



Board of Trustees Regular Meeting  
Thursday, September 23, 2021 5:30pm  
Zoom Video Conference

**PANDEMIC RESPONSE**

Governor Inslee issued Proclamation [20-28.15](#) on January 19, 2021, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28.15, Trustees and Staff will participate remotely by teleconference. Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at [www.nols.org/board-administration/](http://www.nols.org/board-administration/).

**PUBLIC COMMENTS**

Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board at meetings. Individuals having comments specifically related to agenda topics should raise their hand at the appropriate point on the agenda to indicate a wish to speak. Public comments on items not on the agenda, but within the jurisdiction of the North Olympic Library System Board of Trustees, are heard at the beginning of the meeting and at the end; individuals may choose to speak at either point. When time constraints require, the Chair may limit public remarks during meetings to less than three minutes. The Board will not discuss or take action on items raised during Public Comment, but may choose to add items to a future meeting agenda. Public comments may also be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or [LibraryBoard@nols.org](mailto:LibraryBoard@nols.org).

**LAND ACKNOWLEDGEMENT**

The North Olympic Library System acknowledges that the lands on which we live and gather are the appropriated homelands of Indigenous Peoples. We want to express our deepest respect to those peoples past and present, including the [Hoh Tribe](#), [Jamestown S'Klallam Tribe](#), [Lower Elwha Klallam Tribe](#), [Makah Indian Tribe](#), [Quileute Tribe](#), [Quinault Indian Nation](#), [Port Gamble S'Klallam Tribe](#) and the [Skokomish Tribe](#), for their care of these lands throughout the generations. Let us learn more about the histories, cultures, and traditions of Indigenous Peoples. Let us strengthen relationships with sovereign tribal nations to provide an inclusive space fostering innovation and collaboration at the Library.

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of August 26, 2021
4. Communications
5. Public comments

6. Financial reports: August 2021
7. Approval of vouchers: August 2021
8. Unfinished business  
None
9. New business
  - N.1. Verbal update and discussion regarding NOLS' COVID-19 response
  - N.2. Background Information: Budget/Levy/Fiscal Planning (no action)
  - N.3. Approval of 2022 Budget Guidelines
10. Reports
  - R.1. Monthly Statistics Reports: August 2021
  - R.3. Monthly Activity Reports: August 2021
  - R.5. Highlight Log: August 2021
11. Public Comments
12. Trustee comments  
*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.*
13. Next meeting: 5:30pm, Thursday, October 28, 2021 via Zoom
14. Agenda items for next meeting
15. Executive session to discuss collective bargaining
16. (Action on executive session, if any)
17. Adjournment

“Nurturing imagination, connection, and understanding,  
to improve lives and strengthen community.”

NOLS Mission Statement  
Adopted 11/22/16

### Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, October 28, 2021	5:30pm	Regular meeting	Zoom
Thursday, <b>November 18</b> , 2021	5:30pm	Regular meeting	Zoom

*Note: no regular Board meetings scheduled in July or December.*

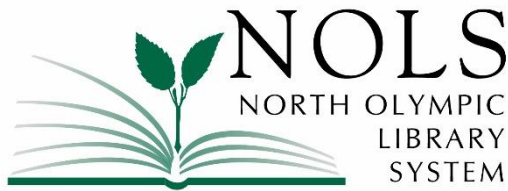
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 2pm in the Administrative conference room of the Port Angeles Main Library.

**Friends of the Library meetings**

Clallam Bay Friends of the Library	Second Tuesday of March, June, September, and December at 1:30pm at Clallam Bay Branch Library
Friends of the Forks Library	Varies. Check with the Forks Branch for the next date.
Port Angeles Friends of the Library	Second Tuesday of month at 10am at Port Angeles Main Library
Friends of Sequim Library	Third Tuesday in July, 9:30am at the Sequim Branch Library. Annual Meeting is held in January, date/location usually announced in December.

*Note: Foundation and Friends meeting schedules can vary; please check with Library to confirm before attending.*





## MINUTES

### **PANDEMIC RESPONSE**

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1. Call to order, roll call and introductions  
Board Chair Mark Urnes called the meeting to order at 5:33 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, and Ian Miller. Library staff present: Executive Director Noah Glaude and HR & Business Manager Shaina Rajala.
2. Approval of agenda  
*Motion by Mr. Gordon to approve agenda as presented. Motion seconded by Ms. Pelikan. Motion carried.*
3. Approval of minutes for regular meeting of June 24, 2021  
*Motion by Ms. Gordon to approve the minutes from the June 24, 2021 meeting. Motion seconded by Mr. Miller. Motion carried.*
4. Communications  
Clallam County notified NOLS of a multi-year timber revenue miscalculation resulting in approximately \$25,000 of overpayments to NOLS. These overpayments will be corrected and will be deducted from the timber revenue owed to NOLS in 2021. The budgetary impact to NOLS is not significant, as NOLS does not allocate the current year's timber revenue to a formal budget until the following year.
5. Presentation: None
6. Public Comments
7. Financial reports: June 2021 and July 2021  
The financial reports for June 2021 were accepted as presented.  
The financial reports for July 2021 were accepted as presented.
8. Approval of vouchers: June 2021 and July 2021  
*Motion by Ms. Gordon to approve the June 2021 vouchers, numbered #506 through #613, in the amount*

of \$338,086.26. Motion seconded by Ms. Pelikan. Motion carried.

Motion by Mr. Miller to approve the July 2021 vouchers, numbered #614 through #714, in the amount of \$366,104.41. Motion seconded by Ms. Pelikan. Motion carried.

9. Unfinished business

U.1. Confirmation of Trustee committee assignments

10. New business

N.1. Verbal update and discussion regarding NOLS' COVID-19 response

N.2. Verbal update regarding the Sequim Library Expansion and Renovation Project

N.3. Review and discussion of tentative Board meeting schedule for rest of 2021 and 2022

11. Reports

R.1. Monthly Statistics Reports: June 2021; July 2021

R.2. Monthly Activity Reports: June 2021; July 2021

R.3. Customer Comments: June 2021 through July 2021

R.4. Highlight Log: June 2021; July 2021

All reports were accepted as presented.

12. Public Comments

13. Trustee comments

*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.*

14. Next meeting: 5:30pm, Thursday, September 23, 2021 by teleconference.

15. Agenda items for next meeting:

Approval of contract with SHKS Architects for the SQ Library Expansion and Renovation project

Approval of a naming policy to honor NOLS' donors, friends and supporters

Discussion and proposed changes to the Library's operating hours

Introduction to the annual budget process

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:03pm.

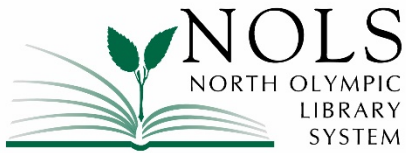
**CERTIFIED AS TRUE AND CORRECT**

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Chair

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Board Secretary



## Staff Report

Meeting Date: September 23, 2021  
To: Library Board of Trustees  
From: Finance Manager, John DeFrancisco  
Subject: Comments on Financial Reports for August 2021

**Topic/Issue.** Informational comments on monthly financial reports.

**Background.** This report provides narrative comments on areas of the monthly financial reports that are out of the ordinary, or may require explanation.

### **Discussion.**

**Revenues:** NOLS portion of interest earned on the County Investment Pool for July, and posted in August is \$1,352.

Other Miscellaneous Revenue of \$1,672 includes multiple donations to the Sequim Capital Project Account totaling \$1,033.

**Expenditures:** All expenditures are within the expected range for this time of year.

**Account Balances:** A total of \$2,000,000 was transferred from the NOLS Capital Reserve to the Sequim Capital Project Account per Board Resolution 21-05-03. This funds NOLS commitment to match state construction grant funds of \$2,000,000.

Payroll Account (US Bank 1301) shows expenses and reimbursements of \$220,591 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in August are \$267,560.

Of the \$220,591 in electronic transfers, \$171 was paid to the DOR for Sales and Use Tax (Voucher 754).

**Recommendation/Alternatives for Consideration.** No action is required. As always, the Board may request clarification or additional information.







## Revenue Report

August 31, 2021

Operating Revenue				8/12ths is	66.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,435,000	44,590	2,728,717	1,706,283	61.5
Intergovernmental Revenues	-	96	96	(96)	-
Goods and Services	10,100	462	5,504	4,596	54.5
Library Fees	10,000	805	5,370	4,630	53.7
Miscellaneous Revenues					
Pool Fund Investment Interest	17,375	1,352	5,631	11,744	32.4
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	1,672	28,013	23,187	54.7
Other Miscellaneous Revenue	41,200	681	50,614	(9,414)	122.8
Total Miscellaneous Revenues	110,775	3,704	84,258	26,517	76.1
Nonrevenues (excise taxes)	590	43	194	396	32.9
Transfers In	540,283	-	-	540,283	-
<b>Total Operating Revenue</b>	<b>5,106,748</b>	<b>49,700</b>	<b>2,824,139</b>	<b>2,282,609</b>	<b>55.3</b>

Capital Revenue					
Timber Revenues (received in 2021)	-	19,446	186,467	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>19,446</b>	<b>186,467</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>69,147</b>	<b>3,010,605</b>			
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## Expenditure Report

### August 31, 2021

				8/12ths is	66.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	195,940	1,531,463	1,034,803	59.7
Benefits	1,163,813	71,620	648,882	514,931	55.8
<b>Total Personnel</b>	<b>3,730,079</b>	<b>267,560</b>	<b>2,180,345</b>	<b>1,549,734</b>	<b>58.5</b>
<i>Supplies</i>					
Supplies, Office and Operating	103,900	3,303	42,675	61,225	41.1
Fuel	17,900	519	3,933	13,967	22.0
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	486,000	22,629	193,968	292,032	39.9
Small Tools/Equip (<\$200)	1,500	204	603	897	40.2
<b>Total Supplies</b>	<b>611,000</b>	<b>26,656</b>	<b>241,179</b>	<b>369,821</b>	<b>39.5</b>
<i>Services</i>					
Professional Services	227,985	7,448	104,588	123,397	45.9
Communication	174,859	5,612	77,605	97,254	44.4
Travel	6,500	2,051	2,225	4,275	34.2
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	40	40	750	5.1
Insurance	83,700	-	-	83,700	0.0
Public Utilities	90,160	6,322	58,729	31,431	65.1
Repair and Maintenance	147,390	4,876	29,405	117,985	20.0
Miscellaneous Services	12,955	-	2,429	10,526	18.8
<b>Total Services</b>	<b>748,339</b>	<b>26,350</b>	<b>278,277</b>	<b>470,062</b>	<b>37.2</b>
<i>Intergovernmental Services</i>	16,740	-	89	16,651	0.5
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	590	59	145	446	24.5
<b>Total Operating Expenditures</b>	<b>5,106,748</b>	<b>320,625</b>	<b>2,700,035</b>	<b>2,406,713</b>	<b>52.9</b>

(1) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	48,700	-	37,291	11,409	76.6
Other Improvements	88,000	-	8,855	79,145	10.1
Machinery & Equipment	448,449	3,948	94,579	353,870	21.1
<b>Total Capital Outlays</b>	<b>585,149</b>	<b>3,948</b>	<b>140,725</b>	<b>444,424</b>	<b>24.0</b>
<b>Grand Total All Expenditures</b>	<b>5,691,897</b>	<b>324,573</b>	<b>2,840,760</b>	<b>2,851,137</b>	<b>49.9</b>



## Account Balances

August 31, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	2,829,287	(2,000,000)	19,446	-	848,733
Operating Reserve <sup>(3)</sup>	1,104,899	-	-	-	1,104,899
PA Capital Reserve <sup>(4)</sup>	113,988	-	-	-	113,988
Sequim Capital Project Acct. <sup>(5)</sup>	-	2,000,000	-	-	2,000,000
Capital Budget - 2021 <sup>(4)</sup>	357,846	-	-	3,948	353,898
<i>Total Board Designated Accounts</i>	5,713,039	-	19,446	3,948	5,728,538
<i>Grants and Donations</i>					
NOLS Donations Fund	85,104	-	10	-	85,114
NOLS Materials Fund	15,621	-	500	249	15,872
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	11,605	-	-	584	11,022
Port Angeles Donations Fund	7,378	-	9	-	7,387
Port Angeles Friends Donations	15,345	-	-	546	14,799
Sequim Donations Fund	53,358	-	2	-	53,360
Sequim Friends Donations	6,168	-	-	-	6,168
Forks Donations Fund	1,875	-	34	-	1,909
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	6,950	-	112	-	7,063
Clallam Bay Friends Donations	676	-	-	-	676
NOLF Donations 2021	200	-	-	-	200
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,447	-	-	-	5,447
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	5,425	-	1,005	-	6,430
<i>Total Grants and Donations</i>	455,915	-	1,672	1,379	456,208
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,171,616	-	21,118	5,326	6,187,408
<i>Undesignated Cash Operating Funds</i>	2,629,768	(271,218)			2,358,550
<b>Total WA State Local Investment Pool</b>	8,801,384	(271,218)	21,118	5,326	8,545,958

**Notes:**

- (1) Reserve buffer against major economic catastrophe.
- (2) Receives timber revenues designated to fund capital improvement projects.
- (3) Reserves to balance deficit budgets.
- (4) Fund management account for designated capital projects.



## Account Balances

August 31, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 13 (9/21 Sound Bank) <sup>(5)</sup>	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) <sup>(5)</sup>	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) <sup>(6)</sup>	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) <sup>(6)</sup>	228,050	-	-	-	228,050
<b>Total Certificates of Deposit</b>	<b>1,278,889</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,278,889</b>
<b>Total Investments</b>	<b>10,080,272</b>	<b>(271,218)</b>	<b>21,118</b>	<b>5,326</b>	<b>9,824,846</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	-			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	1,977	-	1,977	6,000
Payroll Account (US Bank 1301)	200	220,591	-	220,591	200
Merchant Account (FF 7401)	1,000	(875)	1,011	136	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>7,650</b>	<b>221,693</b>	<b>1,011</b>	<b>222,704</b>	<b>7,650</b>
<b>Total Cash</b>	<b>7,650</b>	<b>221,693</b>	<b>1,011</b>	<b>222,704</b>	<b>7,650</b>
<b>Total Cash and Investments</b>	<b>10,087,922</b>	<b>(49,525)</b>	<b>22,129</b>	<b>228,030</b>	<b>9,832,496</b>

Notes:

(5) Legally designated as a facility maintenance reserve fund for the Port Angeles Main Library. (fully funded)

(6) Bequests designated for specific use by donor.

