

Notice of Public Hearing

North Olympic Library System
2210 S. Peabody Street
Port Angeles, WA 98362

Public Hearing on Draft 2022 Operating Budget

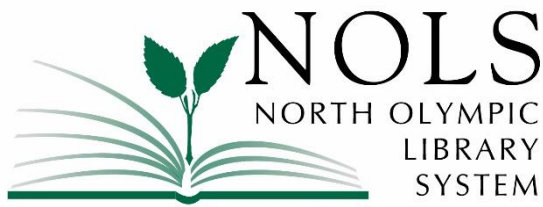
Thursday, October 28, 2021, 5:30pm
Zoom Video Conference
Meeting ID: 822 8135 4912
Passcode: 225292

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's draft 2022 Operating Budget during the Board's regular meeting on Thursday, October 28, 2021, at 5:30pm via Zoom. The Library's budget for 2021 is \$5,106,748 and the proposed budget for 2022 is \$5,317,723.

Members of the public are encouraged to share their thoughts at the October Board meeting, or if you cannot attend, by emailing the Executive Director Noah Glaude at Director@nols.org, or by emailing LibraryBoard@nols.org.

Library budget and financial information is available on the Library's website at nols.org/board-administration/.

A second public hearing and adoption of the 2022 budget is scheduled for Thursday, November 18, 2021, at 5:30pm via Zoom. Public comment is encouraged at this meeting as well.



Board of Trustees Regular Meeting
Thursday, October 28, 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/.

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.

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 September 23, 2021
4. Communications
5. Public comments

6. Financial reports: September 2021
7. Approval of vouchers: September 2021
8. Unfinished business
None
9. New business
 - N.1. Verbal update and discussion regarding NOLS' COVID-19 response
 - N.2. Approval of Surplus Resolution 21-10-05
 - N.3. Review and discussion of proposed 2022 Operating Budget
 - N.4. Public Hearing on the proposed 2022 Operating Budget
10. Reports
 - R.1. Monthly Statistics Reports: September 2021
 - R.2. Monthly Activity Reports: September 2021
 - R.3. Customer Comments: September 2021
 - R.4. Highlight Log: September 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, November 18, 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, November 18, 2021	5:30pm	Regular meeting Zoom

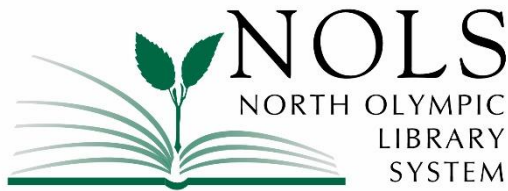
Note: no regular Board meetings scheduled in July or December.

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

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/.

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:35 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, Bert Caldwell, and Ian Miller. Library staff present: Executive Director Noah Glaude and HR & Business Manager Shaina Rajala. Visitors present: Debbie Crumb.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Ms. Gordon. Motion carried.
3. Approval of minutes for regular meeting of August 26, 2021
Motion by Ms. Gordon to approve the minutes from the August 26, 2021 meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications: **None**
5. Presentation: **None**
6. Public Comments
7. Financial reports: August 2021
The financial reports for August 2021 were accepted as presented.
8. Approval of vouchers: August 2021
Motion by Mr. Caldwell to approve the August 2021 vouchers, numbered #715 through #810, in the amount of \$324,731.55. Motion seconded by Ms. Gordon. Motion carried.
9. Unfinished business: **None**

10. 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

Motion by Mr. Caldwell to approve the 2022 Budget Guidelines. Motion seconded by Ms. Pelikan. Motion carried.
11. Reports
 - R.1. Monthly Statistics Reports: August 2021
 - R.2. Monthly Activity Reports: August 2021
 - R.3. Highlight Log: August 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 agendaize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, October 28, 2021 by teleconference.
15. Agenda items for next meeting:

Presentation of 2022 Operating Budget
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
16. Executive session to discuss collective bargaining

At 6:22pm the Chair announced that the Board would move to executive session to discuss collective bargaining, and that the session was expected to last approximately 30 minutes.

At 7:25pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.
17. (Action on executive session, if any)

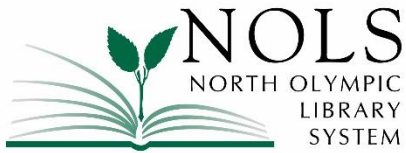
None
18. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:25pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: October 28, 2021
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for September 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 August, and posted in September is \$588. Additionally, net interest of \$21,965 from PA Capital Account CD 13 was earned at maturity. This net interest plus the face value of PA Capital Account CD 13 was re-invested in PA Capital Account CD 15.

Other Miscellaneous Revenue of \$1,703 includes a donation of \$621 from United Way of Clallam County to be used for Resiliency Kits.

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

Account Balances: PA Capital Account CD 13 matured in September. Principal and interest were reinvested in PA Capital Account CD 15 which will mature September 2023. The interest rate on this CD is 0.25% which is much better than the current interest rate on Pool Funds.

Payroll Account (US Bank 1301) shows expenses and reimbursements of \$212,227 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 September are \$262,725.

Of the \$212,227 in electronic transfers, \$270 was paid to the DOR for Sales and Use Tax (Voucher 861) and \$13 was paid to DOL (Voucher 859) for driving record checks.

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



Revenue Report

September 30, 2021

Operating Revenue				9/12ths is	75.0%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,435,000	95,369	2,824,086	1,610,914	63.7
<i>Intergovernmental Revenues</i>	-	-	96	(96)	-
<i>Goods and Services</i>	10,100	534	6,039	4,061	59.8
<i>Library Fees</i>	10,000	478	5,848	4,152	58.5
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	17,375	588	6,220	11,155	35.8
Investment Interest (net of fees)	-	21,965	21,965	-	-
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	780	28,792	22,408	56.2
Other Miscellaneous Revenue	41,200	1,703	52,317	(11,117)	127.0
<i>Total Miscellaneous Revenues</i>	110,775	25,036	109,294	1,481	98.7
<i>Nonrevenues (excise taxes)</i>	590	51	245	346	41.4
<i>Transfers In</i>	540,283	-	-	540,283	-
Total Operating Revenue	5,106,748	121,468	2,945,606	2,161,142	57.7
Capital Revenue					
<i>Timber Revenues (received in 2021)</i>	-	46,373	232,840	-	-
Total Capital Revenue	-	46,373	232,840	-	-
Grand Total Revenues		167,840	3,178,446		



Expenditure Report

September 30, 2021

				9/12ths is	75.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	187,403	1,718,866	847,400	67.0
Benefits	1,163,813	75,322	724,204	439,609	62.2
Total Personnel	3,730,079	262,725	2,443,070	1,287,009	65.5
<i>Supplies</i>					
Supplies, Office and Operating	103,900	7,779	50,454	53,446	48.6
Fuel	17,900	401	4,334	13,566	24.2
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	486,000	29,253	223,221	262,779	45.9
Small Tools/Equip (<\$200)	1,500	-	603	897	40.2
Total Supplies	611,000	37,432	278,611	332,389	45.6
<i>Services</i>					
Professional Services	227,985	11,316	115,904	112,081	50.8
Communication	174,859	11,238	88,843	86,016	50.8
Travel	6,500	301	2,526	3,974	38.9
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	-	40	750	5.1
Insurance	83,700	82,339	82,339	1,361	98.4
Public Utilities	90,160	6,259	64,988	25,172	72.1
Repair and Maintenance	147,390	3,776	33,181	114,209	22.5
Miscellaneous Services	12,955	220	2,649	10,306	20.5
Total Services	748,339	115,448	393,725	354,614	52.6
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>3,024</i>	<i>3,113</i>	<i>13,627</i>	<i>18.6</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>590</i>	<i>43</i>	<i>188</i>	<i>402</i>	<i>31.8</i>
Total Operating Expenditures	5,106,748	418,673	3,118,708	1,988,040	61.1

(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	3,102	40,394	8,306	82.9
Other Improvements	88,000	-	8,855	79,145	10.1
Machinery & Equipment	448,449	1,547	96,126	352,323	21.4
Total Capital Outlays	585,149	4,650	145,375	439,774	24.8
Grand Total All Expenditures	5,691,897	423,323	3,264,082	2,427,815	57.3



Account Balances

September 30, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	848,733	-	46,373	-	895,106
Operating Reserve ⁽³⁾	1,104,899	-	-	-	1,104,899
PA Capital Reserve ⁽⁴⁾	113,988	-	-	-	113,988
Sequim Capital Project Acct. ⁽⁴⁾	2,000,000	-	-	-	2,000,000
Capital Budget - 2021 ⁽⁴⁾	353,898	-	-	4,650	349,248
<i>Total Board Designated Accounts</i>	<i>5,728,538</i>	<i>-</i>	<i>46,373</i>	<i>4,650</i>	<i>5,770,261</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
NOLS Donations Fund	85,114	-	-	3	85,111
NOLS Materials Fund	15,872	-	-	351	15,521
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	11,022	-	621	3,383	8,260
Port Angeles Donations Fund	7,387	-	3	-	7,390
Port Angeles Friends Donations	14,799	-	-	36	14,763
Sequim Donations Fund	53,360	-	30	-	53,390
Sequim Friends Donations	6,168	-	-	7	6,162
Forks Donations Fund	1,909	-	42	-	1,951
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	7,063	-	16	-	7,078
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	6,430	-	67	-	6,497
<i>Total Grants and Donations</i>	<i>456,208</i>	<i>-</i>	<i>780</i>	<i>3,979</i>	<i>453,009</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,187,408</i>	<i>-</i>	<i>47,152</i>	<i>8,628</i>	<i>6,225,932</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,358,550</i>	<i>(316,022)</i>			<i>2,042,528</i>
Total WA State Local Investment Pool	8,545,958	(316,022)	47,152	8,628	8,268,460

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

September 30, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁵⁾	500,743	(522,758)	22,015	-	-
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁵⁾	338,548	-	-	-	338,548
PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾	-	522,758	-	-	522,758
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,278,889	-	22,015	-	1,300,904
Total Investments	9,824,846	(316,022)	69,168	8,628	9,569,364
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	1,071	1,071	6,000
Payroll Account (US Bank 1301)	200	212,227	-	212,227	200
Merchant Account (FF 7401)	1,000	-	-	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	7,650	212,227	1,071	213,298	7,650
Total Cash	7,650	212,227	1,071	213,298	7,650
Total Cash and Investments	9,832,496	(103,795)	70,239	221,927	9,577,014

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 SEPTEMBER 2021

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
811	NOLS Employee	HRA Reimbursement	92.05	
812	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 08-31-21) - EFT 877	174,599.84	
822	NOLS Employee	HRA Reimbursement	655.30	
860	Dept. of Retirement Systems	PERS and DCP (PPE 08-31-21) - EFT 878	36,904.54	
864	Felton, Jina	Cell Phone Reimbursement - Jan-Jun 2021 - PA	120.00	
865	NOLS Employee	HRA Reimbursement	850.59	
869	NOLS Employee	HRA Reimbursement	368.20	
870	Hartford Retirement Plan Solutions	MMDCP 09-2021 (PPE 08-31-21) - EFT 879	440.00	
871	Health Care Authority	HCA 09-2021 (PPE 08-31-21)	35,608.81	
872	HealthEquity	HSA ER Contribution - September 2021	666.65	
903	Phillips, Brian	Cell Phone Reimbursement - Jan-Jun 2021 - FAC	120.00	
904	NOLS Employee	HRA Reimbursement	661.57	
907	NOLS Employee	HRA Reimbursement	172.60	
908	NOLS Employee	HRA Reimbursement	128.00	
910	Shield, Erin	Cell Phone Reimbursement - Jan-Jun 2021 - TS	120.00	
911	NOLS Employee	HRA Reimbursement	661.57	
917	NOLS Employee	HRA Reimbursement	472.55	
919	NOLS Employee	HRA Reimbursement	322.01	
921	United Way of Clallam County	United Way Donations (PPE 08-31-21)	85.00	
927	WCIF	Vision/Life/EAP Premiums 09-2021 (PPE 08-31-21)	1,251.18	
930	NOLS Employee	HRA Reimbursement	189.50	
931	WSCCCE - WPAS, Inc	Dental Premiums (PPE 08-31-21) - October Coverage	5,155.92	
932	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 09-2021 (PPE 08-31-21)	2,032.61	
CK 2203	NOLS Employee	HRA Reimbursement	345.13	
CK 2204	NOLS Employee	HRA Reimbursement	701.20	262,724.82
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
857	Co-Op Farm & Garden, The	PO 863 Maintenance Supplies - Lightbulbs Batteries Cleaner - FAC	47.32	
868	Forks Outfitters	PO 761 Maintenance Supplies - Hoses for FO - FAC	95.46	
878	KCDA Purchasing Cooperative	PO 751 Maintenance Supplies - Paper Towels, Tissue and Can Liners - FAC	262.31	
899	Pacific Office Equipment, Inc.	PO 809 Office Supplies - Toner - SQ	591.10	
902	PermaCard	PO 788 Operating Supplies - Overdue Notice Forms - TS	365.01	
905	Rainbow Printing	PO 803 Operating Supplies - Library Cards - NOLS	1,112.00	
914	Swains General Store, Inc.	PO 746 Maintenance Supplies - Hose, Washers, Wire Connectors - FAC	81.44	
915	Swains General Store, Inc.	PO 854 Maintenance Supplies - Wasp Spray - Twine - FAC	31.64	
916	Swains General Store, Inc.	PO 870 Maintenance Supplies - Landscape Marking Paint - FAC	7.58	
918	The Home Depot Pro	PO 752 Maintenance Supplies - Paper Towels and Cleaner - FAC	486.11	
CC 5	Amazon.com	PO 650 Technology Supplies - Wall Charger - IT	13.05	

