a fifth circulation delivery route. This route will speed up deliveries while supporting an increased demand from the new book locker. Items will circulate around the entire system faster, making books available to customers more quickly.

We have also improved accessibility at Freeland and Clinton Libraries by providing ADA door buttons at the Clinton Library and the program room at Freeland. Neither addition was spurred by regulations. The Library District sought and implemented them because we prioritize accessibility. Sno-Isle has also officially lent our voice to encourage pedestrian walkways to more safely connect the public to the Freeland Library. (Please see attached letter.)

At the March Board meeting library staff will also spotlight Sno-Isle Libraries programs and service priorities.

## Capital Projects

### Langley Library

The temporary location at the South Whidbey Community Center closed its doors on Saturday, March 8 and Sno-Isle Libraries will celebrate the Grand Re-Opening of the remodeled Langley Library on Saturday, March 22.

The remodeled Langley Library as envisioned by our community is a two-story space that brings our community together, while preserving the historic nature of the building. Our community and library staff will have an additional 1,500 square feet to explore, enjoy reading nooks, discover new elements in the interactive children's area, and gather in a new community meeting space.

### Lake Stevens Library

As we reopen the Langley Library, work is under way to build a new Library in Lake Stevens. Construction for the two-story, 15,000- square-foot building is expected to last until spring of 2026. Construction site layout, including job trailer, storage, and construction parking has been completed. Temporary fencing is up, providing a safe and secure construction site. Earth work and other site infrastructure work, including utilities, are underway. Structural steel fabrication and other off-site pre-fabrication work is taking place now.

The designs for the new library building are inspired by community input with a focus on early learning and sustainability. Features will include an interactive children's area, flexible public meeting rooms, several study rooms, and usable outdoor space for community gathering and cozy reading.

## Special Funding Memo

I have attached a memo to this packet in response to questions raised at last month's Board meeting concerning federal funding. As the memo highlights, most of the Library District's funding is supported through local property taxes. However, the Library District is seeking funding from Congress in fiscal year 2026 to support library capital projects. Sno-Isle Libraries also relies on federal funding to subsidize high-speed internet access.

The questions were raised in the context of the current Administration's targeting of DEI programs and its overall cost cutting measures. In that context, it's worth reiterating a message that I have delivered at earlier meetings and with staff. Public libraries have always sought to reflect the communities they serve and support the staff who do the work. We serve communities with diverse needs and we must perpetually work to address those changing needs. These are fundamental principles of public librarianship. Unfortunately, the long history of public libraries in America teaches us that we haven't always done this well. DEI, when done well, provides us with the tools to be more intentional towards those foundational principles.

If we were asked to alter that mission based on conditions from a funding source, then we would have to deny the funds and see that loss as a cost of doing business.

## February's Highlights from Community Libraries

- The **Oak Harbor Library** held a program on February 20 on the topic of Washington State Ferries, with ferryboat captain Jeffrey Reeves, from the Coupeville-Port Townsend route. Close to 100 people of all ages attended to enjoy an insider's view of what it takes to become a ferry captain and learn what a typical day is like on the job. Many attendees shared that this program helped them to better understand and empathize with the difficulties of managing ferry traffic and they appreciated being able to have their questions and concerns addressed in a comfortable public conversation.
- The **Clinton Library** held an *Aging in Place* program in February hosted by Hospice of the Northwest with 27 attendees. Clinton has a large population of residents aged 70+ and many community members have expressed interest in learning how to stay in their homes while enduring end-of-life challenges. Representatives from two community organizations, [South Whidbey at Home](#) and [Island Senior Resources](#), also attended the event and were able to answer more localized questions for attendees. The organizations also expressed interest in connecting with the library around similar topics in the future.
- **Coupeville Library** staff presented to 25 attendees at Island Senior Resources' weekly Lunch and Learn at the Coupeville United Methodist Church. Attendees learned about using Libby, Book-a-Librarian, the new Sno-Isle Reads Together book selection, and several upcoming events at the Coupeville Library. Two attendees commented on how much they enjoy the learning opportunities and programs available at their library. Another attendee shared that they thought that the library was an excellent use of their taxpayer funds, and that they felt they received a lot of value from the library for what they pay in property taxes.
- **Library on Wheels** had a new convert to the love of reading this month. After two visits to a childcare where a young child didn't want to participate in storytime, and sat with his back to the presenter, this week he yelled with excitement when library staff arrived. "It's storytime! Everyone needs to sit down!". The teacher told library staff that he'd been telling his classmates how to do storytime all week in preparation for their visit.
- On February 18th, at the **Stanwood Library**, 12 teens who attended our *Introduction to 3D Printing for Teens* program got to learn the basics of using our 3D printer and used their newly acquired knowledge of Tinkercad to print their own keychains which featured either their names or gamertags. The teens got to choose their own individual filament color and individualized font, while printing in either a sunken, engraved, or embossed style for the final product. This was our first program. The teens are already asking when we're going to host the next 3D printing event.

- The **Camano Island Library** held *Kids Book Bingo*, suggested by one of our Library Associates after experiencing the success of a book bingo event at her daughter's school. Children came to play bingo and pick a book as a prize (all children were able to pick a book whether or not they had gotten a bingo by the end). Most of the 42 children and parents/guardians stayed the entire 90 minutes, and parents partook as well. Given the demonstrated popularity of this drop-in program on a Saturday morning — the library was at space capacity — staff are considering whether to also schedule Teen/Tween and Adult Book Bingo events.
- Our Prime *Time* series has begun in many libraries, including the **Lake Stevens Library**. Lake Stevens staff have been presenting Prime Time at Hillcrest Elementary since the beginning of February. This six-week program, sponsored by Humanities Washington, brings families together to share a meal, read stories, and talk about larger themes in children's literature, such as compassion, truth, justice, and empathy. Children and families learn how to talk about their reading, develop stronger bonds, and become better readers.
- **Snohomish Library** staff hosted an author event for the Elementary Book Club at the Snohomish High School. Popular Children's author Dan Gemeinhart talked about his work and answered students' questions.
- **Marysville Library** staff have co-designed a new program with partners at the Tulalip Hibulb Cultural Center. This exciting collaboration will involve an exchange of programs at both locations, running monthly from May through the end of the year. Program content will include a variety of engaging activities such as read-alouds, hands-on activities, and storytelling. For the initial events, library and cultural center presenters will co-host events to build relationships. To ensure accessibility, programs will be free and open to the public at both locations.

## Upcoming

- **Darrington Library** has planned *Growing Groceries* series with Snohomish County WSU Extension Agriculture – 4/12, 4/19, 4/26.
- The **Mill Creek Library** has planned *Food Writing for Beginners - SilverKite Workshop* - 4/17.
- **Sultan Library** has planned Humanities Washington programs as part of Sno-Isle Reads Together:
  - *How to Write a Family Portrait* – 4/29 (Adults)
  - *Cómo Escribir un Retrato Familiar* – 4/29 (Adults)

- **Coupeville Library** has planned *Introduction to Seaweed Foraging* - 4/29. This program kicks off "Library Walks" season on Whidbey, the annual series of expert-led walks hosted by several island libraries.
- In the virtual space, an all-age virtual tour, *Lone Pine Koala Sanctuary in Brisbane, Australia* is planned for 4/20. Virtual tours have been a big hit with Sno-Isle customers, bringing opportunities for people to see and learn about places far from home.

# Memo

March 24, 2025

TO: Board of Trustees, Sno-Isle Libraries  
FROM: Eric Howard, Executive Director of Sno-Isle Libraries  
SUBJECT: Revenue Generated from State and Federal Funding

Public grants are a source of funding that allows Sno-Isle Libraries to achieve our strategic goal of optimizing funding for our organization. We carefully research each public grant opportunity and only apply for those that align with our vision, strategic goals, and allocated staffing resources. Public grants enhance our library district's impact without compromising our financial stability.

Since 2018, Sno-Isle Libraries has been awarded 19 local, state, and federal grants totaling \$13.81M to support library capital projects, technology, digital equity, public health and safety, and community resilience activities.