## VOUCHERS BY CATEGORY FOR AUGUST 2021

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
	715 NOLS Employee	HRA Reimbursement	184.10	
	716 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 07-31-21) - EFT 870	183,771.54	
	751 NOLS Employee	HRA Reimbursement	283.53	
	753 Dept. of Retirement Systems	PERS and DCP (PPE 07-31-21) - EFT 871	36,448.58	
	758 NOLS Employee	HRA Reimbursement	368.20	
	759 Glaude, Noah	Cell Phone Reimbursement - Jan-Jun 2021 - ADM	120.00	
	760 Hartford Retirement Plan Solutions	MMDCP 08-2021 (PPE 07-31-21) - EFT 872	200.00	
	761 Health Care Authority	HCA 08-2021 (PPE 07-31-21)	35,608.81	
	762 HealthEquity	HSA ER Contribution - August 2021	666.65	
	783 NOLS Employee	HRA Reimbursement	88.93	
	787 Sly, Emily	Cell Phone Reimbursement - Jan-Jun 2021 - SQ	120.00	
	792 NOLS Employee	HRA Reimbursement	92.05	
	794 NOLS Employee	HRA Reimbursement	850.26	
	801 United Way of Clallam County	United Way Donations (PPE 07-31-21)	105.00	
	806 WCIF	Vision/Life/EAP Premiums 08-2021 (PPE 07-31-21)	1,229.66	
	809 WSCCCE - WPAS, Inc	Dental Premiums (PPE 07-31-21) - September Coverage	5,033.16	
	810 WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 08-2021 (PPE 07-31-21)	2,055.32	
	CK 2201 NOLS Employee	HRA Reimbursement	334.51	267,560.30
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
	781 Quill Corporation	PO 670 Office Supplies - Book Tape and Office Supplies - SQ	115.23	
	782 Quill Corporation	PO 720 Office Supplies - Coffee (Coffee Fund) - ADM	63.70	
	796 True Value	PO 657 Maintenance Supplies - Batteries for Thermostat FO - FAC	20.92	
	797 True Value	PO 699 Maintenance Supplies - Hardware - FAC	2.60	
	799 Uline	PO 692 Office Supplies - Operating Supplies - Grocery Bags - NOLS	191.97	
	CC 3 Amazon.com	PO 604 Technology Supplies - iPad Keyboard Cases - IT	99.18	
	CC 4 Amazon.com	PO 640 Technology Supplies - Tablet Charger, Mice - IT	81.49	
	CC 5 Amazon.com	PO 640 Technology Supplies - Workstation NUCs - IT	794.22	
	CC 6 Amazon.com	PO 650 Technology Supplies - Batteries, Charging Cables - IT	41.32	
	CC 13 Amazon.com	PO 601 Office Supplies - PA	27.72	
	CC 14 Amazon.com	PO 671 Maintenance Supplies - Emergency Light Batteries - FAC	9.78	
	CC 15 Amazon.com	PO 653 Maintenance Supplies - Security Signs - FAC	52.20	
	CC 23 Costco	PO 913 Maintenance Supplies - Hand Sanitizer - FAC	(32.56)	
	CC 29 Grainger	PO 688 Maintenance Supplies - Paper Dispenser Keys - FAC	16.60	
	CC 36 KCDA Purchasing Cooperative	PO 602 Paper Supplies - PA	54.43	
	CC 37 KCDA Purchasing Cooperative	PO 662 Paper Supplies - PA	80.89	
	CC 38 KCDA Purchasing Cooperative	PO 662 Office Supplies - PA	11.81	

Category	Claimant	Purpose	Amount	Subtotal
CC 39	Les Schwab Tires	PO 684 Maintenance Supplies - Hand Truck Tire Repair - FAC	12.08	
CC 48	POSPAPER.com	PO 651 Paper Supplies - Receipt Paper - NOLS	170.90	
CC 51	Quill Corporation	PO 629 Toner & Ink - FO	190.93	
CC 54	Saars Grocery	PO 608 Office Supplies - Disk Repair Water - TS	16.16	
CC 55	Saars Grocery	PO 654 Office Supplies - Ziploc Bags - PA	11.94	
CC 80	Zoro Tools	PO 686 Maintenance Supplies - First Aid Kits - FAC	85.19	
CC 81	Zoro Tools	PO 687 Maintenance Supplies - First Aid Kits - FAC	85.19	2,203.89
<b><u>PROGRAM SUPPLIES</u></b>				
785	Scholastic Library Publishing	PO 744 Program Supplies - SPR Early Readers - Spanish Titles (VFOL)	15.34	
CC 2	Amazon.com	PO 594 Program Supplies - SRP (VFOL)	28.26	
CC 7	Amazon.com	PO 702 Program Supplies - Teen Pride Party (VFOL)	42.96	
CC 8	Amazon.com	PO 702 Program Supplies - Teen Lit Bags (VFOL)	98.77	
CC 9	Amazon.com	PO 630 Program Supplies - Colorful Spices Kitchen Program (VFOL)	62.97	
CC 10	Amazon.com	PO 664 Program Supplies - Colorful Spices Kitchen Program (VFOL)	13.43	
CC 11	Amazon.com	PO 663 Program Supplies - Creativitea (VFOL)	98.90	
CC 12	Amazon.com	PO 663 Program Supplies - Creativitea (VFOL)	65.00	
CC 30	Imprint.com	PO 642 Program Supplies - Back to School Backpack Event (PAFOL)	383.03	
CC 31	Imprint.com	PO 691 Program Supplies - Back to School Backpack Event (PAFOL)	152.86	
CC 32	Imprint.com	PO 717 Program Supplies - Back to School Backpack Event (PAFOL)	10.00	
CC 34	JoAnn Fabrics	PO 626 Program Supplies - Creativitea (VFOL)	(29.32)	
CC 35	JoAnn Fabrics	PO 722 Program Supplies - Creativitea (VFOL)	56.48	
CC 43	McPhee's Grocery	PO 631 Program Supplies - Colorful Spices Kitchen Program (VFOL)	83.15	
CC 44	McPhee's Grocery	PO 666 Program Supplies - Colorful Spices Kitchen Program (VFOL)	16.16	
CC 52	Saars Grocery	PO 667 Program Supplies - Colorful Spices Kitchen Program (VFOL)	21.26	
CC 53	Saars Grocery	PO 668 Program Supplies - Colorful Spices Kitchen Program (VFOL)	10.21	1,129.46
<b><u>FUEL</u></b>				
CC 17	Arco	PO 675 Business Fuel - Pacifica - NOLS	42.04	
CC 18	Arco	PO 676 Business Fuel - Nolsy White - NOLS	30.00	
CC 22	Clallam Co-op	PO 678 Equipment Fuel - Blower - FAC	3.90	
CC 26	Exxon Mobil	PO 706 Business Fuel - FAC	37.71	
CC 40	Lower Elwha Food & Fuel	PO 683 Equipment Fuel - FAC	24.33	
CC 41	Lower Elwha Food & Fuel	PO 697 Business Fuel - Transit Van - FAC	48.69	
CC 42	Lower Elwha Food & Fuel	PO 617 Business Fuel - Pacifica - NOLS	50.00	
CC 56	Safeway Fuel	PO 707 Business Fuel - Nolsy White - FAC	30.27	
CC 57	Shell	PO 613 Business Fuel - Westy - NOLS	23.55	
CC 58	Shell	PO 623 Business Fuel - Westy - NOLS	34.74	
CC 59	Shell	PO 656 Business Fuel - Westy - NOLS	30.83	
CC 60	Shell	PO 677 Business Fuel - Westy - NOLS	32.12	
CC 61	Shell	PO 634 Business Fuel - Westy - NOLS	28.23	

Category	Claimant	Purpose	Amount	Subtotal
CC 62	Shell	PO 647 Business Fuel - Westy - NOLS	25.00	
CC 63	Shell	PO 652 Business Fuel - Pacifica - NOLS	30.00	
CC 64	Shell	PO 638 Business Fuel - Chevy Van - FAC	47.88	519.29
<b><u>COLLECTION MATERIALS</u></b>				
718	Amazon.com	Collection Materials	60.71	
719	Amazon.com	Collection Materials	311.05	
720	Amazon.com	Collection Materials	34.77	
721	Amazon.com	Collection Materials	245.98	
722	Baker & Taylor Entertainment	Collection Materials	81.25	
723	Baker & Taylor Entertainment	Collection Materials	612.00	
724	Baker & Taylor Entertainment	Collection Materials	236.19	
725	Baker & Taylor Entertainment	Collection Materials	159.05	
726	Baker & Taylor Information	Collection Materials	3,913.51	
727	Baker & Taylor Information	Collection Materials	2,023.40	
728	Baker & Taylor Information	Collection Materials	3,476.28	
729	Baker & Taylor Information	Collection Materials	4,731.18	
730	Blackstone Audio, Inc.	Collection Materials	7.95	
731	Brilliance Publishing, Inc.	Collection Materials	9.78	
732	Brodart Company	Collection Materials	163.06	
733	CENGAGE Learning	Collection Materials	128.88	
734	CENGAGE Learning	Collection Materials	533.38	
735	CENGAGE Learning	Collection Materials	72.59	
736	Center Point Large Print	Collection Materials	224.70	
754	Dept. of Revenue - Use/Sales Tax	July 2021 Sales & Use Tax - EFT 874	32.08	
757	Findaway World, LLC	Collection Materials	363.05	
765	Ingram Library Services	Collection Materials	207.84	
766	Ingram Library Services	Collection Materials	172.47	
767	Ingram Library Services	Collection Materials	571.12	
769	Midwest Tape	Collection Materials	1,164.64	
770	Midwest Tape	Collection Materials	438.62	
771	Midwest Tape	Collection Materials	526.63	
772	Midwest Tape	Collection Materials	870.92	
778	OverDrive, Inc.	Collection Materials	841.07	
779	OverDrive, Inc.	Collection Materials	314.96	
786	Sequim Gazette	Collection Materials	70.00	
CK 2202	Curtz, Thad	Collection Materials	30.00	22,629.11
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
798	True Value	PO 743 Small Tools - Cordless Drill for FO - FAC	203.97	203.97
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
717	ADP, LLC	Payroll Services - Payroll Processing (PPE 7-31-2021) - NOLS	57.13	
754	Dept. of Revenue - Use/Sales Tax	July 2021 Sales & Use Tax - EFT 874	79.15	
756	E-Rate Expertise	PO 680 Professional Services - E-rate Consulting 06-2021 - NOLS	337.50	
768	Le May Mobile Shredding	PO 619 Professional Services - Annual Shredding - ADM	100.00	

Category	Claimant	Purpose	Amount	Subtotal
774	OCLC, Inc.	PO 673 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05	
777	Olympic Laundry & Dry Cleaners, Inc.	PO 726 Professional Services - Laundry - FAC	198.53	
789	Sound Publishing Inc	PO 710 Professional Services - Recruitment Advertising - NOLS	14.25	
790	Summit Law Group	PO 694 Professional Fees - Legal Services - ADM	67.00	
793	Tingelstad, Jeff	PO 716 Professional Services - Employee Reimbursement - Training Fee - IT	464.00	
800	Unique Management Services, Inc.	Professional Services - Debt Collection	66.15	
805	Washington State Patrol	Professional Services - Background Checks - NOLS	11.00	
CC 16	American Library Association	PO 703 Training Fee - Group Webinar - NOLS	129.00	
CC 20	Canonial Group Ltd	PO 681 Technology Services - Extended Support - IT	250.00	
CC 24	DialMyCalls.com	PO 731 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 25	eFax Corporate	PO 618 Technology Services - Confidential Fax - ADM	29.99	
CC 27	Facebook	PO 711 Advertising - Sponsored Posts - NOLS	115.37	
CC 28	Foundation Center	PO 674 Technology Services - Grant Database - NOLS	217.59	
CC 45	Microsoft Office	PO 714 Technology Services - Cloud Services - IT	839.58	
CC 46	Microsoft Office	PO 715 Technology Services - Business Voice - IT	123.48	
CC 47	Pay Pal	Monthly Gateway Fee - NOLS	59.95	
CC 66	Stamps.com	PO 659 Technology Services - Monthly Fee - TS	19.57	
CC 69	Stratus Info Systems	PO 708 Technology Services - Software Licenses - IT	1,020.00	
CC 76	Washington Library Association	PO 665 Training Fee - WLA Conference Registration - NOLS	165.00	
CC 77	Washington Library Association	PO 643 Training Fee - WLA Conference Registration - NOLS	275.00	
CC 78	Zoom	PO 706 Technology Services - Monthly Subscription - NOLS	16.30	
CC 79	Zoom	PO 732 Technology Services - Monthly Subscription - NOLS	65.20	7,261.78
<b><u>COMMUNICATIONS</u></b>				
737	CenturyLink 300511187 FO	Communications - Voice - FO	87.33	
738	CenturyLink 300561130 CB	Communications - Voice - CB	79.71	
739	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.73	
740	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	73.91	
741	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.84	
803	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
804	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12	
807	WDH - Wave Business	Communication - Internet - IT	3,783.12	
CC 65	Stamps.com	PO 612 Postage - TS	250.00	
CC 67	Stamps.com	PO 672 Postage - TS	250.00	
CC 68	Stamps.com	PO 689 Postage - TS	250.00	
CC 72	UPS	PO 622 Communication - Freight - TS	19.02	5,611.81
<b><u>TRAVEL</u></b>				
759	Glaude, Noah	Travel Reimbursement - Business Travel - ADM	40.32	
764	Imamura, Lisa	Travel - Business - SQ	21.17	
787	Sly, Emily	Travel Reimbursement - Business Travel - SQ	60.48	
791	Tingelstad, Jeff	Travel - Business - IT	75.60	