Category	Claimant	Purpose	Amount	Subtotal
CC 6	Amazon.com	PO 729 Technology Supplies - Keyboard, Zip Ties, Power Supply - IT	157.37	
CC 7	Amazon.com	PO 650 Technology Supplies - Wall Charger - IT	13.05	
CC 13	Amazon.com	PO 780 Toner & Ink - PA	121.16	
CC 14	Amazon.com	PO 757 Processing Supplies - Calendar, Markers - TS	69.46	
CC 21	CCI Solutions	PO 754 Processing Supplies - Media Cases - TS	334.12	
CC 32	Grainger	PO 802 Maintenance Supplies - Fire Extinguisher Sign - FAC	21.43	
CC 33	Home Depot	PO 787 Maintenance Supplies - Paint - FAC	89.62	
CC 35	KCDA Purchasing Cooperative	PO 735 Paper Supplies - FO	103.36	
CC 36	KCDA Purchasing Cooperative	PO 736 Office Supplies - Tape, Scissors - FO	136.67	
CC 37	KCDA Purchasing Cooperative	PO 733 Paper Supplies - PA	41.22	
CC 38	KCDA Purchasing Cooperative	PO 733 Office Supplies - Tape - PA	13.02	
CC 39	Labels Direct, Inc.	PO 721 Office Supplies - Spine Labels - PA	117.50	
CC 40	Labels Direct, Inc.	PO 755 Processing Supplies - Labels - TS	66.00	
CC 42	Logitech	PO 824 Technology Supplies - Wireless Keyboards - IT	163.17	
CC 54	Quill Corporation	PO 756 Processing Supplies - Sharpies, Ink - TS	83.54	
CC 58	Safeway	PO 759 Processing Supplies - Disk Repair Supplies - TS	22.06	
CC 69	Swains General Store, Inc.	PO 739 Maintenance Supplies - Paint Supplies, Wasp Spray - FAC	108.68	
CC 70	Swains General Store, Inc.	PO 786 Maintenance Supplies - Cord, Wasp Spray - FAC	42.41	
CC 75	Viking Sew & Vac	PO 785 Maintenance Supplies - Vacuum Part - FAC	54.32	4,851.18
<u>PROGRAM SUPPLIES</u>				
881	McGrew, Charlotte	PO 834 Program Supplies - Take & Make Pockets (VFOL)	9.77	
892	Norwest Graphics	PO 871 Program Supplies - SRP T-Shirts (VFOL)	157.05	
CC 8	Amazon.com	PO 819 Program Supplies - Homeschool Outreach (PAFOL)	35.60	
CC 9	Amazon.com	PO 812 Program Supplies - Teen Lit Bag (VFOL)	125.73	
CC 10	Amazon.com	PO 810 Program Supplies - Take & Make (VFOL)	261.33	
CC 11	Amazon.com	PO 791 Program Supplies - In the Kitchen Program (VFOL)	8.50	
CC 12	Amazon.com	PO 767 Program Supplies - Resiliency Month Kits (VFOL)	51.97	
CC 15	Amazon.com	PO 738 Program Supplies - Resiliency Bags (VFOL)	49.75	
CC 16	Amazon.com	PO 738 Program Supplies - Resiliency Bags (VFOL)	983.06	
CC 22	Costco	PO 811 Program Supplies - Teen Lit Bag (VFOL)	19.68	
CC 23	Costco	PO 770 Program Supplies - Bottled Water (FOSL)	6.51	
CC 24	Country Aire	PO 723 Program Supplies - In the Kitchen Program (VFOL)	24.01	
CC 41	Lego	PO 808 Program Supplies - SRP Grand Prize (VFOL)	108.48	
CC 45	Mariner Cafe	PO 769 Program Supplies - SRP Grand Prize (VFOL)	50.00	
CC 49	Odyssey Book Shop	PO 771 Program Supplies - SRP Gift Cards (VFOL)	400.00	
CC 50	Odyssey Book Shop	PO 741 Program Supplies - Summer Nights Gift Cards (VFOL)	175.00	
CC 52	Port Book and News	PO 772 Program Supplies - SRP Grand Prize (VFOL)	225.00	
CC 57	Saars Grocery	PO 724 Program Supplies - In the Kitchen Program (VFOL)	27.97	
CC 59	Safeway	PO 836 Program Supplies - EDI Survey Gift Cards (NOLF)	202.65	
CC 76	Walmart	PO 766 Program Supplies - Take & Make (VFOL)	5.41	2,927.47
<u>FUEL</u>				
CC 18	Arco	PO 727 Business Fuel - Westy - NOLS	20.82	
CC 19	Arco	PO 760 Business Fuel - Pacifica - NOLS	38.01	

Category	Claimant	Purpose	Amount	Subtotal
CC 27	Exxon Mobil	PO 781 Equipment Fuel - FAC	6.06	
CC 28	Exxon Mobil	PO 728 Business Fuel - Pacifica - NOLS	44.85	
CC 29	Exxon Mobil	PO 742 Business Fuel - Pacifica - NOLS	53.23	
CC 43	Lower Elwha Food & Fuel	PO 792 Business Fuel - Nolsy Red - FAC	44.27	
CC 44	Lower Elwha Food & Fuel	PO 818 Business Fuel - Nolsy Red - FAC	34.21	
CC 60	Safeway Fuel	PO 709 Business Fuel - Nolsy White - NOLS	25.00	
CC 61	Shell	PO 713 Business Fuel - Westy - NOLS	25.25	
CC 62	Shell	PO 730 Business Fuel - Westy - NOLS	25.50	
CC 63	Shell	PO 748 Business Fuel - Westy - NOLS	25.33	
CC 64	Shell	PO 750 Business Fuel - Westy - NOLS	23.79	
CC 65	Shell	PO 773 Business Fuel - Westy - NOLS	34.18	400.50
<u>COLLECTION MATERIALS</u>				
814	Amazon.com	Collection Materials	382.07	
815	Amazon.com	Collection Materials	147.83	
816	Amazon.com	Collection Materials	77.66	
817	Amazon.com	Collection Materials	529.48	
818	Amazon.com	Collection Materials	36.29	
824	Baker & Taylor Entertainment	Collection Materials	448.85	
825	Baker & Taylor Entertainment	Collection Materials	651.21	
826	Baker & Taylor Entertainment	Collection Materials	499.04	
827	Baker & Taylor Entertainment	Collection Materials	579.71	
828	Baker & Taylor Entertainment	Collection Materials	264.77	
829	Baker & Taylor Information	Collection Materials	3,739.12	
830	Baker & Taylor Information	Collection Materials	935.26	
831	Baker & Taylor Information	Collection Materials	1,739.73	
832	Baker & Taylor Information	Collection Materials	5,375.05	
833	Baker & Taylor Information	Collection Materials	3,719.88	
834	Brodart Company	Collection Materials	137.08	
836	CENGAGE Learning	Collection Materials	199.91	
837	CENGAGE Learning	Collection Materials	26.97	
838	CENGAGE Learning	Collection Materials	166.41	
839	Center Point Large Print	Collection Materials	224.70	
861	Dept. of Revenue - Use/Sales Tax	August 2021 Sales & Use Tax - EFT 881	20.47	
866	Findaway World, LLC	Collection Materials	91.10	
867	Findaway World, LLC	Collection Materials	371.21	
876	Ingram Library Services	Collection Materials	234.04	
877	Ingram Library Services	Collection Materials	754.00	
884	Midwest Tape	Collection Materials	636.72	
885	Midwest Tape	Collection Materials	299.85	
886	Midwest Tape	Collection Materials	1,076.96	
890	NewsBank	Collection Materials	3,285.75	
895	OverDrive, Inc.	Collection Materials	1,549.62	
896	OverDrive, Inc.	Collection Materials	480.96	
897	OverDrive, Inc.	Collection Materials	105.00	
898	OverDrive, Inc.	Collection Materials	381.17	
913	Sound Publishing Inc	Collection Materials	85.00	29,252.87

Category	Claimant	Purpose	Amount	Subtotal
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
813	ADP, LLC	Payroll Services - Payroll Processing - (PPE 07-31-2021) and (PPE 08-31-2021) - NOLS	1,395.48	
819	Amigos de Seattle	C20 Programming - Las Cuatro Culturas de Guatemala (VFOL)	500.00	
823	ARSL	PO 849 Professional Services - Conference Registration Fee - ARSL - NOLS	75.00	
856	Clallam County Treasurer	August 2021 Investment Service Fee paid in September 2021 - EF	29.41	
858	Demco, Inc.	PO 764 Technology Services - Spaces Public Use - (10/01/2021-09/30/2021) NOLS	2,474.19	
859	Department of Licensing	PO 839 Professional Services - Driving Record Check for Courier - NOLS - EFT 882	13.00	
861	Dept. of Revenue - Use/Sales Tax	August 2021 Sales & Use Tax - EFT 881	113.52	
893	OCLC, Inc.	PO 776 Technology Services -Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05	
894	Osorio, Carlos	C18 Programing - Hispanic Heritage - Colombian Cooking (VFOL)	200.00	
912	Sound Publishing Inc	PO 828 Professional Services - Recruitment Advertising - NOLS	36.75	
920	Unique Management Services, Inc.	Professional Services - Debt Collection	113.40	
925	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
926	Washington State Patrol	Professional Services - Background Checks - NOLS	11.00	
CC 1	IPassword	PO 821 Technology Services - Subscription Renewal - IT	370.98	
CC 2	IPassword	PO 825 Technology Services - Additional License - IT	93.45	
CC 3	Adobe Creative Cloud	PO 822 Technology Services - Subscription Renewal - IT	391.55	
CC 17	American Library Association	PO 869 Advertising - Recruitment Posting - ADM	473.00	
CC 25	DialMyCalls.com	PO 868 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 26	eFax Corporate	PO 777 Technology Services - HR Fax - ADM	29.99	
CC 30	Facebook	PO 782 Advertising - Sponsored Posts - NOLS	144.97	
CC 46	Microsoft Office	PO 826 Technology Services - Cloud Services - IT	839.58	
CC 47	Microsoft Office	PO 827 Technology Services - Business Voice - IT	123.48	
CC 48	Ninja Forms	PO 695 Technology Services - WordPress Add-In - IT	0.50	
CC 51	Pay Pal	Monthly Gateway Fee - NOLS	59.95	
CC 53	Premio	PO 829 Technology Services - WordPress Add-In - IT	18.75	
CC 56	REFORMA	PO 794 Training Fee - Virtual Conference Fee - NOLS	150.00	
CC 67	Stamps.com	PO 762 Technology Services - Monthly Charge - TS	19.57	
CC 71	Teamviewer	PO 823 Technology Services - Subscription Renewal - IT	664.77	
CC 77	Washington Library Association	PO 817 Training Fee - Conference Fee - NOLS	275.00	
CC 78	Zoom	PO 835 Technology Services - Monthly Subscription - NOLS	54.40	
CC 79	Zoom	PO 838 Technology Services - Monthly Subscription - NOLS	16.30	
CC 80	Zoom	PO 867 Technology Services - Monthly Subscription - NOLS	32.60	
CC 81	Zoom	PO 867 Technology Services - Monthly Subscription - NOLS	32.60	11,316.23
<u>COMMUNICATIONS</u>				
820	Angeles Communications	Communications - VOIP	903.04	