## E-rate - Ongoing federal program support:

While not a grant, Sno-Isle Libraries (through the Federal Communications Commission (FCC) and Universal Service Administrative Company (USAC) Fund) participates in the federal E-rate program, where Sno-Isle Libraries receives an annual reimbursement of around \$300,000 on internet circuits, and receives a discount of around \$100,000 on eligible network hardware and licensing, depending on hardware lifecycle purchases. At this time, the E-rate discount is the only source of programmatic ongoing federal support that the Library District receives.

- For internet circuits, our reimbursement is 80% of eligible costs.
- For hardware and licensing, our discount is 80% of eligible costs. We get the discount up front and the FCC pays the vendor the 80% once they file their paperwork.

\*This 80% discount is determined by how many students are in the free and reduced lunch program in the school districts in our two counties. This number has stayed at 80% for over 20 years with no markers to show a change.

## Future Grant Opportunities

### 2025 Public Grant Awards

Sno-Isle Libraries has not been awarded any federal or state grants in 2025.

# Memo

## State of Washington

In alignment with our Capital Strategy framework, the Library District has applied for Local Community Project Funding in the Washington State Legislature's 2025-2027 Capital Budget for the new Lake Stevens Library (\$750,000) and the new Mariner Library (\$5.81M). Sno-Isle Libraries will receive notification on whether these grants have been awarded by the end of this legislative session on April 27, 2025.

Sno-Isle Libraries applied for a \$2M Washington State Library Capital Improvement Grant for the Arlington Library project that was not advanced for funding.

## Federal

Later this month Sno-Isle Libraries will submit two congressionally directed spending grant applications for federal fiscal year 2026. We are seeking \$750,000 for the new Lake Stevens Library and \$12M for the new Mariner Library. This federal funding opportunity is a competitive grant program that allows members of Congress to request funds in the annual federal budget to be allocated for specific projects in their districts.

## 2023-2024 Federal Public Grant Awards:

In 2023 and 2024, Sno-Isle Libraries received the following Federal grants:

- 2023: \$1.5M to enhance our digital equity services through laptops and hotspots to go, Book a Librarian, and Tech Help. This is a reimbursable grant with \$875,000 remaining. This is a contracted, reimbursable grant that will be closed out on June 30, 2026.
- 2024: \$975,000 to enhance our community resilience and readiness with funds to upgrade community library HVAC (Heating, Ventilation, and Air Conditioning) projects to provide cleaner air centers for our communities in Snohomish County. This is a contracted, reimbursable grant that will be closed out on September 30, 2026.
- In 2024, Sno-Isle Libraries received a cybersecurity grant for \$62,500. This is a contracted, reimbursable grant that has \$57,265.66 remaining and will be closed out this June 2025.

Our team will continue to monitor and evaluate public grant opportunities at the local, state, and federal levels.



# Memo

## State and Federal Grant Funding as a % of Total Revenue in 2024

|                            |                      |                           |                        |                      |
|----------------------------|----------------------|---------------------------|------------------------|----------------------|
| <u>Total Revenue</u>       | <u>\$ 72,515,878</u> |                           | <b>23%</b>             | <b>77%</b>           |
| <b>Grants</b>              | <b>Amount</b>        | <b>% of Total Revenue</b> | <b>Operating Costs</b> | <b>Capital Costs</b> |
| State Grants               | \$ 1,984,864         | 3%                        |                        | \$ 1,984,864         |
| Federal Grants             | \$ 604,526           | 1%                        | \$ 604,526             |                      |
| <b>Total Grant Revenue</b> | <b>\$ 2,589,390</b>  |                           | <b>\$ 604,526</b>      | <b>\$ 1,984,864</b>  |

## State and Federal Grant Funding as a % of Total Revenue in 2025

|                            |                      |                           |                        |                      |
|----------------------------|----------------------|---------------------------|------------------------|----------------------|
| <u>Total Revenue</u>       | <u>\$ 77,785,600</u> |                           | <b>14%</b>             | <b>86%</b>           |
| <b>Grants</b>              | <b>Amount</b>        | <b>% of Total Revenue</b> | <b>Operating Costs</b> | <b>Capital Costs</b> |
| State Grants               | \$ 5,400,000         | 7%                        |                        | \$ 5,400,000         |
| Federal Grants             | \$ 2,000,000         | 3%                        | \$ 1,020,000           | \$ 980,000           |
| <b>Total Grant Revenue</b> | <b>\$ 7,400,000</b>  |                           | <b>\$ 1,020,000</b>    | <b>\$ 6,380,000</b>  |

February 27, 2025

Steve Schwalbe, Chair  
Island County Planning Commission  
1 NE 7th Street  
Coupeville, WA 98239

Subject: Pedestrian Safety Concerns in the Freeland Subarea Plan

Dear Chair Schwalbe and Members of the Island County Planning Commission:

Sno-Isle Libraries serves over 800,000 residents in Snohomish and Island counties through 23 community libraries, online services, and Library on Wheels. I am writing to provide input regarding the current revision of the Freeland Subarea Plan. Our vision is that everyone is connected to their library, and safe access is fundamental to this vision.

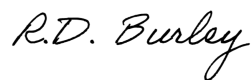
A longstanding concern for customers and staff at the Freeland Library is the lack of sidewalks in the surrounding areas of the building, particularly along Harbor Avenue and Main Street. The Island Transit bus stop is located on Main Street, and library staff and customers must walk along Harbor Avenue to reach the library without the benefit of sidewalks. We have repeatedly observed library staff and customers walking in the street to reach our facility, creating safety hazards.

Additionally, there is not a crosswalk across Harbor Avenue at the intersection near the library. This safety concern is heightened because the intersection is not configured as a 4-way stop, increasing the risk for pedestrians attempting to cross.

As you revise the Freeland Subarea Plan, we strongly urge the Planning Commission to prioritize pedestrian infrastructure improvements. While securing funding for such projects is often challenging in today's fiscal environment, Sno-Isle Libraries would be willing partners in advocating for funding or other support mechanisms. By making these investments, Island County would ensure continued access to vital educational resources for everyone in the community, regardless of their transportation options.

Thank you for your consideration of these safety concerns as you revise the Freeland Subarea Plan. We look forward to a safer, more accessible Freeland for all.

Sincerely,



R.D. Burley  
Assistant Director of Facilities, Safety and Security  
Sno-Isle Libraries

# Sno-Isle Libraries

## BOARD OF TRUSTEES

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### Executive Director

Eric Howard

February 24, 2025

Meeting Minutes

Sno-Isle Libraries Service Center

## Call to Order

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

## Attendees

**Members present:** Rose Olson, Michael Adams, Kay Crull, Griselda Guevara-Cruz, and Susan Kostick.

President Olson confirmed quorum.

**Staff present:** Melinda Armstrong, David Brown, David Durante, Eric Howard, Carla Ikehara, Meredith Kraft, Diane Lai, Jason Latham, Chila Oglesby, and Nicole Wehl.

## Approval of Agenda

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

## Executive Director Report

Executive Director Eric Howard highlighted information from the Executive Director's report and shared that the Langley Library will reopen on March 22, 2025.

## Consent Agenda

- a) Approval of the January 25, 2025 regular meeting minutes
- b) Approval of the January 2025 payroll, benefits, and vouchers
- c) Adoption of Resolution 25-02 Honoring Dan Gottlieb

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

## Public Comment

There were no public comments to the Board.

# Sno-Isle Libraries

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Eric Howard

## Unfinished Business

### Resolution 25-04 Petty Cash and Imprest Funds

Trustee Adams moved to adopt Resolution 25-04 authorizing changes to petty cash and imprest funds authorization procedures. Assistant Director of Finance Carla Ikehara reviewed the updated resolution and information included in the resolution memo. Executive Director Howard emphasized that adoption of this resolution would not impact the total operating budget of the Library District. The motion passed.

## Staff Reports

### Financial Update

Assistant Director of Finance Nicole Wehl presented the February 2025 financial report.