Category	Claimant	Purpose	Amount	Subtotal
795	Tingelstad, Jeff	Travel - Business - IT	61.60	
CC 50	Quality Inn	Accidental Personal Charge (Refunded to NOLS)	315.20	
CC 70	Toga's International Cuisine	PO 712 Travel Training - Recruitment Lunch - ADM	145.30	
CC 71	Toga's International Cuisine	PO 712 Travel Training - Recruitment Lunch - ADM	74.51	
CK 2198	Anderson, Abbie	Business Travel - PSD Interview	418.18	
CK 2199	Sullivan, Meghan	Business Travel - PSD Interview	540.45	
CK 2200	Partridge, Elizabeth	Business Travel - PSD Interview	613.40	2,366.21
<b><u>OPERATING RENTALS AND LEASES</u></b>				
EFT 876	First Federal Savings & Loan	2021 FF Annual Safe Deposit Box Rent - EFT 876	40.00	40.00
<b><u>UTILITIES</u></b>				
742	City of Forks	Public Utilities - FO	105.82	
743	City of Port Angeles/Orcas Avenue	Public Utilities - PA	216.42	
744	City of Port Angeles/Orcas Avenue	Public Utilities - PA	203.57	
745	City of Port Angeles/Peabody St.	Public Utilities - PA	3,638.20	
746	City of Sequim	Public Utilities - SQ	98.58	
747	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
748	Clallam County PUD	Public Utilities - CB	362.00	
749	Clallam County PUD	Public Utilities - SQ	420.00	
750	Clallam County PUD	Public Utilities - SQ	641.00	
755	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87	
808	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,322.39
<b><u>REPAIR AND MAINTENANCE</u></b>				
752	Dept. of L&I-Boiler Inspection	PO 740 Repair and Maintenance - FO and CB Water Heater Inspection - FAC	56.80	
763	Hi-Tech Security, Inc.	PO 475 Repair and Maintenance - CB Fire Alarm Monitoring - Annual to 09-2022 - FAC	416.64	
775	Olympia Sheet Metal Inc.	PO 660 Repair and Maintenance - PA HVAC Trimester Maintenance - FAC	2,692.80	
776	Olympia Sheet Metal Inc.	PO 737 Repair and Maintenance - PA Heat Pump Maintenance - FAC	174.08	
780	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	358.51	
784	Rainbow Sweepers, Inc.	PO 679 Groundskeeping - PA Parking Lot Sweeping 08-01-21 - FAC	212.16	
788	Sound Energy Systems	PO 725 Repair and Maintenance - PA HVAC Controls Quarterly Maintenance - FAC	802.68	
CC 01	8th Street Car Wash	PO 655 Vehicle Maintenance - Westy Car Wash - FAC	3.00	
CC 33	Jiffy Lube	PO 648 Vehicle Maintenance - Westy Oil Change - FAC	102.25	
CC 49	Price Ford	PO 698 Vehicle Maintenance - Westy - FAC	57.45	4,876.37

Category	Claimant	Purpose	Amount	Subtotal
<b><u>MACHINERY AND EQUIPMENT</u></b>				
CC 19	Best Buy	PO 628 Machinery and Equipment - Fax Machine - FO	216.99	
CC 21	Chief Steamer	PO 685 Machinery and Equipment - Steam Cleaner - FAC	1,049.00	
CC 73	Varidesk	PO 633 Machinery and Equipment - Workstations - CB	2,290.98	
CC 74	Varidesk	PO 700 Machinery and Equipment - Computer Monitor Arm - FO	146.48	
CC 75	Varidesk	PO 704 Machinery and Equipment - Workstation Monitor Arms - CB	244.13	3,947.58
<b><u>SALES TAX</u></b>				
754	Dept. of Revenue - Use/Sales Tax	July 2021 Sales & Use Tax - EFT 874	59.39	59.39
			<b>324,731.55</b>	<b>324,731.55</b>



## Voucher Approval for August 2021

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #715 through #810 are approved in the amount of \$324,731.55 this 23rd day of September 2021.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
715	NOLS Employee	HRA Reimbursement	184.10
716	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 07-31-21) - EFT 870	183,771.54
717	ADP, LLC	Payroll Services - Payroll Processing (PPE 7-31-2021) - NOLS	57.13
718	Amazon.com	Collection Materials	60.71
719	Amazon.com	Collection Materials	311.05
720	Amazon.com	Collection Materials	34.77
721	Amazon.com	Collection Materials	245.98
722	Baker & Taylor Entertainment	Collection Materials	81.25
723	Baker & Taylor Entertainment	Collection Materials	612.00
724	Baker & Taylor Entertainment	Collection Materials	236.19
725	Baker & Taylor Entertainment	Collection Materials	159.05
726	Baker & Taylor Information	Collection Materials	3,913.51
727	Baker & Taylor Information	Collection Materials	2,023.40
728	Baker & Taylor Information	Collection Materials	3,476.28
729	Baker & Taylor Information	Collection Materials	4,731.18
730	Blackstone Audio, Inc.	Collection Materials	7.95
731	Brilliance Publishing, Inc.	Collection Materials	9.78
732	Brodart Company	Collection Materials	163.06
733	CENGAGE Learning	Collection Materials	128.88
734	CENGAGE Learning	Collection Materials	533.38
735	CENGAGE Learning	Collection Materials	72.59
736	Center Point Large Print	Collection Materials	224.70
737	CenturyLink 300511187 FO	Communications - Voice - FO	87.33
738	CenturyLink 300561130 CB	Communications - Voice - CB	79.71
739	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.73
740	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	73.91

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
741	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.84
742	City of Forks	Public Utilities - FO	105.82
743	City of Port Angeles/Orcas Avenue	Public Utilities - PA	216.42
744	City of Port Angeles/Orcas Avenue	Public Utilities - PA	203.57
745	City of Port Angeles/Peabody St.	Public Utilities - PA	3,638.20
746	City of Sequim	Public Utilities - SQ	98.58
747	Clallam County Public Works Dept.	Public Utilities - CB	56.50
748	Clallam County PUD	Public Utilities - CB	362.00
749	Clallam County PUD	Public Utilities - SQ	420.00
750	Clallam County PUD	Public Utilities - SQ	641.00
751	NOLS Employee	HRA Reimbursement	283.53
752	Dept. of L&I-Boiler Inspection	PO 740 Repair and Maintenance - FO and CB Water Heater Inspection - FAC	56.80
753	Dept. of Retirement Systems	PERS and DCP (PPE 07-31-21) - EFT 871	36,448.58
754	Dept. of Revenue - Use/Sales Tax	July 2021 Sales & Use Tax - EFT 874	170.62
755	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87
756	E-Rate Expertise	PO 680 Professional Services - E-rate Consulting 06-2021 - NOLS	337.50
757	Findaway World, LLC	Collection Materials	363.05
758	NOLS Employee	HRA Reimbursement	368.20
759	Glaude, Noah	Cell Phone Reimbursement - Jan-Jun 2021 - ADM Travel Reimbursement - Business Travel - ADM	160.32
760	Hartford Retirement Plan Solutions	MMDCP 08-2021 (PPE 07-31-21) - EFT 872	200.00
761	Health Care Authority	HCA 08-2021 (PPE 07-31-21)	35,608.81
762	HealthEquity	HSA ER Contribution - August 2021	666.65
763	Hi-Tech Security, Inc.	PO 475 Repair and Maintenance - CB Fire Alarm Monitoring - Annual to 09-2022 - FAC	416.64
764	Imamura, Lisa	Travel - Business - SQ	21.17
765	Ingram Library Services	Collection Materials	207.84
766	Ingram Library Services	Collection Materials	172.47
767	Ingram Library Services	Collection Materials	571.12
768	Le May Mobile Shredding	PO 619 Professional Services - Annual Shredding - ADM	100.00
769	Midwest Tape	Collection Materials	1,164.64
770	Midwest Tape	Collection Materials	438.62
771	Midwest Tape	Collection Materials	526.63
772	Midwest Tape	Collection Materials	870.92
773	North Olympic Library System	Aug. 2021 Revolving Fund Reimbursement (* Detail Below)	1,976.54
774	OCLC, Inc.	PO 673 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05
775	Olympia Sheet Metal Inc.	PO 660 Repair and Maintenance - PA HVAC Trimester Maintenance - FAC	2,692.80
776	Olympia Sheet Metal Inc.	PO 737 Repair and Maintenance - PA Heat Pump Maintenance - FAC	174.08
777	Olympic Laundry & Dry Cleaners, Inc.	PO 726 Professional Services - Laundry - FAC	198.53

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
778	OverDrive, Inc.	Collection Materials	841.07
779	OverDrive, Inc.	Collection Materials	314.96
780	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	358.51
781	Quill Corporation	PO 670 Office Supplies - Book Tape and Office Supplies - SQ	115.23
782	Quill Corporation	PO 720 Office Supplies - Coffee (Coffee Fund) - ADM	63.70
783	NOLS Employee	HRA Reimbursement	88.93
784	Rainbow Sweepers, Inc.	PO 679 Groundskeeping - PA Parking Lot Sweeping 08-01-21 - FAC	212.16
785	Scholastic Library Publishing	PO 744 Program Supplies - SPR Early Readers - Spanish Titles (VFOL)	15.34
786	Sequim Gazette	Collection Materials	70.00
787	Sly, Emily	Cell Phone Reimbursement - Jan-Jun 2021 - SQ Travel Reimbursement - Business Travel - SQ	180.48
788	Sound Energy Systems	PO 725 Repair and Maintenance - PA HVAC Controls Quarterly Maintenance - FAC	802.68
789	Sound Publishing Inc	PO 710 Professional Services - Recruitment Advertising - NOLS	14.25
790	Summit Law Group	PO 694 Professional Fees - Legal Services - ADM	67.00
791	Tingelstad, Jeff	Travel - Business - IT	75.60
792	NOLS Employee	HRA Reimbursement	92.05
793	Tingelstad, Jeff	PO 716 Professional Services - Employee Reimbursement - Training Fee - IT	464.00
794	NOLS Employee	HRA Reimbursement	850.26
795	Tingelstad, Jeff	Travel - Business - IT	61.60
796	True Value	PO 657 Maintenance Supplies - Batteries for Thermostat FO - FAC	20.92
797	True Value	PO 699 Maintenance Supplies - Hardware - FAC	2.60
798	True Value	PO 743 Small Tools - Cordless Drill for FO - FAC	203.97
799	Uline	PO 692 Office Supplies - Operating Supplies - Grocery Bags - NOLS	191.97
800	Unique Management Services, Inc.	Professional Services - Debt Collection	66.15
801	United Way of Clallam County	United Way Donations (PPE 07-31-21)	105.00
802	US Bank	Credit Card Services - July 2021 (* Detail Below)	12,203.21
803	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
804	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12
805	Washington State Patrol	Professional Services - Background Checks - NOLS	11.00
806	WCIF	Vision/Life/EAP Premiums 08-2021 (PPE 07-31-21)	1,229.66
807	WDH - Wave Business	Communication - Internet - IT	3,783.12
808	West Waste & Recycling	Public Utilities - FO - CB	56.43
809	WSCCCE - WPAS, Inc	Dental Premiums (PPE 07-31-21) - September Coverage	5,033.16
810	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 08-2021 (PPE 07-31-21)	2,055.32
			<b>324,731.55</b>

No.	Claimant	Purpose	Amount
<b>* Detail - NOLS Revolving Fund Account -- Voucher #773</b>			
2198	Anderson, Abbie	Business Travel - PSD Interview	418.18
2199	Sullivan, Meghan	Business Travel - PSD Interview	540.45
2200	Partridge, Elizabeth	Business Travel - PSD Interview	613.40
2201	NOLS Employee	HRA Reimbursement	334.51
2202	Curtz, Thad	Collection Materials	30.00
EFT 876	First Federal Savings & Loan	2021 FF Annual Safe Deposit Box Rent - EFT 876	40.00
			<b>1,976.54</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #802**

1	8th Street Car Wash	PO 655 Vehicle Maintenance - Westy Car Wash - FAC
2	Amazon.com	PO 594 Program Supplies - SRP (VFOL)
3	Amazon.com	PO 604 Technology Supplies - iPad Keyboard Cases - IT
4	Amazon.com	PO 640 Technology Supplies - Tablet Charger, Mice - IT
5	Amazon.com	PO 640 Technology Supplies - Workstation NUCs - IT
6	Amazon.com	PO 650 Technology Supplies - Batteries, Charging Cables - IT
7	Amazon.com	PO 702 Program Supplies - Teen Pride Party (VFOL)
8	Amazon.com	PO 702 Program Supplies - Teen Lit Bags (VFOL)
9	Amazon.com	PO 630 Program Supplies - Colorful Spices Kitchen Program (VFOL)
10	Amazon.com	PO 664 Program Supplies - Colorful Spices Kitchen Program (VFOL)
11	Amazon.com	PO 663 Program Supplies - Creativitea (VFOL)
12	Amazon.com	PO 663 Program Supplies - Creativitea (VFOL)
13	Amazon.com	PO 601 Office Supplies - PA
14	Amazon.com	PO 671 Maintenance Supplies - Emergency Light Batteries - FAC
15	Amazon.com	PO 653 Maintenance Supplies - Security Signs - FAC
16	American Library Association	PO 703 Training Fee - Group Webinar - NOLS
17	Arco	PO 675 Business Fuel - Pacifica - NOLS
18	Arco	PO 676 Business Fuel - Nolsy White - NOLS
19	Best Buy	PO 628 Machinery and Equipment - Fax Machine - FO
20	Canonial Group Ltd	PO 681 Technology Services - Extended Support - IT
21	Chief Steamer	PO 685 Machinery and Equipment - Steam Cleaner - FAC
22	Clallam Co-op	PO 678 Equipment Fuel - Blower - FAC
23	Costco	PO 913 Maintenance Supplies - Hand Sanitizer - FAC
24	DialMyCalls.com	PO 731 Technology Services - Staff Emergency Contact System - NOLS
25	eFax Corporate	PO 618 Technology Services - Confidential Fax - ADM
26	Exxon Mobil	PO 706 Business Fuel - FAC
27	Facebook	PO 711 Advertising - Sponsored Posts - NOLS
28	Foundation Center	PO 674 Technology Services - Grant Database - NOLS