Category	Claimant	Purpose	Amount	Subtotal
840	CenturyLink 300511187 FO	Communications - Voice - FO	87.33	
841	CenturyLink 300561130 CB	Communications - Voice - CB	166.68	
842	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.73	
843	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.79	
844	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB - Current Charges	2,440.20	
845	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB - Current Charges	2,440.20	
846	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.84	
923	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
924	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12	
928	WDH - Wave Business	Communication - Internet - IT	3,783.12	
CC 66	Stamps.com	PO 749 Postage - TS	250.00	
CC 68	Stamps.com	PO 763 Postage - TS	250.00	
CC 74	UPS	PO 658 Communication - Freight - TS	27.52	11,237.60
<u>TRAVEL</u>				
881	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	61.60	
882	McNeil, Shannon	Travel - Business - Mileage Reimbursement - IT	61.60	
883	McNeil, Shannon	Travel - Business - Mileage Reimbursement - IT	20.16	
887	Miller, Shane	Travel - Business - Mileage Reimbursement - IT	61.60	
888	Miller, Shane	Travel - Business - Mileage Reimbursement - IT	75.60	
889	Morrison Sarah	Travel - Training - Mileage Reimbursement - Summer Night Stories - PA	20.16	
CC 4	Amazon.com	Unintentional Personal Charge - Reimbursed to NOLS	277.43	578.15
<u>INSURANCE</u>				
863	Enduris	2022 Policy Year Insurance - (9/1/21-8/31/2022) NOLS	82,339.00	82,339.00
<u>UTILITIES</u>				
847	City of Forks	Public Utilities - FO	105.82	
848	City of Port Angeles/Dump	PO 682, 795 Public Utilities - Solid Waste - Yard Debris - FAC	21.49	
849	City of Port Angeles/Dump	PO 846, 847, 855 Public Utilities - Solid Waste - Yard Debris - FAC	25.59	
850	City of Port Angeles/Peabody St.	Public Utilities - PA	3,931.47	
851	City of Sequim	Public Utilities - SQ	114.40	
852	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
853	Clallam County PUD	Public Utilities - CB	362.00	
854	Clallam County PUD	Public Utilities - FO	420.00	
855	Clallam County PUD	Public Utilities - SQ	641.00	
862	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87	
929	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,258.57
<u>REPAIR AND MAINTENANCE</u>				
873	Hi-Tech Security, Inc.	PO 832 Repair and Maintenance - FO Fire Alarm Monitoring - Annual to 10-2022 - FAC	260.40	
874	Hi-Tech Security, Inc.	PO 874 Repair and Maintenance - SQ Fire Alarm Test - FAC	330.00	
875	Hi-Tech Security, Inc.	PO 885 Repair and Maintenance - PA Fire Alarm Monitoring - Annual to 10-2022 - FAC	456.96	
879	Koenig Chevrolet	PO 775 Vehicle Maintenance - Nolsy White - FAC	73.90	

Category	Claimant	Purpose	Amount	Subtotal
880	Koenig Chevrolet	PO 815 Vehicle Maintenance - Nolsy Red - Periodic Maintenance and New Tires - FAC		
		PO 814 Vehicle Maintenance - Chevy Van - Periodic Maintenance - FAC	1,051.20	
899	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	704.11	
900	Peninsula Heat, Inc.	PO 831 Repair and Maintenance - CB Heat Pump Preventive Maintenance - FAC	332.93	
901	Peninsula Heat, Inc.	PO 858 Repair and Maintenance - SQ Heat Pump Preventive Maintenance - FAC	239.36	
906	Rainbow Sweepers, Inc.	PO 830 Groundskeeping - PA Parking Lot Sweeping 09-05-21 - FAC	212.16	
CC 31	First Race Car Wash	PO 779 Vehicle Maintenance - Pacifica - FAC	13.00	
CC 34	Jiffy Lube	PO 747 Vehicle Maintenance - Pacifica Oil Change - FAC	102.25	3,776.27
<u>MISCELLANEOUS SERVICES</u>				
CC 20	Association of Bookmobile & Outreach Svcs	PO 778 Membership Fee - Annual Membership for 4 Staff - NOLS	180.00	
CC 55	REFORMA	PO 793 Membership Fee - Annual Dues - NOLS	40.00	220.00
<u>INTERGOVERNMENTAL SERVICES</u>				
909	Secretary of State	Intergovernmental Services - Return of Unused CARES MiFi IG-7000 Grant - NOLS	3,024.47	3,024.47
<u>BUILDINGS AND STRUCTURES</u>				
821	Angeles Electric Inc.	PO 866 Buildings and Structures - PA Exterior Lighting - FAC	2,346.23	
835	Budget Blinds	PO 774 Buildings and Structures - Window Shades FO - FAC	756.25	3,102.48
<u>MACHINERY AND EQUIPMENT</u>				
861	Dept. of Revenue - Use/Sales Tax	August 2021 Sales & Use Tax - EFT 881	92.31	
CC 72	Uline	PO 837 Machinery & Equipment - Workroom Cabinet - CB	728.21	
CC 73	Uline	PO 837 Machinery & Equipment - Workroom Cabinet Replacement - CB	726.58	1,547.10
<u>SALES TAX</u>				
861	Dept. of Revenue - Use/Sales Tax	August 2021 Sales & Use Tax - EFT 881	43.41	43.41
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2205	NOLS Patron	Patron Refund	25.00	25.00
			423,625.12	423,625.12



Voucher Approval for September 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 #811 through #932 are approved in the amount of \$423,625.12 this 28th day of October 2021.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
811	NOLS Employee	HRA Reimbursement	92.05
812	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 08-31-21) - EFT 877	174,599.84
813	ADP, LLC	Payroll Services - Payroll Processing - (PPE 07-31-2021) and (PPE 08-31-2021) - NOLS	1,395.48
814	Amazon.com	Collection Materials	382.07
815	Amazon.com	Collection Materials	147.83
816	Amazon.com	Collection Materials	77.66
817	Amazon.com	Collection Materials	529.48
818	Amazon.com	Collection Materials	36.29
819	Amigos de Seattle	C20 Programming - Las Cuatro Culturas de Guatemala (VFOL)	500.00
820	Angeles Communications	Communications - VOIP	903.04
821	Angeles Electric Inc.	PO 866 Buildings and Structures - PA Exterior Lighting - FAC	2,346.23
822	NOLS Employee	HRA Reimbursement	655.30
823	ARSL	PO 849 Professional Services - Conference Registration Fee - ARSL - NOLS	75.00
824	Baker & Taylor Entertainment	Collection Materials	448.85
825	Baker & Taylor Entertainment	Collection Materials	651.21
826	Baker & Taylor Entertainment	Collection Materials	499.04
827	Baker & Taylor Entertainment	Collection Materials	579.71
828	Baker & Taylor Entertainment	Collection Materials	264.77
829	Baker & Taylor Information	Collection Materials	3,739.12
830	Baker & Taylor Information	Collection Materials	935.26
831	Baker & Taylor Information	Collection Materials	1,739.73
832	Baker & Taylor Information	Collection Materials	5,375.05
833	Baker & Taylor Information	Collection Materials	3,719.88

No.	Claimant	Purpose	Amount
834	Brodart Company	Collection Materials	137.08
835	Budget Blinds	PO 774 Buildings and Structures - Window Shades FO - FAC	756.25
836	CENGAGE Learning	Collection Materials	199.91
837	CENGAGE Learning	Collection Materials	26.97
838	CENGAGE Learning	Collection Materials	166.41
839	Center Point Large Print	Collection Materials	224.70
840	CenturyLink 300511187 FO	Communications - Voice - FO	87.33
841	CenturyLink 300561130 CB	Communications - Voice - CB	166.68
842	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.73
843	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.79
844	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB - Current Charges	2,440.20
845	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB - Current Charges	2,440.20
846	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.84
847	City of Forks	Public Utilities - FO	105.82
848	City of Port Angeles/Dump	PO 682, 795 Public Utilities - Solid Waste - Yard Debris - FAC	21.49
849	City of Port Angeles/Dump	PO 846, 847, 855 Public Utilities - Solid Waste - Yard Debris - FAC	25.59
850	City of Port Angeles/Peabody St.	Public Utilities - PA	3,931.47
851	City of Sequim	Public Utilities - SQ	114.40
852	Clallam County Public Works Dept.	Public Utilities - CB	56.50
853	Clallam County PUD	Public Utilities - CB	362.00
854	Clallam County PUD	Public Utilities - FO	420.00
855	Clallam County PUD	Public Utilities - SQ	641.00
856	Clallam County Treasurer	August 2021 Investment Service Fee paid in September 2021 - EFT 883	29.41
857	Co-Op Farm & Garden, The	PO 863 Maintenance Supplies - Lightbulbs Batteries Cleaner - FAC	47.32
858	Demco, Inc.	PO 764 Technology Services - Spaces - Public Use - (10/01/2021-09/30/2021) NOLS	2,474.19
859	Department of Licensing	PO 839 Professional Services - Driving Record Check for Courier - NOLS - EFT 882	13.00
860	Dept. of Retirement Systems	PERS and DCP (PPE 08-31-21) - EFT 878	36,904.54
861	Dept. of Revenue - Use/Sales Tax	August 2021 Sales & Use Tax - EFT 881	269.71
862	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87
863	Enduris	2022 Policy Year Insurance - (9/1/21-8/31/2022) NOLS	82,339.00
864	Felton, Jina	Cell Phone Reimbursement - Jan-Jun 2021 - PA	120.00
865	NOLS Employee	HRA Reimbursement	850.59
866	Findaway World, LLC	Collection Materials	91.10
867	Findaway World, LLC	Collection Materials	371.21
868	Forks Outfitters	PO 761 Maintenance Supplies - Hoses for FO - FAC	95.46
869	NOLS Employee	HRA Reimbursement	368.20
870	Hartford Retirement Plan Solutions	MMDCP 09-2021 (PPE 08-31-21) - EFT 879	440.00
871	Health Care Authority	HCA 09-2021 (PPE 08-31-21)	35,608.81

No.	Claimant	Purpose	Amount
872	HealthEquity	HSA ER Contribution - September 2021	666.65
873	Hi-Tech Security, Inc.	PO 832 Repair and Maintenance - FO Fire Alarm Monitoring - Annual to 10-2022 - FAC	260.40
874	Hi-Tech Security, Inc.	PO 874 Repair and Maintenance - SQ Fire Alarm Test - FAC	330.00
875	Hi-Tech Security, Inc.	PO 885 Repair and Maintenance - PA Fire Alarm Monitoring - Annual to 10-2022 - FAC	456.96
876	Ingram Library Services	Collection Materials	234.04
877	Ingram Library Services	Collection Materials	754.00
878	KCDA Purchasing Cooperative	PO 751 Maintenance Supplies - Paper Towels, Tissue and Can Liners - FAC	262.31
879	Koenig Chevrolet	PO 775 Vehicle Maintenance - Nolsy White - FAC	73.90
880	Koenig Chevrolet	PO 815 Vehicle Maintenance - Nolsy Red - Periodic Maintenance and New Tires - FAC PO 814 Vehicle Maintenance - Chevy Van - Periodic Maintenance - FAC	1,051.20
881	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ PO 834 Program Supplies - Take & Make Pockets (VFOL)	71.37
882	McNeil, Shannon	Travel - Business - Mileage Reimbursement - IT	61.60
883	McNeil, Shannon	Travel - Business - Mileage Reimbursement - IT	20.16
884	Midwest Tape	Collection Materials	636.72
885	Midwest Tape	Collection Materials	299.85
886	Midwest Tape	Collection Materials	1,076.96
887	Miller, Shane	Travel - Business - Mileage Reimbursement - IT	61.60
888	Miller, Shane	Travel - Business - Mileage Reimbursement - IT	75.60
889	Morrison Sarah	Travel - Training - Summer Night Stories - Mileage Reimbursement - PA	20.16
890	NewsBank	Collection Materials	3,285.75
891	North Olympic Library System	September 2021 Revolving Fund Reimbursement (* Detail Below)	1,071.33
892	Norwest Graphics	PO 871 Program Supplies - SRP T-Shirts (VFOL)	157.05
893	OCLC, Inc.	PO 776 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,521.05
894	Osorio, Carlos	C18 Programing - Hispanic Heritage - Colombian Cooking (VFOL)	200.00
895	OverDrive, Inc.	Collection Materials	1,549.62
896	OverDrive, Inc.	Collection Materials	480.96
897	OverDrive, Inc.	Collection Materials	105.00
898	OverDrive, Inc.	Collection Materials	381.17
899	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches PO 809 Office Supplies - Toner - SQ	1,295.21
900	Peninsula Heat, Inc.	PO 831 Repair and Maintenance - CB Heat Pump Preventive Maintenance - FAC	332.93
901	Peninsula Heat, Inc.	PO 858 Repair and Maintenance - SQ Heat Pump Preventive Maintenance - FAC	239.36

