

Notice of Public Hearing

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

Public Hearing on Draft 2023 Operating Budget

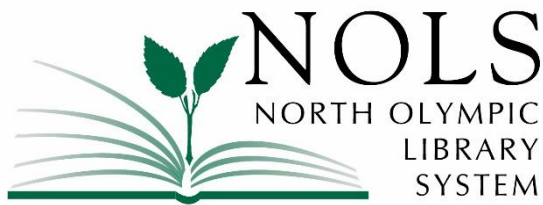
Thursday, October 27, 2022, 5:30pm
Port Angeles Main Library
2210 South Peabody Street, Port Angeles, WA

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's draft 2023 Operating Budget during the Board's regular meeting on Thursday, October 27, 2022, at 5:30pm. The Library's budget for 2022 is \$5,514,646 and the proposed budget for 2023 is \$5,792,759.

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 2023 Budget is scheduled for Thursday, November 17, 2022, at 5:30pm at the Port Angeles Main Library. Public comment is encouraged at this meeting as well.



Board of Trustees Regular Meeting
Thursday, October 27, 2022 5:30pm
Port Angeles Main Library

REMOTE ACCESS

If unable to join in person, members of the public may participate in the meeting via internet or phone 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 22, 2022
4. Communications
5. Presentation – Compensation Study Project Update, presented by NFP compensation consultant, Abby Steele
6. Public comments
7. Financial Reports: September 2022
8. Approval of Vouchers: September 2022

9. Unfinished Business
 - U.1. Approval of Strategic Roadmap Update
10. New Business
 - N.1. Review and discussion of proposed 2023 Operating Budget
 - N.2. Public Hearing on the proposed 2023 Operating Budget
11. Reports
 - R.1. Monthly Statistics Reports: September 2022
 - R.2. Monthly Activity Reports: September 2022
 - R.3. Customer Comments: September 2022
 - R.4. Highlight Log: September 2022
12. Public Comments
13. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, November 17, 2022 at the Port Angeles Main Library
15. Agenda items for next meeting
16. Executive session to discuss collective bargaining
17. (Action on executive session, if any)
18. 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 17, 2021 | 5:30pm | Regular meeting Port Angeles |

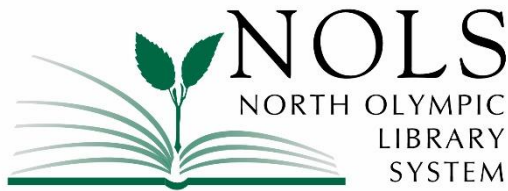
Note: no regular Board meetings scheduled in July or December.

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

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Ian Miller, and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Shaina Rajala.
2. Approval of agenda
Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of August 25, 2022
Motion by Mr. Caldwell to approve the minutes from the August 25, 2022 regular meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications
5. Public Comments
6. Financial reports: August 2022
The financial reports for August 2022 were accepted as presented.
7. Approval of vouchers: August 2022
Motion by Ms. Pelikan to approve the August 2022 vouchers, numbered #707 through #807, in the amount of \$554,082.39. Motion seconded by Mr. Miller. Motion carried.
8. New Business
 - N.1. Verbal update regarding NOLS' Bookmobile
 - N.2. Verbal update regarding the Sequim Library Expansion and Renovation Project
 - N.3. Approval of MOU with United Way of Clallam County to partner on a Financial Aid Outreach Pilot Program
Motion by Mr. Miller to approve the MOU with United Way of Clallam County. Motion seconded by Ms. Pelikan. Motion carried.
 - N.4. Approval of Revisions to Policy 4.2: Fines and Fees
Motion by Ms. Pelikan to approve the revisions to policy 4.2. Motion seconded by Mr. Caldwell. Motion carried.

N.5. Approval of Revisions to Policy 5.6: Credit Cards

Motion by Mr. Caldwell to approve the revisions to policy 5.6. Motion seconded by Mr. Miller. Motion carried.

N.6. Discussion of NOLS Employee Ethics Statement

N.7. Discussion of NOLS 2021-24 Strategic Roadmap

N.8. Background Information: Budget/Levy/Fiscal Planning (no action)

N.9. Discussion of NOLS 2023 Budget Guidelines

Motion by Ms. Pelikan to approve the NOLS 2023 Budget Guidelines. Motion seconded by Mr. Caldwell. Motion carried.

9. Reports

R.1. Monthly Statistics Reports: August 2022

R.2. Monthly Activity Reports: August 2022

R.3. Customer Comments: August 2022

R.4. Highlight Log: June - August 2022

All reports were accepted as presented.

10. Public Comments

11. 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.

12. Agenda items for next meeting

*First Public Hearing on the 2023 Operating Budget
Compensation Study Presentation by NFP*

13. Executive session to discuss collective bargaining

At 7:05pm 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 7:50pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

14. (Action on executive session, if any) *None.*

15. Next meeting: 5:30pm, Thursday, October 27, 2022 at the Port Angeles Main Library

16. Adjournment

There being no further business, the meeting was adjourned by the Vice Chair at 7:50pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Revenue Report

September 30, 2022

| Operating Revenue | | | | 9/12ths is | 75.0% |
|---|------------------|----------------|------------------|-------------------|----------------|
| | Budgeted | Current | YTD | Difference | Percent |
| <i>Taxes</i> | 4,535,000 | 91,919 | 2,838,448 | 1,696,552 | 62.6 |
| <i>Intergovernmental Revenues</i> | - | - | 94 | (94) | - |
| <i>Goods and Services</i> | 8,100 | 637 | 8,538 | (438) | 105.4 |
| <i>Library Fees</i> | 10,000 | 696 | 8,020 | 1,980 | 80.2 |
| <i>Miscellaneous Revenues</i> | | | | | |
| Pool Fund Investment Interest | 6,300 | 18,260 | 52,388 | (46,088) | 831.6 |
| Investment Interest (net of fees) | - | - | 6,846 | - | - |
| Facilities Leases (Short Term) | - | 113 | 363 | (363) | - |
| Private Grants and Donations | 102,000 | 3,624 | 268,576 | (166,576) | 263.3 |
| Other Miscellaneous Revenue | 53,200 | 52,026 | 60,223 | (7,023) | 113.2 |
| <i>Total Miscellaneous Revenues</i> | 161,500 | 74,023 | 388,395 | (226,895) | 240.5 |
| <i>Nonrevenues (excise taxes)</i> | 410 | 60 | 488 | (78) | 118.9 |
| <i>Transfers In</i> | 799,636 | - | - | 799,636 | - |
| Total Operating Revenue | 5,514,646 | 167,335 | 3,243,983 | 2,270,663 | 58.8 |
| Capital Revenue | | | | | |
| <i>Timber Revenues (received in 2022)</i> | - | 22,863 | 214,675 | - | - |
| Total Capital Revenue | - | 22,863 | 214,675 | - | - |
| Grand Total Revenues | | 190,198 | 3,458,658 | | |



Expenditure Report

September 30, 2022

| | | | | 9/12ths is | 75.0% |
|--|------------------|----------------|------------------|------------------|--------------|
| Operating Expenditures | Budgeted | Current | Year To Date | Difference | Percent |
| <i>Personnel</i> | | | | | |
| Salaries and Wages | 2,870,623 | 220,546 | 1,930,990 | 939,633 | 67.3 |
| Benefits | 1,191,101 | 84,244 | 757,221 | 433,880 | 63.6 |
| Total Personnel | 4,061,724 | 304,790 | 2,688,211 | 1,373,513 | 66.2 |
| <i>Supplies</i> | | | | | |
| Supplies, Office and Operating | 106,100 | 13,657 | 71,146 | 34,954 | 67.1 |
| Fuel | 18,150 | 624 | 6,046 | 12,104 | 33.3 |
| Merchandise for resale | 1,700 | - | 566 | 1,134 | 33.3 |
| Collection Materials | 480,000 | 19,066 | 197,607 | 282,393 | 41.2 |
| Small Tools/Equip (<\$200) | 1,750 | - | 457 | 1,293 | 26.1 |
| Total Supplies | 607,700 | 33,347 | 275,822 | 331,878 | 45.4 |
| <i>Services</i> | | | | | |
| Professional Services | 317,436 | 17,729 | 114,205 | 203,231 | 36.0 |
| Communication | 138,560 | 9,161 | 82,251 | 56,309 | 59.4 |
| Travel | 18,500 | 650 | 13,449 | 5,051 | 72.7 |
| Taxes and Operating Assessments | 4,000 | - | 5,305 | (1,305) | 132.6 |
| Operating Rentals and Leases | 815 | - | 3,406 | (2,591) | 417.9 |
| Insurance | 97,400 | - | 95,293 | 2,107 | 97.8 |
| Public Utilities | 92,840 | 7,481 | 69,001 | 23,839 | 74.3 |
| Repair and Maintenance | 136,196 | 5,684 | 41,205 | 94,991 | 30.3 |
| Miscellaneous Services | 21,325 | 372 | 17,026 | 4,299 | 79.8 |
| Total Services | 827,072 | 41,075 | 441,142 | 385,930 | 53.3 |
| <i>Intergovernmental Services</i> | <i>17,740</i> | <i>37</i> | <i>17,037</i> | <i>703</i> | <i>96.0</i> |
| <i>Nonexpenditures (excise taxes) ⁽¹⁾</i> | <i>410</i> | <i>77</i> | <i>469</i> | <i>(59)</i> | <i>114.5</i> |
| Total Operating Expenditures | 5,514,646 | 379,327 | 3,422,681 | 2,091,965 | 62.1 |

(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 | 168,000 | - | 4,232 | 163,769 | 2.5 |
| Other Improvements | 106,900 | 8,566 | 9,211 | 97,689 | 8.6 |
| Machinery & Equipment | 388,900 | 8,602 | 84,989 | 303,911 | 21.9 |
| Construction of Capital Assets | 2,000,000 | 46,485 | 153,769 | 1,846,231 | 7.7 |
| Total Capital Outlays | 2,663,800 | 63,653 | 252,201 | 2,411,599 | 9.5 |
| Grand Total All Expenditures | 8,178,446 | 442,980 | 3,674,882 | 4,503,564 | 44.9 |



Account Balances

September 30, 2022

| | 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⁾ | 1,109,833 | - | 22,863 | - | 1,132,696 |
| Operating Reserve ⁽³⁾ | 927,423 | - | - | - | 927,423 |
| PA Capital Reserve ⁽⁴⁾ | 459,433 | - | - | - | 459,433 |
| Sequim Capital Project Acct. ⁽⁴⁾ | 1,894,882 | - | - | 46,485 | 1,848,397 |
| Capital Budget - 2022 ⁽⁴⁾ | 316,536 | - | - | 15,386 | 301,150 |
| <i>Total Board Designated Accounts</i> | <i>6,015,126</i> | <i>-</i> | <i>22,863</i> | <i>61,871</i> | <i>5,976,118</i> |
| <i>Grants and Donations</i> | | | | | |
| NOLS Donations Fund | 78,095 | - | 3,571 | - | 81,666 |
| NOLS Materials Fund | 14,607 | - | - | 91 | 14,517 |
| Francis Bode Materials Fund | 23,793 | - | - | - | 23,793 |
| Margaret Bode Materials Fund | 26,058 | - | - | - | 26,058 |
| Systemwide Programming Fund | 17,627 | - | - | 7,682 | 9,945 |
| Port Angeles Donations Fund | 7,514 | - | 13 | - | 7,527 |
| Port Angeles Friends Donations | 35,998 | - | - | 2,767 | 33,231 |
| Sequim Donations Fund | 53,792 | - | 10 | - | 53,802 |
| Sequim Friends Donations | 11,214 | - | - | 33 | 11,181 |
| Forks Donations Fund | 2,262 | - | 24 | - | 2,287 |
| Forks Friends Donations | 1,378 | - | - | 411 | 967 |
| Clallam Bay Donations Fund | 7,268 | - | 3 | - | 7,270 |
| Clallam Bay Friends Donations | 1,221 | - | - | 151 | 1,070 |
| Williams Bequest | 165,509 | - | - | - | 165,509 |
| Streett Memorial Gift Fund | 5,497 | - | - | - | 5,497 |
| Fincher Bequest | 25,000 | - | - | - | 25,000 |
| Sequim Future Library Donations | 200,784 | - | - | - | 200,784 |
| Bookmobile Donations | 1,385 | - | - | - | 1,385 |
| <i>Total Grants and Donations</i> | <i>679,001</i> | <i>-</i> | <i>3,621</i> | <i>11,134</i> | <i>671,488</i> |
| <i>Unclaimed Property Account</i> | <i>2,662</i> | <i>-</i> | | | <i>2,662</i> |
| <i>Total Designated Cash</i> | <i>6,696,789</i> | <i>-</i> | <i>26,483</i> | <i>73,005</i> | <i>6,650,268</i> |
| <i>Undesignated Cash Operating Funds</i> | <i>2,429,932</i> | <i>(206,261)</i> | | | <i>2,223,671</i> |
| Total WA State Local Investment Pool | 9,126,721 | (206,261) | 26,483 | 73,005 | 8,873,939 |

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) Reserves to fund significant or unplanned technology needs.
- (4) Fund management account for designated capital projects.