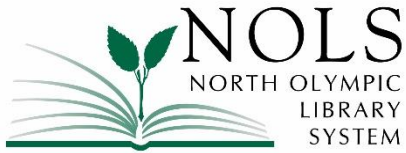
<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
29	Grainger	PO 688 Maintenance Supplies - Paper Dispenser Keys - FAC	
30	Imprint.com	PO 642 Program Supplies - Back to School Backpack Event (PAFOL)	
31	Imprint.com	PO 691 Program Supplies - Back to School Backpack Event (PAFOL)	
32	Imprint.com	PO 717 Program Supplies - Back to School Backpack Event (PAFOL)	
33	Jiffy Lube	PO 648 Vehicle Maintenance - Westy Oil Change - FAC	
34	JoAnn Fabrics	PO 626 Program Supplies - Creativitea (VFOL)	
35	JoAnn Fabrics	PO 722 Program Supplies - Creativitea (VFOL)	
36	KCDA Purchasing Cooperative	PO 602 Paper Supplies - PA	
37	KCDA Purchasing Cooperative	PO 662 Paper Supplies - PA	
38	KCDA Purchasing Cooperative	PO 662 Office Supplies - PA	
39	Les Schwab Tires	PO 684 Maintenance Supplies - Hand Truck Tire Repair - FAC	
40	Lower Elwha Food & Fuel	PO 683 Equipment Fuel - FAC	
41	Lower Elwha Food & Fuel	PO 697 Business Fuel - Transit Van - FAC	
42	Lower Elwha Food & Fuel	PO 617 Business Fuel - Pacifica - NOLS	
43	McPhee's Grocery	PO 631 Program Supplies - Colorful Spices Kitchen Program (VFOL)	
44	McPhee's Grocery	PO 666 Program Supplies - Colorful Spices Kitchen Program (VFOL)	
45	Microsoft Office	PO 714 Technology Services - Cloud Services - IT	
46	Microsoft Office	PO 715 Technology Services - Business Voice - IT	
47	Pay Pal	Monthly Gateway Fee - NOLS	
48	POSPAPER.com	PO 651 Paper Supplies - Receipt Paper - NOLS	
49	Price Ford	PO 698 Vehicle Maintenance - Westy - FAC	
50	Quality Inn	Accidental Personal Charge (Refunded to NOLS)	
51	Quill Corporation	PO 629 Toner & Ink - FO	
52	Saars Grocery	PO 667 Program Supplies - Colorful Spices Kitchen Program (VFOL)	
53	Saars Grocery	PO 668 Program Supplies - Colorful Spices Kitchen Program (VFOL)	
54	Saars Grocery	PO 608 Office Supplies - Disk Repair Water - TS	
55	Saars Grocery	PO 654 Office Supplies - Ziploc Bags - PA	
56	Safeway Fuel	PO 707 Business Fuel - Nolsy White - FAC	
57	Shell	PO 613 Business Fuel - Westy - NOLS	
58	Shell	PO 623 Business Fuel - Westy - NOLS	
59	Shell	PO 656 Business Fuel - Westy - NOLS	
60	Shell	PO 677 Business Fuel - Westy - NOLS	
61	Shell	PO 634 Business Fuel - Westy - NOLS	
62	Shell	PO 647 Business Fuel - Westy - NOLS	
63	Shell	PO 652 Business Fuel - Pacifica - NOLS	
64	Shell	PO 638 Business Fuel - Chevy Van - FAC	

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
65	Stamps.com	PO 612 Postage - TS	
66	Stamps.com	PO 659 Technology Services - Monthly Fee - TS	
67	Stamps.com	PO 672 Postage - TS	
68	Stamps.com	PO 689 Postage - TS	
69	Stratus Info Systems	PO 708 Technology Services - Software Licenses - IT	
70	Toga's International Cuisine	PO 712 Travel Training - Recruitment Lunch - ADM	
71	Toga's International Cuisine	PO 712 Travel Training - Recruitment Lunch - ADM	
72	UPS	PO 622 Communication - Freight - TS	
73	Varidesk	PO 633 Machinery and Equipment - Workstations - CB	
74	Varidesk	PO 700 Machinery and Equipment - Computer Monitor Arm - FO	
75	Varidesk	PO 704 Machinery and Equipment - Workstation Monitor Arms - CB	
76	Washington Library Association	PO 665 Training Fee - WLA Conference Registration - NOLS	
77	Washington Library Association	PO 643 Training Fee - WLA Conference Registration - NOLS	
78	Zoom	PO 706 Technology Services - Monthly Subscription - NOLS	
79	Zoom	PO 732 Technology Services - Monthly Subscription - NOLS	
80	Zoro Tools	PO 686 Maintenance Supplies - First Aid Kits - FAC	
81	Zoro Tools	PO 687 Maintenance Supplies - First Aid Kits - FAC	
			<b>0.00</b>

**\* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services**

<b>EFT 870</b>	<b>ADP Tax/Financial Services</b>	Net Payroll and Taxes (PPE 07-31-21)	183,771.54
<b>EFT 871</b>	<b>Dept. of Retirement Systems</b>	PERS and DCP Retirement (PPE 07-31-21)	36,448.58
<b>EFT 872</b>	<b>Hartford Retirement Plan Solutions</b>	MMDCP (PPE 07-31-21)	200.00
			<b>220,420.12</b>





## Staff Report

Meeting Date: September 23, 2021  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Overview of NOLS' Budgeting Process

Attachments: Policy 5.15: Fiscal Management  
NOLS' Fiscal Snapshot: Levy, Budget, and Fiscal Outlook

### TOPIC/ISSUE:

This report provides background on NOLS' budgeting process, as a refresher on the factors that underlie staff activities and Board discussions and actions during the upcoming budget season.

### BACKGROUND/ DISCUSSION:

#### **NOLS' Budget/Levy Development Process.**

NOLS' fiscal year is January-December. The District is required to file a levy request with the County by the end of November. A brief outline of the significant mileposts (*and approximate timing*) in the budget and levy development process follows:

- NOLS budget planning season kicks off with development of a detailed budget task timeline (*August*).
- Managers and workgroup leaders initiate development of branch/department/committee workplans for the coming year (*September*). The Library's strategic initiatives are also updated periodically as part of the work planning process.
- A series of Board Finance Committee meetings are scheduled to occur at intervals during the budget development process (*August-January*).
- In years in which collective bargaining occurs, a series of negotiation meetings are scheduled with the bargaining unit(s) (*September-November*).
- The Board adopts Budget Guidelines for the coming year (*September or October meeting*).
- Managers work with branch/department staff to identify operating and capital budget needs for the coming year (*August-October*).
- Branch Managers develop budget requests to be submitted to Friends of the Library groups (*August-October*).

- Administrative staff develop detailed personnel cost projections, and also estimate costs for various “systemwide” expenditures (such as utilities, insurance, payroll, printing, etc.) (*August-September*).
- The Finance Manager works with the county Assessor, and utilizes various other resources, to estimate tax (levy) revenue projections (*late September-November*).
- Revenue and operating expenditure projections come together in a working Operating Budget spreadsheet (*late September*), which is discussed and fine-tuned in a series of Management Team meetings (*September-November*). Copies of the working drafts of this spreadsheet are available to all NOLS staff throughout the budget development period.
- The Board Finance Committee views the working drafts of the budget spreadsheets periodically during development, and ultimately approves a summary budget for full Board review and adoption (*September-November*).
- The Board conducts two Public Hearings on the Operating Budget (at their *October* and *November* meetings). Board packets for the budget hearings include the current iteration of the summary budget, as approved by the Finance Committee, and a detailed budget narrative prepared by the Executive Director. The November packet also includes the required levy resolutions and explanatory staff report(s).
- The Board adopts the Operating Budget and the required levy resolutions (*November meeting*). The Board may also approve collective bargaining agreements in *November*.
- The Executive Director submits the levy resolutions and other required documents to the County prior to the *end-of-November deadline* set by the Assessor.
- The preliminary draft of the Capital Budget is prepared and reviewed by the Finance Committee simultaneously with development of the Operating Budget (*September-November*). NOLS funds its Capital Budget through timber revenues, rather than operating levy revenues; adoption is therefore not subject to the Assessor’s levy deadline. The Capital Budget is finalized and adopted in *January*, so that it will accurately reflect the completion status of prior year capital projects, and prior-year timber-receipt revenues.
- In *January*, the Board also reviews end-of-year budget reconciliations for the previous fiscal year, and approves any transfers necessary to fund the operating “float” and/or Operating or Capital budgets for the upcoming year.

## **POLICY CONSIDERATIONS.**

NOLS follows a methodical and transparent process for budget development, which includes staff, Board, and public input opportunities at multiple stages along the way. Copies of past year budget documents, including detailed budget narratives, are available on the Library’s webpage.

The budget and levy process are also subject to a complexity of state laws and both state and county administrative requirements.

NOLS Policy 5.15 establishes the fiscal, financial, and budget practices that support the Library’s responsible and sustainable stewardship of public resources (copy attached, and also publicly available on the Library’s webpage).

**FISCAL CONSIDERATIONS.**

NOLS is a Library Tax District as defined under Washington State Law (RCW 27.12). The majority of NOLS' revenues (approximately 93-96% of the annual operating budget) are derived from property taxes.

A detailed discussion of the factors driving NOLS' budget, levy, and fiscal planning can be found in NOLS' *Levy, Budget and Fiscal Outlook* document (copy attached, and also publicly available on the Library's webpage).





## Policy 5.15

### Fiscal Management Policy

Adopted by the Library Board of Trustees: 10/27/2016

**Purpose.** The North Olympic Library System Board of Trustees establishes the following Fiscal Management Policy in order insure that the Library's fiscal, financial, and budget practices are conducted according to sound and accepted financial procedures and policies, and to support responsible and sustainable stewardship of public resources.

#### **Budget, Revenues and Expenditures.**

In accordance with state law, RCW 27.12.070, the Clallam County Office of the Treasurer serves as the Library's fiscal agent for receiving and disbursing taxes levied on behalf of the Library.

The Board approves an annual Operating Budget defining anticipated revenues and operating expenditures in each fund. The Operating Budget shall be balanced, with revenue equaling or exceeding expenditures.

Current year operations are funded from current year revenues. Permitted exceptions include, but are not limited to, transferring funds between fund accounts or the incurring of debt. As a policy the Library will stay within its projected resources (revenues and reserves) and not incur debt for operational purposes.

The Library maintains long-term budget sustainability based on projected expenditure commitments and compensation practices that are consistent with long-term revenue projections.

The Library's Reserve funds are a fiscal resource to stabilize and ensure long-term library sustainability. As a general rule reserves will not be used as a substitute for budget reductions to meet economic challenges. Use of reserve funds to support operating budget deficit will be approved by the Board only in accordance with NOLS' established reserve and fiscal management policies and strategies.

The Library's Operating Budget shall be officially adopted by the Board of Trustees at the November Board meeting preceding the fiscal year of the budget. The Operating Budget provides for all annual operating costs.

The Library's Capital Budget shall be officially adopted by the Board of Trustees at the January Board meeting for the fiscal year of the budget. The Capital Budget provides for routine annual capital improvement and maintenance of the Library's capital infrastructure.

Large scale non-routine capital projects may be funded from various gift, grant, or Capital Project accounts, which will be approved separately by the Board on a case-by-case basis.

Amended or revised budgets may be adopted by the Board as needed.

Fees and charges will be established through Board action.

### **Reserve Accounts.**

NOLS maintains a number of Board Designated Reserve accounts. These accounts are designated or restricted as to use by the NOLS Board. NOLS may also maintain other Reserve accounts, which are designated or restricted as to use by donors or other legal requirements.

The Library will maintain the following **Board Designated Reserve Accounts**:

- *Fiscal Emergency Reserve*— designated as a reserve resource to be used in the event of a significant fiscal emergency as declared by the Board, including events such as the need to fund the Undesignated Cash Operating account, payout a substantial portion of the workforce, weather widespread tax default, or respond to significant natural catastrophe or civil disruption. The Fiscal Emergency Reserve will be funded to a level that represents approximately four months of operating expenses.
- *NOLS Capital Reserve* - designated as a reserve resource for maintaining and enhancing capital infrastructure. Funds may be designated, at Board direction, to support capital replacement or enhancement projects at any NOLS facility.
- *Port Angeles Capital Reserve*, designated as a reserve resource for capital projects at the Port Angeles Main Library. (This account was originally funded from a sinking fund established for this purpose in conjunction with the bond that funded construction of the Port Angeles facility).
- *Technology Reserve* - designated as a reserve resource to address significant planned or unplanned technology needs or projects.
- *Branch/Facility Capital Project Accounts* may be created at need to receive and disburse funds for capital projects at various Library locations. (e.g *Sequim Capital Project Account*).
- *Operating Reserve account* – serves as a holding account for funds set aside to augment annual revenues in deficit budget years, when operations and maintenance costs exceed expected revenues. Funding and use of Operating Reserves will be authorized by the Board in keeping with established reserve and fiscal management strategies.
- *The Capital Budget account* - serves as a receiving account for timber revenues. Funds in this account are utilized to support projects designated in the approved Capital Budget for the year following receipt of the revenues.

Reserve Account funds may be held jointly in both liquid accounts (such as the State Local Investment Pool) and investment accounts (such as Certificates of Deposit).