No.	Claimant	Purpose	Amount
902	PermaCard	PO 788 Operating Supplies - Overdue Notice Forms - TS	365.01
903	Phillips, Brian	Cell Phone Reimbursement - Jan-Jun 2021 - FAC	120.00
904	NOLS Employee	HRA Reimbursement	661.57
905	Rainbow Printing	PO 803 Operating Supplies - Library Cards - NOLS	1,112.00
906	Rainbow Sweepers, Inc.	PO 830 Groundskeeping - PA Parking Lot Sweeping 09-05-21 - FAC	212.16
907	NOLS Employee	HRA Reimbursement	172.60
908	NOLS Employee	HRA Reimbursement	128.00
909	Secretary of State	Intergovernmental Services - Return of Unused CARES MiFi IG-7000 Grant - NOLS	3,024.47
910	Shield, Erin	Cell Phone Reimbursement - Jan-Jun 2021 - TS	120.00
911	NOLS Employee	HRA Reimbursement	661.57
912	Sound Publishing Inc	PO 828 Professional Services - Recruitment Advertising - NOLS	36.75
913	Sound Publishing Inc	Collection Materials	85.00
914	Swains General Store, Inc.	PO 746 Maintenance Supplies - Hose, Washers, Wire Connectors - FAC	81.44
915	Swains General Store, Inc.	PO 854 Maintenance Supplies - Wasp Spray - Twine - FAC	31.64
916	Swains General Store, Inc.	PO 870 Maintenance Supplies - Landscape Marking Paint - FAC	7.58
917	NOLS Employee	HRA Reimbursement	472.55
918	The Home Depot Pro	PO 752 Maintenance Supplies - Paper Towels and Cleaner - FAC	486.11
919	NOLS Employee	HRA Reimbursement	322.01
920	Unique Management Services, Inc.	Professional Services - Debt Collection	113.40
921	United Way of Clallam County	United Way Donations (PPE 08-31-21)	85.00
922	US Bank	Credit Card Services - August 2021 (* Detail Below)	11,338.78
923	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
924	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12
925	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
926	Washington State Patrol	Professional Services - Background Checks - NOLS	11.00
927	WCIF	Vision/Life/EAP Premiums 09-2021 (PPE 08-31-21)	1,251.18
928	WDH - Wave Business	Communication - Internet - IT	3,783.12
929	West Waste & Recycling	Public Utilities - FO - CB	56.43
930	NOLS Employee	HRA Reimbursement	189.50
931	WSCCCE - WPAS, Inc	Dental Premiums (PPE 08-31-21) - October Coverage	5,155.92
932	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 09-2021 (PPE 08-31-21)	2,032.61
			423,625.12

*** Detail - NOLS Revolving Fund Account -- Voucher #891**

2203	NOLS Employee	HRA Reimbursement	345.13
2204	NOLS Employee	HRA Reimbursement	701.20
2205	NOLS Patron	Patron Refund	25.00

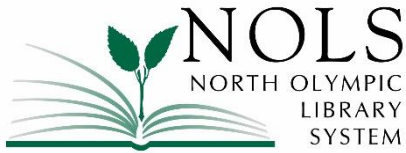
No.	Claimant	Purpose	Amount
			1,071.33
* Detail - NOLS US Bank Credit Card Purchases -- Voucher #922			
1	IPassword	PO 821 Technology Services - Subscription Renewal - IT	370.98
2	IPassword	PO 825 Technology Services - Additional License - IT	93.45
3	Adobe Creative Cloud	PO 822 Technology Services - Subscription Renewal - IT	391.55
4	Amazon.com	Unintentional Personal Charge - Reimbursed to NOLS	277.43
5	Amazon.com	PO 650 Technology Supplies - Wall Charger - IT	13.05
6	Amazon.com	PO 729 Technology Supplies - Keyboard, Zip Ties, Power Supply - IT	157.37
7	Amazon.com	PO 650 Technology Supplies - Wall Charger - IT	13.05
8	Amazon.com	PO 819 Program Supplies - Homeschool Outreach (PAFOL)	35.60
9	Amazon.com	PO 812 Program Supplies - Teen Lit Bag (VFOL)	125.73
10	Amazon.com	PO 810 Program Supplies - Take & Make (VFOL)	261.33
11	Amazon.com	PO 791 Program Supplies - In the Kitchen Program (VFOL)	8.50
12	Amazon.com	PO 767 Program Supplies - Resiliency Month Kits (VFOL)	51.97
13	Amazon.com	PO 780 Toner & Ink - PA	121.16
14	Amazon.com	PO 757 Processing Supplies - Calendar, Markers - TS	69.46
15	Amazon.com	PO 738 Program Supplies - Resiliency Bags (VFOL)	49.75
16	Amazon.com	PO 738 Program Supplies - Resiliency Bags (VFOL)	983.06
17	American Library Association	PO 869 Advertising - Recruitment Posting - ADM	473.00
18	Arco	PO 727 Business Fuel - Westy - NOLS	20.82
19	Arco	PO 760 Business Fuel - Pacifica - NOLS	38.01
20	Association of Bookmobile & Outreach Svcs	PO 778 Membership Fee - Annual Membership for 4 Staff - NOLS	180.00
21	CCI Solutions	PO 754 Processing Supplies - Media Cases - TS	334.12
22	Costco	PO 811 Program Supplies - Teen Lit Bag (VFOL)	19.68
23	Costco	PO 770 Program Supplies - Bottled Water (FOSL)	6.51
24	Country Aire	PO 723 Program Supplies - In the Kitchen Program (VFOL)	24.01
25	DialMyCalls.com	PO 868 Technology Services - Staff Emergency Contact System - NOLS	19.99
26	eFax Corporate	PO 777 Technology Services - HR Fax - ADM	29.99
27	Exxon Mobil	PO 781 Equipment Fuel - FAC	6.06
28	Exxon Mobil	PO 728 Business Fuel - Pacifica - NOLS	44.85
29	Exxon Mobil	PO 742 Business Fuel - Pacifica - NOLS	53.23
30	Facebook	PO 782 Advertising - Sponsored Posts - NOLS	144.97
31	First Race Car Wash	PO 779 Vehicle Maintenance - Pacifica - FAC	13.00
32	Grainger	PO 802 Maintenance Supplies - Fire Extinguisher Sign - FAC	21.43
33	Home Depot	PO 787 Maintenance Supplies - Paint - FAC	89.62
34	Jiffy Lube	PO 747 Vehicle Maintenance - Pacifica Oil Change - FAC	102.25
35	KCDA Purchasing Cooperative	PO 735 Paper Supplies - FO	103.36

No.	Claimant	Purpose	Amount
36	KCDA Purchasing Cooperative	PO 736 Office Supplies - Tape, Scissors - FO	136.67
37	KCDA Purchasing Cooperative	PO 733 Paper Supplies - PA	41.22
38	KCDA Purchasing Cooperative	PO 733 Office Supplies - Tape - PA	13.02
39	Labels Direct, Inc.	PO 721 Office Supplies - Spine Labels - PA	117.50
40	Labels Direct, Inc.	PO 755 Processing Supplies - Labels - TS	66.00
41	Lego	PO 808 Program Supplies - SRP Grand Prize (VFOL)	108.48
42	Logitech	PO 824 Technology Supplies - Wireless Keyboards - IT	163.17
43	Lower Elwha Food & Fuel	PO 792 Business Fuel - Nolsy Red - FAC	44.27
44	Lower Elwha Food & Fuel	PO 818 Business Fuel - Nolsy Red - FAC	34.21
45	Mariner Cafe	PO 769 Program Supplies - SRP Grand Prize (VFOL)	50.00
46	Microsoft Office	PO 826 Technology Services - Cloud Services - IT	839.58
47	Microsoft Office	PO 827 Technology Services - Business Voice - IT	123.48
48	Ninja Forms	PO 695 Technology Services - WordPress Add-In - IT	0.50
49	Odyssey Book Shop	PO 771 Program Supplies - SRP Gift Cards (VFOL)	400.00
50	Odyssey Book Shop	PO 741 Program Supplies - Summer Nights Gift Cards (VFOL)	175.00
51	Pay Pal	Monthly Gateway Fee - NOLS	59.95
52	Port Book and News	PO 772 Program Supplies - SRP Grand Prize (VFOL)	225.00
53	Premio	PO 829 Technology Services - WordPress Add-In - IT	18.75
54	Quill Corporation	PO 756 Processing Supplies - Sharpies, Ink - TS	83.54
55	REFORMA	PO 793 Membership Fee - Annual Dues - NOLS	40.00
56	REFORMA	PO 794 Training Fee - Virtual Conference Fee - NOLS	150.00
57	Saars Grocery	PO 724 Program Supplies - In the Kitchen Program (VFOL)	27.97
58	Safeway	PO 759 Processing Supplies - Disk Repair Supplies - TS	22.06
59	Safeway	PO 836 Program Supplies - EDI Survey Gift Cards (NOLF)	202.65
60	Safeway Fuel	PO 709 Business Fuel - Nolsy White - NOLS	25.00
61	Shell	PO 713 Business Fuel - Westy - NOLS	25.25
62	Shell	PO 730 Business Fuel - Westy - NOLS	25.50
63	Shell	PO 748 Business Fuel - Westy - NOLS	25.33
64	Shell	PO 750 Business Fuel - Westy - NOLS	23.79
65	Shell	PO 773 Business Fuel - Westy - NOLS	34.18
66	Stamps.com	PO 749 Postage - TS	250.00
67	Stamps.com	PO 762 Technology Services - Monthly Charge - TS	19.57
68	Stamps.com	PO 763 Postage - TS	250.00
69	Swains General Store, Inc.	PO 739 Maintenance Supplies - Paint Supplies, Wasp Spray - FAC	108.68
70	Swains General Store, Inc.	PO 786 Maintenance Supplies - Cord, Wasp Spray - FAC	42.41
71	Teamviewer	PO 823 Technology Services - Subscription Renewal - IT	664.77
72	Uline	PO 837 Machinery & Equipment - Workroom Cabinet - CB	728.21
73	Uline	PO 837 Machinery & Equipment - Workroom Cabinet Replacement - CB	726.58
74	UPS	PO 658 Communication - Freight - TS	27.52
75	Viking Sew & Vac	PO 785 Maintenance Supplies - Vacuum Part - FAC	54.32

No.	Claimant	Purpose	Amount
76	Walmart	PO 766 Program Supplies - Take & Make (VFOL)	5.41
77	Washington Library Association	PO 817 Training Fee - Conference Fee - NOLS	275.00
78	Zoom	PO 835 Technology Services - Monthly Subscription - NOLS	54.40
79	Zoom	PO 838 Technology Services - Monthly Subscription - NOLS	16.30
80	Zoom	PO 867 Technology Services - Monthly Subscription - NOLS	32.60
81	Zoom	PO 867 Technology Services - Monthly Subscription - NOLS	32.60
			11,338.78

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

EFT 877	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 08-31-21)	174,599.84
EFT 878	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 08-31-21)	36,904.54
EFT 879	Hartford Retirement Plan Solutions	MMDCP (PPE 08-31-21)	440.00
			211,944.38



Staff Report

Meeting Date: October 28, 2021
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Resolution 21-10-05 Authorizing Disposal of Surplus Equipment and Furniture

Topic/Issue:

Disposal of surplus items.