Account Balances

September 30, 2022

| | Beginning Balance | Transfers In/(Out) | Current Income | Current Expense | Ending Balance |
|--|----------------------|-----------------------|-------------------|--------------------|------------------|
| Certificates of Deposit | | | | | |
| PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾ | 522,758 | - | - | - | 522,758 |
| Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾ | 219,796 | - | - | - | 219,796 |
| Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾ | 236,942 | - | - | - | 236,942 |
| Total Certificates of Deposit | 979,496 | - | - | - | 979,496 |
| Total Investments | 10,106,217 | (206,261) | 26,483 | 73,005 | 9,853,435 |
| Cash | | | | | |
| Cash Operating Funds | | | | | |
| Cash held by County Treasurer | - | - | | | - |
| Imprest Accounts | | | | | |
| Revolving Fund (FF 1503) | 6,000 | - | 117 | 117 | 6,000 |
| Payroll Account (US Bank 1301) | 200 | 251,605 | - | 251,605 | 200 |
| Merchant Account (FF 7401) | 1,000 | (52,160) | 52,290 | 130 | 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 | 199,445 | 52,407 | 251,853 | 7,650 |
| Total Cash | 7,650 | 199,445 | 52,407 | 251,853 | 7,650 |
| Total Cash and Investments | 10,113,867 | (6,816) | 78,891 | 324,857 | 9,861,085 |

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 2022

| Category | Claimant | Purpose | Amount | Subtotal |
|--|--|---|------------|------------|
| <u>SALARIES, WAGES AND BENEFITS</u> | | | | |
| 808 | ADP Tax/Financial Services | Payroll and Payroll Tax (PPE 08-31-22) - EFT 950 | 208,379.21 | |
| 825 | NOLS Employee | HRA Reimbursement | 256.31 | |
| 847 | NOLS Employee | HRA Reimbursement | 497.47 | |
| 848 | NOLS Employee | HRA Reimbursement | 48.97 | |
| 850 | Dept. of Retirement Systems | PERS and DCP (PPE 08-31-22) - EFT 951 | 42,543.18 | |
| 859 | NOLS Employee | HRA Reimbursement | 490.70 | |
| 862 | Hartford Retirement Plan Solutions | MMDCP 09-2022 (PPE 08-31-22) - EFT 952 | 450.00 | |
| 863 | Health Care Authority | HCA 09-2022 (PPE 08-31-22) | 39,597.97 | |
| 864 | HealthEquity | HSA ER Contribution - September 2022 | 697.90 | |
| 872 | NOLS Employee | HRA Reimbursement | 363.65 | |
| 873 | NOLS Employee | HRA Reimbursement | 552.55 | |
| 899 | NOLS Employee | HRA Reimbursement | 259.98 | |
| 906 | NOLS Employee | HRA Reimbursement | 860.49 | |
| 908 | NOLS Employee | HRA Reimbursement | 103.20 | |
| 909 | United Way of Clallam County | United Way Donations (PPE 08-31-22) | 135.00 | |
| 913 | WCIF | Vision/Life/EAP Premiums 09-2022 (PPE 08-31-22) | 1,325.79 | |
| 916 | WSCCCE - WPAS, Inc | Dental Premiums (PPE 08-31-22) - October Coverage | 6,195.56 | |
| 917 | WSCCCE-Council 2, AFSCME AFL-CIO | Union Dues 09-2022 (PPE 08-31-22) | 2,032.11 | 304,790.04 |
| <u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u> | | | | |
| 827 | CED Consolidated Electrical Distributors | PO 942 Maintenance Supplies - Light Ballasts - FAC | 130.56 | |
| 846 | Co-Op Farm & Garden, The | PO 950 Maintenance Supplies - Hardware and Tape - FAC | 25.93 | |
| 851 | Dept. of Revenue - Use/Sales Tax | August 2022 Sales & Use Tax - EFT 954 | 47.70 | |
| 858 | Forks Outfitters | PO 885 Maintenance Supplies - Work Gloves FO - FAC | 15.18 | |
| 865 | Hi-Tech Security, Inc. | PO 948 Maintenance Supplies - SQ Fire Alarm Batteries - FAC | 108.90 | |
| 870 | KCDA Purchasing Cooperative | PO 951 Maintenance Supplies - Cleaning Supplies - FAC | 311.54 | |
| 877 | Misty Mountain Meats | C24 Training Supplies - 2022 Fall ASTD Catered Lunch - NOLS | 1,134.00 | |
| 887 | Pacific Office Equipment, Inc. | PO 905, 906 Toner and Ink - SQ | 750.62 | |
| 890 | Quill Corporation | PO 953 Office Supplies - Book Tape - SQ | 89.65 | |
| 891 | Rainbow Printing | PO 928 Office Supplies - Library Cards - NOLS | 1,660.00 | |
| 901 | Swains General Store, Inc. | PO 883, 884 Maintenance Supplies - Key Copies - Paint Stripper - FAC | 48.80 | |
| 902 | Swains General Store, Inc. | PO 904 Maintenance Supplies - Cleaning Supplies - FAC | 33.60 | |
| 903 | The Home Depot Pro | PO 893 Maintenance Supplies - Cleaning Supplies - FAC | 524.62 | |
| 904 | The Home Depot Pro | PO 944 Maintenance Supplies - Cleaning Supplies - FAC | 210.82 | |
| 905 | The Home Depot Pro | PO 952 Maintenance Supplies - Cleaning Supplies - FAC | 238.96 | |
| 907 | True Value | PO 985 Maint. Supplies - Paint and Batteries - FAC PO 986 Maint. Supplies - Cleaners and Brushes - FAC | 69.87 | |
| CC 5 | Amazon.com | PO 840 Toner and Ink - PA | 489.07 | |
| CC 7 | Amazon.com | PO 835 Office Supplies - Room Divider - FO | 82.53 | |
| CC 8 | Amazon.com | PO 834 Office Supplies - Table and Utility Cart - FO | 174.12 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--------------------------------|--------------------------------|--|----------|----------|
| CC 18 | Amazon.com | PO 782 Maintenance Supplies - Air Cleaner Filter - FAC | 35.45 | |
| CC 19 | Amazon.com | PO 841 Maintenance Supplies - Safety Ear Plugs - FAC | 42.41 | |
| CC 20 | Amazon.com | PO 856 Maintenance Supplies - Vacuum Parts - FAC | 48.95 | |
| CC 22 | Amazon.com | PO 856 Maintenance Supplies - Door Stops, Batteries and Tape - FAC | 74.27 | |
| CC 23 | Amazon.com | PO 860 Maintenance Supplies - Window Cleaning Supplies - FAC | 30.40 | |
| CC 29 | Amazon.com | PO 874 Technology Supplies - Power Grommet Charging Stations - IT | 75.03 | |
| CC 36 | Demco, Inc. | PO 462 Office Supplies - Wire Easels - FO | 85.30 | |
| CC 39 | Evergreen IDSF | PO 792 Toner and Ink - ADM | 184.96 | |
| CC 43 | KCDA Purchasing Cooperative | PO 813 Paper Supplies - Printer - PA | 81.62 | |
| CC 44 | KCDA Purchasing Cooperative | PO 813 Office Supplies - Pens - PA | 10.89 | |
| CC 45 | KCDA Purchasing Cooperative | PO 861 Paper Supplies - Printer - PA | 81.62 | |
| CC 46 | KCDA Purchasing Cooperative | PO 861 Office Supplies - Book Tape - PA | 9.86 | |
| CC 55 | Office Depot | PO 851 Office Supplies - Xacto Blades and Glue - FO | 22.34 | |
| CC 57 | Parts Warehouse | PO 879 Maintenance Supplies - Vacuum Parts - FAC | 101.09 | |
| CC 60 | POS Supply Solutions | PO 798 Paper Supplies - Thermal Rolls - NOLS | 234.47 | |
| CC 62 | Quill Corporation | PO 888 Toner and Ink - FO | 287.77 | |
| CC 63 | Quill Corporation | PO 838 Office Supplies - Sign Holder - FO | 14.80 | |
| CC 64 | Quill Corporation | PO 838 Office Supplies - Clipboards and Envelopes - FO | 64.13 | |
| CC 65 | Quill Corporation | PO 838 Office Supplies - Staff Headphones - FO | 41.49 | |
| CC 69 | Safeway | PO 816 Office Supplies - Processing - Disk Repair Supplies - TS | 27.15 | |
| CC 86 | Walmart | PO 852 Office Supplies - Binders and Notebooks - FO | 24.04 | |
| CC 87 | Walmart | PO 907 Office Supplies - Charging Cord and Tape - SQ | 45.62 | 7,770.13 |
| <u>PROGRAM SUPPLIES</u> | | | | |
| 822 | Baker & Taylor Information | PO 966, 967 Program Supplies - Books for BOB (SP) | 2,691.91 | |
| 823 | Baker & Taylor Information | PO 992 Program Supplies - Books for BOB (SP) | 412.70 | |
| 845 | Convergence Design and Apparel | PO 939 Program Supplies - 1 OF 2 Payments - SRP Reorder T-shirts (SP) | 434.69 | |
| 883 | Olympic Printers, Inc. | PO 962 Program Supplies - Resilience Kit Inserts (SP) | 195.84 | |
| CC 9 | Amazon.com | PO 826 Program Supplies - Resilience Kits (SP) | 298.08 | |
| CC 10 | Amazon.com | PO 819 Program Supplies - Game Day Supplies (CBFOL - FOFOL) | 157.88 | |
| CC 11 | Amazon.com | PO 826 Program Supplies - Resiliency Kits (SP) | 54.18 | |
| CC 12 | Amazon.com | PO 826 Program Supplies - Resiliency Kits (SP) | 763.87 | |
| CC 13 | Amazon.com | PO 867 Program Supplies - Art Afternoon (CBFOL) | 51.52 | |
| CC 14 | Amazon.com | PO 937 Program Supplies - Teen Lit Bags (SP) | 118.00 | |
| CC 15 | Amazon.com | PO 938 Program Supplies - Kids Book Club Books (PAFOL) | 130.40 | |
| CC 16 | Amazon.com | PO 783 Program Supplies - PODs and Outreach Supplies (FOSL) | 32.53 | |
| CC 17 | Amazon.com | PO 797 Program Supplies - Intentional Aging Books (SP) | 364.40 | |
| CC 33 | Costco | PO 913 Program Supplies - Manga Anime Club Supplies (CBFOL - FOFOL) | 27.07 | |
| CC 34 | Costco | PO 936 Program Supplies - Teen Lit Bags (SP) | 18.78 | |
| CC 41 | Forks Outfitters | PO 912 Program Supplies - Outreach Supplies (CBFOL - FOFOL) | 13.17 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|------------------------------------|----------------------------------|---|----------|-----------|
| CC 70 | Safeway | PO 987 Program Supplies - Bleach for Toy Disinfectant (PAFOL) | 4.35 | |
| CC 88 | Walmart | PO 910 Program Supplies - Teen Advisory Board Celebration (SP) | 108.66 | |
| CC 89 | Walmart | PO 911 Program Supplies - Teen Advisory Board Celebration (SP) | 8.68 | 5,886.71 |
| <u>FUEL</u> | | | | |
| CC 31 | Chevron | PO 895 Business Fuel - Pacifica - TS | 31.90 | |
| CC 32 | Circle K | PO 864 Business Fuel - Westy - TS | 32.95 | |
| CC 35 | Costco Fuel | PO 914 Business Fuel - Nolsy Red - FAC | 28.95 | |
| CC 40 | First Race Car Wash | PO 957 Business Fuel - Nolsy White - FAC | 65.94 | |
| CC 47 | Lower Elwha Food & Fuel | PO 858 Business Fuel - Pacifica - TS | 50.00 | |
| CC 48 | Lower Elwha Food & Fuel | PO 859 Business Fuel - Westy - TS | 36.55 | |
| CC 49 | Lower Elwha Food & Fuel | PO 908 Business Fuel - Westy - TS | 33.61 | |
| CC 50 | Lower Elwha Food & Fuel | PO 854 Equipment Fuel - Fuel for Mowers - FAC | 33.75 | |
| CC 71 | Shell | PO 844 Business Fuel - Pacifica - TS | 30.05 | |
| CC 72 | Shell | PO 818 Business Fuel - Pacifica - TS | 61.78 | |
| CC 73 | Shell | PO 839 Business Fuel - Westy - TS | 38.96 | |
| CC 74 | Shell | PO 871 Business Fuel - Nolsy Red - FAC | 50.71 | |
| CC 75 | Shell | PO 877 Business Fuel - Chevy Van - FAC | 129.07 | 624.22 |
| <u>COLLECTION MATERIALS</u> | | | | |
| 811 | Amazon.com | Collection Materials | 221.22 | |
| 812 | Amazon.com | Collection Materials | 141.58 | |
| 813 | Amazon.com | Collection Materials | 108.35 | |
| 814 | Amazon.com | Collection Materials | 212.97 | |
| 817 | Baker & Taylor Entertainment | Collection Materials | 133.97 | |
| 818 | Baker & Taylor Entertainment | Collection Materials | 393.15 | |
| 819 | Baker & Taylor Entertainment | Collection Materials | 974.20 | |
| 820 | Baker & Taylor Information | Collection Materials | 904.25 | |
| 821 | Baker & Taylor Information | Collection Materials | 4,936.49 | |
| 822 | Baker & Taylor Information | Collection Materials | 2,862.04 | |
| 823 | Baker & Taylor Information | Collection Materials | 2,051.09 | |
| 824 | Brodart Company | Collection Materials | 170.24 | |
| 828 | CENGAGE Learning | Collection Materials | 584.84 | |
| 829 | Center Point Large Print | Collection Materials | 236.70 | |
| 851 | Dept. of Revenue - Use/Sales Tax | August 2022 Sales & Use Tax - EFT 954 | 20.30 | |
| 857 | Findaway World, LLC | Collection Materials | 203.97 | |
| 867 | Ingram Library Services | Collection Materials | 288.42 | |
| 868 | Ingram Library Services | Collection Materials | 288.51 | |
| 869 | Ingram Library Services | Collection Materials | 828.70 | |
| 874 | Midwest Tape | Collection Materials | 591.09 | |
| 875 | Midwest Tape | Collection Materials | 312.11 | |
| 876 | Midwest Tape | Collection Materials | 1,121.95 | |
| 885 | OverDrive, Inc. | Collection Materials | 1,365.51 | |
| 898 | Sound Publishing Inc | Collection Materials | 436.80 | |
| CC 6 | Amazon.com | PO 729 Collection Materials | (363.20) | |
| CC 30 | Arthritis Foundation Store | PO 889 Collection Materials | 28.85 | |
| CC 68 | Ro*co Educational Store | PO 847 Collection Materials | 12.00 | 19,066.10 |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|--|--|----------|----------|
| <u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u> | | | | |
| 809 | ADP, LLC | Payroll Services - Payroll Processing (PPE 08-31-2022) - NOLS | 1,591.98 | |
| 810 | Alliance 2020 Inc | PO 898 Professional Services - Background Checks - NOLS | 221.27 | |
| 816 | ARSL | PO 903 Professional Services - Conference Registration Fee - ARSL - NOLS | 425.00 | |
| 836 | Cherbib, Miriame | C22 Staff Training - ASTD - Keynote Speaker - NOLS | 2,500.00 | |
| 851 | Dept. of Revenue - Use/Sales Tax | August 2022 Sales & Use Tax - EFT 954 | 87.43 | |
| 855 | Donna Barba Higuera LLC | C14 Programming - Author Talk with Donna Barba Higuera (FOFOL) | 312.00 | |
| 856 | E-Rate Expertise | PO 902 Professional Services - E-rate Consulting - CIPA - BEAR - Barracuda - NOLS | 637.50 | |
| 861 | Haggard & Ganson LLP | PO 899 Legal Services - Tech-Ops Bookmobile Contract Support - ADM | 1,127.50 | |
| 871 | Kelly, Paul | C21 - Staff Training - ASTD - Workshop - NOLS | 75.00 | |
| 879 | OCLC, Inc. | PO 900 Technical Services - Bibliographic Utility Subscription Thru 6-30-2023 - TS | 2,615.58 | |
| 881 | Olympic Laundry & Dry Cleaners, Inc. | PO 972 Professional Services - Laundry - FAC | 367.34 | |
| 884 | Ortiz, Sara Marie | C18 Programming - Poetry Reading - Indigenous People's Day (PAFOL) | 850.00 | |
| 894 | Red Yarn Productions | CO 17 Programming - Red Yarn Folksongs (SP) | 2,000.00 | |
| 895 | Sandys, Amaranta | CO 16 Programming - Dia de los Muertos (SP) | 150.00 | |
| 900 | Summit Law Group | PO 965 Professional Fees - Legal Services - Labor and Employment Matters - ADM | 490.00 | |
| 910 | University of Washington Autism Center | C19 - Staff Training - ASTD - Key Presenter - NOLS | 1,222.50 | |
| CC 1 | IPassword | PO 865 Technology Services - IPass Annual Renewal - IT | 499.68 | |
| CC 3 | Adobe Creative Cloud | PO 956 Technology Services - Creative Cloud License - IT | 391.55 | |
| CC 37 | DialMyCalls.com | PO 960 Technology Services - Staff Emergency Contact System - NOLS | 19.99 | |
| CC 38 | E-Fax | PO 901 Technology Services - Confidential Online HR Fax - ADM | 30.99 | |
| CC 51 | Microsoft | PO 815 Technology Services - MS Cloud Services - IT | 874.56 | |
| CC 53 | NexusTek | PO 955 Technology Services - MS Project License - IT | 110.00 | |
| CC 54 | Ninja Forms | PO 892 Technology Services - WordPress Add-in - IT | 23.20 | |
| CC 58 | PayPal/PayFlow | Monthly Gateway Fee - NOLS | 59.95 | |
| CC 61 | Premio | PO 954 Technology Services - WordPress Add-in - IT | 18.75 | |
| CC 79 | Stamps.com | PO 882 Technology Services - Monthly Fee - TS | 19.57 | |
| CC 81 | Teamviewer | PO 875 Technology Services - Annual Subscription - IT | 664.77 | |
| CC 82 | The Spanish Group | PO 843 Program Services - Pub Com Translation Service Storytime, Build It and Game Day (SP) | 35.10 | |
| CC 83 | The Spanish Group | PO 870 Program Services - Pub Com Translation Service Movie Night and Red Yarn Flyer (SP) | 27.10 | |
| CC 91 | Zoom | PO 924 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 92 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 93 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--------------------------------------|--|---|----------|-----------|
| CC 94 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 | |
| CC 95 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 | 17,529.81 |
| <u>COMMUNICATIONS</u> | | | | |
| 815 | Angeles Communications | Communications - VOIP | 903.04 | |
| 830 | CenturyLink 300511187 FO | Communications - Voice - FO | 89.21 | |
| 831 | CenturyLink 300561130 CB | Communications - Voice - CB | 167.67 | |
| 832 | CenturyLink 360-681-7811 468B SQ | Communications - Voice - SQ | 129.94 | |
| 833 | CenturyLink Bus. Svcs Acct 80206626 | Communications - POTS | 70.74 | |
| 834 | CenturyLink Bus. Svcs Acct 89564136 | Communications - Data - CB | 2,412.47 | |
| 835 | CenturyLink PA 360-457-3125 933B | Communications - Fax - PA | 270.74 | |
| 912 | Verizon Wireless - Hotspot - 942339722 | Verizon Wireless - Hotspot - 942339722 - NOLS | 319.98 | |
| 914 | WDH - Wave Business | Communication - Internet - IT | 3,784.15 | |
| CC 76 | Stamps.com | PO 832 Postage - TS | 250.00 | |
| CC 77 | Stamps.com | PO 848 Postage - TS | 250.00 | |
| CC 78 | Stamps.com | PO 882 Postage - TS | 250.00 | |
| CC 80 | Stamps.com | PO 881 Postage - TS | 250.00 | |
| CC 84 | UPS | PO 809 Freight - TS | 12.71 | 9,160.65 |
| <u>TRAVEL</u> | | | | |
| 826 | Brooker, Ann | Mileage Reimbursement - Business Travel - SQ | 10.88 | |
| 860 | Givins, Mary | Travel - Business - Mileage Reimbursement - FO | 43.75 | |
| CC 4 | Alaska Airlines | PO 850 Training - Travel - Flight for ABOS Conference - NOLS | 411.19 | |
| CC 59 | Port of Seattle | PO 869 Training - Parking ABOS Conference - NOLS | 169.00 | |
| CC 67 | Red Lion | PO 961 Business Travel - Parking - DNR Board Retreat - ADM | 15.00 | 649.82 |
| <u>UTILITIES</u> | | | | |
| 837 | City of Forks | Public Utilities - FO | 111.64 | |
| 838 | City of Port Angeles/Dump | PO 925, 926 Public Utilities - Solid Waste - Yard Debris - FAC | 20.48 | |
| 839 | City of Port Angeles/Peabody St. | Public Utilities - PA | 4,764.39 | |
| 840 | City of Sequim | Public Utilities - SQ | 136.95 | |
| 841 | Clallam County Public Works Dept. | Public Utilities - CB | 56.50 | |
| 842 | Clallam County PUD | Public Utilities - CB | 443.00 | |
| 843 | Clallam County PUD | Public Utilities - FO | 549.00 | |
| 844 | Clallam County PUD | Public Utilities - SQ | 777.00 | |
| 853 | DM Disposal Company, Inc. | Public Utilities - SQ | 373.16 | |
| 854 | DM Disposal Company, Inc. | Public Utilities - PA | 192.16 | |
| 915 | West Waste & Recycling | Public Utilities - FO - CB | 56.43 | 7,480.71 |
| <u>REPAIR AND MAINTENANCE</u> | | | | |
| 865 | Hi-Tech Security, Inc. | PO 941 Repair and Maintenance - FO Fire Alarm Monitoring - Annual to 10-06-23 - FAC PO 948 Repair and Maintenance - SQ Fire Alarm Test - FAC | 681.86 | |