For purposes of managing the Library's finances, additional reserve accounts may be designated and/or reserve funds may be transferred between library reserves and/or operating accounts by the Board at any time.

### **Grants and Donations.**

The Library Director or designee will create and maintain designated Grants and Donations funds as necessary to accurately control and account for funds received as grants and donations. Board authorization is not required for establishing grants and donations funds.

### **Operating Funds.**

In order to insure the cash flow needed to maintain operations during months where property tax receipts are low (generally January through April), without the need to borrow money, the *Undesignated Cash Operating Fund* will be funded at the beginning of each fiscal year, at a minimum balance equivalent to at least four months of operating costs, based on the total Operating Budget for that year.

In order to ensure the ability to so fund the *Undesignated Cash Operating* fund, the balance of the *Fiscal Emergency Reserve* will never be depleted below an amount equivalent to approximately four months of operating expenses.

Upon declaring a need for fiscal resources to address a significant emergency having effects that cannot be addressed through the existing budget, the Board may take action to release cash reserves for purposes of meeting fiscal obligations and/or ensuring continuity of operations and services.

### **Administrative Responsibilities.**

The Board expects the Library Director and designees to carry out the following responsibilities:

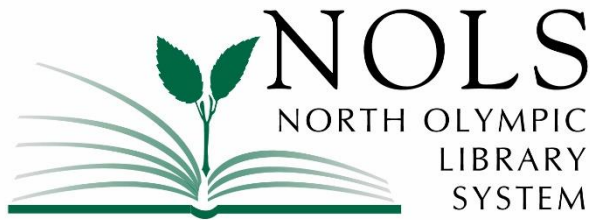
1. Establish a budget system and administer the budget process.
2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.
3. Establish and maintain a strategic fiscal management plan.
5. Develop and manage fiscal practices that support reserve strategies established by the Board.
6. Administer a cash-flow system as an anticipatory approach to budgeting, and meet the Library's expenditure needs for future operations, including bill management.
7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
8. Furnish the Board appropriate financial reports on a monthly basis.

## **Board Responsibilities**

The Board has responsibility for the following:

1. Assist with budget development and approve annual Operating and Capital budgets;
2. Regularly review financial reports;
3. Approve voucher payments;
4. Regularly review reserve balances and strategies;
5. Approve transfer of funds among Board designated accounts as needed;
6. Participate in the bi-annual State audit process.
7. Review this fiscal management policy periodically, and amend it as deemed appropriate.





## **Fiscal Factors Overview: NOLS' Levy, Budget, and Fiscal Outlook**

Updated: September 2021

This document provides a summary of the factors that impact NOLS' levy, budget, and fiscal outlook. Some non-essential details have been omitted or simplified in order to keep the summary as concise as possible.

### **TRANSPARENCY AND GOOD STEWARDSHIP**

NOLS' Fiscal Management Policy ([Policy 5.15](#)) establishes the fiscal, financial, and budget practices that support the Library's responsible and sustainable stewardship of public resources.

NOLS develops budgets through a staff inclusive process, and conducts public hearings on the budget. NOLS' fiscal management policies, financial records, budgets, annual reports, and Washington State Audit reports are routinely posted to the [Library's website](#).

### **LIBRARY LEVY BACKGROUND**

**Tax District:** NOLS is a Library Tax District as defined under Washington State Law ([RCW 27.12](#)). The majority of NOLS' revenues (approximately 93-96% of the annual operating budget) are derived from property taxes. The Library's tax revenues are levied and collected by Clallam County.

**Calculation of the Library's Operating Levy:** Fifty cents per \$1000 of the Assessed Valuation (AV) for all property in the county is the maximum levy rate allowable by state law for rural library districts. This formula ( $AV \times .50/\$1000$ ) establishes the amount of property tax the Library District is theoretically eligible to collect each year. There are however other factors that impact this theoretical levy figure.

Washington State laws impose several limiting factors on property tax levy amounts.

- The levy cannot exceed the statutory maximum levy rate for the district;
- The levy cannot exceed the previous year's levy amount by more than one percent (1%);
- The levy cannot exceed the tax revenue amount specified in the district's approved budget;
- The levy cannot exceed the total levy amount authorized by Board resolution; and
- The levy cannot exceed the highest regular tax which could have been lawfully levied since 1985.

In calculating the levy, separate computations are performed to determine all the possible levy amounts, taking each of the limiting factors into consideration. Final determination of the certified regular levy computation for the tax district always reflects the least amount that could potentially be levied based on any of the limiting factor computations.

**The Library Levy in times of increasing Assessed Valuation (AV) – 1% growth limitation – shrinking levy rate:** Theoretically speaking, when the assessed valuation of County property increases, NOLS' levy would also increase. Functionally speaking however, the 1% growth limitation established by state law ensures that a district's property tax revenues cannot grow by more than 1% over the previous year's actual levy, regardless of the rate of increase of the AV. Under this scenario, an additional levy rate factor may come into play: if the AV grows at more than 1%, and the district's actual levy receipts are capped at 1% growth, this will result in a shrinking levy rate. In essence, the rate is the only piece of the tax levy formula that can be adjusted, so it is.

NOLS' 2021 levy rate stands at 41¢ per \$1000 of the AV of all the property in the county. The Library's total property tax revenues may also include separate "add on" amounts for new construction and levy refunds, but in the context of NOLS' overall revenue/budget picture, the amounts of these potential add-ons are minor. Various factors, such as a dramatic drop in assessed valuation, could change the projected trajectory for levy and levy rates in the future. Generally speaking, however, if the present trend of an increasing AV continues, the one percent (1%) cap on year-to-year levy growth will be the pertinent limiting factor for NOLS' budgeting and levy calculation for coming years, and the Library's levy rate will experience ongoing compression.

The impacts of normal inflation on operational costs almost always exceed 1% per year, so even in the best case assessed valuation/levy rate situations, the 1% growth limitation inevitably results in an increasingly restricted levy.

**Implicit Price Deflator:** The implicit price deflator (IPD) for personal consumption expenditures is a figure used to measure inflation, and it can impact how much property tax revenue a jurisdiction can collect in any year.

Under state law, no local government may increase its property tax levy more than 1% in a given year, and local governments with a population of 10,000 or more are limited to the lesser of 1% or the rate of inflation (RCW 84.55.005 - .010). However, if inflation falls below 1%, a jurisdiction with a population of 10,000 or more may adopt a resolution of "substantial need" allowing it to increase the levy (or bank the excess capacity) up to the full 1%.

The inflation rate for 2020-2021 (as of June 2021) has sharply increased to 5.5%, which means local governments in Washington with populations 10,000 or greater do not need to adopt a resolution of substantial need in order to receive the full 1% increase as allowed by law.

**The 2010 Levy Lid Lift:** NOLS experienced the 1% limitation/shrinking levy rate scenario described above between the years of 2001 (when the 1% growth limitation was put into effect) and 2010 (when Clallam County voters approved a "levy lid lift" for the Library). Between 2001 and 2010, the District's levy rate dropped from 48¢ / \$1000 AV to 31¢ / \$1000 AV. This reduced levy rate had severe fiscal impacts for NOLS and, consequently, for library services. To improve NOLS' fiscal

outlook, and ability to adequately serve the community, the Library developed a fiscal business plan (“The 2012 Plan”) built on community input about services, and based in detailed financial projections. A levy lid lift was referred to the voters of Clallam County in November 2010. As a result of this vote, the Library’s levy rate was successfully lifted back to 50¢ / \$1000 AV. The County began to collect this higher rate of tax revenue on NOLS’ behalf in 2011.

**NOLS’ 2012 Plan:** The 2012 business plan outlined a number of very specific initiatives that would be implemented in the event the levy lid lift was successful and tax revenues therefore increased. It was called the “The 2012 Plan” because the plan would be (and was) fully implemented by 2012.

**Key elements of The 2012 Plan included:**

- Longer and more consistent open hours at all branches
- Increased budget allocations for collection materials
- Specified expansions to programming, services, technology support, and the staffing necessary to support increased hours and expanded programs and services
- Capital improvement program to address long-deferred capital needs
- Development of a more robust volunteer program
- Establishment of a Library Foundation and strengthening of other community partnerships
- A commitment that NOLS would not seek additional levy lifts for at least 10 years (not before 2020)

**The Hold-for-Out-Years Fiscal Strategy:** The 2012 Plan was based on a fiscal reserve strategy that called for building operating reserves during the first several years following the levy lid lift, in anticipation of the inevitable erosion that would result in later years due to the limitations of the 1% cap and the shrinking levy rate. The reserved funds would be available to help balance NOLS’ operating budget in the later years. The hold-for-out-years fiscal strategy was implemented, but unfortunately the planned reserve build-up was severely constrained by the unforeseeable local impacts of the Great Recession on local property valuations (see below).

**The Library Levy in times of decreasing Assessed Valuation (AV) – statutory maximum levy rate as limiting factor:** Almost immediately following the Library’s successful levy lid lift, the County’s assessed valuation began a multi-year series of dramatic drops related to the Great Recession. The AV decreased year-to-year in 2012, 2013, and 2014, and was almost static in 2015. The “statutory maximum levy rate” was the relevant limiting factor on NOLS’ levies during those years; NOLS’ tax revenues decreased or remained static in direct proportion to the shrinking AV.

**Levy/budget impacts:** As a result of the decreasing AV trend, even at the newly approved 50¢ / \$1000 AV levy rate, NOLS’ property tax revenues over the first few years of the 10-year projection were significantly less than projected. NOLS had sufficient revenues to implement The 2012 Plan objectives, but except in 2011, did not have extra revenues to put into reserves – undercutting the long term viability of the hold-for-out-years reserve strategy. NOLS has responded to this fiscal situation in a number of ways, including: careful budgeting and spending, more solicitation of grants and donated funds, creative use of gift funds and volunteers, strategic adjustments to personnel costs, and careful preservation of the more-limited-than-expected operating reserves.

Between 70-75% of NOLS' operating expenditures are in personnel costs (salary and benefits). In comparison, approximately 10-11% of the annual budget is expended on the next largest budget category, library materials (including electronic resources), and all other library operating costs together total only about 15-20% of the annual operating budget.

The personnel budget was the area of the Library operating budget most substantially expanded through use of the increased revenues available following the 2010 levy lid lift. The service expansions called for in the 2012, longer operating hours, more library materials, increased programming, and the addition of identified positions, all required additional staff to implement. Personnel is also the only budget area where significant cost savings or reductions can be realized in times of reduced revenues. Personnel costs routinely increase by at least 3% per year, not including additional increases that may arise from negotiated increases to salaries and/or benefits. Long term inflationary impacts of personnel cost commitments must therefore be prudently considered in projecting the Library's long-term fiscal sustainability.

**Draws on Reserves and Banked Capacity:** NOLS was able to set aside operating reserves for the "out-years" only in 2011. In 2012 and 2013, NOLS required the entire levy amount to meet annual operating needs, and in 2014, 2015, and 2016 operating budget revenues included a planned draw-down *from* reserves in order to balance the budget. Through careful expenditure and cost cutting measures implemented during these years, the actual draw on reserve funds in each of the transfer-in years was somewhat less than the draw-down budgeted.

A combination of factors, including the dramatic fall in AV shortly after the Library's lid lift, put NOLS in a unique levy situation that was somewhat new territory for both NOLS and the Clallam County Assessor. As a result of incomplete understanding of these complex factors, NOLS under-levied somewhat in 2016, thereby inadvertently generating some banked levy capacity.

Banked capacity is the difference between the highest lawful levy and the actual levy imposed. An infrequent occurrence in levy calculation, banked capacity is generally applicable only following a levy lid lift. When it occurs, banked capacity essentially results in a levy reserve. The dollar amount of available banked capacity changes each year as the highest lawful levy and the actual levy are recalculated based on that year's AV. This makes it extremely challenging to predict available capacity until all assessed value and other levy calculation figures are known. Furthermore, having banked capacity in one year does not guarantee the District will have it in another year.

In 2013, 2014, 2015 and 2016 the operating budget included negotiated cost of living adjustments (COLAs), of various amounts, for staff. These personnel cost increases were supported through use of levy funds and judicious use of reserves. The 2017 budget included a negotiated 2% COLA. To support this increase to personnel expenditures, NOLS applied some of the Library's banked capacity to reduce the need to draw heavily on library operating reserves to support the negotiated salary increases in the 2017 budget. Applying banked capacity, the levy growth was 7% (approximately \$176,657) over the 2016 certified levy, rather than the 1% growth (plus use of \$207,428 of reserves) originally anticipated. Use of banked capacity helped close the revenue gap for 2017, but did not entirely eliminate the projected draw from operating reserves.

The 2018 budget included another negotiated 2% COLA. To support this increase, NOLS applied the remainder of the library's banked capacity, approximately \$168,500, thus covering what would have been a 2018 shortfall of \$134,226, and again helping preserve the Library's vital operating reserves against a future date of greater need.

The 2018 Library levy was \$4,105,381. This figure exceeded and replaced NOLS' previous "highest lawful levy" (HLL) figure of \$4,082,156, and became the new HLL growth limiting factor for the Library District. Levy capacity banked in prior years has been fully utilized. In 2019, therefore, the District received only a 1% levy growth over the 2018 levy (plus add-ons for new construction and refunds). In 2020, this resulted in a tax levy, including add-ons for new construction valuation, of \$4,435,000. The District's 2020 levy rate was 43¢ per \$1,000 of assessed valuation.

The District's 2021 levy rate stands at 41¢ per \$1,000 of assessed valuation. The gradual erosion of the levy rate, as a result of the 1% growth limitation began in 2018, continued through 2021, and is expected to continue in 2022, and beyond. Operating reserves, which have been carefully maintained, will play an increasingly critical revenue role in future budgets.

The following table depicts AV and NOLS property tax levy for 2011 through 2022.