Policy Considerations:

Washington State law requires public agencies to dispose of public property at fair market value through auction, private sale, a broker, or agent, or through donation to defined agencies or organizations. This action is consistent with NOLS Policy 5.9 governing the library's disposal of property.

Fiscal considerations:

The items to be disposed through surplus are no longer of value to NOLS.

Discussion:

The computer equipment is obsolete or not working. The desks and file cabinet were removed from the office of the Clallam Bay Library where they were replaced with new, more ergonomically designed furniture. The wooden book carts were removed from service due to their excessive weight and unwieldiness.

Disposing of the unneeded items creates more room for storing items which are of continuing value to NOLS. Surplus items will be donated to local non-profit organizations specializing in repurposing used furniture and equipment. Non-reusable surplus computer equipment will be recycled.

Motion: That the Library Board of Trustees approve Resolution 21-10-05, approving surplus and disposal of items no longer needed by NOLS.

Item	Qty
Printer Dell 5130 cdn	2
Computer case	4
eBook reader	7
Access point	6
Switch	10

LAN manager	5
Monitor	8
Phone cordless analogue	13
Phone conference	2
UPS	3
Router	2
Firewall	1
Presentation Gateway	1
Audio player	1
Label printer	2
Wiring cabinet from Sequim Library	1
Oak desk, small	1
Oak cabinet on wheels, small	1
Metal and laminate desk	1
Wooden double-sided book cart	2

Attachment: Resolution 21-10-05



Resolution 21-10-05:
Library Board of Trustees
North Olympic Library System

Authorizing Disposal of Surplus Equipment and Furniture

Whereas, the North Olympic Library System has found that it no longer needs certain items of equipment and furniture; and

Whereas, the Library desires to dispose of the following items in an appropriate manner:

Item	Qty
Printer Dell 5130 cdn	2
Computer case	4
eBook reader	7
Access point	6
Switch	10
LAN manager	5
Monitor	8
Phone cordless analogue	13
Phone conference	2
UPS	3
Router	2
Firewall	1
Presentation Gateway	1
Audio player	1
Label printer	2
Wiring cabinet from Sequim Library	1
Oak desk, small	1
Oak cabinet on wheels, small	1
Metal and laminate desk	1
Wooden double-sided book cart	2

Now therefore be it resolved: To declare surplus and dispose of items listed above in a manner consistent with NOLS policy and state law.

To avoid any conflict of interest, real or perceived, Library staff, members of the Board of Trustees, and the immediate family members of staff and Board members are not permitted to purchase items that are removed from the Library's inventory.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this day of October 28, 2021.

Chair

Trustee

Trustee

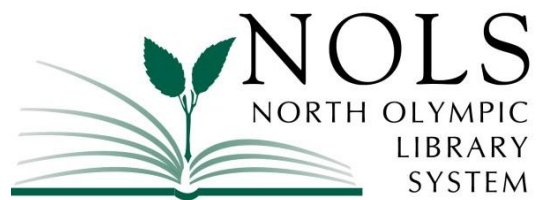
Trustee

Trustee

Attested by: _____
Secretary to the Board

2022
Proposed Operating Budget
(October Draft)

First Board Review and Public Hearing
October 28, 2021





Staff Report

Meeting Date: October 28, 2021
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Review of Draft Operating Budget for FY 2022
Public Hearing on the Draft Proposed Budget

Attachments: 2022 Summary Operating Budget Draft
2022 Budget Guidelines
2021-22 Strategic Roadmap

Topic/Issue: The Library Board of Trustees will review a draft of the Library's operating budget for 2022, and conduct the first public hearing on the budget. The Board is not required to adopt the budget at this time.

Background: The public hearing is an opportunity for members of the public to review the draft budget and provide feedback to the Board. It is also an opportunity for the Board to provide guidance and direction to staff, who will be finalizing the budget between now and mid-November. The Board may direct staff to make revisions up until the second public hearing and adoption of the budget at the Board's November meeting.

Background information on NOLS' levy, budget, and fiscal outlook is detailed in the Library's *Fiscal Factors Overview* document. A copy of this document was provided to the Board at the September meeting, and is always available to the public [on the NOLS website](#).

Policy Considerations: NOLS [Policy 5.15, Fiscal Management Policy](#) states the North Olympic Library System Board of Trustees establishes 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.

Discussion: The Management Team played a key role in the development of this draft budget. The Management Team sets system-wide priorities which reflect NOLS' Strategic Roadmap and Initiatives and branch and department work plans for the coming year. Managers developed their respective branch/department budgets, and then worked together to jointly review and finalize this draft. Finance Manager John DeFrancisco built the all-important personnel detail with the assistance of HR and Business Manager, Shaina Rajala. The personnel detail calculates salary and benefit costs for all

NOLS positions for the coming year. Personnel costs represent approximately 73% of the total 2022 budget, so having accurate salary and benefits projections is crucial to having an accurate budget. The Board's Finance Committee has reviewed and approved this draft of the proposed budget.

The October draft of the Library budget generally reflects a conservative estimate of the expected tax revenues. These are calculated based on the preliminary estimates of the Assessed Valuation for the County as provided by the Assessor, and applying the limiting factors imposed by Washington State tax laws. This October draft of the 2022 Operating Budget projects a 1% tax revenue growth over the 2021 levy. NOLS' 2021 levy rate stands at 41¢ per thousand of the county's AV. One percent growth in the 2022 tax levy would compress the levy rate to approximately 37¢/\$1000 AV in 2022.

Total Operating Revenue in the current draft of the 2022 operating budget stands at \$5,317,723, an increase of \$210,975 (approximately 4%) from the 2021 budget of \$5,106,748.

Tax Revenue Estimates

Approximately 84% of estimated revenues for the 2022 budget derive from property taxes. These revenues are levied and collected on the Library's behalf by Clallam County. Official estimates of the County's Assessed Valuation (AV) and new construction values are generally not available during the September/October period during which the first draft of the Library budget is prepared. The October Draft relies on the Assessor's early estimates: with AV estimates at \$11,969,020,247, and new construction value estimates at \$150,000,000. Tax revenues in this draft have been conservatively projected based on the 1% growth limitation allowed by law, with allowance for estimated new construction add-ons. These calculations will be updated as the Assessor's figures continue to firm up, and staff may need to make an upward or downward adjustment of this revenue figure.

Library Fees

Revenues for 2022 from lost and damaged materials fees have been estimated at \$10,000. This revenue line was first lowered in 2021 to account for reduced use while COVID-19 restrictions are place. Those restrictions are expected to continue into early 2022.

Miscellaneous Revenues

The sum of \$6,300 has been budgeted for interest income. The bulk of NOLS operating funds are invested via the State Pool. The interest rate on State Pool funds decreased from a high point of 2.538% in April 2019, to the low of 0.075% in May 2021. Based on the rates over the last few years, and available predictors for the coming year, 2022 estimates for interest income for operating funds held in the State Pool have been adjusted downward from the 2021 estimates. Interest from the Port Angeles Capital Replacement account and the Bode Bequest funds (held in certificates of deposit) is restricted by fund designation, and is therefore *not* included when calculating interest income to be applied to the operating budget.

A total of \$65,700, representing donations from the four Friends of the Library groups, has been included as estimated revenue. For the most part, Friends' donations are directed toward support for library programming and events. NOLS' exceptional array of public programming is almost entirely dependent on the generous support of the Friends groups, whose donations comprise about 92% of the total revenues budgeted for program support in 2022.

The donations revenue line includes \$1,500 from the NOLS General Donation Fund to supplement programming supply needs at the West End Branches, specifically program prizes, which if purchased with property tax revenue would be considered a gift of public funds.

Revenues and expenditures for grant projects are customarily not reflected in the NOLS operating budget, due to the varied timing, use restrictions, and pass-through accounting nature of most grant projects.

E-rate revenues are received as part of the federal reimbursement program related to telecommunications. E-rate reimbursements have been estimated at \$52,000 for 2022, 23% more than in 2021.

Timber Revenue

In accordance with Policy 5.15: Fiscal Management, and established Board practice, projected revenues from timber and forest products are not included in the operating budget for 2022. The Board will be presented with a draft of the Capital Budget for 2022 at the January meeting. Revenue for the Capital Budget is drawn from the Capital Budget account. The Finance Committee will have opportunities to review drafts of the 2022 Capital Budget prior to its presentation to the Board in January.

Personnel Expenditures

Personnel costs (salaries and benefits) represent 73.4% of the total 2022 budget. Personnel costs stand at \$3,901,737 in this draft of the operating budget, up from the \$3,730,079 budgeted in 2021, an increase of 4.6%. Personnel expense calculations reflect salaries, anticipated step (proficiency) increases, longevity benefits (CSBs), and other established cost increases and decreases, for all current and proposed 2022 positions; routine annual increases to these costs are projected.

In 2022, the minimum wage will increase by 80¢, 5.83%, to \$14.49/hour. As recommended by the State Auditor, provision is also made for “pay out” of compensated leave balances, to support anticipated or possible retirements/separations. The personnel array for 2022, on which the personnel budget is based, includes a very limited number of strategic staffing reconfigurations and/or reclassifications, which may be implemented for operational purposes during 2022. Even with those expected changes, at this time, FTE is expected to increase only 0.5 to 56.6 FTE in 2022.

There will be a moderate increase to medical (1.3%) premiums and dental (3%) premiums for 2022. Possible increases to L&I are not yet known. At present there is no expectation of any 2022 rate increase related to Public Employees’ Retirement System (PERS); a 21% decrease to the employer-paid PERS rates went into effect in 2021. No additional rate changes are expected in 2022, although it should be noted that PERS rate increases have been known to go into effect unexpectedly.

NOLS is currently engaged in collective bargaining with the General Employees Union. The October draft Operating Budget does not reflect all personnel or other increases which may result from the negotiations currently underway with the General Employees Union, including cost of living adjustments. Expenditures for personnel will need to be adjusted prior to budget adoption.

Supplies Expenditures

Friends of the Library contributions are essential to NOLS' ability to provide library programming. For budgeting purposes Friends' support for programming is split between *Supplies* and *Services*; in the 2022 Operating Budget, Friends' funding for program supplies stands at an estimated total of \$32,000. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes. As noted above, Friends' donations provide about 92% of the funding necessary to support library programming – NOLS truly could not provide this core service without support from the Library's wonderful and generous Friends of the Library groups.

Collection materials (books, DVDs, downloadable audio books, e-books, online databases and other library materials) are included in the Supplies category. The proposed 2022 operating budget decreases the amount budgeted for collection materials by 1%, bringing the total materials budget to \$480,000 or approximately 9% of the total budget. In 2011 (following the 2010 Levy Lid Lift) NOLS initiated a plan to address longstanding inadequacies in the collection. The 2022 materials budget represents a 51% increase over the pre-levy 2010 materials budget of \$317,754. As a result of this increased funding during the past decade, the NOLS collection has fully recovered from earlier years of tight budgets. The modest year-to-year spending increase in recent years has primarily addressed inflation, rather than growth. Due to COVID-19 impacts on the publishing industry and library use the past year, library staff believe they can continue to develop the collection without an increase in funding in 2022.

Most of the projected costs for general operating supplies have remained relatively stable, with the usual year-to-year small increases and a few minor decreases.

Services and Charges

Most of the projected costs within this category have remained relatively stable, with the usual year-to-year small increases and a few minor decreases.

In order to help complete NOLS' Strategic Initiatives in 2022, funds have been designated for several consultants. In 2021, \$25,000 was budgeted for fiscal planning and a library card campaign, but those funds were not utilized, due to the continued response to the pandemic and other complications. Consultants for fiscal planning and the library card campaign are being budgeted for again in 2022, in addition to \$40,000 for a consultant to complete a staff compensation study and \$7,500 for an accessibility audit of NOLS facilities, part of the Library's focus on equity, diversity and inclusion work. RFPs will be conducted as necessary before hiring consults, so exact costs could be significantly less than what is budgeted.