| Category | Claimant | Purpose | Amount | Subtotal |
|--|--------------------------------------|---|-----------|-----------|
| | 866 Hi-Tech Security, Inc. | PO 987 Repair and Maintenance - PA Fire Alarm Test - FAC PO 989 Repair and Maintenance - PA Burglar Alarm Monitoring - Annual to 10-2023 - FAC | 906.96 | |
| | 880 Olympia Sheet Metal Inc. | PO 984 Repair and Maintenance - PA HVAC Semi-Annual Maintenance - FAC | 2,393.60 | |
| | 886 Pacific Office Equipment, Inc. | Copier Repair and Maintenance - All Branches | 555.00 | |
| | 888 Peninsula Heat, Inc. | PO 946 Repair and Maintenance - SQ HVAC Maintenance - FAC | 350.65 | |
| | 889 Peninsula Heat, Inc. | PO 971 Repair and Maintenance - CB HVAC Maintenance - FAC | 400.73 | |
| | 893 Rainbow Sweepers, Inc. | PO 943 Groundskeeping - PA Parking Lot Sweeping 9-04-22 - FAC | 212.16 | |
| | CC 2 8th Street Car Wash | PO 909 Vehicle Maintenance - Car Wash Pacifica - FAC | 6.00 | |
| | CC 27 Amazon.com | PO 814 Technology Repair and Maintenance - Battery for PA Camera - IT | 31.53 | |
| | CC 42 Jiffy Lube | PO 793 Vehicle Maintenance - Oil Change Pacifica - FAC | 99.02 | |
| | CC 90 Wilder Auto Center | PO 878 Vehicle Maintenance - Brake Inspection - Prius - FAC | 46.10 | 5,683.61 |
| <u>MISCELLANEOUS SERVICES</u> | | | | |
| | 882 Olympic Printers, Inc. | PO 880 Printing Services - Business Cards - NOLS | 372.10 | 372.10 |
| <u>INTERGOVERNMENTAL SERVICES</u> | | | | |
| | 811 Amazon.com | ILL Fees | 17.15 | |
| | 897 Sno-Isle Libraries | PO 945 Professional Services - Interlibrary Loan Fees - TS | 20.00 | 37.15 |
| <u>OTHER IMPROVEMENTS</u> | | | | |
| | 892 Rainbow Sweepers, Inc. | PO 886, 887 Capital Improvement - CB and FO Lot Striping - FAC | 6,783.68 | |
| | CC 56 Opto International | PO 896 Capital Improvements - Gondola Display Cart PA - Payment 1 of 2 (PAFOL) | 1,782.17 | 8,565.85 |
| <u>MACHINERY AND EQUIPMENT</u> | | | | |
| | 849 Dell Marketing | PO 779 Machinery and Equipment - Laptops for Bookmobile - OR | 4,856.82 | |
| | CC 21 Amazon.com | PO 857 Machinery and Equipment - Weed Trimmer - FAC | 402.55 | |
| | CC 24 Amazon.com | PO 789 Machinery and Equipment - Barcode Scanner - OR | 45.69 | |
| | CC 25 Amazon.com | PO 791 Machinery and Equipment - Receipt Printer - OR | 254.61 | |
| | CC 26 Amazon.com | PO 790 Machinery and Equipment - Barcode Scanner - OR | 85.86 | |
| | CC 28 Amazon.com | PO 866 Machinery and Equipment - ScanSnap Document Scanner - IT | 418.87 | |
| | CC 52 National Business Furniture | PO 921 Machinery and Equipment - Bulletin Boards - FO | 843.82 | |
| | CC 66 Quill Corporation | PO 836 Machinery and Equipment - Office Chairs - FO | 445.24 | |
| | CC 85 Varidesk | PO 923 Machinery and Equipment - Staff Desks - FO | 1,248.88 | 8,602.34 |
| <u>CAPITAL CONSTRUCTION</u> | | | | |
| | 896 SHKS Architects | PO 958 Capital Construction - Sequim Library Renovation - Schematic Design Phase (SQ CPA) | 46,484.88 | 46,484.88 |
| <u>SALES TAX</u> | | | | |
| | 851 Dept. of Revenue - Use/Sales Tax | August 2022 Sales & Use Tax - EFT 954 | 69.91 | |
| | 852 Dept. of Revenue - Use/Sales Tax | June 2022 Sales & Use Tax - EFT 941 | 7.36 | 77.27 |
| <u>FINES AND FEES, PATRON REFUNDS</u> | | | | |

| Category | Claimant | Purpose | Amount | Subtotal |
|----------|-------------|---------------|-------------------|-------------------|
| CK 2269 | NOLS Patron | Patron Refund | 64.89 | |
| CK 2270 | NOLS Patron | Patron Refund | 34.98 | |
| CK 2271 | NOLS Patron | Patron Refund | 17.57 | 117.44 |
| | | | | |
| | | | 442,898.83 | 442,898.83 |



Voucher Approval for September 2022

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 #808 through #917 are approved in the amount of \$442,898.83 this 27th day of October 2022.