### Human Resources 2024 Report

Assistant Director of Human Resources Melinda Armstrong presented the 2024 Human Resources report reviewing staffing and recruitment trends as well as self-reported staff demographic information. Assistant Director Armstrong also discussed public records request statistics from 2024 and highlighted the increase in total requests over previous years.

## Committee and Trustees' Reports

### President's Report

President Olson reported on the following:

- The February 27 Executive Committee meeting to review the 2024 staff recognition awards nominations.
- The Langley Library grand opening on March 22.
- The upcoming Trudy Sundberg Lecture Series, featuring speakers Shane and Hannah Burcaw and Kimberly Cross.

### Sno-Isle Libraries Foundation Liaison Report

Executive Director Howard presented the following information about the Sno-Isle Libraries Foundation on behalf of Trustee Ryan:

- The Foundation Board of Directors has selected nine new community members who will join the Board in March 2025.
- The Foundation exceeded their end-of-year campaign and annual revenue goals for 2024.
- The Foundation is preparing for the start of the Trudy Sundberg Lecture Series in March.

DRAFT

# Sno-Isle Libraries

## BOARD OF TRUSTEES

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### Executive Director

Eric Howard

## Adjournment

Trustee Adams moved to adjourn the February 24, 2025 regular meeting of the Sno-Isle Libraries Board of Trustees. The motion passed. President Olson adjourned the meeting at 6:03 p.m.

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President

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Secretary

**Sno-Isle Libraries**  
**February 2025 Payroll and February 2025 Vouchers**

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|   |                                 |
|---|---------------------------------|
| <b>Direct Deposits, Employee Deductions</b>   | \$ 2,806,164.02                 |
| <b>Vendor Checks 85572, 85601, 85633, 85703, and 85788 through 85796, plus Electronic Transfers</b>     | <u>\$ 966,820.19</u>            |
| <b>Total Payroll and Benefits</b>   | \$ 3,772,984.21                 |
| <br>  |                                 |
| <b>Accounts Payable Checks 85502 through 85796, less checks listed above, plus Electronic Transfers</b> | <u>\$ 1,865,199.78</u>          |
| <b>Total Payroll, Benefits and Accounts Payable</b>   | <u><u>\$ 5,638,183.99</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 March 24, 2025.

*Janella Lewis* 3/4/2025

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Finance Director

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

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

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**February 2025 Payroll**

|   |    |              |                        |
|---|----|--------------|------------------------|
| Employee Pay - Direct Deposit                                     | \$ | 1,998,787.24 |                        |
| Plus: Employee Deductions   | \$ | 807,376.78   |                        |
| <b>Sub-Total Gross Payroll</b>                                    |    |              | <b>\$ 2,806,164.02</b> |
| Vendor Checks 85572, 85601, 85633, 85703, and 85788 through 85796 | \$ | 218,328.97 * |                        |
| Employer Workers' Comp Insurance Premium                          | \$ | 26,879.33    |                        |
| Electronic Funds Transfer- Employer Federal Taxes                 | \$ | 232,960.89   |                        |
| Electronic Funds Transfer - Canopy Wellbeing                      | \$ | 3,148.90     |                        |
| Electronic Funds Transfer - Empower - 457 Plan                    | \$ | 4,817.86     |                        |
| Electronic Funds Transfer - Mission Square - 457 Plan             | \$ | 63,100.17    |                        |
| Electronic Funds Transfer - PERS - Retirement Plan                | \$ | 398,437.12   |                        |
| Electronic Funds Transfer - Navia - FSA                           | \$ | 13,770.76    |                        |
| Electronic Funds Transfer - Navia - HRA/MRA                       | \$ | 12,105.09    |                        |
| Electronic Funds Transfer - Premera - Medical                     | \$ | 301,982.82   |                        |
| Electronic Funds Transfer - Washington State Support Registry     | \$ | 1,699.84     |                        |
| Less: Employee Benefit Deductions                                 | \$ | (310,411.56) |                        |
| <b>Sub-Total Benefits - Employer Expense</b>                      |    |              | <b>\$ 966,820.19</b>   |
| <b>Total Payroll and Benefits</b>                                 |    |              | <b>\$ 3,772,984.21</b> |

**February 2025 Accounts Payable**

|  |    |                 |                        |
|--|----|-----------------|------------------------|
| Checks 85502 through 85796 less checks listed above, plus Electronic Transfers | \$ | 1,864,882.83 ** |                        |
| Electronic Funds Transfer - WA State Department of Revenue - Comp Tax          | \$ | 316.95          |                        |
| <b>Sub-Total Accounts Payable</b>  |    |                 | <b>\$ 1,865,199.78</b> |
| <b>Total Payroll, Benefits and Accounts Payable</b>                            |    |                 | <b>\$ 5,638,183.99</b> |

**Adjustments**

|   |    |           |                     |
|---|----|-----------|---------------------|
| Refunds and Credits                                     | \$ | (788.46)  |                     |
| Retainage Deposits                                      | \$ | 10,833.54 |                     |
| Bank Service Charge                                     | \$ | 1,457.08  |                     |
| Travel & Business Expense Reimbursement paid in Payroll | \$ | 9,345.80  |                     |
| <b>Total Adjustments</b>                                |    |           | <b>\$ 20,847.96</b> |

**February 2025 Total Expenditures**

**\$ 5,659,031.95 \*\*\***

|  |    |                     |  |
|--|----|---------------------|--|
| * Benefit invoices paid through Accounts Payable Checks  | \$ | 218,328.97          |  |
| ** Regular invoices paid through Accounts Payable Checks | \$ | 1,864,882.83        |  |
| <b>Total Accounts Payable Check Payments</b>             | \$ | <u>2,083,211.80</u> |  |