NOLS will continue to budget for an E-rate consultant to ensure the Library is fully and efficiently utilizing the Federal E-rate program. Consultants may be needed for Facilities and IT work (repaving parking lots or updating network infrastructure), so \$3,000 for consulting fees has been budgeted for each of those departments.

Friends of the Library donations are also key in the area of *Professional Services*, where \$36,000 is budgeted to pay for contracted speakers and performers at Library-sponsored events, and other reimbursed services.

Since the pandemic moved most trainings and conferences to a virtual format, the 2021 travel budget for training was reduced by 80%, from \$25,130 in 2020 to \$5,000. Staff training and development continues to be a priority for NOLS, so the training budget has been restored at \$38,000 in 2022. As NOLS' ongoing investment in this area continues to expand skill sets and staff abilities, the Library will continue to refine this budget line to best address current training needs.

Communications

A 24% decrease in *Communications* can mostly be attributed to the resolution of an ongoing issue NOLS has had with CenturyLink / Lumen related to the internet service provided to the Clallam Bay Branch Library.

Insurance

Actual insurance costs in 2021 were \$82,340. In 2022, premiums are expected to increase, so \$97,400 has been budgeted for insurance, an 18% increase over 2021 actual spending.

Intergovernmental Services

NOLS budgeted \$16,000 for its biannual audit in 2021. The audit was delayed due to COVID-19, and in October 2020 the Office of the Washington State Auditor informed NOLS that it now only needed to be audited every three years and its next audit would take place in 2021. In October 2021, the State Auditor notified NOLS it still planned to complete an audit in 2021, but because it has not yet been scheduled and there is potential some of the bills for the audit could be received in early 2022, \$8,000 is being included in the 2022 budget. If NOLS learns more about the timing of the audit and billing before the November Board meeting, the amount budgeted for the auditor will likely be adjusted or removed.

Capital Outlays

As noted elsewhere in this report, all capital outlay expenditures are reflected in the 2022 Capital Budget, which will be presented to the Library Board of Trustees in January 2022. The Capital budget is funded through the Capital Budget account and expenditures are generally scaled to align with timber/forest product revenues received during the previous fiscal year. Timber revenues of \$232,840 have been received through September 30, 2021. The 2022 Capital Budget is still in a very early stage of development. Both Capital Budget revenue and expenditure projections will change between now and adoption of the Capital Budget.

Transfers-in / Transfers-out

The draft budget as it currently stands requires a transfer-in from operating reserves in the amount of \$692,733 (13% of total revenues). As of September 30, 2021, NOLS had \$1,104,899 in its Operating Reserve account.

The amount needed from reserves to balance the budget is significant, but it is important to consider the amount in context of what NOLS has transferred in to balance the budget in recent years compared to actual expenditures and what NOLS has been able to transfer to reserves at the end of each year.

In January 2021, \$540,283 was transferred from Operating Reserves to balance the budget. Based on projected expenditures during the rest of 2021, it is estimated that NOLS will not need to utilize the transfer from reserves and be able to transfer \$617,577 into reserves (\$77,294 more than was

transferred from reserves). In 2021, the large savings can be attributed to the impacts of the pandemic the past 18 months, including several positions remaining vacant, but the budgeting of a transfer from reserves to balance the budget and then transferring into reserves at the end of the year has been the pattern between 2016 and 2020. During the last five years, on average \$271,000 was transferred into reserves from the Operating Budget at the end of the year. The trend to build reserves instead of utilizing reserves as budgeted is a result of the Library's practice of budgeting very conservatively and spending conservatively as well.

With inflation at such high rates, and the potential for the personnel budget to grow substantially, it should not be expected that this trend will last forever. In adopting the Budget Guidelines for 2022 the Board recognized that operating reserves, which have been carefully nurtured as a buffer against the inevitably shrinking levy rate, will play an increasingly important role in balancing budgets in coming years. Utilizing a consultant in 2022 to develop a new fiscal business plan, a current Strategic Initiative, will help determine how NOLS will navigate this issue in the future.

Alternatives for Consideration:

There are several budget elements that are subject to revision between now and the Board's November meeting, when the District's budget will be adopted. One or more of the following may happen:

Expenditure estimates may change as a result of:

- Collective bargaining negotiations which increase personnel costs;
- Board direction to staff to make revisions to the proposed budget;

Revenue estimates may change as a result of:

- Ongoing adjustments to the Assessor's AV and new construction estimates;
- Board input regarding transfers from reserves and/or use of gift funds.

A number of factors may affect the bottom line between this review and finalization of the budget at the November 18, 2021 meeting. Staff will continue to explore strategic revenue and expenditure adjustments as the final draft of the Operating Budget is prepared.

Action/Motion:

- No motion is required at this time.
- The Board must conduct the first Public Hearing on the proposed 2022 Operating Budget at the October 28, 2021 meeting.
- The Board may call for additional information, or make recommendations.

North Olympic Library System
2022 Summary Operating Budget
DRAFT - October 2021

	2021 Approved Budget	2021 Projected Actual	2022 Proposed Budget
Operating Revenue			
Taxes	4,435,000	4,435,000	4,479,100
Intergovernmental Revenues	-	100	-
Goods and Services	10,100	7,500	10,100
Library Fees	10,000	7,800	10,000
Miscellaneous revenues			
Investment interest	17,375	8,830	6,300
Equipment rentals (short term)	-	-	-
Facilities rentals (short term)	1,000	-	-
Contributions and donations ⁽¹⁾	51,200	49,875	65,700
Other miscellaneous revenues	41,200	71,800	53,200
Total Miscellaneous Revenues	110,775	130,505	125,200
Nonrevenues (excises taxes) ⁽²⁾	590	395	590
Transfers In	540,283	540,283	692,733
Grand Total Operating Revenue	5,106,748	5,121,583	5,317,723
Expenditures			
Personnel			
Salaries and wages	2,566,266	2,302,500	2,756,978
Benefits	1,163,813	970,700	1,144,759
Total Personnel	3,730,079	3,273,200	3,901,737
Supplies			
Collection Materials	486,000	486,000	480,000
Supplies, office and operating ⁽¹⁾	103,900	70,000	103,600
Fuel	17,900	5,860	18,150
Merchandise purchased for resale	1,700	500	1,700
Small Tools/Equipment (<\$200)	1,500	905	1,750
Total Supplies	611,000	563,265	605,200

(1) Includes anticipated grants from Friends of the Library groups and other donors.

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

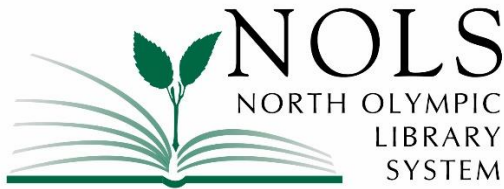
North Olympic Library System
2022 Summary Operating Budget
DRAFT - October 2021

	2021 Approved Budget	2021 Projected Actual	2022 Proposed Budget
Services			
Professional services ⁽¹⁾	227,985	208,840	291,420
Communication	174,859	125,000	132,060
Travel	6,500	4,775	18,500
Taxes and operating assessments	4,000	3,250	4,000
Operating rentals and leases	790	640	815
Insurance	83,700	82,340	97,400
Utilities	90,160	85,800	92,840
Repair and maintenance	147,390	131,076	148,196
Miscellaneous services	12,955	5,350	16,225
Total Services	748,339	647,071	801,456
Intergovernmental services	16,740	20,075	8,740
Nonexpenditures (excise taxes) ⁽²⁾	590	395	590
Total Operating Expenses	5,106,748	4,504,006	5,317,723

(1) Includes anticipated grants from Friends of the Library groups and other donors.

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

Transfers out			
To Budget reserve fund			
Total Transfers Out		617,577	-
Total Expenditures	5,106,748	5,121,583	5,317,723



2022 BUDGET GUIDELINES

With 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*



VALUES

- Power of knowledge, imagination, and exploration
- Free and equal access
- Intellectual freedom and privacy
- Literacy and learning
- Responsible stewardship
- Transparency and accountability
- Community service
- Partnerships to support community vitality
- Flexibility, nimbleness, and adaptability to social and technological change
- Equity, diversity, and inclusion

CORE SERVICES

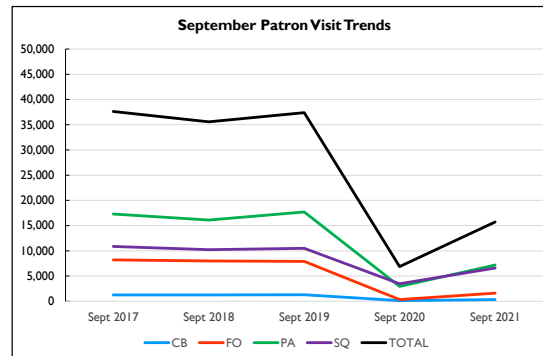
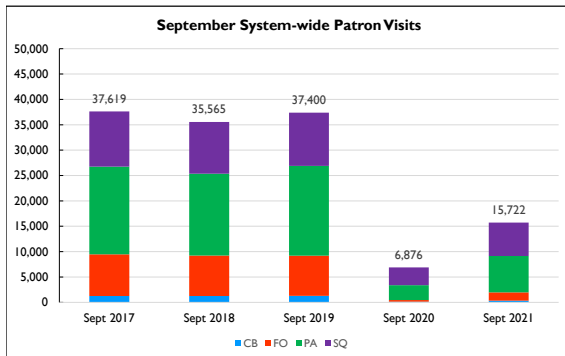
- Lend library materials at no direct cost to customers.
- Assist with information and research needs.
- Provide early literacy services and programming.
- Provide access to information technologies.
- Provide meeting space for public interaction.
- Be the hub where community comes together to think, meet, work, play, and create.
- Provide literacy, education, and enrichment opportunities for people of all ages.
- Offer diverse programs, events, and classes, which promote learning, skills acquisition, intellectual and cultural stimulation, civic discourse, community vitality, social engagement, entertainment, relaxation, and creative fun.
- Provide library facilities that are safe, comfortable, functional, and sustainable.
- Deliver library services when, where, and how they are needed.

STRATEGIC INITIATIVES 2021-2022

- Develop, articulate, and publish NOLS' Fiscal Business Plan for the next five to ten years.
- Develop and articulate a response plan for optimum recovery from disaster.
- Develop and implement a community outreach and marketing campaign to increase library awareness, access, and use among Clallam County Residents.
- Through an equity, diversity, and inclusion lens, begin to develop and implement a comprehensive plan to review NOLS' policies, practices, collections, programs, and resources.

Patron Visits

	2021	% of System
PA	7,179	45.7%
SQ	6,582	41.9%
FO	1,625	10.3%
CB	336	2.1%
Total	15,722	100.0%

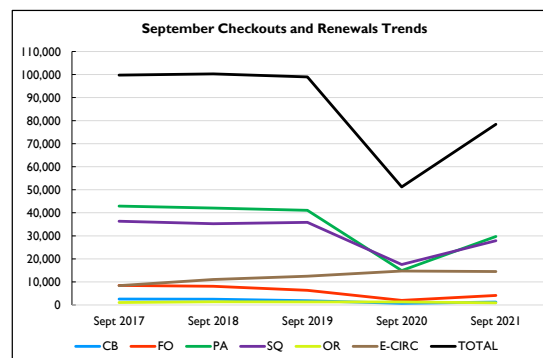
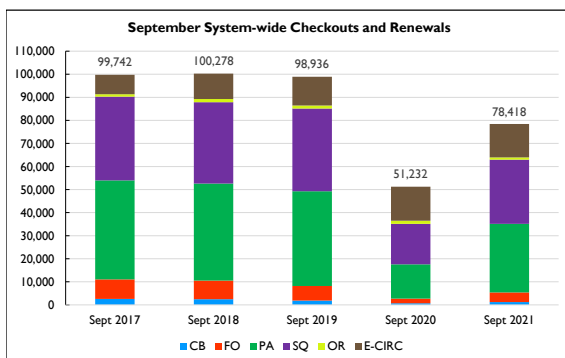


* Due to COVID-19, all NOLS locations were closed in September 2020, but curbside service was offered.