| | |
|---------|------------------|
| Trustee | Trustee |
| Trustee | Trustee |
| Trustee | Library Director |

| No. | Claimant | Purpose | Amount |
|-----|--|---|------------|
| 808 | ADP Tax/Financial Services | Payroll and Payroll Tax (PPE 08-31-22) - EFT 950 | 208,379.21 |
| 809 | ADP, LLC | Payroll Processing (PPE 08-31-2022) - NOLS | 1,591.98 |
| 810 | Alliance 2020 Inc | PO 898 Professional Services - Background Checks - NOLS | 221.27 |
| 811 | Amazon.com | Collection Materials and ILL Fees | 238.37 |
| 812 | Amazon.com | Collection Materials | 141.58 |
| 813 | Amazon.com | Collection Materials | 108.35 |
| 814 | Amazon.com | Collection Materials | 212.97 |
| 815 | Angeles Communications | Communications - VOIP | 903.04 |
| 816 | ARSL | PO 903 Professional Services - Conference Registration Fee - ARSL - NOLS | 425.00 |
| 817 | Baker & Taylor Entertainment | Collection Materials | 133.97 |
| 818 | Baker & Taylor Entertainment | Collection Materials | 393.15 |
| 819 | Baker & Taylor Entertainment | Collection Materials | 974.20 |
| 820 | Baker & Taylor Information | Collection Materials | 904.25 |
| 821 | Baker & Taylor Information | Collection Materials | 4,936.49 |
| 822 | Baker & Taylor Information | Collection Materials PO 966, 967 Program Supplies - Books for BOB (SP) | 5,553.95 |
| 823 | Baker & Taylor Information | Collection Materials PO 992 Program Supplies - Books for BOB (SP) | 2,463.79 |
| 824 | Brodart Company | Collection Materials | 170.24 |
| 825 | NOLS Employee | HRA Reimbursement | 256.31 |
| 826 | Brooker, Ann | Mileage Reimbursement - Business Travel - SQ | 10.88 |
| 827 | CED Consolidated Electrical Distributors | PO 942 Maintenance Supplies - Light Ballasts - FAC | 130.56 |
| 828 | CENGAGE Learning | Collection Materials | 584.84 |
| 829 | Center Point Large Print | Collection Materials | 236.70 |
| 830 | CenturyLink 300511187 FO | Communications - Voice - FO | 89.21 |

| No. | Claimant | Purpose | Amount |
|------------|-------------------------------------|--|---------------|
| 831 | CenturyLink 300561130 CB | Communications - Voice - CB | 167.67 |
| 832 | CenturyLink 360-681-7811 468B SQ | Communications - Voice - SQ | 129.94 |
| 833 | CenturyLink Bus. Svcs Acct 80206626 | Communications - POTS | 70.74 |
| 834 | CenturyLink Bus. Svcs Acct 89564136 | Communications - Data - CB | 2,412.47 |
| 835 | CenturyLink PA 360-457-3125 933B | Communications - Fax - PA | 270.74 |
| 836 | Cherbib, Miriame | C22 Staff Training - ASTD - Keynote Speaker - NOLS | 2,500.00 |
| 837 | City of Forks | Public Utilities - FO | 111.64 |
| 838 | City of Port Angeles/Dump | PO 925, 926 Public Utilities - Solid Waste - Yard Debris - FAC | 20.48 |
| 839 | City of Port Angeles/Peabody St. | Public Utilities - PA | 4,764.39 |
| 840 | City of Sequim | Public Utilities - SQ | 136.95 |
| 841 | Clallam County Public Works Dept. | Public Utilities - CB | 56.50 |
| 842 | Clallam County PUD | Public Utilities - CB | 443.00 |
| 843 | Clallam County PUD | Public Utilities - FO | 549.00 |
| 844 | Clallam County PUD | Public Utilities - SQ | 777.00 |
| 845 | Convergence Design and Apparel | PO 939 Program Supplies - 1 of 2 Payments - SRP Reorder T-shirts (SP) | 434.69 |
| 846 | Co-Op Farm & Garden, The | PO 950 Maintenance Supplies - Hardware and Tape - FAC | 25.93 |
| 847 | NOLS Employee | HRA Reimbursement | 497.47 |
| 848 | NOLS Employee | HRA Reimbursement | 48.97 |
| 849 | Dell Marketing | PO 779 Machinery and Equipment - Laptops for Bookmobile - OR | 4,856.82 |
| 850 | Dept. of Retirement Systems | PERS and DCP (PPE 08-31-22) - EFT 951 | 42,543.18 |
| 851 | Dept. of Revenue - Use/Sales Tax | August 2022 Sales & Use Tax - EFT 954 | 225.34 |
| 852 | Dept. of Revenue - Use/Sales Tax | June 2022 Sales & Use Tax - EFT 941 | 7.36 |
| 853 | DM Disposal Company, Inc. | Public Utilities - SQ | 373.16 |
| 854 | DM Disposal Company, Inc. | Public Utilities - PA | 192.16 |
| 855 | Donna Barba Higuera LLC | CI4 Programming - Author Talk with Donna Barba Higuera (FOFOL) | 312.00 |
| 856 | E-Rate Expertise | PO 902 Professional Services - E-rate Consulting - CIPA - BEAR - Barracuda - NOLS | 637.50 |
| 857 | Findaway World, LLC | Collection Materials | 203.97 |
| 858 | Forks Outfitters | PO 885 Maintenance Supplies - Work Gloves FO - FAC | 15.18 |
| 859 | NOLS Employee | HRA Reimbursement | 490.70 |
| 860 | Givins, Mary | Travel - Business - Mileage Reimbursement - FO | 43.75 |
| 861 | Haggard & Ganson LLP | PO 899 Legal Services - Tech-Ops Bookmobile Contract Support - ADM | 1,127.50 |
| 862 | Hartford Retirement Plan Solutions | MMDCP 09-2022 (PPE 08-31-22) - EFT 952 | 450.00 |
| 863 | Health Care Authority | HCA 09-2022 (PPE 08-31-22) | 39,597.97 |
| 864 | HealthEquity | HSA ER Contribution - September 2022 | 697.90 |

| No. | Claimant | Purpose | Amount |
|-----|--------------------------------------|---|----------|
| 865 | Hi-Tech Security, Inc. | PO 941 Repair and Maintenance - FO Fire Alarm Monitoring - Annual to 10-06-23 - FAC PO 948 Repair and Maintenance - SQ Fire Alarm Test - FAC PO 948 Maintenance Supplies - SQ Fire Alarm Batteries - FAC | 790.76 |
| 866 | Hi-Tech Security, Inc. | PO 987 Repair and Maintenance - PA Fire Alarm Test - FAC PO 989 Repair and Maintenance - PA Burglar Alarm Monitoring - Annual to 10-2023 - FAC | 906.96 |
| 867 | Ingram Library Services | Collection Materials | 288.42 |
| 868 | Ingram Library Services | Collection Materials | 288.51 |
| 869 | Ingram Library Services | Collection Materials | 828.70 |
| 870 | KCDA Purchasing Cooperative | PO 951 Maintenance Supplies - Cleaning Supplies - FAC | 311.54 |
| 871 | Kelly, Paul | C21 - Staff Training - ASTD - Workshop - NOLS | 75.00 |
| 872 | NOLS Employee | HRA Reimbursement | 363.65 |
| 873 | NOLS Employee | HRA Reimbursement | 552.55 |
| 874 | Midwest Tape | Collection Materials | 591.09 |
| 875 | Midwest Tape | Collection Materials | 312.11 |
| 876 | Midwest Tape | Collection Materials | 1,121.95 |
| 877 | Misty Mountain Meats | C24 Training Supplies - 2022 Fall ASTD Catered Lunch - NOLS | 1,134.00 |
| 878 | North Olympic Library System | September 2022 Revolving Fund Reimbursement (* Detail Below) | 117.44 |
| 879 | OCLC, Inc. | PO 900 Technical Services - Bibliographic Utility Subscription Thru 6-30-2023 - TS | 2,615.58 |
| 880 | Olympia Sheet Metal Inc. | PO 984 Repair and Maintenance - PA HVAC Semi-Annual Maintenance - FAC | 2,393.60 |
| 881 | Olympic Laundry & Dry Cleaners, Inc. | PO 972 Professional Services - Laundry - FAC | 367.34 |
| 882 | Olympic Printers, Inc. | PO 880 Printing Services - Business Cards - NOLS | 372.10 |
| 883 | Olympic Printers, Inc. | PO 962 Program Supplies - Resilience Kit Inserts (SP) | 195.84 |
| 884 | Ortiz, Sara Marie | C18 Programming - Poetry Reading - Indigenous People's Day (PAFOL) | 850.00 |
| 885 | OverDrive, Inc. | Collection Materials | 1,365.51 |
| 886 | Pacific Office Equipment, Inc. | Copier Repair and Maintenance - All Branches | 555.00 |
| 887 | Pacific Office Equipment, Inc. | PO 905, 906 Toner and Ink - SQ | 750.62 |
| 888 | Peninsula Heat, Inc. | PO 946 Repair and Maintenance - SQ HVAC Maintenance - FAC | 350.65 |
| 889 | Peninsula Heat, Inc. | PO 971 Repair and Maintenance - CB HVAC Maintenance - FAC | 400.73 |
| 890 | Quill Corporation | PO 953 Office Supplies - Book Tape - SQ | 89.65 |
| 891 | Rainbow Printing | PO 928 Office Supplies - Library Cards - NOLS | 1,660.00 |
| 892 | Rainbow Sweepers, Inc. | PO 886, 887 Capital Improvement - CB and FO Lot Striping - FAC | 6,783.68 |
| 893 | Rainbow Sweepers, Inc. | PO 943 Groundskeeping - PA Parking Lot Sweeping 9-04-22 - FAC | 212.16 |

| No. | Claimant | Purpose | Amount |
|-----|--|---|-------------------|
| 894 | Red Yarn Productions | CO 17 Programming - Red Yarn Folksongs (SP) | 2,000.00 |
| 895 | Sandys, Amaranta | CO 16 Programming - Dia de los Muertos (SP) | 150.00 |
| 896 | SHKS Architects | PO 958 Capital Construction - Sequim Library Renovation - Schematic Design Phase (SQ CPA) | 46,484.88 |
| 897 | Sno-Isle Libraries | PO 945 Professional Services - Interlibrary Loan Fees - TS | 20.00 |
| 898 | Sound Publishing Inc | Collection Materials | 436.80 |
| 899 | NOLS Employee | HRA Reimbursement | 259.98 |
| 900 | Summit Law Group | PO 965 Professional Fees - Legal Services - Labor and Employment Matters - ADM | 490.00 |
| 901 | Swains General Store, Inc. | PO 883, 884 Maintenance Supplies - Key Copies - Paint Stripper - FAC | 48.80 |
| 902 | Swains General Store, Inc. | PO 904 Maintenance Supplies - Cleaning Supplies - FAC | 33.60 |
| 903 | The Home Depot Pro | PO 893 Maintenance Supplies - Cleaning Supplies - FAC | 524.62 |
| 904 | The Home Depot Pro | PO 944 Maintenance Supplies - Cleaning Supplies - FAC | 210.82 |
| 905 | The Home Depot Pro | PO 952 Maintenance Supplies - Cleaning Supplies - FAC | 238.96 |
| 906 | NOLS Employee | HRA Reimbursement | 860.49 |
| 907 | True Value | PO 985 Maintenance Supplies - Paint and Batteries - FAC PO 986 Maintenance Supplies - Cleaners and Brushes - FAC | 69.87 |
| 908 | NOLS Employee | HRA Reimbursement | 103.20 |
| 909 | United Way of Clallam County | United Way Donations (PPE 08-31-22) | 135.00 |
| 910 | University of Washington Autism Center | CI 9 - Staff Training - ASTD - Key Presenter - NOLS | 1,222.50 |
| 911 | US Bank | Credit Card Services - August 2022 (* Detail Below) | 14,997.77 |
| 912 | Verizon Wireless - Hotspot - 942339722 | Verizon Wireless - Hotspot - 942339722 - NOLS | 319.98 |
| 913 | WCIF | Vision/Life/EAP Premiums 09-2022 (PPE 08-31-22) | 1,325.79 |
| 914 | WDH - Wave Business | Communication - Internet - IT | 3,784.15 |
| 915 | West Waste & Recycling | Public Utilities - FO - CB | 56.43 |
| 916 | WSCCCE - WPAS, Inc | Dental Premiums (PPE 08-31-22) - October Coverage | 6,195.56 |
| 917 | WSCCCE-Council 2, AFSCME AFL-CIO | Union Dues 09-2022 (PPE 08-31-22) | 2,032.11 |
| | | | 442,898.83 |

*** Detail - NOLS Revolving Fund Account -- Voucher #878**

| | | | |
|------|-------------|---------------|---------------|
| 2269 | NOLS Patron | Patron Refund | 64.89 |
| 2270 | NOLS Patron | Patron Refund | 34.98 |
| 2271 | NOLS Patron | Patron Refund | 17.57 |
| | | | 117.44 |

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #911**

| | | | |
|---|----------------------|--|--------|
| 1 | IPassword | PO 865 Technology Services - IPass Annual Renewal - IT | 499.68 |
| 2 | 8th Street Car Wash | PO 909 Vehicle Maintenance - Car Wash Pacifica - FAC | 6.00 |
| 3 | Adobe Creative Cloud | PO 956 Technology Services - Creative Cloud License - IT | 391.55 |

