

Notice of Public Hearing

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

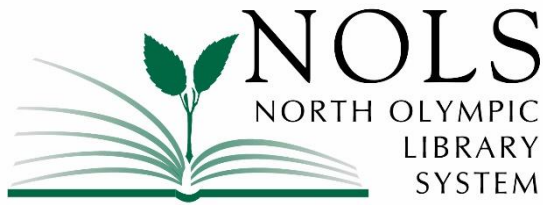
Public Hearing on 2023 Operating Budget

Thursday, November 17, 2022, 5:30pm
Port Angeles Main Library

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's 2023 Operating Budget during the Board's regular meeting on Thursday, November 17, 2022, at 5:30pm at the Port Angeles Main Library. The Library's Operating Budget for 2022 is \$5,514,646 and the proposed Operating Budget for 2023 is \$5,824,672.

Members of the public are encouraged to share their thoughts at the November 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/.



Board of Trustees Regular Meeting
Thursday, November 17, 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 October 27, 2022
4. Communications
5. Public comments
6. Financial reports: October 2022
7. Approval of vouchers: October 2022
8. Unfinished business
None

9. New business
 - N.1. Review and discussion of 2023 Operating Budget
 - N.2. Public Hearing on the 2023 Operating Budget

10. Reports
 - R.1. Monthly Statistics Reports: October 2022
 - R.2. Monthly Activity Reports: October 2022
 - R.3. Highlight Log: October 2022

11. Public Comments

12. Trustee comments

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

13. Next meeting: 5:30pm, Thursday, January 26, 2023 at the Port Angeles Main Library

14. Agenda items for next meeting

15. Executive session to discuss collective bargaining

16. Executive session to initiate annual performance review of Executive Director

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, January 26, 2023	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, February 23, 2023	5:30pm	Regular meeting	TBD
Thursday, March 23, 2023	5:30pm	Regular meeting	TBD
Thursday, April 27, 2023	5:30pm	Regular meeting	TBD
Thursday, May 25, 2023	5:30pm	Regular meeting	TBD
Thursday, June 22, 2023	5:30pm	Regular meeting	TBD
Thursday, August 24, 2023	5:30pm	Regular meeting	TBD
Thursday, September 28, 2023	5:30pm	Regular meeting	TBD
Thursday, October 26, 2023	5:30pm	Regular meeting	TBD
Thursday, November 16 , 2023	5:30pm	Regular meeting	TBD

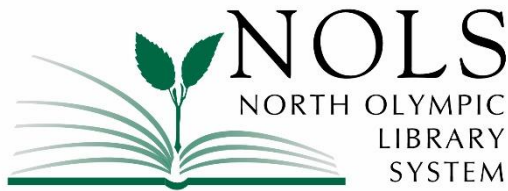
Note: no regular Board meetings scheduled in July or December.

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.



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

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, Cyndi Ross, and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Manager Shaina Rajala. Guests: NFP Compensation Consultant Abby Steele.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Mr. Caldwell. Motion carried.
3. Approval of minutes for regular meeting of September 22, 2022
Motion by Ms. Ross to approve the minutes from the September 22, 2022 regular meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications
5. Presentation: Compensation Study Project Update, presented by NFP compensation consultant, Abby Steele
6. Public Comments
7. Financial reports: September 2022
The financial reports for September 2022 were accepted as presented.
8. Approval of vouchers: September 2022
Motion by Ms. Pelikan to approve the September 2022 vouchers, numbered #808 through #917, in the amount of \$442,898.83. Motion seconded by Mr. Caldwell. Motion carried.
9. Unfinished Business
U.I. Approval of Strategic Roadmap Update
Motion by Mr. Caldwell to approve the Strategic Roadmap Update. Motion seconded by Ms. Ross. Motion carried.
10. New Business
N.I. Review and discussion of proposed 2023 Operating Budget
No action taken.

N.2. Public Hearing on the proposed 2023 Operating Budget

No action taken.

I 1. 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

All reports were accepted as presented.

I 2. Public Comments

I 3. 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.