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

Checkouts & Renewals

	2021	% of System
PA	29,747	37.9%
Self	44%	
SQ	27,885	35.6%
Self	50%	
FO	4,116	5.2%
Self	18%	
CB	1,254	1.6%
OR	924	1.2%
E Circ	14,492	18.5%
Total	78,418	100.0%

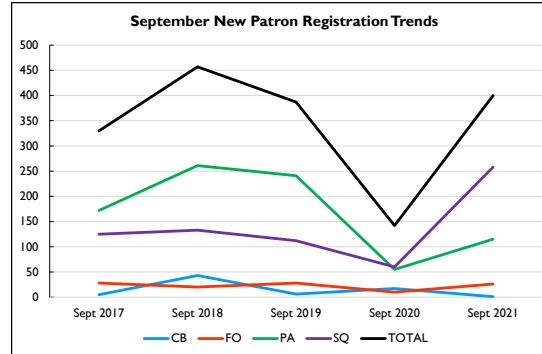
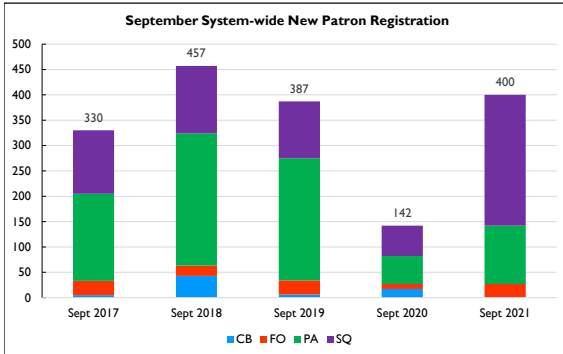


* Due to COVID-19, all NOLS locations were closed in September 2020, but curbside service was offered.

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

New Patron Registration

	2021	% of System
PA	115	28.8%
SQ	258	64.5%
FO	26	6.5%
CB	1	0.3%
Total	400	100.0%



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

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

* Registration remained available through the Library's website.

Library Programs

	Programs/Attendees	% of System
PA	4/66	13%/3%
SQ	4/114	13%/5%
FO	4/2	13%/0%
CB	0/0	0%/0%
Virtual	14/687	63%/91%
Total	32/2080	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	3,095	54.0%
SQ	2,040	35.6%
FO	353	6.2%
CB	246	4.3%
Total	5734	100.0%

Wi-Fi Access

System-wide Total	3,930
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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	4792	19.68
SQ	6688	17.37
FO	697	15.26
CB	206	22.16
OR	757	11.30
Total	13140	17.83

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	750	74.1%
SQ	263	95.3%
FO	183	28.4%
CB	23	7.2%
Total	1219	54.1%

Website Visits

From outside the Library	1,669
From inside the Library	15,363
Avg. # of pages visited	2

Outreach Services

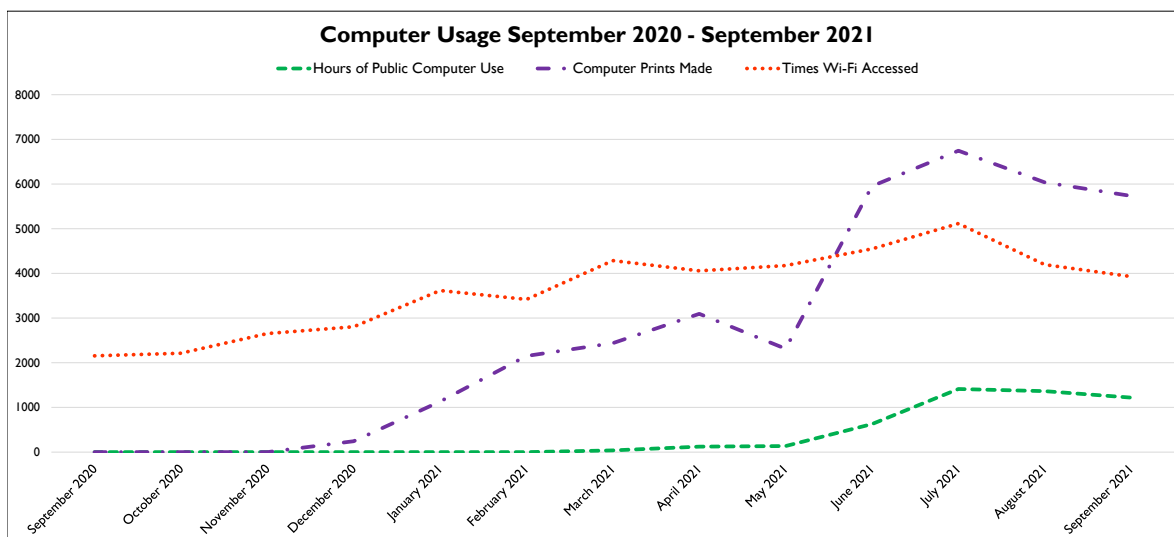
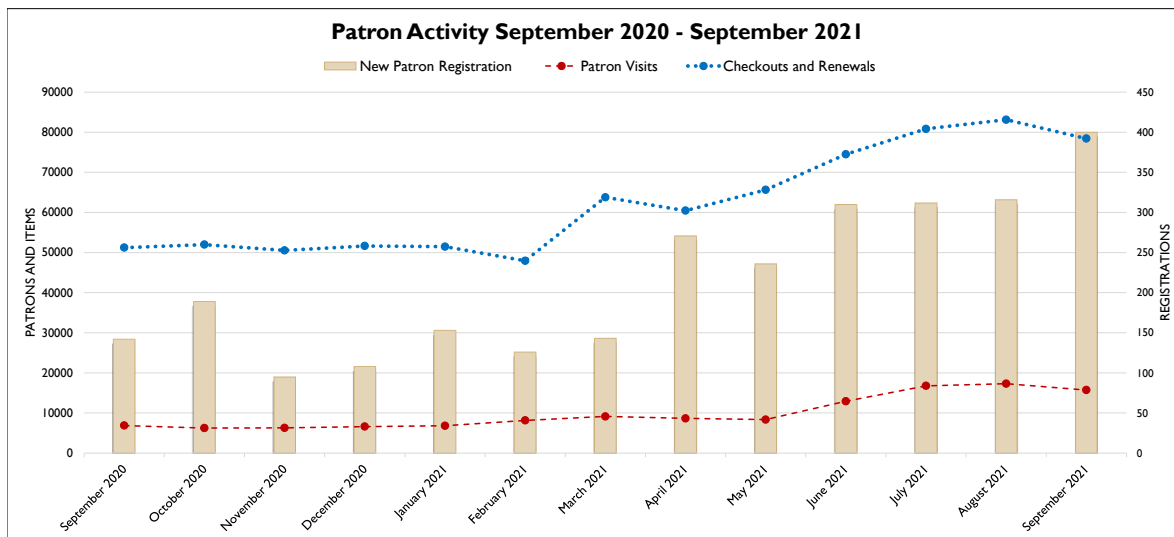
Deliveries to the Homebound	115
New Patrons w/ Delivery Services	2

Interlibrary Loan Services

Items borrowed from other libraries	174
Items loaned to other libraries	79

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	369
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	369



Significant Events During the Past 13 Months:

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.

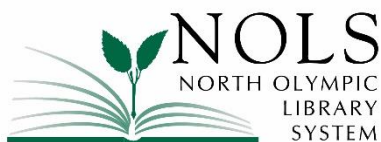
April 2021 - Limited in-library service expanded from three to six days a week for 3-4 hours each day.

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.

August - September 2021 - A technical error caused public computer prints to not be counted in Forks. It was corrected mid-September.



Monthly Activity Report

Meeting Date: October 28, 2021
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for September 2021

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Weekly *Rain or Shine! Outdoor Storytimes* started in September on Thursday mornings. They have been well attended with an average of 23 people each week. This storytime is being held outside the library and features stories, music, rhymes, plenty of movement and FUN!



Hispanic and Latinx Heritage Month started September 15 with this year's theme being "Celebrando la Diversidad Latina." Nearly 200 people viewed the livestream Spanish language virtual program about Guatemala with Luis Amado of Amigos de Seattle community radio station. An English language pre-recorded video program on making Colombian empanadas with Carlos Osorio of Sequim was also posted online with over 130 people viewing the program.

Intentional Aging, a new discussion group, started in September. This monthly program will explore topics and practices through book discussions, interactive activities, presenters, and more. Each month will feature a different theme inspired by the Aging Mastery Playbook from the National Council On Aging. Over 20 people joined the first discussion.

New Early Literacy Videos continued to be added each week in September. Participants learned rhymes about the ocean, enjoyed a puppet version of wheels on the bus, learned to count bees and share a cup of tea in fun fingerplay games, and joined a bilingual fingerplay rhyme: Saco las manitas/My Little Hands. Typical views of the Early Literacy Videos ranged from fewer than 30 to just over 200 views per month but after Youth Services Librarian Jennifer Lu'becke promoted the videos with local Headstarts and the Headstart teachers in turn shared the videos with parents, the number of views in September skyrocketed to almost 900 views!

Other events during the month of September included:

- CreativiTea: Tiny Tapestries – 40 participants
- Back Pack Buddies Take & Make – 250 participants
- T-shirt Bag Take & Make (coinciding with the Washington State Plastic Bag Ban and making use of leftover Summer Reading Program T-shirts from past years) – 212 participants
- League of Women Voters of Clallam County candidate forums:
 - PA School Board, PA City Council – 44 participants
 - SQ City Council – 52 participants
 - Hospital Commissioners – 30 participants
- Second Saturday Book Group reading *H is for Hawk* by Helen Macdonald – 6 participants
- Novel Conversations Book Group reading *Longitude* by Dava Sobel – 6 participants
- Second Tuesday Book Group reading *Born a Crime* by Trevor Noah – 8 participants
- Wednesday Evening Book Group reading *The Fifth Season* by N. K. Jemisin – 3 participants



Community Outreach Specialist Kayla Apolito attended Library Journal's Day of Dialogue, a virtual event to showcase upcoming books and authors. And multiple staff viewed the most recent webinar in the Ryan Dowd series *Librarians Guide to Homelessness*.

Sequim Branch Library

Emily Sly, Library Manager

September means back to school and back into “regular” routines for many community members. Masks have become routine again, and overall patrons are wearing masks without many reminders needed.

The occasional difficult interaction with the public about masks is hard on staff, but they all do a great job supporting one another. It has been a long year and a half. With the spike in COVID cases, staff have created a community info board in the lobby and update the case count Monday-Friday, when the county posts new stats.

Emily participated in interviews for the Youth Services Librarian candidates, Management Team meetings, Branch Manager meetings, Programming Team meeting, Health and Safety Team meeting, Sequim Capital Project planning meetings and Sequim Chamber of Commerce Board meeting. Kayla, Community Outreach Specialist, has begun working in Sequim one day/week. Charlotte, YS Librarian, works in PA on the day Kayla works in Sequim and they share a work station in Sequim. Emily and Erin submitted two grant applications to support the Sequim Library Expansion and Renovation Project.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Throughout the month of September, staff continued to focus on providing in-library hours Monday – Friday in Clallam Bay and Monday – Saturday in Forks.



Christie created an excellent “Back to School” display highlighting NOLS’ online resources.

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 as services continue to be introduced.

Mary attended a pop-up outreach event centering the Spanish speaking community on September 16. She was able to engage with 60 West End residents as well as further develop community partnerships. Additionally, Mary rolled out activities with Hispanic & Latinx Heritage Month. Activities included a radio hour focusing on Guatemalan Culture in partnership with Amigos de Seattle, “Empanadas Colombianas” tutorial and displays highlighting Hispanic & Latinx Heritage. These forms of engaging the community have been incredibly well received.

Jennifer Lu’Becke brought back Outdoor Storytime to Tillicum Park. Unfortunately, attendance did not replicate that of the Storytimes in the summer. However, a partnership with the Cape Flattery School District’s Remote Learning Teacher was further developed to engage remote learners and further awareness regarding library services.

Facilities Department

Brian Phillips, Facilities Manager

The end of summer and the beginning of autumn is a busy time for Facilities. A series of building system tests and inspections are done at this time of year to insure the facilities are ready for wet and windy weather. These include emergency light checks, roof and parking lot drain system maintenance at all locations, and winterization of the irrigation system at the Port Angeles Library. We also begin annual fire alarm testing, as well as fire extinguisher, HVAC, vehicle and backflow prevention maintenance at this time. Meanwhile, a return to cool wet weather in late September has kicked off a second grass growing season which will keep Facilities staff busy mowing lawns and trimming hedges for another month or so.