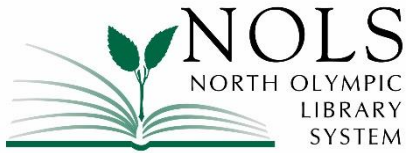
| No. | Claimant | Purpose | Amount |
|------------|----------------------------|--|---------------|
| 4 | Alaska Airlines | PO 850 Training - Travel - Flight for ABOS Conference - NOLS | 411.19 |
| 5 | Amazon.com | PO 840 Toner and Ink - PA | 489.07 |
| 6 | Amazon.com | PO 729 Collection Materials | (363.20) |
| 7 | Amazon.com | PO 835 Office Supplies - Room Divider - FO | 82.53 |
| 8 | Amazon.com | PO 834 Office Supplies - Table and Utility Cart - FO | 174.12 |
| 9 | Amazon.com | PO 826 Program Supplies - Resilience Kits (SP) | 298.08 |
| 10 | Amazon.com | PO 819 Program Supplies - Game Day Supplies (CBFOL - FOFOL) | 157.88 |
| 11 | Amazon.com | PO 826 Program Supplies - Resiliency Kits (SP) | 54.18 |
| 12 | Amazon.com | PO 826 Program Supplies - Resiliency Kits (SP) | 763.87 |
| 13 | Amazon.com | PO 867 Program Supplies - Art Afternoon (CBFOL) | 51.52 |
| 14 | Amazon.com | PO 937 Program Supplies - Teen Lit Bags (SP) | 118.00 |
| 15 | Amazon.com | PO 938 Program Supplies - Kids Book Club Books (PAFOL) | 130.40 |
| 16 | Amazon.com | PO 783 Program Supplies - PODs and Outreach Supplies (FOSL) | 32.53 |
| 17 | Amazon.com | PO 797 Program Supplies - Intentional Aging Books (SP) | 364.40 |
| 18 | Amazon.com | PO 782 Maintenance Supplies - Air Cleaner Filter - FAC | 35.45 |
| 19 | Amazon.com | PO 841 Maintenance Supplies - Safety Ear Plugs - FAC | 42.41 |
| 20 | Amazon.com | PO 856 Maintenance Supplies - Vacuum Parts - FAC | 48.95 |
| 21 | Amazon.com | PO 857 Machinery and Equipment - Weed Trimmer - FAC | 402.55 |
| 22 | Amazon.com | PO 856 Maintenance Supplies - Door Stops, Batteries and Tape - FAC | 74.27 |
| 23 | Amazon.com | PO 860 Maintenance Supplies - Window Cleaning Supplies - FAC | 30.40 |
| 24 | Amazon.com | PO 789 Machinery and Equipment - Barcode Scanner - OR | 45.69 |
| 25 | Amazon.com | PO 791 Machinery and Equipment - Receipt Printer - OR | 254.61 |
| 26 | Amazon.com | PO 790 Machinery and Equipment - Barcode Scanner - OR | 85.86 |
| 27 | Amazon.com | PO 814 Technology Repair and Maintenance - Battery for PA Camera - IT | 31.53 |
| 28 | Amazon.com | PO 866 Machinery and Equipment - ScanSnap Document Scanner - IT | 418.87 |
| 29 | Amazon.com | PO 874 Technology Supplies - Power Grommet Charging Stations - IT | 75.03 |
| 30 | Arthritis Foundation Store | PO 889 Collection Materials | 28.85 |
| 31 | Chevron | PO 895 Business Fuel - Pacifica - TS | 31.90 |
| 32 | Circle K | PO 864 Business Fuel - Westy - TS | 32.95 |
| 33 | Costco | PO 913 Program Supplies - Manga Anime Club Supplies (CBFOL - FOFOL) | 27.07 |
| 34 | Costco | PO 936 Program Supplies - Teen Lit Bags (SP) | 18.78 |
| 35 | Costco Fuel | PO 914 Business Fuel - Nolsy Red - FAC | 28.95 |
| 36 | Demco, Inc. | PO 462 Office Supplies - Wire Easels - FO | 85.30 |
| 37 | DialMyCalls.com | PO 960 Technology Services - Staff Emergency Contact System - NOLS | 19.99 |

| No. | Claimant | Purpose | Amount |
|------------|-----------------------------|---|---------------|
| 38 | E-Fax | PO 901 Technology Services - Confidential Online HR Fax - ADM | 30.99 |
| 39 | Evergreen IDSF | PO 792 Toner and Ink - ADM | 184.96 |
| 40 | First Race Car Wash | PO 957 Business Fuel - Nolsy White - FAC | 65.94 |
| 41 | Forks Outfitters | PO 912 Program Supplies - Outreach Supplies (CBFOL - FOFOL) | 13.17 |
| 42 | Jiffy Lube | PO 793 Vehicle Maintenance - Oil Change Pacifica - FAC | 99.02 |
| 43 | KCDA Purchasing Cooperative | PO 813 Paper Supplies - Printer - PA | 81.62 |
| 44 | KCDA Purchasing Cooperative | PO 813 Office Supplies - Pens - PA | 10.89 |
| 45 | KCDA Purchasing Cooperative | PO 861 Paper Supplies - Printer - PA | 81.62 |
| 46 | KCDA Purchasing Cooperative | PO 861 Office Supplies - Book Tape - PA | 9.86 |
| 47 | Lower Elwha Food & Fuel | PO 858 Business Fuel - Pacifica - TS | 50.00 |
| 48 | Lower Elwha Food & Fuel | PO 859 Business Fuel - Westy - TS | 36.55 |
| 49 | Lower Elwha Food & Fuel | PO 908 Business Fuel - Westy - TS | 33.61 |
| 50 | Lower Elwha Food & Fuel | PO 854 Equipment Fuel - Fuel for Mowers - FAC | 33.75 |
| 51 | Microsoft | PO 815 Technology Services - MS Cloud Services - IT | 874.56 |
| 52 | National Business Furniture | PO 921 Machinery and Equipment - Bulletin Boards - FO | 843.82 |
| 53 | NexusTek | PO 955 Technology Services - MS Project License - IT | 110.00 |
| 54 | Ninja Forms | PO 892 Technology Services - WordPress Add-in - IT | 23.20 |
| 55 | Office Depot | PO 851 Office Supplies - Xacto Blades and Glue - FO | 22.34 |
| 56 | Opto International | PO 896 Capital Improvements - Gondola Display Cart PA - Payment 1 of 2 (PAFOL) | 1,782.17 |
| 57 | Parts Warehouse | PO 879 Maintenance Supplies - Vacuum Parts - FAC | 101.09 |
| 58 | PayPal/PayFlow | Monthly Gateway Fee - NOLS | 59.95 |
| 59 | Port of Seattle | PO 869 Training - Parking ABOS Conference - NOLS | 169.00 |
| 60 | POS Supply Solutions | PO 798 Paper Supplies - Thermal Rolls - NOLS | 234.47 |
| 61 | Premio | PO 954 Technology Services - WordPress Add-in - IT | 18.75 |
| 62 | Quill Corporation | PO 888 Toner and Ink - FO | 287.77 |
| 63 | Quill Corporation | PO 838 Office Supplies - Sign Holder - FO | 14.80 |
| 64 | Quill Corporation | PO 838 Office Supplies - Clipboards and Envelopes - FO | 64.13 |
| 65 | Quill Corporation | PO 838 Office Supplies - Staff Headphones - FO | 41.49 |
| 66 | Quill Corporation | PO 836 Machinery and Equipment - Office Chairs - FO | 445.24 |
| 67 | Red Lion | PO 961 Business Travel - Parking - DNR Board Retreat - ADM | 15.00 |
| 68 | Ro*co Educational Store | PO 847 Collection Materials | 12.00 |
| 69 | Safeway | PO 816 Office Supplies - Processing - Disk Repair Supplies - TS | 27.15 |
| 70 | Safeway | PO 987 Program Supplies - Bleach for Toy Disinfectant (PAFOL) | 4.35 |
| 71 | Shell | PO 844 Business Fuel - Pacifica - TS | 30.05 |
| 72 | Shell | PO 818 Business Fuel - Pacifica - TS | 61.78 |
| 73 | Shell | PO 839 Business Fuel - Westy - TS | 38.96 |
| 74 | Shell | PO 871 Business Fuel - Nolsy Red - FAC | 50.71 |
| 75 | Shell | PO 877 Business Fuel - Chevy Van - FAC | 129.07 |
| 76 | Stamps.com | PO 832 Postage - TS | 250.00 |

| No. | Claimant | Purpose | Amount |
|-----|--------------------|--|------------------|
| 77 | Stamps.com | PO 848 Postage - TS | 250.00 |
| 78 | Stamps.com | PO 882 Postage - TS | 250.00 |
| 79 | Stamps.com | PO 882 Technology Services - Monthly Fee - TS | 19.57 |
| 80 | Stamps.com | PO 881 Postage - TS | 250.00 |
| 81 | Teamviewer | PO 875 Technology Services - Annual Subscription - IT | 664.77 |
| 82 | The Spanish Group | PO 843 Program Services - Pub Com Translation Service Storytime, Build It and Game Day (SP) | 35.10 |
| 83 | The Spanish Group | PO 870 Program Services - Pub Com Translation Service Movie Night and Red Yarn Flyer (SP) | 27.10 |
| 84 | UPS | PO 809 Freight - TS | 12.71 |
| 85 | Varidesk | PO 923 Machinery and Equipment - Staff Desks - FO | 1,248.88 |
| 86 | Walmart | PO 852 Office Supplies - Binders and Notebooks - FO | 24.04 |
| 87 | Walmart | PO 907 Office Supplies - Charging Cord and Tape - SQ | 45.62 |
| 88 | Walmart | PO 910 Program Supplies - Teen Advisory Board Celebration (SP) | 108.66 |
| 89 | Walmart | PO 911 Program Supplies - Teen Advisory Board Celebration (SP) | 8.68 |
| 90 | Wilder Auto Center | PO 878 Vehicle Maintenance - Brake Inspection - Prius - FAC | 46.10 |
| 91 | Zoom | PO 924 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 92 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 93 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 94 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 |
| 95 | Zoom | PO 959 Technology Services - Monthly Subscription - NOLS | 16.30 |
| | | | 14,997.77 |

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

| | | | |
|---------|------------------------------------|--|-------------------|
| EFT 950 | ADP Tax/Financial Services | Net Payroll and Taxes (PPE 08-31-22) | 208,379.21 |
| EFT 951 | Dept. of Retirement Systems | PERS and DCP Retirement (PPE 08-31-22) | 42,543.18 |
| EFT 952 | Hartford Retirement Plan Solutions | MMDCP (PPE 08-31-22) | 450.00 |
| | | | 251,372.39 |



Staff report

Meeting Date: October 27, 2022
To: Library Board of Trustees
From: Executive Director Noah Glaude
Subject: NOLS 2021-2024 Strategic Roadmap

Attached: Draft NOLS 2021-2024 Strategic Roadmap

Topic/Issue: The NOLS Strategic Roadmap needs to be updated for 2023.

Discussion: The NOLS Management began reviewing the Strategic Roadmap in September and a discussion about possible changes to the document was had with the Board of Trustees at their September 22, 2022 meeting. Draft changes to the Strategic Roadmap were shared with all staff and feedback was sought from employees.

NOLS' Basic Values and Core Services are not expected to change frequently, so no changes are expected to these areas of the Strategic Roadmap document, and none are proposed.

Due to a number of circumstances, including the COVID-19 Pandemic and many staffing changes, NOLS was unable to complete all of the strategic initiatives identified in the 2021-2022 Strategic Roadmap. The Management Team still believes those initiatives are critical and should remain part of the updated Strategic Roadmap.

Although considerable work has been completed, all of the initiatives from the previous Strategic Roadmap will remain so that the projects can be fully completed or further progressed.

The Bookmobile project and the Sequim Expansion and Renovation Project were both considered part of the past strategic initiative of "increasing library awareness, access, and use...", but are significant enough that it is appropriate to list them as separate initiatives.

A new strategic initiative has been added to develop a new five-year strategic plan utilizing community feedback and input. The goal is to have this plan available for the community before the Library is likely going to need to ask voters for a levy lid lift. Voters would then be more informed about what future services and plans are in place for the Library.

Once the 2021-2024 Strategic Roadmap is finalized, branch, department, team and individual work plans will be updated to ensure necessary resources and focus is given to following the updated Roadmap.

Policy Considerations: This action is consistent with past practice.

Fiscal Implications: The Library's Operating and Capital Budgets are assembled using NOLS' Basic Values, Core Services and Strategic Initiatives as a guide.

In order to help complete NOLS' strategic initiatives in 2023, funds have been designated for several consultants. In 2021, \$25,000 was budgeted for fiscal and strategic planning and a library card campaign, but those funds were not utilized. Consultants for fiscal and strategic planning (\$50,000) and the library card campaign (\$10,000) are being budgeted for again in 2023.

Using funds from the Sequim Donation Fund, a capital campaign and fundraising consultant is budgeted for in 2023 to assist with the Sequim Expansion and Renovation Project.

The Library's plan to improve community outreach with a bookmobile has been funded by past Capital Budget investments and a grant from the Washington State Library. The draft 2023 Operating Budget includes \$7,500 for fuel for the bookmobile, \$2,500 for possible storage needs, and \$1,000 for supplies.

In response to findings in the Library's Equity, Diversity and Inclusion assessment in 2021, \$5,000 was included in 2022 Operating Budget to evaluate NOLS facilities for accessibility. A consultant to conduct this work has been identified, but the work may need to carry into 2023. If this happens, the 2023 Budget will need to be updated to include funds for the consultants work to continue.

Alternatives: The Board can suggest edits to the Strategic Roadmap, or delay approval until their November 17, 2022 meeting.

Motion: That the Board approve the NOLS 2021-2024 Strategic Roadmap as presented.