I 4. Agenda items for next meeting

Second Public Hearing on the 2023 Operating Budget

I 5. Executive session to discuss collective bargaining

At 7:00pm the Chair announced that the Board would move to executive session to discuss collective bargaining, and that the session was expected to last approximately 45 minutes.

At 7:55pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

I 6. (Action on executive session, if any) None.

I 7. Next meeting: 5:30pm, Thursday, November 17, 2022 at the Port Angeles Main Library

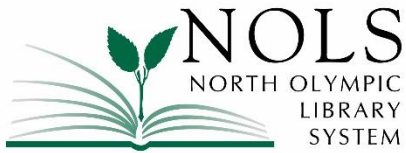
I 8. Adjournment

There being no further business, the meeting was adjourned by the Vice Chair at 8:00pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: November 17, 2022
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for October 2022

Topic/Issue: Informational comments on monthly financial reports.

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

Discussion:

Revenues: NOLS portion of interest earned on the County Investment Pool in September and posted in October is \$19,168. The Pool Funds Interest Rate is currently 2.5576%.

Private Grants and Donations includes an \$11,000 contribution from Port Angeles Friends of the Library. Thank you Friends!

Expenditures: Other Expenditures are within the expected range for this time of year with the exception of Taxes and Operating Assessments and Operating Rentals and Leases. The annual assessment for Stormwater and Weed Control was \$1,305 more than budgeted. This variance will remain for the rest of 2022 as this is the only item budgeted in this category. Additionally, one year's rent was prepaid for a storage unit in anticipation of needs for the Sequim Renovation Project. Operating Rentals and Leases will also remain over-budget for the remainder of the year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$252,534 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in October are \$313,854.

Of the \$252,534 in electronic transfers, \$100 was paid to the DOR for Sales and Use Tax (Voucher 962).

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



Revenue Report

October 31, 2022

Operating Revenue				10/12ths is	83.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,535,000	1,343,999	4,182,447	352,553	92.2
Intergovernmental Revenues	-	-	94	(94)	-
Goods and Services	8,100	812	9,350	(1,250)	115.4
Library Fees	10,000	842	8,862	1,138	88.6
Miscellaneous Revenues					
Pool Fund Investment Interest	6,300	19,168	71,556	(65,256)	1,135.8
Investment Interest (net of fees)	-	-	6,846	-	-
Facilities Leases (Short Term)	-	38	400	(400)	-
Private Grants and Donations	102,000	16,293	284,869	(182,869)	279.3
Other Miscellaneous Revenue	53,200	619	60,842	(7,642)	114.4
Total Miscellaneous Revenues	161,500	36,117	424,512	(263,012)	262.9
Nonrevenues (excise taxes)	410	78	566	(156)	138.0
Transfers In	799,636	-	-	799,636	-
Total Operating Revenue	5,514,646	1,381,848	4,625,831	888,815	83.9

Capital Revenue					
Timber Revenues (received in 2022)	-	25,443	240,119	-	-
Total Capital Revenue	-	25,443	240,119	-	-

Grand Total Revenues	1,407,291	4,865,949
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Expenditure Report

October 31, 2022

				10/12ths is	83.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	221,551	2,152,541	718,082	75.0
Benefits	1,191,101	92,303	849,524	341,577	71.3
Total Personnel	4,061,724	313,854	3,002,065	1,059,659	73.9
<i>Supplies</i>					
Supplies, Office and Operating	106,100	12,554	83,699	22,401	78.9
Fuel	18,150	479	6,525	11,625	36.0
Merchandise for resale	1,700	-	566	1,134	33.3
Collection Materials	480,000	84,618	282,226	197,774	58.8
Small Tools/Equip (<\$200)	1,750	-	457	1,293	26.1
Total Supplies	607,700	97,651	373,472	234,228	61.5
<i>Services</i>					
Professional Services	317,436	13,222	127,427	190,009	40.1
Communication	138,560	9,327	91,577	46,983	66.1
Travel	18,500	1,638	15,087	3,413	81.6
Taxes and Operating Assessments	4,000	-	5,305	(1,305)	132.6
Operating Rentals and Leases	815	170	3,576	(2,761)	438.8
Insurance	97,400	-	95,293	2,107	97.8
Public Utilities	92,840	6,811	75,812	17,028	81.7
Repair and Maintenance	136,196	2,504	43,709	92,487	32.1
Miscellaneous Services	21,325	-	17,026	4,299	79.8
Total Services	827,072	33,671	474,813	352,259	57.4
<i>Intergovernmental Services</i>	<i>17,740</i>	<i>-</i>	<i>17,037</i>	<i>703</i>	<i>96.0</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>410</i>	<i>61</i>	<i>531</i>	<i>(121)</i>	<i>129.4</i>
Total Operating Expenditures	5,514,646	445,236	3,867,918	1,646,728	70.1