Year	Assessed value of County	NOLS levy	Levy Limiting Factor	% change from previous year's levy
2022	* Not yet known	Projection \$4,479,350	1% growth	1%
2021	\$11,473,260,596	\$4,435,000	IPD or 1% growth	0.60152% - 1%
2020	\$9,863,835,562	\$4,308,000	1% growth	1%
2019	\$8,321,650,465	\$4,207,459	1% growth	1%
2018	\$8,319,296,313	\$4,105,381	HLL w/banked capacity	6%
2017	\$7,697,314,552	\$3,848,657	HLL w/banked capacity	7%
2016	\$7,329,150,449	\$3,593,574	1% growth	1%
2015	\$7,064,518,822	\$3,551,460	Statutory Maximum	.74%
2014	\$7,004,800,000	\$3,517,400	Statutory Maximum	(-4.37%)
2013	\$7,165,800,000	\$3,550,000	Statutory Maximum	(-4.67%)
2012	\$7,540,600,000	\$3,770,000	Statutory Maximum	(-6.3%)
2011 (levy lid lift)	\$8,292,700,000	\$4,146,378	Statutory Maximum	45%

## LIBRARY BUDGET BACKGROUND

**Operating Budget:** Every year in the late autumn NOLS develops an Operating Budget in accordance with its service priorities for the upcoming fiscal year (January-December). During this same time period the County Assessor is busy finalizing assessed valuation figures, so NOLS works with estimated levy/revenue figures during much of the development phase of the NOLS operating budget. Ideally, current year operations can be funded from current year revenues. As a matter of policy and fiscal prudence the Library endeavors to stay within its projected resources (revenues and reserves) and not incur debt for operational purposes.

**Capital Budget:** The Library's annual Capital Budget, which provides for routine capital maintenance and improvements, is submitted to the Board for approval each January. NOLS funds its Capital Budget through timber revenues and capital reserves, rather than operating levy revenues; adoption is

therefore not subject to the Assessor's levy deadline. The Capital Budget is finalized and adopted in January so that it will accurately reflect the completion status of prior-year capital projects, and prior-year timber-receipt revenues. See below for and more details on Capital Budget funding and development.

**Timber Receipts, Capital Replacement Account, and Capital Budget:** In addition to property tax revenues, NOLS also receives a share of receipts from the sale of private and public timber and forest products from County and Washington State Department of Natural Resources (DNR) lands. Timber revenues can be extremely volatile and the amount received in any given year is difficult to predict. As part of The 2012 Plan, the Board redirected this revenue stream into a separate NOLS Capital Reserve (NCR) Account. As a general rule, the revenue base for the annual Capital Budget expenditures is calculated in the context of the timber revenues received during the prior year, although the Board may authorize the use of other capital reserves or gift funds to address capital needs when necessary. After adoption of the Capital Budget, the approved revenue amount is transferred to the Capital Budget Account for expenditure. Capital expenditures tend to be somewhat more discretionary than personnel-heavy operating expenses, therefore in times of low timber revenues capital projects can be postponed or scaled appropriately. This budgeting strategy has worked well for NOLS, in that the District need not rely on difficult-to-predict timber revenues to balance the operating budget, and NOLS is able to budget for capital needs using a known revenue figure. As a result, NOLS is able to maintain public infrastructure responsibly, effectively address capital improvement needs, and make provision against future capital needs.

## **OTHER FISCAL RESOURCES AND STRATEGIES**

**Reserve and Designated Accounts:** NOLS maintains a number of reserve accounts, which are fully described in [Policy 5.15: Fiscal Management Policy](#). As noted above, reserve funds play a crucial role in NOLS' fiscal management strategy. Capital reserves improve the District's ability to adequately maintain public infrastructure and provide for the safety and comfort of staff and library users. Operating reserves provide a cushion against the inevitable erosion of the operating levy rate, helping the Library deliver library service in Clallam County in an ongoing and consistent manner. The catastrophic impact of the Great Recession on NOLS' ability to fully fund the hold-for-out-years reserve strategy as originally planned has increased the importance of wisely managing the Library's existing reserves.

NOLS also receives other gift, donation, grant, and bequest funds. Many of these funds are restricted as to use - by donor designation, Board designation, or legal designation. Gift funds are a useful supplemental revenue source for funding purchases and projects both small and large, thereby alleviating some pressure on the operating and capital budgets. Within the constraints of the fund's designated purpose, some gift funds may also serve as a reserve cushion to be utilized in times of decreasing operating levies.

Current balances for reserve accounts and gift funds are always documented in the Board's monthly Financial Reports, published on the [Library website](#).

**Fiscal Planning for the Future:** The 2012 Plan was a growth plan, outlining fiscal and service objectives to be accomplished in the event of a successful levy lid lift in 2010. Those objectives were all accomplished. In the immediate wake of the Great Recession however, Assessed Valuations dropped dramatically, unexpectedly reducing the Library's anticipated levy amounts for several years, and undercutting the hold-for-out-years fiscal reserve strategy on which The 2012 Plan was based. The 2012 business plan is no longer a good guide for fiscal decision-making into the future.

Development and publication of an updated fiscal business plan is one of NOLS' current strategic initiatives. The Library has navigated the last decade in a fiscally responsible manner with a general and developing understanding of the unexpected impacts of the economic collapse on NOLS. The unpredictable nature of the Clallam County's AV during the mid-2010s, coupled with NOLS' somewhat unique post-levy-lid-lift circumstances, made it extremely difficult to reliably project tax revenues beyond year-to-year. This had constrained NOLS' ability to undertake reliable longer term fiscal planning. The levy calculation scenario that now exists for NOLS (the 1% growth limit), while not a bright revenue outlook, is at least more predictable, and thus better supports longer term fiscal planning.

NOLS has been laying the groundwork for a new fiscal business plan for several years. Fiscal and accounting practices and policies have been clarified or improved, and better understanding of financial resources, commitments, processes, and strategies has been cultivated. These preliminary activities provide a foundation for development of a new fiscal business plan to guide NOLS through the next three to five years. Planning stalled in 2021, but is expected to conclude sometime in 2022, with 2023 being the first budgeting year for which the outcomes of the new business plan would be fully available as a foundation for fiscal planning.

**Sequim Library Expansion and Renovation:** In June 2020, NOLS applied for the [Library Capital Improvement Program Grant](#) administered by the Washington State Department of Commerce. The application was made with the goal of correcting pressing facility issues at the Sequim Branch Library, issues which have been exacerbated by the effects of COVID-19. In October 2020, NOLS was notified that its application was selected as a recommended project, ranked 5th out of 33 applications, with recommendation for full funding of the project.

On May 18, 2021, Governor Inslee signed [HBI080](#) – the Washington State 2021-23 Capital Budget, which includes \$2 million in matching funds for the Library Capital Improvement Program grant for the Sequim Branch Library. The Capital Budget passed both the House and Senate in April, and the Governor's signature on the budget bill was the final step in the approval process.

The Department of Commerce will administer the Library Capital Improvement Program grant and will begin making funds available, on a reimbursement basis, in July 2021.

In order to meet the match requirement of the Library Capital Improvement Program grant, on May 27, 2021, the NOLS Board of Trustees passed [Resolution 21-05-03](#), authorizing the transfer of \$2 million from the NOLS Capital Reserve account to the Sequim Capital Project account.

NOLS will seek additional grant opportunities and conduct community fundraising efforts to provide additional project funding needs beyond the combined \$4 million from the grant and transfer from reserves.

When complete, currently estimated for summer 2023, the project will help improve critical infrastructure including ADA-accessible bathrooms, expanded community access to broadband and computers, and create adequate office space and room for educational, cultural and civic events.

**MORE INFORMATION:**

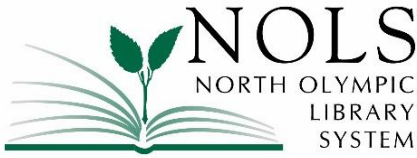
NOLS strives for openness and transparency in its management and reporting of public funds.

Budgets are drafted with input from and involvement of Library staff. As part of NOLS' budget development process, public hearings on the operating budget are held in October and November each year, and the capital budget is reviewed at the regular January meeting; public comment is always welcomed. Copies of the NOLS' Operating and Annual Budgets, and the annual Budget Glance document are available on the library's webpage. Narrative's discussing the budgets presented to the Board for approval can be read in the Board Packets for October, November (Operating) and January (Capital).

Monthly financial reports, including current balances of reserve and accounts and notes about reserve designations, and are presented monthly as part of Board Packet materials. Annual fiscal reporting and reconciliation are covered in the January Board Packet. All the above documents, and others, such as state audit reports, can be viewed at <https://www.nols.org/board-administration/>.

If you have questions or comments, please contact the Executive Director at [Director@nols.org](mailto:Director@nols.org) or 360.417.8500 x7717.





## Staff Report

Meeting Date: September 23, 2021  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Adoption of 2022 Budget Guidelines

**Topic/Issue:**

Review and adoption of the 2022 Budget Guidelines.

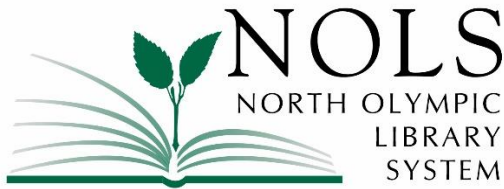
**Background.** Adoption of annual guidelines stating ongoing and specific objectives for the upcoming budget year is an established practice of NOLS Board of Trustees.

**Policy considerations.** The Finance Committee drafted the 2022 Guidelines and has approved them for submittal to the Board

**Fiscal considerations.** The budget guidelines affirm and establish guiding principles for budgeting. Specific fiscal considerations are addressed in the budget itself.

**Alternatives considered.** The Board may request additional information and/or may propose changes, prior to adopting the 2022 Budget Guidelines.

**Motion:** *That the Board adopt the 2022 Budget Guidelines as presented (or amended).*



## 2022 BUDGET GUIDELINES

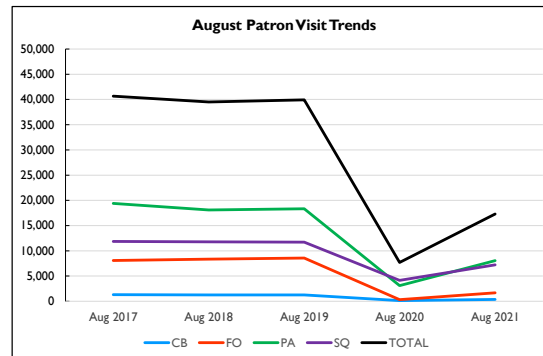
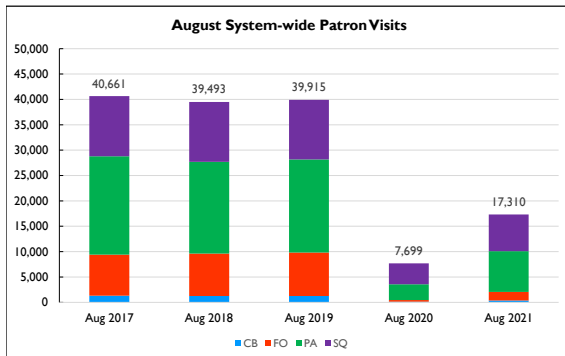
**W**ith the 2022 Operating and Capital Budget, the Library Board of Trustees will be a responsible steward of the Library's public and private funds, and manage NOLS resources prudently.

1. Working within available resources, the budget will emphasize services, programs and projects that respond to community needs and support the Library's Strategic Roadmap.
2. Having fulfilled its pledge to the voters by completing implementation of the 2012 (fiscal business) Plan, the Board will continue support for the key elements of the 2012 Plan, to the extent fiscally feasible in the context of shrinking levy capacity, reduced reserves, evolving objectives, and the known and unknown consequences of the COVID-19 pandemic.
3. The Library will maintain Board Designated Reserve Accounts as described in Fiscal Management Policy 5.15. The Board recognizes that operating reserves, which have been carefully maintained against the shrinking levy rate, will play an increasingly important role in balancing future budgets.
4. The Board agrees that prudence and fiscal responsibility require that operational efficiencies will be continually sought, identified, and swiftly implemented wherever appropriate.

*Adopted by the NOLS Board of Trustees  
Proposed for adoption on September 23, 2021*

## Patron Visits

	2021	% of System
PA	8,041	46.5%
SQ	7,213	41.7%
FO	1,681	9.7%
CB	375	2.2%
Total	17,310	100.0%

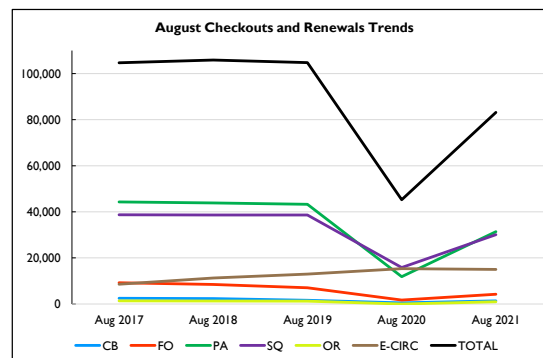
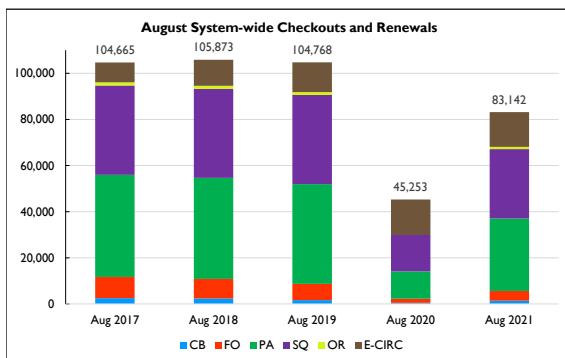


\* Due to COVID-19, all NOLS locations were closed in August 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in August 2021.