NOLS Strategic Roadmap – Draft 2023 revisions

NOLS Mission Statement *(adopted 11/22/16)*

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

Basic 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

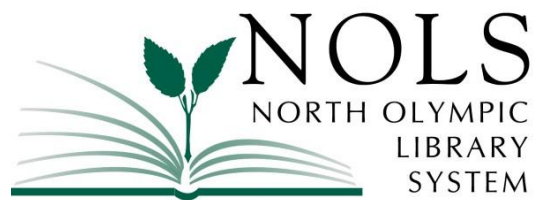
- Lend library materials at no direct cost to customers.
- Assist with information and research needs.
- Provide early literacy services and programming.
- Provide access to information technologies.
- Provide meeting space for public interaction.
- Be the hub where community comes together to think, 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~~2024)

- Develop, articulate and publish NOLS' Fiscal Business Plan for the next 5-10 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.
- Develop and implement bookmobile service to improve library access in Clallam County.
- Design, fund and complete the Sequim Expansion and Renovation Project.
- Utilizing community feedback and input, develop a new five year strategic plan.

2023
Proposed Operating Budget
(October Draft)

First Board Review and Public Hearing
October 27, 2022





Staff Report

Meeting Date: October 27, 2022
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Review of Draft Operating Budget for Fiscal Year 2023
Public Hearing on the Draft Proposed Budget

Attachments: 2023 Summary Operating Budget Draft
2023 Budget Guidelines

Topic/Issue: The Library Board of Trustees will review a draft of the Library's operating budget for 2023, 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 ensure 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 73.5% of the total 2023 budget, so having accurate salary and benefits projections is crucial to having an accurate budget. The Board's Finance Committee has reviewed 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 2023 Operating Budget projects a 1% tax revenue growth over the 2022 levy. NOLS' 2022 levy rate stands at 37.6¢ per thousand of the county's AV. Based on currently projected AV increases and factors limiting NOLS' levy rate, the 2023 levy rate would compress to approximately 30¢/\$1000 AV.

Total Operating Expenditures budgeted for in the current draft of the 2023 Operating Budget stand at \$5,792,759, an increase of \$278,113 (approximately 5%) from the 2022 budget of \$5,514,646.

Tax Revenue Estimates

Approximately 79% of estimated revenues for the draft 2023 Operating Budget derive from 2023 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 Taxable AV estimates at \$14,978,561,231, and new construction value estimates at \$169,559,301. Tax revenues in this draft budget 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 2023 from lost and damaged materials fees have been estimated at \$10,000. In 2019, the Library stopped charging fines for overdue material.

Miscellaneous Revenues

The sum of \$220,000 has been budgeted for investment interest income. The bulk of NOLS operating funds are invested via the State Pool. The interest rate on State Pool funds is expected to increase from a low of 0.075% in May 2021 to an average of 3% for 2023. 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 \$77,500, 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 2023.

The donations revenues also include \$3,000 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.

A grant from the Washington State Library to provide Financial Aid Outreach is reflected as a \$39,000 contribution.

E-rate revenues are received as part of the federal reimbursement program related to telecommunications. E-rate reimbursements have been estimated at \$51,000 for 2023, 2% less than in 2022.

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 2023. The Board will be presented with a draft of the Capital Budget for 2023 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 2023 Capital Budget prior to its presentation to the Board in January.

Personnel Expenditures

Personnel costs (salaries and benefits) represent 73.5% of the total 2023 budget. Personnel costs stand at \$4,254,616 in this draft of the Operating Budget, up from the \$4,061,724 budgeted in 2022, an increase of 5%. Personnel expense calculations reflect salaries, anticipated step (proficiency) increases, longevity benefits (CSBs), and other established cost increases and decreases, for all current and proposed 2023 positions; routine annual increases to these costs are projected.

In 2023, the minimum wage will increase by \$1.25, 8.66%, to \$15.74/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, was 58 FTE and will be the same in 2023.

There will be a moderate increase to medical (1.3%) premiums and dental (3%) premiums for 2023. Possible increases to L&I are not yet known. At present there is no expectation of any 2023 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 2023, 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 and Management 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 Union, including cost of living adjustments or market adjustments that may result from the Compensation Study the Library has recently completed. 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 2023 Operating Budget, Friends’ funding for program supplies stands at an estimated total of \$37,500. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes. As noted above, Friends’ donations provide about 98% of the funding necessary

for programming supplies and presenters/services. 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 2023 Operating Budget maintains the amount budgeted for collection materials at \$480,000 or approximately 8.3% of the total budget. In 2011 (following the 2010 Levy Lid Lift) NOLS initiated a plan to address longstanding inadequacies in the collection. The 2023 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, supply chains, and library use the past couple of years, library staff believe they can continue to develop the collection without an increase in funding in 2023.

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 2023, funds have been designated for several consultants. In 2022, \$25,000 was budgeted for fiscal planning and a library card campaign, but those funds were not utilized. Consultants for fiscal planning and the library card campaign are being budgeted for again in 2023, in addition to consultants for strategic planning and for a consultant to organize and lead a capital campaign for the Sequim Expansion and Renovation Project. The Sequim Donation Fund will be used to support the capital campaign consultant. RFPs will be conducted as necessary before hiring consultants, 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. In 2023, \$8,000 is budgeted for the E-rate consultant, but the Library plans to receive at least \$50,000 in revenue back from the program.

About \$39,000 is budgeted to fund the Financial Aid Outreach program NOLS is partnering with United Way of Clallam County to provide. All of these program expenses will be reimbursed through a grant with the Washington State Library.

Friends of the Library donations are also key in the area of *Professional Services*, where \$40,000 is budgeted to pay for contracted speakers and performers at Library-sponsored events, and other reimbursed services.

Staff training and development continues to be a priority for NOLS, so \$62,050 is currently budgeted for Training and Conference Fees and the Travel Training in 2023. 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

Little to no changes are currently expected in commutations costs. As further planning happens for the Sequim Expansion and Renovation Project, especially regarding utility needs at a temporary off-site location, communication expenditures and other utility costs may increase.

Insurance

Actual insurance costs in 2021 were \$95,293. In 2023, premiums are expected to increase, so \$114,000 has been budgeted for insurance, a 17% increase over 2022 actual spending, plus an additional \$1,000 for Bookmobile coverage.

Intergovernmental Services

NOLS budgeted \$17,000 for its triennial audit in 2022. The Office of the Washington State Auditor will not audit NOLS again until 2025.

Capital Outlays

As noted elsewhere in this report, all capital outlay expenditures are reflected in the 2023 Capital Budget, which will be presented to the Library Board of Trustees in January 2023. 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 \$214,675 have been received through September 30, 2022. The 2023 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 Operating Budget, as it currently stands, requires a transfer-in from the Operating Reserve in the amount of \$757,954 (13% of total revenues). As of September 30, 2022, NOLS had \$927,423 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 2022, \$799,636 was transferred from the Operating Reserve account to balance the Operating Budget. Based on projected expenditures during the rest of 2022, it is currently estimated that NOLS will only need to utilize \$10,177 of that transfer from reserves and will be able to transfer \$789,459 back into the Operating Reserve Account in January 2023.

The budgeting of a transfer from reserves to balance the budget and then transferring a similar amount back into reserves at the end of the year has been the pattern between 2016 and 2021. In 2020-2022, large savings, especially in the personnel budget, can be attributed to the impacts of the pandemic, including several positions remaining vacant for longer periods of time and projects being delayed. During the last six years, on average \$268,000 was transferred into the Operating Reserve 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 the Library now fully staffed for the first time since before the start of the pandemic, inflation at historically high rates, and the potential for the personnel budget to grow substantially, it should not be expected that this trend of needing the transfer from reserves will last forever. In adopting the Budget Guidelines for 2023, the Board of Trustees recognized that operating reserves, which have been carefully nurtured as a buffer against the shrinking levy rate, will play an increasingly important role in balancing budgets in coming years. Utilizing a consultant in 2023 to develop a new fiscal business plan, one of the Library's strategic initiatives, 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 17, 2022 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 2023 Operating Budget at the October 27, 2022 meeting.
- The Board may call for additional information, or make recommendations.

DRAFT**2023 Summary Operating Budget**

| | 2022 Approved Budget | 2022 Projected Actual | 2023 Proposed Budget | Change from 2022 Approved to 2023 Proposed |
|---|-------------------------|--------------------------|-------------------------|--|
| Operating Revenue | | | | |
| Taxes | 4,535,000 | 4,535,000 | 4,580,100 | 0.99% |
| Intergovernmental Revenues | - | 94 | - | |
| Goods and Services | 8,100 | 10,625 | 11,955 | 47.59% |
| Library Fees | 10,000 | 10,870 | 10,000 | 0.00% |
| Miscellaneous revenues | | | | |
| Pool Fund and Investment interest | 6,300 | 89,500 | 220,000 | 3392.06% |
| Equipment rentals (short term) | - | - | - | |
| Facilities rentals (short term) | - | 400 | 1,800 | |
| Contributions and donations ⁽¹⁾ | 102,000 | 273,075 | 158,000 | 54.90% |
| Other miscellaneous revenues | 53,200 | 58,600 | 52,200 | -1.88% |
| Total Miscellaneous Revenues | 161,500 | 421,575 | 432,000 | 167.49% |
| Nonrevenues (excises taxes) ⁽²⁾ | 410 | 670 | 750 | 82.93% |
| Transfers In | 799,636 | 10,177 | 757,954 | -5.21% |
| Grand Total Operating Revenue | 5,514,646 | 4,989,011 | 5,792,759 | 5.04% |
| | | | | |
| Expenditures | | | | |
| Personnel | | | | |
| Salaries and wages | 2,870,623 | 2,603,900 | 2,980,052 | 3.81% |
| Benefits | 1,191,101 | 1,037,076 | 1,274,564 | 7.01% |
| Total Personnel | 4,061,724 | 3,640,976 | 4,254,616 | 4.75% |
| Supplies | | | | |
| Collection Materials | 480,000 | 480,000 | 480,000 | 0.00% |
| Supplies, office and operating ⁽¹⁾ | 106,100 | 105,100 | 106,275 | 0.16% |
| Fuel | 18,150 | 8,350 | 19,300 | 6.34% |
| Merchandise purchased for resale | 1,700 | 575 | 2,000 | 17.65% |
| Small Tools/Equipment (<\$200) | 1,750 | 960 | 1,450 | -17.14% |
| Total Supplies | 607,700 | 594,985 | 609,025 | 0.22% |

⁽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.

| | | | | |
|--------------------------------------|---------|---------|---------|--------|
| Services | | | | |
| Professional services ⁽¹⁾ | 317,436 | 244,220 | 383,726 | 20.88% |
| Communication | 138,560 | 127,650 | 136,772 | -1.29% |
| Travel | 18,500 | 15,260 | 26,000 | 40.54% |
| Taxes and operating assessments | 4,000 | 5,310 | 6,000 | 50.00% |

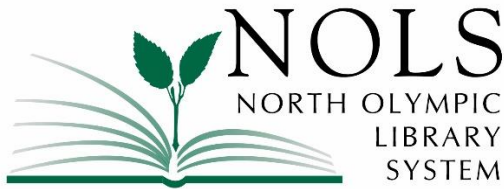
DRAFT**2023 Summary Operating Budget**

| | 2022 Approved Budget | 2022 Projected Actual | 2023 Proposed Budget | Change from 2022 Approved to 2023 Proposed |
|--|---------------------------------|----------------------------------|---------------------------------|---|
| Operating rentals and leases | 815 | 3,600 | 9,215 | 1030.67% |
| Insurance | 97,400 | 95,300 | 114,000 | 17.04% |
| Utilities | 92,840 | 96,540 | 96,100 | 3.51% |
| Repair and maintenance | 136,196 | 127,005 | 142,010 | 4.27% |
| Miscellaneous services | 21,325 | 20,400 | 13,745 | -35.55% |
| Total Services | 827,072 | 735,285 | 927,568 | 12.15% |
| Intergovernmental services | 17,740 | 17,100 | 800 | -95.49% |
| Nonexpenditures (excise taxes) ⁽²⁾ | 410 | 665 | 750 | 82.93% |
| Total Operating Expenses | 5,514,646 | 4,989,011 | 5,792,759 | 5.04% |

(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 | - | - | - | |
| Total Expenditures | 5,514,646 | 4,989,011 | 5,792,759 | 5.04% |



2023 BUDGET GUIDELINES

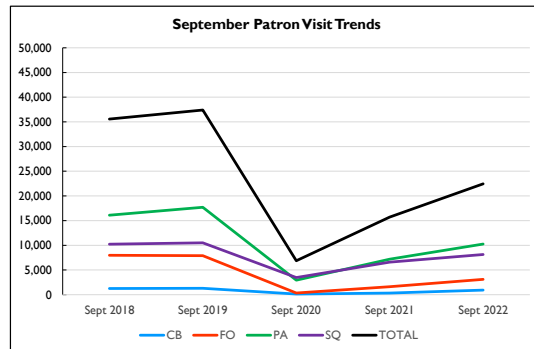
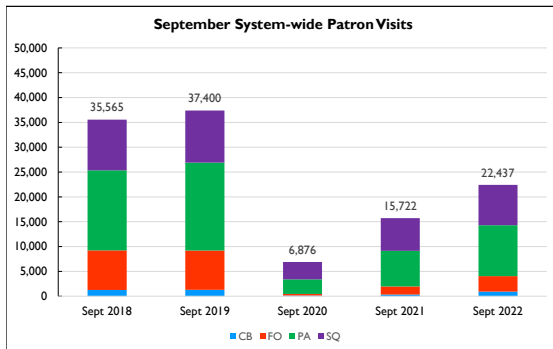
With the 2023 Operating and Capital Budget, the Library Board of Trustees will be a responsible steward of the Library's public and private funds, and manage NOLS resources prudently.