Port Angeles Library: Conducted energy audit (analysis due in November); performed routine HVAC maintenance and repaired heat pump #1; inspected backflow prevention valves for potable, irrigation, and fire sprinkler water services; installed new exterior lights on west side of building; cleaned roof gutters; inspected and cleaned parking lot and landscape catch basins; serviced fire extinguishers; cleared ground for proposed new fence; replaced overhead light bulbs; washed windows; trimmed bushes and trees; mowed lawn.

Sequim Library: Tested fire alarm system; serviced fire extinguishers; HVAC maintenance and filter change done; repainted parking lot curbs and bollards; cleaned gutters and catch basins.

Sequim Library Expansion and Renovation Project: Architectural services contract negotiations; helped edit several grant applications for project funding.

Forks Library: Emergency and flashlight checks; replaced damaged carpet squares; pressure washed sidewalks; repaired book cart; repaired parking lot sign; touched-up wall paint.

Clallam Bay: HVAC maintenance; replaced burned out light bulbs; serviced fire extinguishers; mowed lawn.

Other: Serviced Chevy van, Nolsy White and Nolsy Red; provided vehicle orientations for new employees; restocked supplies; staff took some time away from work.

Outreach to Homebound Program

Cheryl Martin, Community Outreach Librarian

During the month of September, 115 deliveries were made to homebound patrons and 2 new patrons registered for outreach services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

In September, IT welcomed the new IT Specialist 3, Shannon McNeil, to the team. She began her orientation and immediately began providing desktop support, and organizing the workroom/server area.

IT continued research on the door counter project to improve how patrons entering NOLS buildings are counted. IT drafted a door counter proposal to share research findings and recommendations with the management team.

After troubleshooting issues with Microsoft Teams it was determined that insufficient memory (RAM) in machines is causing Teams to fail intermittently. IT took inventory of laptops and desktops with a low amount of memory and upgraded them. The upgrade will improve performance of Teams and extend productive use of these machines, deferring their outright replacement until a more thorough assessment is completed.

In September, the Web Team worked to update and reorganize the [Early Learning Songs and Rhymes web page](#). The page is used to post weekly learning videos for children and was updated to show the most recent videos at the top of the page. The page was also updated to help make it load faster.

A web portal was developed for Hispanic and Latinx Heritage Month to highlight the events NOLS is offering for the celebration. An event page was also created for the September 18 Read an eBook Day promotion, and the Web Team continued to work on the overall transition from the Caldera Forms web platform to Ninja Forms.

IT collaborated with public services to highlight information about the candidate forums presented by the League of Woman Voters. Recordings of the events were added to the Library's website for quick access. A web portal was also developed for Resilience Month to highlight our free giveaways and events connected with the celebration.

The monthly statistics were gathered and organized for the Library's web platforms. The information included stats for Wi-Fi, public computers, staff usage, online calendars and internal staff sites. The team also examined the queries used to search the primary search bar on the Library homepage. The statistics were organized and stored for easier reference and as a

prelude to further organization in the future.

IT helped contribute to the NOLS Sustainability Team. At the October All Staff Training Day, the sustainability team will be presenting to all staff. The presentation will include information on why sustainability is important in the library, what steps NOLS is actively taking to help increase sustainable policies and practices, and what events are organized to promote a sustainable environment.

IT updated firmware on several network devices, including network storage and switches. Troubleshooting was done to improve remote access connections for staff. We made firewall adjustments to maintain connection to outside websites in regards to a widespread security certificate issue. Decommissioned servers and equipment continued to be withdrawn from central systems, which helps improve network security and operational efficiency.

IT completed its remuneration of expenses for the CARES Act grant award for which IT applied in August of last year, resulting in reimbursement of \$4,975.53 of communications expenses.

The printer attached to the microfilm machine in Port Angeles – capable of printing to Tabloid-size paper – failed irreparably. A printer was put in its place temporarily while plans for a replacement are developed.

IT continued to provide presence for NOLS with the Clallam Community Broadband Initiative, which held a checkpoint meeting on September 22.

Technical Services Department

Erin Shield, Collection Services Manager

Welcome new NOLS Courier, Kim Loafman! We're so glad to have filled the position with someone who's an enthusiastic library user. Kim will be working with Adam to ensure that library materials are delivered throughout Clallam County in a timely manner.

Charlotte McGrew, new Youth Services Librarian, got selector training so they can delve into youth patron requests in October. We are in the process of bringing new staff on board and anticipate more shifting later in the year or by the beginning of 2022. Thanks to everyone being very flexible as this unfolds.

1360 physical items were processed and available for customers in the month of September. 1318 downloadable titles were added. 153 print materials were repaired. 139 media items were resurfaced or repaired to extend their lives. 64 physical donations were made and added to the collection in September. 725 totes were moved between all NOLS' branches by the couriers, as well as 21 Outreach deliveries. Tech Services filled 174 InterLibrary Loan requests for NOLS' patrons and 79 loans out to other libraries.

Carol spent an hour on safety committee tasks. Susan helped onboard the new selector. Wendy worked 13 hours in Outreach. Cindy spent 2 hours on Web Team responsibilities. Erin attended meetings related to SQ Library building project, Management Team meetings, conducted interviews for Courier and Public Service Specialist positions, 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 meetings
- Management Team meetings
- Union Negotiations
- Circulation Assistant Recruitment

Recruitments:

- Community Outreach Specialist – FO/CB
- Courier – TS
- Public Services Specialist – PA
- YS Librarian 1 & 2 – PA & FO/CB
- On-Call Circulation Assistant – PA & FO & CB

New Hires:

- Shannon McNeil – IT Specialist 3 – IT
- Kim Loafman – Courier – Technical Services

Separations:

- Dayna Page – Courier – Technical Services

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, All Staff Meeting, and Finance Committee Meetings in September.

Accounting Statistics for September:

- 122 Vouchers
- 81 Credit Card Transactions

- 3 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 1 Department of Licensing EFT
- 60 Payroll Pays

Public Communications

Kate Radigan, Marketing Coordinator

- 8 news releases sent and an *Off the Shelf* article
- Finalized Book Discussion Group guides for the year
- Worked with Emily and Sarah M to promote Candidate Forums hosted by Clallam County League of Women Voters
- Supported Sustainability Team efforts to prepare for an All Staff Training Day presentation
- Began work on Public Communication forms and workflow revamp project

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
- Creating draft department and team work plans for 2022
- Beginning the 2022 budget creation process
- General Employee Unit Collective Bargaining Agreement negotiations
- Negotiating contract with SHKS Architects for Sequim Library Expansion and Renovation Project
- Sequim Library Expansion and Renovation Project planning
- Presented about NOLS current activities and the Sequim project to the Sequim Chamber of Commerce.
- Port Angeles and West End Youth Services Librarian recruitment activities
- Port Angeles On-Call Circulation Assistant recruitment
- Programming Team Meeting
- Regular Branch Manager, Management Team, and Public Restart Team Meetings



Customer Comments

September 2021

The following comments were received by the Library during the month of September 2021. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

RECEIVED BY E-MAIL

Comment:

You carry a book by Jonathan Evison which is simply child pornography. It is touted by very disturbed people for 4th graders to read!!! I expect books like this to be removed from nols in short order. I will pursue any options necessary to ensure this type of book is no longer in the system. <https://vidmax.com/video/207249-momma-bear-exoritates-texas-school-board-for-including-book-that-promotes-pedophilia-to-4th-graders>

Response:

The North Olympic Library System welcomes comments and suggestions regarding the books, DVDs, CDs and other materials in the collection.

The Library includes a wide variety of materials in its collection, and that some of these materials may not be of interest or appropriate for every library user. The Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author.

The Library welcomes expression of opinion by patrons, but is governed by its [Collection Management Policy](#) in making additions to or deleting items from the collection.

I understand you have a concern about Johnathan Evison's Lawn Boy being in the Library's collection. I'd be happy to arrange a time to discuss the Library's policy and practices. Let me know a time that works well for you and we can setup a phone call. If your concern is not satisfactorily addressed by discussing the issue further, or if you would prefer not to meet with me, you may submit the attached Request for Reconsideration form.

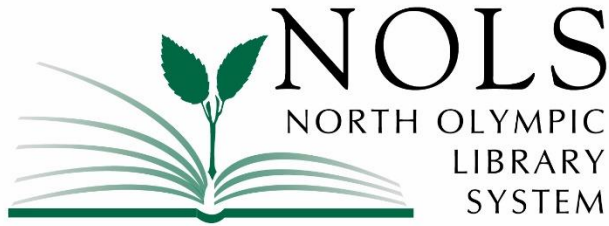
For your Request for Reconsideration to be considered, you must complete the form in full. You will receive written confirmation from the Library that your Request has been received.

Your completed Request will be forwarded to the Library's Collection Management Team, the members of which will read the item in question and study reviews of the material. They will

forward a recommendation to me, and I will also study the material and the associated information. Within sixty days of receiving your Request for Reconsideration, I'll make a final determination and send you a letter explaining the Library's decision and the reasons for the response.

In the event that you are not satisfied with the Library's decision, you may appeal it to the Library Board of Trustees within thirty days of my ruling, and you may request a hearing before the Library Board of Trustees at their next regularly scheduled meeting.

Please let me know if you would like to discuss this issue further, or if have questions about the Request for Reconsideration process.



2021 Highlight Log

(September 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.

9/6/2021 – NOLS

A library employee's mom spotted this NOLS shout out in Parade Magazine:



9/1/2021 – Sequim

A patron who seemed to be experiencing homelessness was using the computer, printing her resume and job hunting. The patron at the next computer, came up to me on the front desk with a \$50 bill wrapped in a piece of scrap paper and asked me to give it to her anonymously. Our patrons rock!

9/8/2021 – Port Angeles

A patron stopped by the front desk to sing Kayla's praises for her help in printing a very large printer manual. He said she did an outstanding job and should get accolades!

9/14/2021 – NOLS

I received a note from a patron who donated some photos her father took of Olympic National Forest: "I like to think that each of us does at least one good deed every day, even if we don't know it. You have certainly done a good deed today by helping me and my family. On behalf of my Dad, his children, grandchildren and great grandchildren: thank you!"

The patron's thanks are shared to Erin, Shaina, and Karen for helping with the donation form, and Technical Services for handling the physical items. The Douglas Williams photo collection will be digitized and shared on the Washington Rural Heritage site in 2022!

9/15/2021 – Port Angeles

A patron just stopped by the front desk with the sole purpose of telling me how wonderful the new display is (Sarah D's banned books display with caution tape over each item). He especially appreciates the education pieces included about challenged and banned books.

9/23/2021 – Sequim

Patron with kids stopped by front desk to share that the backpack buddies were a great idea and they really loved it.

9/24/2021 – Port Angeles

A patron who frequents the Forks branch was browsing the Port Angeles graphic novel sections this morning. This patron stopped by the desk to pass on that whoever curates the graphic novels for NOLS does a fantastic job! Thank you for providing such a wide range of graphic novels!

9/28/2021 – Port Angeles

A retired librarian visiting from out of town stopped in to check out our facility. This individual was very complimentary. A big shout out was made about the ADA scooter being accessible to our patrons!

9/29/2021 – Sequim

After checking out her books, a patron came up to the desk just to tell me: "Thank you for being here! Really...I don't know how I could have survived all of this (COVID) without the library!" She also shared that she has taught her grandkids that the library is the greatest place in the world.

9/30/2021 – Sequim

A patron dropped off an envelope filled with library-related treasures she had collected and wanted to share... handouts from other libraries she had visited, magazine articles, newspaper clippings about books. It was a fun and eclectic collection to receive that brought joy to the day.

9/30/2021 – NOLS

The League of Women Voters contacted me with a fairly last-minute/urgent request to help host their candidate forums online. Sarah Morrison stepped up and offered to run the Zoom meetings for all three forums. Some of the candidates thanked Sarah on their social media accounts for doing a great job, and at a Sequim Chamber of Commerce meeting earlier this week, a LWV member shared her appreciation for NOLS and Sarah assisting with the forums, stating, “ We couldn't have done it without the Library!”