## Checkouts & Renewals

	2021	% of System
PA	31,390	37.8%
Self	44%	
SQ	30,114	36.2%
Self	50%	
FO	4,259	5.1%
Self	17%	
CB	1,383	1.7%
OR	980	1.2%
E Circ	15,016	18.1%
Total	83,142	100.0%

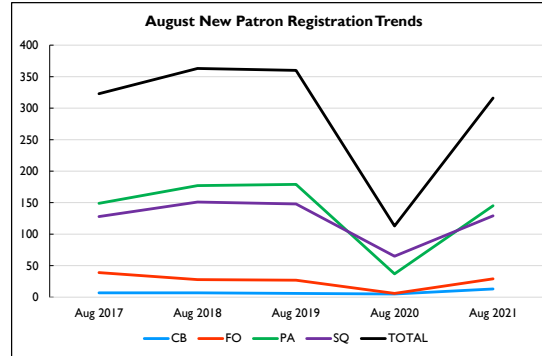
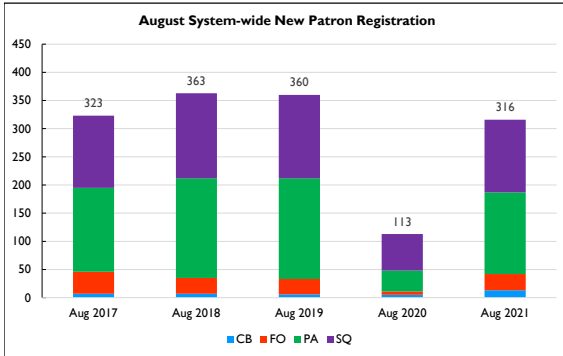


\* Due to COVID-19, all NOLS locations were closed in August 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in August 2021.

## New Patron Registration

	2021	% of System
PA	145	45.9%
SQ	129	40.8%
FO	29	9.2%
CB	13	4.1%
Total	316	100.0%



\* Due to COVID-19, all NOLS locations were closed in August 2020, but curbside service was offered.

\* Due to COVID-19, all NOLS facilities were only open for limited service in August 2021.

\* Registration remained available through the Library's website.

## Library Programs

	Programs/Attendees	% of System
PA	0/0	0%/0%
SQ	1/24	8%/3%
FO	0/0	0%/0%
CB	0/0	0%/0%
Virtual	11/514	92%/97%
Total	12/863	100%/100%

## Computer Prints Made

	# of Prints	% of System
PA	3,506	58.1%
SQ	2,149	35.6%
FO	11	0.2%
CB	372	6.2%
Total	6038	100.0%

## Wi-Fi Access

System-wide Total	4,195
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## Volunteers

	Volunteer Hours	# of Volunteers
PA	0	0
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	0	0
Total	0	0

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	4702	19.59
SQ	6664	17.89
FO	561	19.94
CB	211	12.74
OR	834	12.14
Total	12972	18.14

## Public Meetings

	Meetings/Attendees	% of System
PA	0/0	0.00%
SQ	0/0	0.00%
FO	0/0	0.00%
CB	0/0	0.00%
Total	0/0	0.00%

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	808	76.5%
SQ	287	99.7%
FO	234	34.8%
CB	35	10.4%
Total	1364	58.0%

## Website Visits

From outside the Library	16,833
From inside the Library	1,851
Avg. # of pages visited	2

## Outreach Services

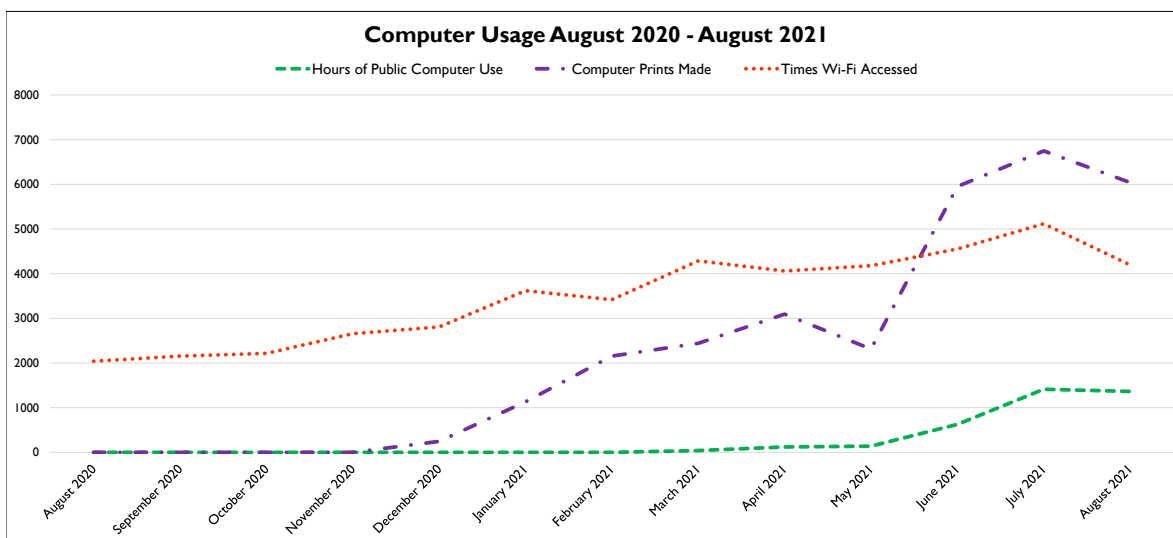
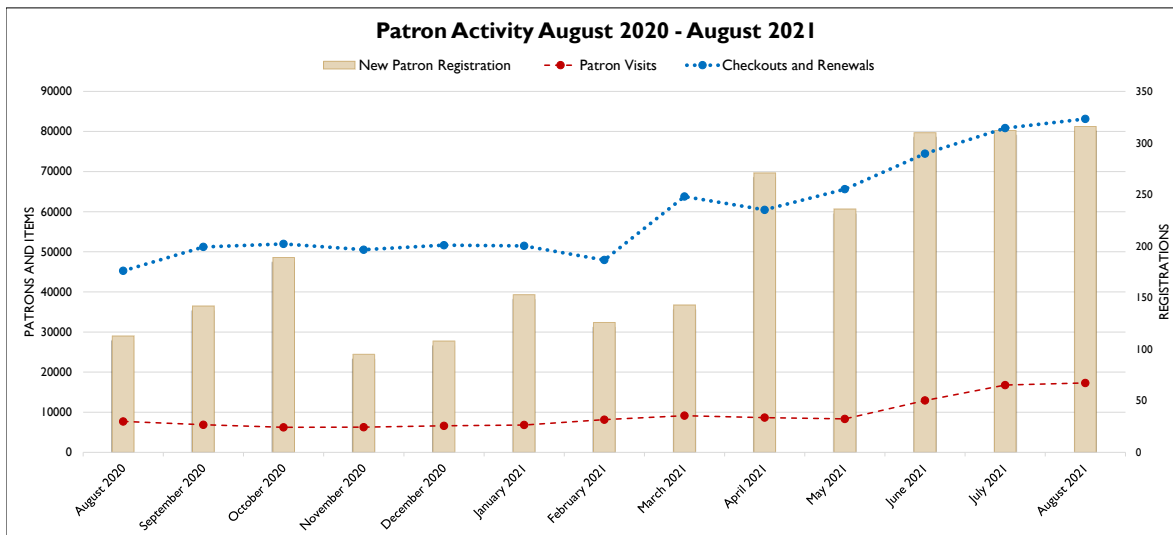
Deliveries to the Homebound	112
New Patrons w/ Delivery Services	3

## Interlibrary Loan Services

Items borrowed from other libraries	117
Items loaned to other libraries	107

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	351
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	722
Community Outreach Events	0
Total	1073



#### Significant Events During the Past 13 Months:

August 2020 - Curbside service offered, but all NOLS facilities remained closed to the public due to COVID-19.

September 2020 - Poor air quality due to smoke shortened curbside hours for two day in early September.

October 2020 - All branches closed one day for an All Staff Training Day.

December 2020 - Curbside Printing Service begins. Patrons allowed 25 free pages per day.

January 2021 - Laptops made available for checkout to use on Library property.

January 2021 - Power outages caused early closures and late openings at the Clallam Bay and Forks Branch Libraries two days

February 2021 - Due to a snow storm, NOLS branches were closed a full day and partial day

March 2021 - All branches begin offering limited in-library service. The service is limited to three days a week for 3-4 hours each day.

March 2021 - Public computers became available again for 30-minute sessions in Clallam Bay, Forks and Port Angeles.

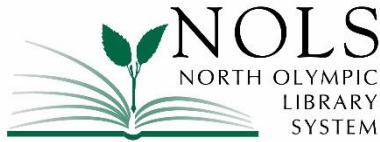
April 2021 - Limited in-library service expanded from three to six days a week for 3-4 hours each day.

June 2021 - Mask requirement for vaccinated patrons ended. Beginning of Curbside Service phase-out.

July 2021 - Capacity and time limits ended. Some furniture returned to buildings. Hours added on Fridays and Saturdays in Forks, Port Angeles and Sequim.

August 2021 - County and State implement new mask requirement for everyone inside facilities.





## Monthly Activity Report

Meeting Date: September 23, 2021  
To: Library Board of Trustees  
From: Library Director and Staff  
Subject: Monthly activity report for August 2021

### Port Angeles Main Library

*Jina Felton, Port Angeles Operations Manager*

Library patrons were invited in mid-August to join Outreach Librarian Cheryl Martin, Public Service Leads Leslie Briggance and Jennifer Smathers, and Public Services Specialist Liz Duval for *In The Kitchen With NOLS: Colorful Spices*, a virtual program exploring spice blends and recipes from around the world. Staff prepared dishes in their home kitchens while over 125 patrons joined in virtually. Participants that registered in advance were able to pick up kits that included sample spice packets, recipes, and ingredient lists in order to cook along. Z'atar, Japanese Curry, Berbere, Tex-Mex, and the many spices that make Pho taste so good were some of the topics covered in the program.

*Summer Nights: Stories with Out Loud Story Slam* unfortunately coincided with the only rainy day in Sequim during the month of August. Intended for adult listeners, local storytellers shared their own stories to wrap up the 2021 Summer Reading Program, "Reading Colors Your World." Despite the rain, about a dozen listeners turned out for the livestreamed event with more than 250 watching virtually during the event and in the weeks following. The video can still be found on NOLS' Facebook page for anyone who missed it.

Throughout the summer, over one thousand library patrons participated in the annual Summer Reading Program. Staff really enjoyed seeing the unique t-shirt decorations for those who claimed a t-shirt after 30 days of reading. T-shirts will remain available while supplies last through the month of September for anyone who forgot to pick theirs up. Fabric markers for decorating them can still be checked out as well.



Early Literacy Videos continue to be posted online each month, sharing songs, rhymes, and other fun tips for parents and caregivers to share with the littlest ones in their life. Four new videos were added in August with over 200 views. Some new additions include *If You're an Eagle (And You Know It)*, *Hurry Hurry Drive the Fire Truck*, and a fun rhyme about creepy crawly critters.

Other events during the month of August included:

- *Light Up the Night!* Lantern Take & Make – 200 participants
- Mindfulness Take and Make clay for sculpting and essential oils – 200 participants
- Second Saturday Book Group reading *Braiding Sweetgrass* by Robin Wall Kimmerer – 8 participants
- Novel Conversations Book Group reading *Before I Go to Sleep* by S.J. Watson – 9 participants
- Second Tuesday Book Group reading *Mozart's Starling* by Lynda Lynn Haupt – 6 participants
- Wednesday Evening Book Group reading *The Story of More* by Hope Jahren – 3 participants. Comment from a new participant in the group: "This book has changed my life...I'm so grateful to the library for providing these books and this program."

Staff also participated in a number of community outreach events in August:

- Youth Services Librarians Jennifer Lu'becke and Charlotte McGrew connected with 30 people at the annual Homeschool Expo
- Librarian Mary Givins connected with 65 people at the Quileute Valley School District's Bilingual Back to School event
- NOLS contributed over 600 bags and 800 flyers to the Back to School event at Lincoln Center for the Port Angeles School District

Librarians Danielle Lepping and Sarah Morrison led a NOLS University training on Readers' Advisory skills for new staff including Public Services Specialists Lisa Imamura, K'Ehleyr McNulty, and Sarah de Leiris; Youth Services Librarian Charlotte McGrew; and IT Specialist Jeff Tingelstad.

## **Sequim Branch Library**

*Emily Sly, Library Manager*

Earlier summer months provided a hopeful outlook for staff and patrons, as local COVID rates dropped, restrictions lifted and library services and programs were looking up. By mid-August,



transmission rates had jumped in the county and a mask mandate was re-implemented for the region and eventually statewide. It was disappointing, but everyone quickly adapted to the changes. Patrons continue to share appreciation with staff about how grateful they are for the library and for NOLS' commitment to keeping the community safe by strictly following public health guidelines. There were a handful of patrons who were not happy about putting a mask back on inside the library, but overall, the response was positive.

Summer Reading Challenge participants were excited to pick up their color-by-number t-shirt earned after 30 days of reading, and check-out fabric markers to color the shirt. It was a delight to see patrons come in to show off their creations. Kids to adults enjoyed this year's fun t-shirt design.

New Youth Services Librarian Charlotte McGrew started in Sequim in August. She's a great addition to the team! Ellen and Dana worked with the Book Discussion Groups Team. Liz participated in the Equity Diversity and Inclusion Team, Sustainability Team, Social Media Team and was part of the *In the Kitchen with NOLS* program on Zoom. Patrick responded to eHelp queries and Book Match requests. Jessica participated in Public Restart Team. Beau responded to Book Match requests. Annie participated in the Programming Team, provided extra support to staff when Emily was on vacation for a week in August, and worked with Librarian Danielle Lepping to complete a weeding of the Adult Nonfiction collection in Sequim. Emily participated in Public Services Director recruitment activities, Public Restart Team, Management Team, Sequim Capital Project Team, and Sequim Chamber of Commerce meeting. Emily and Noah met with the Friends of Sequim Library Board to share information about the Sequim Library Expansion and Renovation Project.

## **West End Branches (Forks and Clallam Bay)**

*Troi K. Gale, Library Manager*

Throughout the month of August staff continued to focus on providing in-library hours Monday– Friday in Clallam Bay and Monday – Saturday in Forks. More patrons (including kids and teens!) continue to realize that the Library is open with daily in-library hours.