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 Plan and not seeking an additional levy lid lift though 2020 as promised, 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, and the unknown trajectory of the economy.
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 22, 2022*

Patron Visits

| | 2022 | % of System |
|-------|--------|-------------|
| PA | 10,260 | 45.7% |
| SQ | 8,145 | 36.3% |
| FO | 3,105 | 13.8% |
| CB | 927 | 4.1% |
| Total | 22,437 | 100.0% |

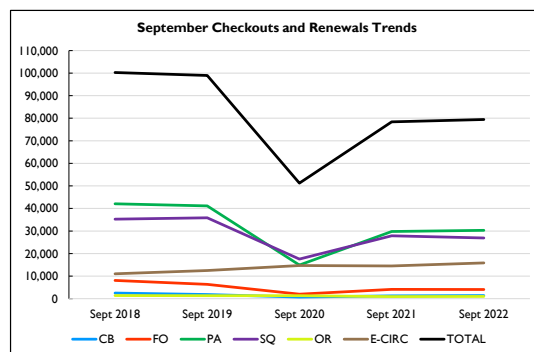
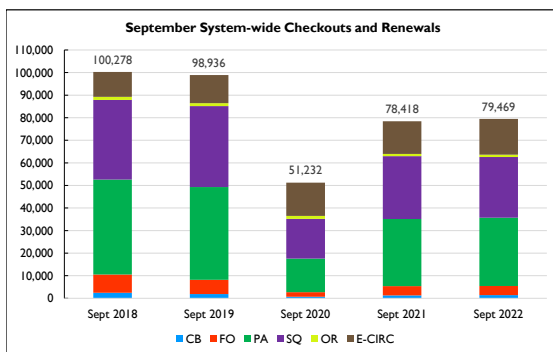


* Curbside service began in June 2020 and continued through June 2021. □

* A new system to count patron visits was installed at each branch in January 2022.

Checkouts & Renewals

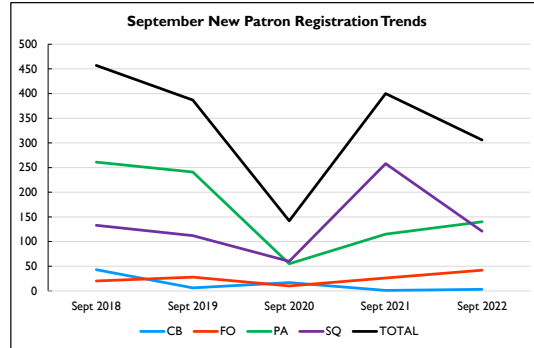
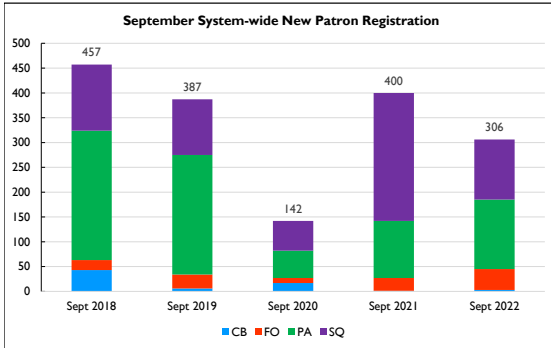
| | 2022 | % of System |
|--------|--------|-------------|
| PA | 30,287 | 38.1% |
| Self | 45% | |
| SQ | 26,885 | 33.8% |
| Self | 50% | |
| FO | 4,052 | 5.1% |
| Self | 14% | |
| CB | 1,383 | 1.7% |
| OR | 1,009 | 1.3% |
| E Circ | 15,853 | 19.9% |
| Total | 79,469 | 100.0% |



* Curbside service began in June 2020 and continued through June 2021. □

New Patron Registration

| | 2022 | % of System |
|-------|------|-------------|
| PA | 140 | 45.8% |
| SQ | 121 | 39.5% |
| FO | 42 | 13.7% |
| CB | 3 | 1.0% |
| Total | 306 | 100.0% |



* Curbside service began in June 2020 and continued through June 2021. □

* Registration remained available through the Library's website.

Library Programs

| | Programs/Attendees | % of System |
|---------|--------------------|-------------|
| PA | 16/333 | 36%/43% |
| SQ | 10/247 | 23%/32% |
| FO | 9/80 | 20%/10% |
| CB | 3/17 | 7%/2% |
| Virtual | 14/687 | 14%/12% |
| Total | 32/2080 | 100%/100% |

Computer Prints Made

| | # of Prints | % of System |
|-------|-------------|-------------|
| PA | 6,745 | 54.4% |
| SQ | 3,581 | 28.9% |
| FO | 1,557 | 12.6% |
| CB | 513 | 4.1% |
| Total | 12396 | 100.0% |

Wi-Fi Access

| | |
|-------------------|-------|
| System-wide Total | 5,697 |
|-------------------|-------|

Volunteers

| | Volunteer Hours | # of Volunteers |
|-------|-----------------|-----------------|
| PA | 27.25 | 4 |
| SQ | 0 | 0 |
| FO | 2.25 | 1 |
| CB | 0 | 0 |
| OR | 0 | 0 |
| NOLS | 22 | 1 |
| Total | 52 | 6 |

Holds

| | Requests Fulfilled | Avg Days to Fill |
|-------|--------------------|------------------|
| PA | 4485 | 16.24 |
| SQ | 5570 | 16.39 |
| FO | 777 | 10.74 |
| CB | 286 | 15.42 |
| OR | 765 | 11.20 |
| Total | 11883 | 15.60 |

Public Meetings

| | Meetings/Attendees | % of System |
|-------|--------------------|-------------|
| PA | 19/199 | 59%/78% |
| SQ | 0/0 | 0%/0% |
| FO | 12/51 | 38%/20% |
| CB | 1/5 | 3%/2% |
| Total | 32/255 | 100%/100% |

Public Computer Use

| | # of Computer Hours | % of Total Available Hours in Use |
|-------|---------------------|-----------------------------------|
| PA | 1,291 | 38.3% |
| SQ | 443 | 32.8% |
| FO | 332 | 17.1% |
| CB | 243 | 38.2% |
| Total | 2309 | 31.6% |

Website Visits

| | |
|--------------------------|--------|
| From outside the Library | 17,431 |
| From inside the Library | 1,014 |
| Avg. # of pages visited | 2 |

Outreach Services

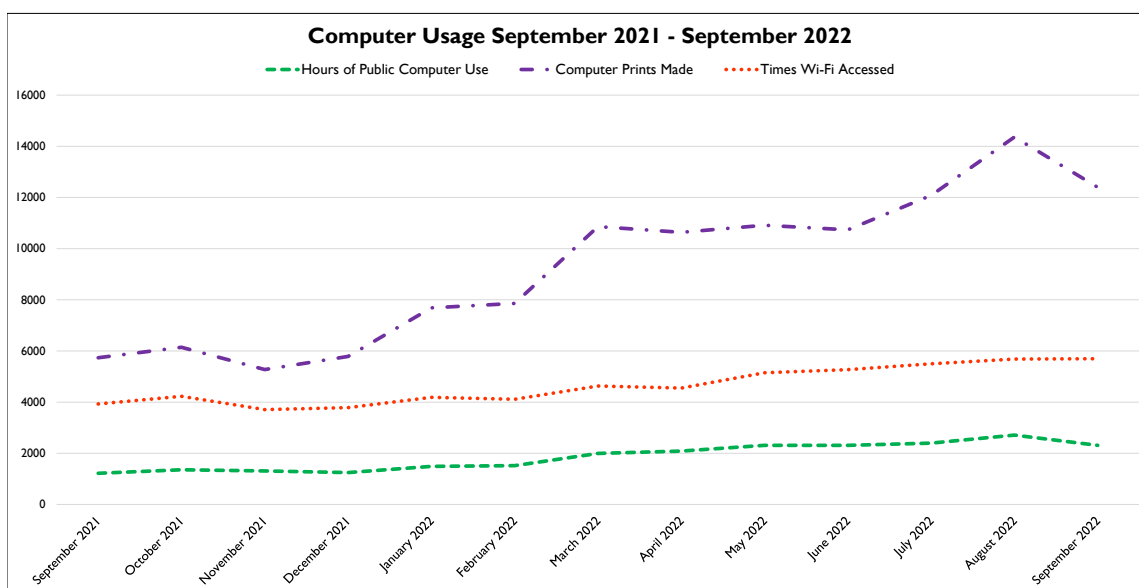
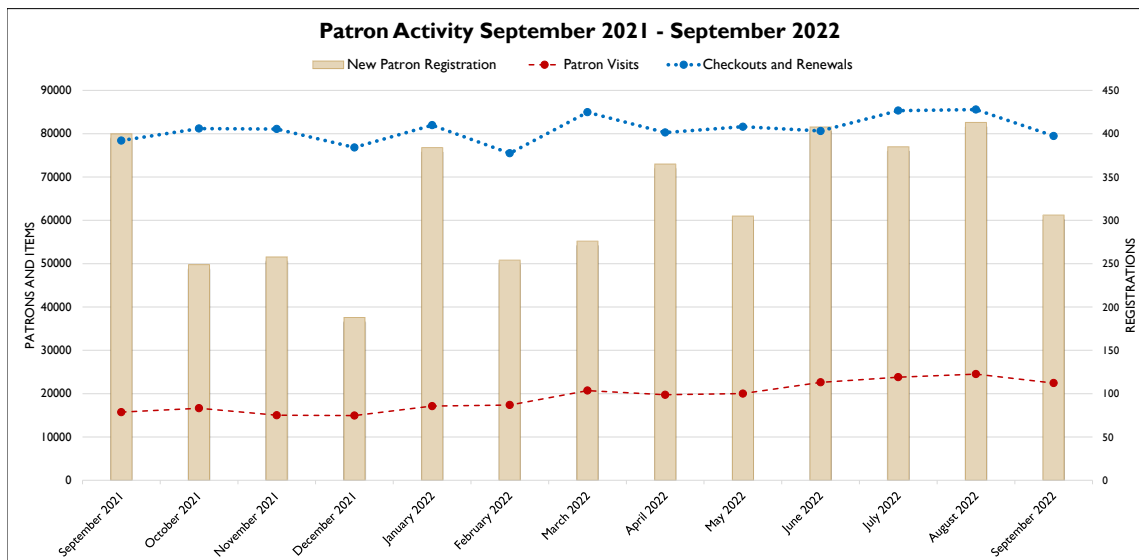
| | |
|----------------------------------|----|
| Deliveries to the Homebound | 92 |
| New Patrons w/ Delivery Services | 3 |

Interlibrary Loan Services

| | |
|-------------------------------------|-----|
| Items borrowed from other libraries | 136 |
| Items loaned to other libraries | 117 |

Read & Return and Program/Outreach Distributions

| | |
|---|-----|
| Tiny Olympic Libraries (CB, FO, PA, SQ) | 471 |
| Read & Ride (Clallam Transit Buses) | 0 |
| DSHS (Kiosks in offices in FO and PA) | 0 |
| NOLS Programs | 0 |
| Community Outreach Events | 0 |
| Total | 471 |



Significant Events During the Past 13 Months:

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

October 2021 - All branches closed one day for an All Staff Training Day.

November 2021 - Landslides, flooding and limited staffing forced the Clallam Bay and Forks Branches to close for several days.

November 2021 - Drinking water and portable restrooms were made available at the Clallam Bay Library while water was unavailable in the community.

December 2021 - Hours were limited at all branches the last week of December due to inclement weather.

January 2022 - Hours were limited at all branches the first week of January due to inclement weather.

January 2022 - The Sequim Branch Library was closed one Saturday due to a staff shortage.

January 2022 - Regular hours were expanded at the Forks, Port Angeles and Sequim Libraries.

January 2022 - A new system to count patron visits was installed at each branch.

January 2022 - Digital magazines became available through the Washington Anytime Library. There were 501 digital magazine checkouts in January.

February 2022 - The Forks Branch was closed a half day and the Clallam Bay Library for a day and a half, due to a staff shortage.

March 2022 - State and County Mask Mandate lifted

April 2022 - All branches closed for an All Staff Training Day.

May 2022 - New catalog discovery layer, Aspen, implemented.

June 2022 - NOLS begins recognizing Juneteenth with a one day closure.

Meeting Date: October 27, 2022
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for September 2022

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The Summer Reading Challenge came to an end in early September. After experiencing significant drops in participation during the 2020 and 2021 Summer Reading Challenges, 2022 stats came close to pre-pandemic levels with almost 1,400 participants in the Port Angeles area out of nearly 2,900 participants across Clallam County. Grand prizes were drawn for each branch and in each age category with winners choosing between a \$100 gift certificate to a local restaurant or bookstore or \$100 in LEGO® sets.

With all elements of the Summer Reading Program wrapped up, fall programming kicked off with in-person storytimes and a family friendly evening of folksongs and puppetry with Red Yarn. Over 90 participants at the Port Angeles performance joined in with Red Yarn and his barnyard puppets to sing and dance. Red Yarn's performance was the first in-person musical event in the Library since early 2020.



Other events during the month of September included:

- Teen Lit Bags – 36 participants (PA specific)
- Teen Advisory Board – 3 participants
- LEGO® Build It! – 33 participants
- Intentional Aging: Aging in Place presented by Habitat for Humanity – 12 participants
- Novel Conversations Book Group – 7 participants
- Second Tuesday Book Group – 4 participants
- Wednesday Evening Book Group – 7 participants
- Baby, Toddler, and Preschool Storytimes – 201 participants at 12 events

Aside from programming, a number of staff have been participating in a series of NOLS U training sessions, new Adult Services Librarian Adrienne joined the PA team, and Youth Services Librarian Clair attended a County Commissioner Work Meeting to provide an update about the Clallam County Poet Laureate Program. Information sessions about the first ever Clallam County Poet Laureate are scheduled in October.