(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	-	9,211	97,689	8.6
Machinery & Equipment	388,900	6,796	91,786	297,114	23.6
Construction of Capital Assets	2,000,000	55,395	209,164	1,790,836	10.5
Total Capital Outlays	2,663,800	62,191	314,392	2,349,408	11.8
Grand Total All Expenditures	8,178,446	507,427	4,182,310	3,996,136	51.1



Account Balances

October 31, 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⁾	1,132,696	-	25,443	-	1,158,139
Operating Reserve ⁽³⁾	927,423	-	-	-	927,423
PA Capital Reserve ⁽⁴⁾	459,433	-	-	-	459,433
Sequim Capital Project Acct. ⁽⁴⁾	1,848,397	-	-	55,395	1,793,003
Capital Budget - 2022 ⁽⁴⁾	301,150	-	-	6,796	294,354
<i>Total Board Designated Accounts</i>	<i>5,976,118</i>	<i>-</i>	<i>25,443</i>	<i>62,191</i>	<i>5,939,370</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	81,666	-	50	-	81,716
NOLS Materials Fund	14,517	-	-	85	14,432
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	9,945	-	-	6,379	3,566
Port Angeles Donations Fund	7,527	-	86	-	7,613
Port Angeles Friends Donations	33,231	-	11,000	100	44,131
Sequim Donations Fund	53,802	-	0	-	53,802
Sequim Friends Donations	11,181	-	-	103	11,078
Forks Donations Fund	2,287	-	127	-	2,414
Forks Friends Donations	967	-	-	-	967
Clallam Bay Donations Fund	7,270	-	29	-	7,299
Clallam Bay Friends Donations	1,070	-	-	54	1,016
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>671,488</i>	<i>-</i>	<i>11,293</i>	<i>6,721</i>	<i>676,059</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,650,268</i>	<i>-</i>	<i>36,736</i>	<i>68,912</i>	<i>6,618,091</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,223,671</i>	<i>32,176</i>			<i>2,255,847</i>
Total WA State Local Investment Pool	8,873,939	32,176	36,736	68,912	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

October 31, 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	9,853,435	32,176	36,736	68,912	9,853,435
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	899,864			899,864
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	36	36	6,000
Payroll Account (US Bank 1301)	200	252,534	-	252,534	200
Merchant Account (FF 7401)	1,000	-	-	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	7,650	252,534	36	252,570	7,650
Total Cash	7,650	1,152,399	36	252,570	907,514
Total Cash and Investments	9,861,085	1,184,575	36,772	321,482	10,760,949