\*\*\* Equals Expenditure Summary Total

**Vouchers**  
**February 2025**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>                               | <b>Check Amount</b> |
|-------------|---------------------|--|---------------------|
| 2/7/2025    | 85033               | Recycle Away, LLC - VOID                   | -\$6,705.53         |
| 2/7/2025    | 85502               | ABRAM, EVA M                               | 300.00              |
| 2/7/2025    | 85503               | ALLIED UNIVERSAL                           | 8,344.96            |
| 2/7/2025    | 85504               | AMAZON CAPITAL SERVICES, INC               | 298.18              |
| 2/7/2025    | 85505               | ASSOCIATION FOR TALENT DEVELOPMENT         | 1,028.00            |
| 2/7/2025    | 85506               | ASSOCIATION OF WASHINGTON CITIES           | 500.00              |
| 2/7/2025    | 85507               | AT&T MOBILITY (6463)                       | 43.23               |
| 2/7/2025    | 85508               | BAKER & TAYLOR BOOKS (277930)              | 2,430.86            |
| 2/7/2025    | 85509               | BEACON PUBLISHING INC                      | 637.50              |
| 2/7/2025    | 85510               | BLACKSTONE PUBLISHING                      | 230.44              |
| 2/7/2025    | 85511               | BRAINFUSE INC                              | 100,000.00          |
| 2/7/2025    | 85512               | BRODART (SUPPLIES)                         | 692.29              |
| 2/7/2025    | 85513               | CASEY, MARIA                               | 450.00              |
| 2/7/2025    | 85514               | CDW GOVERNMENT INC                         | 9,057.87            |
| 2/7/2025    | 85515               | CLARK NUBER P.S.                           | 1,081.50            |
| 2/7/2025    | 85516               | CORTES, MARCO                              | 350.00              |
| 2/7/2025    | 85517               | DAYFORCE US, INC.                          | 10,482.91           |
| 2/7/2025    | 85518               | EBSCO                                      | 1,140.60            |
| 2/7/2025    | 85519               | EKAHAU, INC                                | 2,176.55            |
| 2/7/2025    | 85520               | MINER, ERICA BROWN                         | 200.00              |
| 2/7/2025    | 85521               | GALE/CENGAGE LEARNING                      | 771.29              |
| 2/7/2025    | 85522               | THE HANOVER INSURANCE GROUP                | 13,230.23           |
| 2/7/2025    | 85523               | HEAVENLY SOAP                              | 250.00              |
| 2/7/2025    | 85524               | INGRAM LIBRARY SERVICES                    | 5,534.91            |
| 2/7/2025    | 85525               | JACKSON, APRIL C.                          | 295.00              |
| 2/7/2025    | 85526               | KANOPY                                     | 7,628.00            |
| 2/7/2025    | 85527               | LAMAR TRANSIT, LLC                         | 735.00              |
| 2/7/2025    | 85528               | MIDWEST LIBRARY SERVICE                    | 543.44              |
| 2/7/2025    | 85529               | MIDWEST TAPE                               | 19,471.81           |
| 2/7/2025    | 85530               | MILNE ELECTRIC INC                         | 5,755.53            |
| 2/7/2025    | 85531               | MOSQUITO FLEET BAND - VOID                 | 0.00                |
| 2/7/2025    | 85532               | NORTHWEST TREK WILDLIFE PARK               | 75.00               |
| 2/7/2025    | 85533               | OFFICE DEPOT, INC                          | 936.31              |
| 2/7/2025    | 85534-85540         | Remit Overrun                              | 0.00                |
| 2/7/2025    | 85541               | OVERDRIVE INC                              | 301,883.97          |
| 2/7/2025    | 85542               | PACIFIC PUBLISHING CO INC                  | 301.25              |
| 2/7/2025    | 85543               | PITNEY BOWES                               | 6,320.18            |
| 2/7/2025    | 85544               | PROLITERACY WORLDWIDE                      | 39.00               |
| 2/7/2025    | 85545               | PROQUEST LLC (6216)                        | 13,463.29           |
| 2/7/2025    | 85546               | RECYCLE AWAY, LLC                          | 6,705.53            |
| 2/7/2025    | 85547               | REIRAZ CRAFT LLC                           | 340.00              |
| 2/7/2025    | 85548               | RICOH USA INC - 31001                      | 425.15              |
| 2/7/2025    | 85549               | RICOH USA INC - 650073                     | 24,614.20           |
| 2/7/2025    | 85550               | NORTH SOUND MEDIA                          | 800.00              |
| 2/7/2025    | 85551               | SCCFOA                                     | 90.00               |
| 2/7/2025    | 85552               | SILVER KITE COMMUNITY ARTS CONSULTING, LLC | 400.00              |



**Vouchers**  
**February 2025**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>                                      | <b>Check Amount</b> |
|-------------|---------------------|---|---------------------|
| 2/7/2025    | 85553               | SILVER KITE COMMUNITY ARTS CONSULTING, LLC        | 400.00              |
| 2/7/2025    | 85554               | SKAGIT PUBLISHING                                 | 463.00              |
| 2/7/2025    | 85555               | SNOHOMISH COUNTY DEPT OF CONSERVATION AND NATURAL | 200.00              |
| 2/7/2025    | 85556               | SNO-ISLE REFUND ACCOUNT                           | 1,087.87            |
| 2/7/2025    | 85557               | SOUND PUBLISHING                                  | 2,100.00            |
| 2/7/2025    | 85558               | STATE AUDITOR'S OFFICE                            | 18,624.30           |
| 2/7/2025    | 85559               | STITCHDX, LLC                                     | 3,420.00            |
| 2/7/2025    | 85560               | TAYLOR, LISA                                      | 275.00              |
| 2/7/2025    | 85561               | TAYLOR, LISA                                      | 375.00              |
| 2/7/2025    | 85562               | THOMAS & ASSOCIATES                               | 9,817.00            |
| 2/7/2025    | 85563               | T MOBILE  | 15,167.44           |
| 2/7/2025    | 85564               | T MOBILE  | 176.20              |
| 2/7/2025    | 85565               | TODAY'S BUSINESS SOLUTIONS, INC.                  | 23,138.75           |
| 2/7/2025    | 85566               | TSAI FONG BOOKS INC                               | 101.36              |
| 2/7/2025    | 85567               | ULINE   | 392.56              |
| 2/7/2025    | 85568               | WALLACE, ERIN                                     | 13,000.00           |
| 2/7/2025    | 85569               | WALTER E NELSON CO OF WESTERN WA                  | 7,099.31            |
| 2/7/2025    | 85570               | WASHINGTON WEST AFRICAN CENTER                    | 500.00              |
| 2/7/2025    | 85571               | WAVE BUSINESS                                     | 9,303.24            |
| 2/7/2025    | 85572               | WELLABLE LLC                                      | 314.00              |
| 2/7/2025    | 85573               | WHIDBEY TELECOM                                   | 568.24              |
| 2/7/2025    | 85574               | WASHINGTON STATE FERRIES                          | 689.65              |
| 2/7/2025    | 85575               | David Brown                                       | 324.00              |
| 2/20/2025   | 85576-85600         | Spolied - Positive Pay                            | 0.00                |
| 2/20/2025   | 85601               | 4IMPRINT INC                                      | 288.97              |
| 2/20/2025   | 85602               | 8X8 INC   | 7,996.01            |
| 2/20/2025   | 85603               | ACORE SHELVING & PRODUCTS INC                     | 439.00              |
| 2/20/2025   | 85604               | AIR CARE SYSTEM                                   | 19,837.93           |
| 2/20/2025   | 85605               | AJP ENGINEERING                                   | 1,175.00            |
| 2/20/2025   | 85606               | AKAMAI TECHNOLOGIES, INC.                         | 101.35              |
| 2/20/2025   | 85607               | ALDERWOOD WATER DISTRICT                          | 267.68              |
| 2/20/2025   | 85608               | ALLIED UNIVERSAL                                  | 15,017.60           |
| 2/20/2025   | 85609-85610         | Remit Overun                                      | 0.00                |
| 2/20/2025   | 85611               | AMAZON CAPITAL SERVICES, INC                      | 6,746.05            |
| 2/20/2025   | 85612               | AUNT FLOW CORP.                                   | 900.00              |
| 2/20/2025   | 85613               | BAKER & TAYLOR BOOKS (277930)                     | 2,266.58            |
| 2/20/2025   | 85614               | BRODART (SUPPLIES)                                | 455.70              |
| 2/20/2025   | 85615               | BUILDINGWORK, LLC                                 | 8,678.75            |
| 2/20/2025   | 85616               | CARAHSOFT TECHNOLOGY CORPORATION                  | 2,645.24            |
| 2/20/2025   | 85617               | CASCADE NATURAL GAS                               | 652.82              |
| 2/20/2025   | 85618               | CASEY, MARIA                                      | 350.00              |
| 2/20/2025   | 85619               | CEDAR GROVE ORGANICS RECYCLING LLC                | 381.45              |
| 2/20/2025   | 85620               | CELERITY CYCLES LLC                               | 250.00              |
| 2/20/2025   | 85621               | CENTER POINT LARGE PRINT                          | 756.90              |
| 2/20/2025   | 85622               | CITY OF ARLINGTON                                 | 200.80              |
| 2/20/2025   | 85623               | CITY OF EDMONDS                                   | 24,748.11           |