Sequim Branch Library

Emily Sly, Library Manager

The Summer Reading Program (SRP) continued through Labor Day weekend this year, offering more time for community members to participate in this important and fun reading program. Over 1,000 participants signed up for SRP 2022 at the Sequim Branch.

September brings the return of the school-day rhythm to the week and the re-introduction of in-person programs. While space is limited at the Sequim Branch and the meeting room is needed for staff work space, staff are trying out small programs held inside the library during open hour and afternoons.

A new monthly program Teen Board Game & Art Night was held on the second Friday of September after-hours. Fostering Readers, a new program for beginning readers, was held in the Children's Section on a Saturday afternoon. Storytimes resumed, with outdoor storytime on Tuesday mornings and a new Monday evening Family Storytime held in the library during open hours. Red Yarn's concert on the outdoor stage on a beautiful Saturday morning was great kick-off to Fall programming.



Newer public services staff have been attending weekly NOLS U training sessions. Topics in September included: Reference Interview; Streaming, Downloadables and Devices; and Online Databases available at nols.org. Corrina Desmarais, new Older Adult Services Librarian, started working at the Sequim Branch.

Emily and Meghan met with Brandino Gibson of WorkSource and toured the new facility on Brackett Road in Sequim. This new building serves all of Clallam County. It was informative to learn about the services available, along with classrooms and computer offerings. It was also inspiring to envision possibilities in the expanded and renovated Sequim Library.

Sequim staff attended All Staff Training Day at the PA Main Library. It was a great opportunity for staff to finally meet staff from other branches in-person!

Sequim Expansion and Renovation Project – A vendor, Terracon, completed a HazMat Assessment of the interior and exterior of the building. The Sequim Project Team met remotely with SHKS Architects to discuss design elements. Emily and Noah met with Friends of Sequim Library to give a project update. SHKS presented two community meetings at the Sequim Branch: an afternoon meeting and tour of the building with community partner organizations and an evening presentation to the general public. SHKS gave a presentation at All Staff Training Day. The Sequim Project Team continued to work on exploring funding options and grants.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- Public Service Specialist Dianne put together 300 Resilience kits for October Resilience Month.
- All West End staff continued to provide excellent customer service, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.

Programming:

- Youth Services Librarian Kristine fulfilled Teen Lit Bags for 11 teens at Forks and Clallam Bay.
- Kristine presented Game Day at Clallam Bay with 9 participants.
- Kristine and Public Service Specialist Angeles presented Spanish/English Bilingual Family Storytime at the Forks branch to 1 child.
- Kristine presented Family Storytime to 8 participants.
- Kristine presented Art Afternoon: Detailed Coloring in Clallam Bay to 8 participants.
- Youth Services Librarian Jennifer coordinated the program Folksongs & Puppetry with Red Yarn. There were 70 participants with families and classes from preschools in attendance.
- Kristine presented Family Movie: Inside Out at Clallam Bay to 11 participants.



Outreach & Bookmobile:

- Kristine attended Forks Elementary School open house with volunteer Christina assisting with communication with Spanish speaking families and shared information about library services with 80 people.
- Kristine attended the open house at Clallam Bay School speaking to 30 people and created 1 library card.
- Community Librarian Mary Givins worked with Seattle artist Amaranta Sandys to create a bilingual video tutorial for the upcoming Day of the Dead Take and Make.
- Mary created a bilingual Early Literacy video that had over 300 views.
- Community Outreach Specialist Ashlee almost got blown away tabling at the beginning of the Forever Twilight Festival, but went back for the author signing event where she met several authors, some of which donated their books to NOLS.
- Ashlee had a table at the Forks Transit Center alongside the SmileMobile where she spoke to a few locals about the Library and services.

Facilities Department

Brian Phillips, Facilities Manager

September was a fairly routine month in Facilities:

Port Angeles Library: Fire alarm test done; performed routine maintenance on fire suppression sprinkler system; tested supply water backflow assemblies for sprinklers, potable water, and irrigation systems; shut off landscape irrigation system; repaired staff restroom sink; repainted staff picnic table; spot cleaned carpet; dusted shelves; cleaned chairs; reorganized facilities workroom; trimmed trees; weed eating and lawn mowing.

Sequim Library: Tested fire alarm system; completed HVAC maintenance; cleared furniture and other items out of meeting room; lubed locks and hinges; trimmed trees and cut back hedges.

Sequim Expansion and Renovation Project: Hazardous materials report received; reviewed schematic design drawings with SHKS.

Forks Library: HVAC maintenance; replaced workroom desks.

Clallam Bay Library: HVAC maintenance; lawn care.

Other: Ordered HVAC filters and supplies; reviewed bookmobile preliminary design; staff vehicle orientations provided to staff; cleaned vehicles; disposed of yard debris; staff attended All Staff Training Day.

Outreach to Homebound Program

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of September, 92 deliveries were made and 3 new patrons registered for Outreach Delivery Services. There were 1009 items checked out and/or renewed for Outreach Delivery patrons.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

September was a little quieter than most typical months, consumed largely with routine work: the regular server updates, web maintenance, employee support, and troubleshooting, continued work on ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more. There was a good deal of preparation for the upcoming network refresh work; we are splitting the remaining work into two separate sessions, in October and January.

IT supported staff by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. We participated in work group meetings, including the Beanstack team, Aspen Discovery Layer implementation group, Social Media team, Sustainability Team, Polaris team, EDI committee, All Staff Training Day committee, and the Evanced team. Shane participated in person at the Community Broadband Symposium hosted by the Jamestown tribe.

In September, IT continued to support the ongoing Bookmobile project by helping staff test barcode scanners to use on the new Bookmobile.

The IT staff helped with the on-site setup for the All Staff Training day, including setting up the portable projector screen and audio system. IT helped with the setup of the laptop and made sure each presenter had their presentation materials loaded onto the laptop and ready to present.

In September, the web team worked to develop and publish a collection of web events for Resilience Month.

The Web Team published materials to help highlight and promote the upcoming Poet Laureate Program. Clallam County and NOLS have teamed up to announce an opportunity to become the first Clallam County Poet Laureate. Starting on October 17, an application is going to be published to our website and submissions will be accepted through December 2.

IT worked to update our donations web presence and implement a new donation form to collect donations from the public. This included getting the form configured to allow donations from PayPal and Venmo, along with the implementation of new features such as recurring donations, fee recovery, and ways for the public to dedicate their donations.

The IT team provided a series of staff trainings in September. These included a session to help highlight the features of our Evanced registration calendar, an Adobe Premiere training to help show staff how to edit videos and add them to our YouTube channel, and a Zoom meeting training to teach new staff how to run a virtual Zoom meeting for public events and presentations.

The annual Summer Reading Program ended in September and IT worked to provide analytics on the program. We looked at the number of people that completed the Summer Reading challenge, qualified to win a t-shirt, and helped organize the process for selecting prize-winners from each branch location.

IT worked extensively on preparation for the network upgrade planned with Ednetics for October; completed migrating accounts for the VR equipment from Oculus to Meta; repaired the DVD-to-VHS public computer after hardware failure; put two catalog computers back in service at the PA branch; and implemented the routine monthly recurring password change. Some systems and internal processes were documented and improved, including how we configure new or repaired computers with necessary software, and the overhead paging system at the PA branch.

The IT team welcomed three new NOLS staff members and provided each employee with an IT computer orientation to discuss technical equipment, account maintenance, and website platforms.

Technical Services Department

Erin Shield, Collection Services Manager

September ushered in the start of better access and findability for local authors in the catalog. Materials will be holdable and will have an accompanying cover image – something that was not possible in the old catalog. Work will continue on this project through October.

1462 physical items were processed and available for customers in the month of September. 127 print materials were repaired or recatalogued. 116 media items were resurfaced or repaired to extend their lives. 114 physical donations were made and will be added to the collection. 741 totes were shuttled between NOLS' branches by the couriers, including 16 for Outreach deliveries. Tech Services filled 136 InterLibrary Loan requests for NOLS' patrons and 117 loans to other libraries.

Wendy worked 9 hours in Outreach. Cindy spent 3 hours on Web Team responsibilities. Susan provided selector training to new Librarian Corrina. Adam spent 1 hour on Sustainability Team. Kim worked 10 hours on All Staff Training Day committee. Erin participated in training new staff in collection management, E-Resource team, Puget Sound Collection Development meeting, fundraising, and Management Team.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 4 volunteers in PA, 1 in Forks, and 1 in Technical Services for a total of 51.5 system-wide volunteer hours. There was 1 new volunteer added in Port Angeles.

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 planning meetings
- Equity, Diversity, and Inclusion Team meetings
- Management Team meeting
- External Compensation Study Project

- Union Negotiations

Recruitments:

- On-Call Circulation Assistant – PA

New Hires:

- Adrienne Langan – Adult Services Librarian I – PA
- Karen Short – On-Call Circulation Assistant – PA
- Jewel Gilbert – On-Call Circulation Assistant – PA

Separations:

- Deanna Eickhoff – On-Call Circulation Assistant – PA
- Jace Reynolds – On-Call Circulation Assistant – FO

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings, All Staff Meeting, All Staff Training Day and Earthquake/Tsunami Roundtable in September.

Accounting Statistics for September:

- 110 Vouchers
- 95 Credit Card Transactions
- 3 Revolving Fund Checks
- 3 Payroll EFT
- 2 Department of Revenue EFT
- 69 Payroll Pays

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Presented on NOLS Outreach Services with Troi Gale, WE Library Manager, at the September Clallam Resilience Project Community Meeting
- Toured the WorkSource offices in Sequim with Emily Sly, SQ Library Manager
- Met with Carlos Osorio from North Olympic Health Network
- Attended a community meeting for the Climate and Disaster Resilience Project Funding for the North Olympic Peninsula
- Attended Monthly Washington State Libraries Deputy/Assistant Director Meeting
- Attended Monthly Youth Leaders Meeting for Washington State Library
- Participated in activities for the Bookmobile Service Project

- Participated in activities for the Sequim Expansion and Renovation Project including meetings with the architects and two Community meetings at the Sequim Library
- Union Negotiations with the GEU and MEU bargaining units
- Participated in All Staff Training Day and NOLS U training sessions
- Facilitated Earthquake and Tsunami Round Table Discussions for the PA Building
- Onboarding activities for Adrienne Langan, Adult Services Librarian (PA)
- Participated in preparation activities for the 2023 Operational Budget and Work Plans
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Health & Safety Team, Collection Management Team, Outreach Delivery Services, Port Angeles Staff, and One-on-One meetings

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Developing 2023 Work Plans and Priorities
- Developing 2023 Operating Budget
- Collective Bargaining Negotiations
- Continued work on Sequim Library Expansion and Renovation Project
 - Friends of the Sequim Library Meeting
 - Community Stakeholder Meeting
 - Public Community Meeting
 - Thrive Church Parking Lot Meetings
 - Grant Writing
 - Collecting feedback from public and staff and sharing with architect
- Discussions with Bookmobile vendor
- Compensation Study Project
- Implementation of new online donation software
- Prepared Policy 4.1 and 5.2 updates
- Developed contract with United Way of Clallam County for Financial Aid Grant
- Attended Public Libraries of Washington (PLW) Director's Conference
- Routine Branch Manager and Management Team Meetings



Customer Comments

September 2022

The following comments were received by the Library during the months of September 2022. 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.

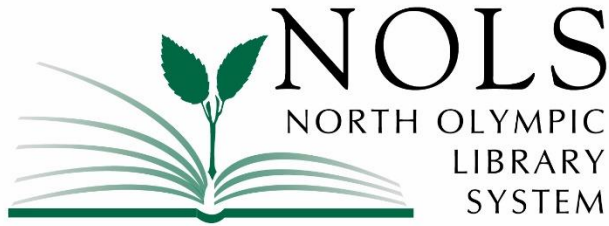
RECEIVED VIA COMMENT CARD IN PORT ANGELES

Comment:

Annie & Sarah were very helpful and are an asset to the Library...Whatever they are getting paid...it's not enough!

Response:

No response was requested.



Highlight Log

September 2022

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.

09/10/2022 – PA

A patron came in today and said they wanted us to know that the library got a cd set that the patron had asked for and the cd set was absolutely fantastic. They wanted to thank the library.

09/12/2022 – PA

A patron wanted to thank the Library for the "amazing speed of the internet connection!" He is very grateful that it is an obvious priority to provide this exemplary service. A shout out to the tech team!

09/13/2022 – NOLS

Outreach delivery patron over the phone said they love the library delivery vehicle with the NOLS logo on it "It always looks nice and professional! Makes me smile when I see it drive up." They also wanted to share their appreciation that our deliveries are on time and our phone reminder communication is helpful. (I think the vehicle is the Pacifica)

09/13/2022 – PA

A few weeks ago, I added a "I'm currently reading" line at the bottom of my email signature and have kept it updated with my current titles. Several patrons have let me know that they have placed holds based on these suggestions. Hurrah, tiny readers advisory!

09/19/2022 – PA

Checking in books today, there was a note on a new children's book titled Shark vs. Train. "Thank you for ordering this book. We read it to our grandson on a video chat and he loved it!" It was very nice to find that little gesture in the book drop.

09/24/2022 – Forks

70 participants were very excited by the Red Yarn concert. Kristine shared that the Forks ECAP class made NOLS a thank you.

09/26/2022 – Forks

Don Baker, a member of the Cape Flattery School Board, stopped in to chat about ways Clallam Bay School and the Library can collaborate for kids. He said he really appreciates all the great programs we have.