Staff continue to be excited about assisting NOLS system-wide by answering phones, fielding eHelp questions, fulfilling Grab Bag requests, and assisting wherever they can to make NOLS successful during this time.

Mid-August masks returned to being required for all patrons and curbside resumed being available due to the Clallam County mask mandate. This change in workflow has had challenging moments, but overall patrons are incredibly responsive and agreeable with current operations.

The West End also welcomed Mary G., Librarian 2 to the West End team. Mary accepted a transfer from her Youth Services Librarian position in Port Angeles to a Librarian position that will focus on serving the Spanish speaking and tribal communities on the West End. We are very excited to utilize her expertise and community engagement skills to better serve these communities. August and September are the transitional months for Mary, when she will gradually transition to working on the West End. We are hopeful that West End community members will see her face out in the community regularly in the coming months. Additionally, Jennifer Lu'Becke was offered and accepted a Youth Services Librarian I position at the Port Angeles Main Library. The West End is in active recruitment for a Youth Services Librarian I and the Community Outreach Specialist positions. It is an exciting transitional time on the West End.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

Though August was a relatively quiet month in Facilities, plans were made for several projects to be carried out before the end of the year. Several projects are slated for the Forks Library, including the replacement of the server room air conditioner, the removal of a small tree growing too close to the building, and the installation of new emergency lights there. Parking lot striping is happening at both West End Libraries (though paint shortages have caused a delay with this item), and some new fencing is planned for the Port Angeles Main Library parking lot. Also planned for the Port Angeles Main Library is an energy audit scheduled to take place in September. Of course, supply line disruptions, labor shortages and other pandemic-related factors could delay some of these items, even pushing them into 2022. Thus, a week-to-week approach has crept back into the picture. However that may be, Facilities staff are working hard to stay on top of a number of things as time and opportunity permit.

*Port Angeles Library:* Repainting Carver Room (continued); replaced HVAC filters; cleaned roof; cleaned windows; installed security signage; installed restroom paper towel dispenser; trimmed trees and bushes; spot cleaned carpets; cleaned front entrance; dealt with wasp nests in the landscape.

*Sequim Library:* Washed windows; adjusted door closers; mowed lawn.

*Sequim Library Expansion and Renovation Project:* Reviewed responses to architectural services RFP and selected an architectural firm to work with; reviewed the draft services contract.

*Forks Library and Clallam Bay: Installed new first aid kits.*

*Other: Nolsy White troubleshooting and maintenance; staff evaluations; replenished supplies; repaired vacuum; purchased a new drill for Forks; Brian took the first two weeks of Aug off.*

## **Outreach to Homebound Program**

*Cheryl Martin, Outreach Library Services Specialist*

During the month of August, 112 deliveries were made to homebound patrons and 3 new patrons registered for outreach services.

## **Information Technology (IT) Department**

*Shane Miller, Information Technology Manager*

Much like July, the month of August was largely about maintaining status quo: maintaining security while supporting patrons and staff through the routine IT tasks that are not quite routine, given the accommodations surrounding COVID-19. IT Specialist 1 Jeff Tingelstad assumed a temporary out-of-class IT Specialist 2 classification, and was then added to the Web Team, and was also able to provide redundancy for certain critical IT functions while the department was short staffed. We also prepared for the addition of our newest hire, IT Specialist 3 Shannon McNeil, who started September 1.

There was a good deal of work completed towards troubleshooting our VOIP phone system. In August, the Library experienced a series of system-wide phone outages that required communications with our vendor and public notices for the website and social media. IT continued to work towards restoring the library's tech gear to pre-COVID accessibility. This involved breaking down temporary staff workstations as well as returning these and other workstations to their original locations, while adhering to current guidance and policies regarding social distancing.

During the setup of patron and staff workstations, we took the opportunity to make small changes to improve the general layout for the user. We installed software patches and system updates to increase system stability and provide increased security. We also improved workstation ergonomics by installing wireless keyboards and mice at the Forks and Clallam Bay branches on several workstations.

The IT department securely deleted (Department of Defense secure delete standard) and documented the preparation for disposal of over fifty old, surplus hard drives. These drives can now be securely discarded, with no possibility that staff or public information can be retrieved from them. We also started a software audit to surplus old software and backups that are no longer needed, including boxes of 20+ year old floppy disks. (DOS 6.2, Windows 95 and 98).

This month we started researching a door counter project. We are in talks with a number of vendors to provide a newer, more accurate and less labor-intensive building occupancy counting solution. The new solution will also provide an online dashboard where we can view and generate reports and relieve staff of the need to manually retrieve data to generate reports.

The Web Team worked on a transition from the current web form provider to a new platform that will be used to capture requests, comments, and registration information from patrons on our website. The forms encompass our customer comments, interlibrary loan requests, eHelp, and other aspects of information gathering. IT also created a form inside the Library intranet to allow staff to quickly request a website alert for posting.

IT worked to update and maintain the Library's Restart web page that is used to provide information on Library hours, policies, and practices. The 2021 Summer Reading Program ended in August and the Web Team updated the web presence and archived materials for future use. Web statistics were also captured for the Summer Reading Program web page.

In August, staff training materials were updated for several procedures including: how to create a Remote Desktop connection from home, how to troubleshoot a microphone or video camera not working with Microsoft Teams, and Microsoft Office proofing tools. Web training documentation was updated and published detailing how to update a page, post, and web alert. The team also participated in a webinar to learn more about Microsoft Power Apps, Microsoft 365, and other software and features that can be utilized for information sharing and streamlined workflows.

Updates to systems continued in August. We updated EZProxy, the service that allows patron access to subscription databases, to the latest version. We also updated Lansweeper, our primary asset tracking software. Firewall settings were adjusted in response to newly-discovered vulnerabilities. Email alerts for wireless access points and key servers were improved upon to help reduce response times to certain issues.

## **Technical Services Department**

*Erin Shield, Collection Services Manager*

New selectors started in August. Jennifer LuBecke, Troi Gale, and Cheryl Martin are helping to fill some gaps on the Collection Management Team. The recruitment process is currently underway for additional librarians, so the selection areas will see a shift later in the year or by the beginning of 2022. Thanks to current staff for filling interim roles!

1181 physical items were processed and available for customers in the month of August. 855 downloadable titles were added. 156 print materials were repaired. 136 media items were resurfaced or repaired to extend their lives. 18 physical donations were made and added to the collection in August. 638 totes were moved between all NOLS' branches by the couriers, as

well as 7 Outreach deliveries. Tech Services filled 117 InterLibrary Loan requests for NOLS' patrons and 107 loans out to other libraries.

Susan attended a Collection Management Team meeting and helped onboard new selectors. Wendy worked 10 hours in Outreach. Cindy spent 3 hours on Web Team responsibilities. Erin attended meetings related to SQ Library building project, Management Team meetings, and helped provide training for new selectors.

## **Administrative Operations Department**

### ***Human Resources***

*Shaina Rajala, HR & Business Manager*

Significant meetings, events, and projects Shaina attended and worked on this month:

- All Staff Training Day Team meeting
- Equity, Diversity, and Inclusion Team meeting
- Management Team meetings
- Public Services Director Recruitment Activities
- Creating an inclusive library space webinar

### **Recruitments:**

- Youth Services Librarian 1 & 2 – PA
- Youth Services Librarian 1 – FO/CB
- Community Outreach Specialist – PA/SQ & FO/CB
- Courier – TS
- Public Services Specialist – PA
- Public Services Director – NOLS
- IT Specialist 3 – IT

### **New Hires:**

- Charlotte McGrew – YS Librarian 1 – SQ

### **Promotions:**

- Kayla Apolito – Community Outreach Specialist
- Jennifer Lu'Becke – Youth Services Librarian 1 – PA

### **Separations:**

None

## **Financial Operations**

*John DeFrancisco, Finance Manager*

John participated in Management Team Meeting and Public Services Director Interview Panels in August.

Accounting Statistics for August:

- 96 Vouchers
- 81 CC Transactions
- 6 Revolving Fund Check
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 61 Payroll Pays

## **Public Communications**

*Kate Radigan, Marketing Coordinator*

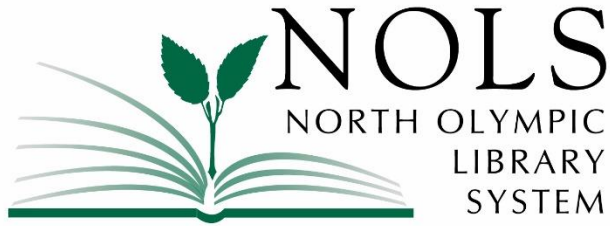
- 6 news releases sent and an *Off the Shelf* article
- A new bilingual brochure for children and family services was created
- Programming Team meeting

## **Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Responding to COVID-related issues and adjusting in-library use protocols
- Review RFPs for the Sequim Branch Library Capital Project and begin negotiating contract with SHKS Architects
- Meet with Friends of the Sequim Library and Port Angeles Friends of the Library
- Public Services Director recruitment
- Youth Services Librarian recruitment
- IT Specialist 3 recruitment
- Collection Management and Programming Team meetings
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings



## 2021 Highlight Log

(August 2021)

*The Highlight Log provides an intranet location for NOLS staff to share uplifting anecdotes and patron comments. It was created in 2016 to provide an emotional counter-balance to the DE Log, which is used to track and document disruptive events in that occur in the library. It provides an interesting glimpse into community perceptions about the Library. The following is a list of Highlights logged during the past month.*

### **8/4/2021 – Forks**

The Tax-Aide Coordinator in Forks reached out to me directly to thank NOLS for our participation in making tax-aid accessible during COVID: "We have completed a very difficult tax year in Forks and could not have possibly done it without your help and support. Despite the Covid-19 stress, Tax Law changes (even some retroactive), and the late and changed start date, we were able to assist more Forks Community Members than last year: More than 187 people helped with 102 returns filed and accepted."

### **8/6/2021 – Port Angeles**

A patron just picked up her spice kit for the upcoming event and said she's really appreciated and enjoyed the online programs and options, and has also started using Libby for eBooks and audio. She said it's nice to come in and browse, but access from home is great too!

### **8/6/2021 – Clallam Bay**

The other day I was talking to my son's teacher and she wanted me to share her thanks and appreciation for the SRP and she mentioned that she really enjoyed the programs. She said "You all are doing a great job and thank you for all your hard work."

### **8/9/2021 – Port Angeles**

A self-identified "tourist" came up to the front desk asking for access to Wi-Fi so they can access their camping reservations and information. I let them know how to access it for free and they suggested that we charge tourists \$5 because they need the internet and appreciate it. I said that we know people need it and like to provide as much as we can for folks, and if the patron would like to make a donation then we would be happy to receive it! They donated \$5 and commented on my nametag "I like how you have the pronouns listed on your name tag, that's so helpful!"

### **8/10/2021 – Clallam Bay**

A man was fishing when he got an urgent message that he needed to respond to right away. He stopped in the library, was assisted, and was successful in getting paperwork submitted. On his way out, he remarked how amazing it was that he could take care of this right after being on a boat in the middle of the ocean. "You're life savers!" he said with a bright smile.

### 8/11/2021 – Sequim

Little Katie K. is an adorable child who comes into our library quite regularly and is a voracious reader. Last week when she came in she showed me all the books she was checking out and we had an enthusiastic Star Wars discussion. Yesterday she came in and said "I made a brick for you." Easily the best brick anyone's ever sent my way. :-)



### 8/13/2021 – NOLS

One of the approximately 125 Zoom participants for the *In The Kitchen With NOLS: Colorful Spices* program on August 13th sent this email:

"I absolutely loved your Spice Presentation. Thank You to each of you for the thought and work that went into this for all of us and for the gift of spices! What great cooks you must be 🙌🙌"

Thank you to everyone at NOLS for your support of this program.

### 8/13/2021 – NOLS

Feeling the love for the NOLS team - emails and comments continue to roll in - here is another highlight

"We really enjoyed the presentation! Thought it was nicely done and hours of work that went into making it all come together prior to the live presentation are so appreciated as well as the live presentation! Thanks again and thanks for the summer reading program, lantern (our cat was scared of the lantern, but hey that is a cat for you), and I hope to pick up the mindfulness diffuser kit on the 23rd. NOLS is truly unique asset on the peninsula!"



**8/27/2021 – Port Angeles**

Patron at front desk was really happy and wanted me to pass a long a huge thank you to the outreach folks/couriers (not sure specific person) - their car died and were able to arrange outreach services to their home for a while.

**8/19/2021 – Forks**

Found a note in a CD case thanking the library for including the Disc Problem form. They said it was a great idea!

**8/23/2021 – Port Angeles**

From the mouth of a pre-school patron on entering the library, "this is a pretty place!" A nice way to start the week.

**8/23/2021 – Forks**

Patron came in without a mask. I asked if they had one, they said no. I offered them one and they said, "Oh! Well, thank you!" Had a bright, cheery, wonderful interaction with them the whole visit.

**8/25/2021 – Port Angeles**

Received from ILL team trying to track down a hard-to-find newspaper article from 180 years ago: "It gives me such great hope that you care about my request. I am truly blessed to be a patron of NOLS."

**8/26/2021 – Port Angeles**

Patron, "I love your dog display! I have read most of those books and so good to see some children's books that I have loved since I was young, too!" ...on the way to grab hold off the shelf... "Oh look, I have another dog book on hold for myself, also!"

Very funny and sweet. There was another person who considered bringing their own dog stuffy to join the pack on the display. Again, so sweet!!

**8/27/2021 – Forks**

Visitor called to thank NOLS for the great service and information they received at one of the branches yesterday. They said whoever they talked to was super helpful and they just wanted to thank us for a great job! Yay Us!

**8/27/2021 – Sequim**

We have a lovely patron who brings us cookies every Groundhog Day for as long as I can remember. She surprised us yesterday with a batch of still warm cookies just because we're great.