**Vouchers**  
**February 2025**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>                       | <b>Check Amount</b> |
|-------------|---------------------|------------------------------------|---------------------|
| 2/20/2025   | 85624               | CITY OF GRANITE FALLS              | 136.21              |
| 2/20/2025   | 85625               | CITY OF MONROE                     | 963.27              |
| 2/20/2025   | 85626               | CITY OF SNOHOMISH - UTILITIES      | 3,162.65            |
| 2/20/2025   | 85627               | CITY OF SULTAN                     | 211.79              |
| 2/20/2025   | 85628               | CORTES, MARCO                      | 1,000.00            |
| 2/20/2025   | 85629               | COSCO FIRE PROTECTION, INC.        | 1,242.00            |
| 2/20/2025   | 85630               | DAYFORCE US, INC.                  | 10,488.87           |
| 2/20/2025   | 85631               | DEL SOL INC                        | 80,901.39           |
| 2/20/2025   | 85632               | DEMCO INC (8048)                   | 198.29              |
| 2/20/2025   | 85633               | DEPT OF ENTERPRISE SERVICES        | 534.86              |
| 2/20/2025   | 85634               | EBSCO                              | 79.20               |
| 2/20/2025   | 85635               | ECONOMIC ALLIANCE SNOHOMISH COUNTY | 4,800.00            |
| 2/20/2025   | 85636               | EVERETT RUBBER STAMP WORKS         | 374.97              |
| 2/20/2025   | 85637               | FATBEAM, LLC                       | 4,979.00            |
| 2/20/2025   | 85638               | FREUDMANN, GIDEON                  | 450.00              |
| 2/20/2025   | 85639               | GALE/CENGAGE LEARNING              | 46,571.78           |
| 2/20/2025   | 85640               | SARRI GILMAN                       | 350.00              |
| 2/20/2025   | 85641               | GLASS FIX, LLC                     | 409.16              |
| 2/20/2025   | 85642               | GOLDFINCH BROTHERS                 | 1,055.17            |
| 2/20/2025   | 85643               | GORILLA MAD FILM WRAPS LLC         | 9,630.86            |
| 2/20/2025   | 85644               | GRAINGER                           | 240.63              |
| 2/20/2025   | 85645               | GROWING ROOTS TOGETHER             | 200.00              |
| 2/20/2025   | 85646               | GUARDIAN SECURITY                  | 4,937.91            |
| 2/20/2025   | 85647               | HEARING, SPEECH, AND DEAF CENTER   | 1,055.32            |
| 2/20/2025   | 85648               | HIRERIGHT, LLC                     | 9.00                |
| 2/20/2025   | 85649               | HOLADAY-PARKS, INC                 | 436.11              |
| 2/20/2025   | 85650               | IMAGINE CHILDREN'S MUSEUM          | 254.68              |
| 2/20/2025   | 85651               | InfoUSA Marketing, Inc.            | 17,090.00           |
| 2/20/2025   | 85652               | INGRAM LIBRARY SERVICES            | 40,766.33           |
| 2/20/2025   | 85653               | INSIGHT PUBLIC SECTOR INC.         | 9,058.43            |
| 2/20/2025   | 85654               | INTERSECTION MEDIA, LLC            | 3,764.71            |
| 2/20/2025   | 85655               | ISLAND COUNTY EDC                  | 600.00              |
| 2/20/2025   | 85656               | ISLAND DISPOSAL INC                | 275.18              |
| 2/20/2025   | 85657               | JANDI ENTERPRISES INC              | 1,375.00            |
| 2/20/2025   | 85658               | PHOTOJJ LLC                        | 3,552.18            |
| 2/20/2025   | 85659               | KENDALL OF MARYSVILLE              | 606.57              |
| 2/20/2025   | 85660               | KINGSLEY COMPANIES                 | 3,207.00            |
| 2/20/2025   | 85661               | LANGLEY CHAMBER OF COMMERCE        | 250.00              |
| 2/20/2025   | 85662               | LANGUAGE EXCHANGE                  | 130.00              |
| 2/20/2025   | 85663               | LEMAY MOBILE SHREDDING             | 76.38               |
| 2/20/2025   | 85664               | LITHTEX NW                         | 499.97              |
| 2/20/2025   | 85665               | LODESTAR MARKETING GROUP           | 9,165.00            |
| 2/20/2025   | 85666               | MIDWEST LIBRARY SERVICE            | 330.37              |
| 2/20/2025   | 85667               | MILL CREEK VIEW                    | 290.00              |
| 2/20/2025   | 85668               | MSR DESIGN                         | 4,356.25            |
| 2/20/2025   | 85669               | MUKILTEO WATER & WASTE DISTRICT    | 3,347.13            |

**Vouchers**  
**February 2025**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>                               | <b>Check Amount</b> |
|-------------|---------------------|--|---------------------|
| 2/20/2025   | 85670               | MY NEIGHBORHOOD NEWS NETWORK               | 425.00              |
| 2/20/2025   | 85671               | OCLC INC (34299)                           | 762.89              |
| 2/20/2025   | 85672-85673         | Remit Overun                               | 0.00                |
| 2/20/2025   | 85674               | OFFICE DEPOT, INC                          | 5,005.77            |
| 2/20/2025   | 85675-85680         | Remit Overun                               | 0.00                |
| 2/20/2025   | 85681               | OVERDRIVE INC                              | 99,816.57           |
| 2/20/2025   | 85682               | PAGEFREEZER SOFTWARE, INC.                 | 6,646.20            |
| 2/20/2025   | 85683               | PAPER ROLL PRODUCTS                        | 1,355.04            |
| 2/20/2025   | 85684               | PETROCARD SYSTEMS INC                      | 2,435.89            |
| 2/20/2025   | 85685               | PITNEY BOWES                               | 967.45              |
| 2/20/2025   | 85686               | PUGET SOUND ENERGY                         | 5,591.06            |
| 2/20/2025   | 85687               | PUD NO 1 OF SNOHOMISH COUNTY               | 9,295.07            |
| 2/20/2025   | 85688               | PUGET SOUND MOBILE DETAIL                  | 692.15              |
| 2/20/2025   | 85689               | RDH BUILDING SCIENCE INC.                  | 2,095.00            |
| 2/20/2025   | 85690               | REPUBLIC SERVICES 197                      | 992.22              |
| 2/20/2025   | 85691               | RICOH USA INC - 31001                      | 19,832.48           |
| 2/20/2025   | 85692               | ROLFING LIBRARY                            | 130.00              |
| 2/20/2025   | 85693               | RYAN, SUE                                  | 150.00              |
| 2/20/2025   | 85694               | SCHOLASTIC LIBRARY PUBLISHING              | 17,957.00           |
| 2/20/2025   | 85695               | SENTRUM MARKETING, LLC                     | 305.90              |
| 2/20/2025   | 85696               | SILVER KITE COMMUNITY ARTS CONSULTING, LLC | 425.00              |
| 2/20/2025   | 85697               | SILVER LAKE WATER & SEWER                  | 142.30              |
| 2/20/2025   | 85698               | SMARSH, INC                                | 3,025.57            |
| 2/20/2025   | 85699               | SNOHOMISH CO FINANCE                       | 141.00              |
| 2/20/2025   | 85700               | SNO-ISLE REFUND ACCOUNT                    | 271.86              |
| 2/20/2025   | 85701               | SPRAGUE PEST SOLUTIONS                     | 668.07              |
| 2/20/2025   | 85702               | SPRINGSHARE LLC                            | 7,750.00            |
| 2/20/2025   | 85703               | Starkovich, Kelly                          | 55.86               |
| 2/20/2025   | 85704               | THRYV, INC                                 | 113.98              |
| 2/20/2025   | 85705               | TIMELESS DESIGN                            | 29,671.92           |
| 2/20/2025   | 85706               | TOWN OF COUPEVILLE                         | 303.92              |
| 2/20/2025   | 85707               | TSAI FONG BOOKS INC                        | 510.42              |
| 2/20/2025   | 85708               | ULINE                                      | 108.17              |
| 2/20/2025   | 85709               | UNITED STATES LIABILITY INSURANCE COMPANY  | 930.00              |
| 2/20/2025   | 85710               | UNIVERSITY OF WASHINGTON                   | 550.00              |
| 2/20/2025   | 85711               | U S BANK EQUIPMENT FINANCE                 | 627.44              |
| 2/20/2025   | 85712               | VALDEZ CONSTRUCTION, INC.                  | 224,904.34          |
| 2/20/2025   | 85713               | VECA ELECTRIC & TECHNOLOGIES, LLC          | 3,240.14            |
| 2/20/2025   | 85714               | VERIZON COMMUNICATIONS INC                 | 330.79              |
| 2/20/2025   | 85715               | VERIZON WIRELESS (660108)                  | 4,013.10            |
| 2/20/2025   | 85716               | WALTER E NELSON CO OF WESTERN WA           | 2,894.99            |
| 2/20/2025   | 85717               | WASTE MANAGEMENT                           | 5,563.47            |
| 2/20/2025   | 85718               | WASHINGTON STATE FERRIES                   | 811.95              |
| 2/20/2025   | 85719               | ZIPLY FIBER                                | 17,660.30           |
| 2/21/2025   | 85720               | Mark M. Demaray                            | 200.00              |
| 2/21/2025   | 85721               | Zachary Lewis                              | 3,641.60            |

**Vouchers**  
**February 2025**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>  | <b>Check Amount</b> |
|-------------|---------------------|---|---------------------|
| 2/21/2025   | 85722               | Danielle Armstrong                                  | 211.21              |
| 2/21/2025   | 85723               | Michelle Cervantes                                  | 1.40                |
| 2/21/2025   | 85724               | Gabe Harshman                                       | 86.19               |
| 2/27/2025   | 85725               | A-1 MOBILE LOCK & KEY                               | 256.07              |
| 2/27/2025   | 85726               | AMERICAN LIBRARY ASSOCIATION                        | 215.00              |
| 2/27/2025   | 85727               | ALI, PETER  | 400.00              |
| 2/27/2025   | 85728               | ALLIED UNIVERSAL                                    | 15,308.80           |
| 2/27/2025   | 85729               | AMAZON CAPITAL SERVICES, INC                        | 1,520.37            |
| 2/27/2025   | 85730               | BAKER & TAYLOR BOOKS (277930)                       | 1,113.10            |
| 2/27/2025   | 85731               | BLACKSTONE PUBLISHING                               | 475.08              |
| 2/27/2025   | 85732               | BLUESPACE INTERIORS                                 | 6,881.86            |
| 2/27/2025   | 85733               | THE BUG CHICKS                                      | 250.00              |
| 2/27/2025   | 85734               | CAMANO COMMONS                                      | 1,250.00            |
| 2/27/2025   | 85735               | CDW GOVERNMENT INC                                  | 1,667.66            |
| 2/27/2025   | 85736               | CITY OF LANGLEY                                     | 264.30              |
| 2/27/2025   | 85737               | CITY OF LANGLEY                                     | 3,094.30            |
| 2/27/2025   | 85738               | CITY OF LANGLEY                                     | 110.00              |
| 2/27/2025   | 85739               | CREOWORKS   | 17,893.71           |
| 2/27/2025   | 85740               | CRYSTAL SPRINGS                                     | 77.53               |
| 2/27/2025   | 85741               | DEPARTMENT OF LABOR AND INDUSTRIES/ELEVATOR PROGRAM | 93.20               |
| 2/27/2025   | 85742               | DEPT OF LABOR & IND ( BOILER)                       | 31.80               |
| 2/27/2025   | 85743               | EASYVISTA, INC.                                     | 7,047.86            |
| 2/27/2025   | 85744               | GALE/CENGAGE LEARNING                               | 2,700.86            |
| 2/27/2025   | 85745               | GLITTERATTI FACE AND BODY ART                       | 270.00              |
| 2/27/2025   | 85746               | JOAN HELEN GREEN                                    | 400.00              |
| 2/27/2025   | 85747               | HARBOUR POINTE MAINT ASSOC                          | 1,088.54            |
| 2/27/2025   | 85748               | HERO DESIGN LLC                                     | 7,141.00            |
| 2/27/2025   | 85749               | INGRAM LIBRARY SERVICES                             | 56,300.47           |
| 2/27/2025   | 85750               | INSIGHT PUBLIC SECTOR INC.                          | 69,269.77           |
| 2/27/2025   | 85751               | KENDALL OF MARYSVILLE                               | 544.94              |
| 2/27/2025   | 85752               | LANGUAGE EXCHANGE                                   | 130.00              |
| 2/27/2025   | 85753               | MARYSVILLE BARKER REAL ESTATE LLC                   | 6,709.07            |
| 2/27/2025   | 85754               | MIDWEST LIBRARY SERVICE                             | 252.98              |
| 2/27/2025   | 85755               | MIDWEST TAPE  | 16,344.76           |
| 2/27/2025   | 85756               | MILLIKEN AND COMPANY                                | 1,112.66            |
| 2/27/2025   | 85757               | MARYSVILLE FIRE DISTRICT                            | 7,475.70            |
| 2/27/2025   | 85758               | NORTHSOUND AUTO GROUP, LLC                          | 120.56              |
| 2/27/2025   | 85759               | NORTHWEST PUBLISHING INC.                           | 400.00              |
| 2/27/2025   | 85760               | OFFICE DEPOT, INC                                   | 2,264.49            |
| 2/27/2025   | 85761               | PAINT WITH MELISSA LLC                              | 300.00              |
| 2/27/2025   | 85762               | PAPER ROLL PRODUCTS                                 | 649.84              |
| 2/27/2025   | 85763               | PENWORTHY   | 695.60              |
| 2/27/2025   | 85764               | PETROCARD SYSTEMS INC                               | 2,191.55            |
| 2/27/2025   | 85765               | PORT ANGELES BRANCH                                 | 7.99                |
| 2/27/2025   | 85766               | POSITIVELY LINKED                                   | 40.00               |
| 2/27/2025   | 85767               | PRIME SELF STORAGE                                  | 814.00              |

**Vouchers**  
**February 2025**

| <b>Date</b> | <b>Check Number</b> | <b>Payee</b>                               | <b>Check Amount</b> |
|-------------|---------------------|--|---------------------|
| 2/27/2025   | 85768               | PUGET SOUND ENERGY                         | 3,831.64            |
| 2/27/2025   | 85769               | PUD NO 1 OF SNOHOMISH COUNTY               | 1,947.77            |
| 2/27/2025   | 85770               | SENTRUM MARKETING, LLC                     | 117.00              |
| 2/27/2025   | 85771               | SHI INTERNATIONAL                          | 70,767.98           |
| 2/27/2025   | 85772               | SHRED-IT                                   | 585.63              |
| 2/27/2025   | 85773               | SILVER KITE COMMUNITY ARTS CONSULTING, LLC | 400.00              |
| 2/27/2025   | 85774               | SMOKEY POINT PLACE IV, LLC                 | 12,384.08           |
| 2/27/2025   | 85775               | SOUTH WHIDBEY SCHOOL DISTRICT              | 2,014.88            |
| 2/27/2025   | 85776               | RYAN SPARROW                               | 400.00              |
| 2/27/2025   | 85777               | SPRAGUE PEST SOLUTIONS                     | 405.97              |
| 2/27/2025   | 85778               | STARLING MEDIA GROUP                       | 3,000.00            |
| 2/27/2025   | 85779               | SUMMIT LAW GROUP, PLLC                     | 1,665.50            |
| 2/27/2025   | 85780               | TIMELESS DESIGN                            | 3,424.11            |
| 2/27/2025   | 85781               | TROJAN STORAGE OF MARYSVILLE               | 390.00              |
| 2/27/2025   | 85782               | TSAI FONG BOOKS INC                        | 548.43              |
| 2/27/2025   | 85783               | VISIONARY OFFICE FURNITURE                 | 1,227.38            |
| 2/27/2025   | 85784               | WALTER E NELSON CO OF WESTERN WA           | 6,943.00            |
| 2/27/2025   | 85785               | WHEN TO WORK INC                           | 6,156.52            |
| 2/27/2025   | 85786               | DAE WON LLC                                | 8,240.21            |
| 2/27/2025   | 85787               | ZIPLY FIBER                                | 4,685.39            |
| 2/28/2025   | 85788               | ASSURED PARTNERS OF WA, LLC                | 4,854.26            |
| 2/28/2025   | 85789               | DELTA DENTAL OF WASHINGTON                 | 33,912.48           |
| 2/28/2025   | 85790               | WSCCCE, AFSCME, AFL-CIO                    | 13,120.32           |
| 2/28/2025   | 85791               | KAISER PERMANENTE                          | 102,642.92          |
| 2/28/2025   | 85792               | LIFEWISE ASSURANCE CO.                     | 44,727.66           |
| 2/28/2025   | 85793               | MUTUAL OF OMAHA                            | 5,993.08            |
| 2/28/2025   | 85794               | NAVIA BENEFIT SOLUTIONS CLIENT PAY         | 2,215.60            |
| 2/28/2025   | 85795               | PREMERA BLUE CROSS                         | 9,200.46            |
| 2/28/2025   | 85796               | SNO-ISLE LIBRARY FOUNDATION                | 468.50              |
|             |                     |  | \$2,083,211.80      |

# Programs and Services Update

## REPORT TO THE BOARD

March 24, 2025

### Overview

In 2024 the Library District provided 5,867 programs. The total attendance from those programs was 149,265. Attendance in 2024 had increased by nearly 23% compared to 2023. Library District staff are looking to build on that success and they will present on the current priorities and plans for programs and services.

### Programs and Services Updates

Providing a wide range of programs and services remains a core focus across our community libraries. The goal of the Community Libraries department is to foster lifelong learning, community engagement, and personal development for customers. Examples of programs and services offered are:

**Educational Programs:** English Language Learning (ELL) opportunities, such as *Talk Time*, a weekly conversation group led by trained volunteers.

**Digital Literacy:** Staff provide personalized technology assistance for digital devices. They use resources like Creativebug and Brainfuse Adult Learning Center to support customers with academic coaching and career development needs.

**Safety & Preparedness Program:** Some libraries are providing critical topics such as disaster preparedness, online safety, food preservation, first aid, boating safety, and blood drives. These programs reflect our commitment to equipping the community with essential skills and resources.

**Early Education and Literacy:** Engaging programs designed to support early literacy and social development.

**Creative and STEM Activities:** Hands-on programs such as Little Science Lab, which encourage children's curiosity about the natural world and help develop early motor, coordination, science, and math skills.

**Building Community:** Initiatives to build community have resulted in strengthened partnerships and increased attendance at programs and events. A key example is Sno-Isle Reads Together, an annual program that encourages adults in Snohomish and Island Counties to read and discuss the same book, fostering meaningful community-wide conversations and connections.

# Programs and Services Update

## REPORT TO THE BOARD

### What's Ahead

Looking ahead, we remain committed to expanding our programs and services to meet the evolving needs of our community. Our strategic priorities include:

- Enhancing our digital presence to improve access to library resources on our website.
- Strengthening community partnerships through collaborative program development.
- Introducing innovative new services and programs that align with our mission.

# Financial Update

## FINANCE DEPARTMENT

March 24, 2025

### 2025 Budget Allocation:

Sno-Isle Libraries allocates one-twelfth of the annual budget to each month of the fiscal year for comparative revenue and expenditure reporting. This is done for all budget line items except for Property Tax and Forest Excise Tax. Due to the timing of tax receipts and the significant impact on cash flow, Sno-Isle Libraries allocates these two revenue budgets based on a historical average percent of tax received by month by year.

### February 2025 Revenue Summary

- Total revenue received in February was \$1.4M compared to the monthly budget of \$1.8M. Total revenue for the 2025 budget is \$77,785,600.
- General property tax receipts for February were \$908.7k compared to the monthly budget of \$812.3k.
- Timber tax, Leasehold Excise Tax, and DNR revenue for February were \$155.6k compared to the monthly budget of \$147k.
- Grant revenue for February was \$2k compared to the monthly budget of \$616.7k.
- Investment Interest for February was \$171.2k compared to the monthly budget of \$108.3k.
- Print/copy services, city contract fees, lost materials revenue, and donations for February were collectively \$16.2k compared to the monthly budget of \$52k.
- Other Revenue for February was \$149k compared to the monthly budget of \$50k.

### February 2025 Expenditures Summary

- Total expenditures for February were \$5.6M compared to the monthly budget of \$6.7M. Total expenditures for the 2025 budget are \$80.6M.
- Salaries & Benefits for February were \$3.8M compared to the monthly budget of \$4.1M.
- Collection materials expenditures for February were \$743.5k compared to the monthly budget of \$576k.
- Employee training expenditures for February were \$6.3k compared to the monthly budget of \$22.6k.
- Capital expenditures for February were \$284.6k compared to the monthly budget of \$1.1M. Expenditures are for building & improvements, architecture & engineering, and vehicles.

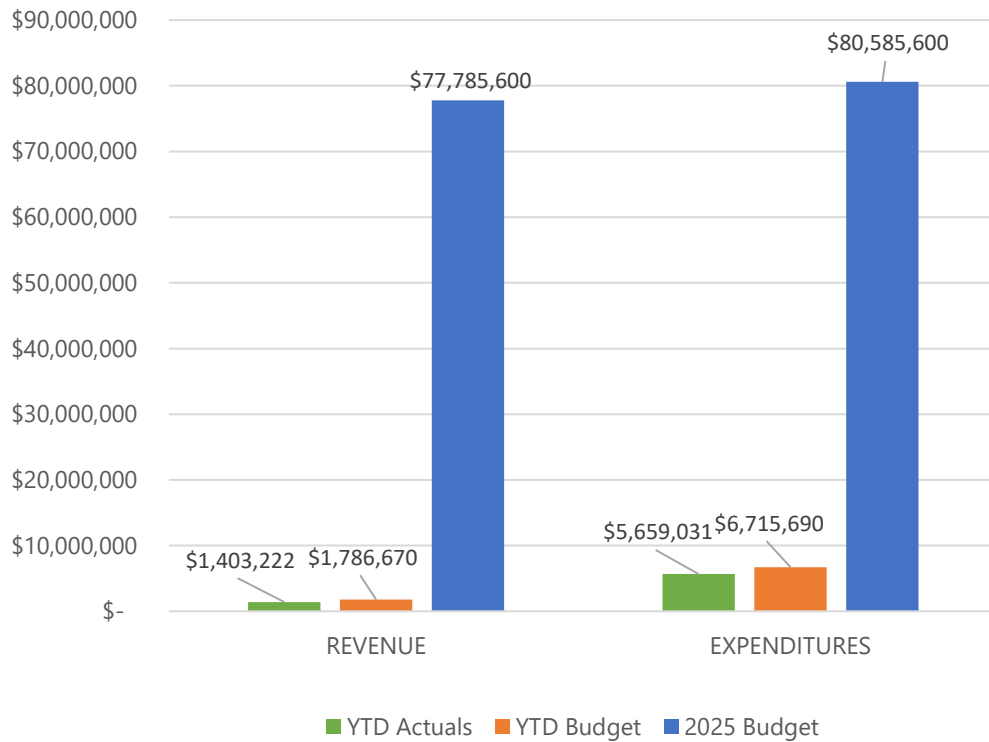


# Financial Update

## FINANCE DEPARTMENT

- All other expenditures (professional & contract services, equipment & furnishing, maintenance & repairs, software license & maintenance fees, communications, office & operating supplies, utilities, rentals & leases, insurance and miscellaneous) for February were \$851.6k compared to the monthly budget of \$976.6k.

### 2025 Year-to-Date Summary



Sno-Isle Regional Library System

Statement of Expenditures

**Expenditures Summary**

From 2/1/2025 Through 2/28/2025

(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                | 3,772,984                                    | 4,058,390        | 7,681,527         | 8,116,780         | 48,700,000              | 15.77%        |
| 20.0         | Materials                          | 743,549                                      | 576,000          | 1,008,126         | 1,152,000         | 6,912,000               | 14.58%        |
| 26.0         | Professional & Contract Services   | 283,402                                      | 294,320          | 403,590           | 588,640           | 3,530,900               | 11.43%        |
| 35.0         | Equipment & Furnishings            | 39,968                                       | 50,280           | 43,196            | 100,560           | 603,500                 | 7.15%         |
| 38.0         | Maintenance & Repair               | 29,579                                       | 110,770          | 62,260            | 221,540           | 1,328,300               | 4.68%         |
| 41.0         | Software License & Maint Fees      | 203,960                                      | 142,060          | 215,627           | 284,120           | 1,704,900               | 12.64%        |
| 42.0         | Communications                     | 57,096                                       | 68,500           | 86,803            | 137,000           | 822,000                 | 10.55%        |
| 43.0         | Office & Operating Supplies        | 51,001                                       | 53,240           | 61,332            | 106,480           | 639,350                 | 9.59%         |
| 44.0         | Utilities                          | 47,332                                       | 45,590           | 70,554            | 91,180            | 547,000                 | 12.89%        |
| 45.0         | Rentals & Leases                   | 58,011                                       | 48,460           | 138,907           | 96,920            | 581,600                 | 23.88%        |
| 46.0         | Insurance                          | 13,160                                       | 22,600           | 27,430            | 45,200            | 271,100                 | 10.11%        |
| 48.0         | Employee Training / Travel         | 6,265  | 22,580           | 14,617            | 45,160            | 271,000                 | 5.39%         |
| 49.0         | Miscellaneous                      | 66,579                                       | 78,270           | 139,638           | 156,540           | 938,400                 | 14.88%        |
| 50.0         | Strategic Initiatives / Innovation | 1,514  | 62,500           | 3,502             | 125,000           | 750,000                 | 0.46%         |
| 62.0         | Capital - Bldgs & Improvements     | 270,421                                      | 874,220          | 271,302           | 1,748,440         | 10,490,550              | 2.58%         |
| 62.5         | Capital - A&E                      | 14,210                                       | 110,000          | 17,655            | 220,000           | 1,320,000               | 1.33%         |
| 64.0         | Capital - Furnishings & Equipment  | 0  | 97,910           | 0                 | 195,820           | 1,175,000               | 0.00%         |
| 64.5         | Capital - Other Assets             | 0  | 0                | 1,382             | 0                 | 0                       | 0.00%         |
|              | <b>Total Expenditures</b>          | <b>5,659,032</b>                             | <b>6,715,690</b> | <b>10,247,449</b> | <b>13,431,380</b> | <b>80,585,600</b>       | <b>12.72%</b> |

Sno-Isle Regional Library System

Statement of Revenues

**Revenue Summary**

From 2/1/2025 Through 2/28/2025

(In Whole Numbers)

|          | <u>Period Actual</u>        | <u>YTD Actual</u> | <u>YTD Budget</u> | <u>Annual Budget</u> | <u>% Annual Budget Recv'd</u> |              |
|----------|-----------------------------|-------------------|-------------------|----------------------|-------------------------------|--------------|
| Revenues |                             |                   |                   |                      |                               |              |
| 01.0     | Property Taxes              | 908,753           | 1,054,859         | 966,110              | 67,230,900                    | 1.56%        |
| 02.0     | Timber Tax / Sales          | 155,608           | 170,498           | 194,200              | 627,000                       | 27.19%       |
| 02.5     | Grants                      | 1,966             | 27,053            | 1,233,360            | 7,400,000                     | 0.36%        |
| 03.0     | Print/Copy Services         | 4,047             | 4,860             | 3,340                | 20,000                        | 24.30%       |
| 04.0     | Services/City Contract Fees | 0                 | 2,190             | 660                  | 4,000                         | 54.75%       |
| 05.0     | Lost Materials Paid         | 12,199            | 17,485            | 8,340                | 50,000                        | 34.96%       |
| 06.0     | Investment Interest         | 171,166           | 346,794           | 216,660              | 1,300,000                     | 26.67%       |
| 07.0     | Donations Private Sources   | 0                 | 66,188            | 92,280               | 553,700                       | 11.95%       |
| 08.0     | Other Revenue               | 149,483           | 152,241           | 100,000              | 600,000                       | 25.37%       |
|          | <b>Total Revenues</b>       | <u>1,403,222</u>  | <u>1,842,168</u>  | <u>2,814,950</u>     | <u>77,785,600</u>             | <u>2.37%</u> |

# BOARD OF TRUSTEES 2025 CALENDAR

MARCH 2025

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### COMMITTEE MEETING

#### JANUARY

##### President

- Committee appointments

##### Executive (January 16)

- 2025 Board of Trustees calendar
- 2025 Organizational and Leadership outcomes
- 2025 Conferences for Trustees

### OPEN MEETING

#### Special Meeting (January 7)

- Joint levy certification

#### Regular Meeting (January 27)

- 2025 Board of Trustees calendar
- Resolution 25-01 Honoring Rebecca Loney
- Resolution 25-02 Honoring Dan Gottlieb
- Resolution 25-03 Appointment of Audit Officer
- Resolution 25-04 Petty Cash and Imprest Funds
- Committee appointments
- *Staff Presentation – 2024 State of the Library Collection*
- *Staff presentation- Workforce Diversity Advisory Group*

#### FEBRUARY

##### Executive

- Trustee employee recognition award review

#### Regular Meeting (February 24)

- Resolution 25-04 Petty Cash and Imprest Funds
- *Staff presentation – Human Resources 2024 Report*

#### MARCH

#### Regular Meeting (March 24)

- *Staff presentation - Programs and Services Update*

#### APRIL

##### Executive

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

##### Management

- Board retreat planning

#### Regular Meeting (April 28)

- Trustee vacancy process (information)
- *Staff presentation – Summer Reading Program Preview*

# BOARD OF TRUSTEES 2025 CALENDAR

MARCH 2025

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### COMMITTEE MEETING

### OPEN MEETING

#### MAY

##### President

- Trustee Nominating Committee appointments

##### Regular Meeting (May 27)

- *Staff presentation – Budget Preview (potential scenarios)*
- *Staff presentation – Sno-Isle Libraries Foundation*

#### JUNE

##### Library Services

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files

##### Regular Meeting (June 23)

- Collection Development Policy
- Internet Use Policy
- Confidentiality of Library Records & Customer Files
- *Staff presentation – Collection Trends*

#### JULY

##### Executive (July)

- Executive Director quarterly check-in

##### Trustee Nominating

- Interview planning

##### Trustee Nominating

- Application review

##### Management

- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy

##### Regular Meeting (July 28)

- *Staff presentation – Capital Projects update*
- Capitalized Asset / Small and Attractive Asset Management Policy
- Conflict of Interest Policy
- Purchasing and Public Works Policy

# BOARD OF TRUSTEES 2025 CALENDAR

MARCH 2025

## SNO-ISLE LIBRARIES BOARD OF TRUSTEES

### COMMITTEE MEETING

### OPEN MEETING

#### AUGUST

##### Trustee Nominating

- Candidate review and interviews

#### SEPTEMBER

##### President

- Officer Nominating Committee appointment

##### Regular Meeting (September 15)

- Trustee candidate recommendation
- 2026 Officer Nominating Committee appointment
- *Staff presentation - 2026 Budget Introduction*

#### OCTOBER

##### Executive

- Executive Director quarterly review planning
- 2026 meeting schedule

##### Officer Nominating

- 2026 officer nomination

##### Special Meeting (October 14 - Tentative)

- 2026 preliminary budget discussion

##### Regular Meeting (October 27)

- 2026 meeting schedule (first review)
- Officer slate announcement
- 2026 budget proposal
- Public hearing on 2026 levy
- Resolution regarding the 2026 levy

#### NOVEMBER

##### Regular Meeting (November 24)

- Resolution regarding the 2026 budget
- Election of officers
- 2026 meeting schedule adoption
- Executive Director review

#### DECEMBER

##### President (December)

- Onboarding and assigning mentor to new Trustee

March 13, 2025

**SNO-ISLE LIBRARIES**

# BOARD OF TRUSTEES 2025 CALENDAR

MARCH 2025

SNO-ISLE LIBRARIES BOARD OF TRUSTEES

## **SILCON and Employee Recognition Event (April 21)**

- *President presents Trustee Award.*
- *Board members are invited to attend.*

## **Other Events**

- Washington Library Association Conference. Tacoma, WA. April 10-12, 2025
- American Library Association Conference. Philadelphia, PA, June 26 - July 1, 2025
- Board-to-Board event (tentative)
- Board retreat (June 2025)

March 13, 2025

**SNO-ISLE LIBRARIES**