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 OCTOBER 2022

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
	918 NOLS Employee	HRA Reimbursement	732.50	
	919 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 09-30-22) - EFT 956	209,550.47	
	958 NOLS Employee	HRA Reimbursement	155.24	
	960 Dept. of Labor & Industries	Q3 2022 L&I - NOLS	7,361.24	
	961 Dept. of Retirement Systems	PERS and DCP (PPE 09-30-22) - EFT 957	42,433.80	
	968 NOLS Employee	HRA Reimbursement	571.33	
	970 Hartford Retirement Plan Solutions	MMDCP 10-2022 (PPE 09-30-22) - EFT 958	450.00	
	971 Health Care Authority	HCA 10-2022 (PPE 09-30-22)	40,394.74	
	972 HealthEquity	HSA ER Contribution - October 2022	697.90	
	986 NOLS Employee	HRA Reimbursement	935.00	
	998 NOLS Employee	HRA Reimbursement	60.00	
	1003 NOLS Employee	HRA Reimbursement	392.56	
	1006 NOLS Employee	HRA Reimbursement	98.14	
	1007 United Way of Clallam County	United Way Donations (PPE 09-30-22)	135.00	
	1013 WCIF	Vision/Life/EAP Premiums 10-2022 (PPE 09-30-22)	1,368.83	
	1016 WSCCCE - WPAS, Inc	Dental Premiums (PPE 09-30-22) - November Coverage	6,448.44	
	1017 WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 10-2022 (PPE 09-30-22)	2,068.47	313,853.66
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
	955 Commercial Filter Sales & Service	PO 981 Maintenance Supplies - HVAC Filters - FAC	427.27	
	956 Commercial Filter Sales & Service	PO 1020 Maintenance Supplies - HVAC Filters - FAC	982.12	
	962 Dept. of Revenue - Use/Sales Tax	September 2022 Sales & Use Tax - EFT 960	11.62	
	977 KCDA Purchasing Cooperative	PO 1021 Maintenance Supplies - Paper and Cleaning Supplies - FAC	2,083.10	
	978 KCDA Purchasing Cooperative	PO 1021 Maintenance Supplies - Gloves - FAC	161.85	
	990 Pacific Office Equipment, Inc.	PO 982, 1015 Toner and Ink - SQ	446.52	
	1000 Swains General Store, Inc.	PO 1096 Maintenance Supplies - Cleaning Supplies - FAC	45.28	
	1001 Swains General Store, Inc.	PO 1122 Maintenance Supplies - Padlocks and Cable - FAC	51.22	
	1004 True Value	PO 1014 Maintenance Supplies - Cleaning Supplies - FAC	8.84	
	1005 True Value	PO 1118 Maintenance Supplies - FO Sealant - Restroom Wall and Tile Repairs - FAC	8.68	
	CC 3 Amazon.com	PO 1007 Maintenance Supplies - Sanitizer - FAC	25.02	
	CC 5 Amazon.com	PO 995 Office Supplies - Batteries and Pens - PA	31.76	
	CC 6 Amazon.com	PO 996 Toner and Ink - PA	195.01	
	CC 7 Amazon.com	PO 1024 Toner and Ink - PA	194.23	
	CC 8 Amazon.com	PO 1024 Office Supplies - Plastic Scraper - PA	9.78	
	CC 12 Amazon.com	PO 1043 Office Supplies - Batteries - Dry Erase Board - ADM	16.08	
	CC 13 Amazon.com	PO 1043 Office Supplies - Name Tag Clips - ADM	13.05	
	CC 24 Costco	PO 994 Training Supplies - ASTD Snacks - NOLS	178.16	
	CC 39 KCDA Purchasing Cooperative	PO 963 Index Paper Supplies - PA	20.42	
	CC 40 KCDA Purchasing Cooperative	PO 964 Copy Paper Supplies - PA	81.62	
	CC 41 KCDA Purchasing Cooperative	PO 964 Office Supplies - Tape and Markers - PA	17.40	

Category	Claimant	Purpose	Amount	Subtotal
CC 42	KCDA Purchasing Cooperative	PO 975 Copy Paper Supplies - PA	51.63	
CC 43	KCDA Purchasing Cooperative	PO 975 Office Supplies - Book Tape and Compressed Air - PA	23.92	
CC 53	Office Depot	PO 983 Office Supplies - Markers, Clipboards and Tape - SQ	261.17	
CC 58	Quill Corporation	PO 920 Toner and Ink - FO	832.91	
CC 62	Safeway	PO 994 Training Supplies - ASTD Ice - NOLS	8.97	
CC 82	True Value	PO 929 Office Supplies - Tent Weights - FO	11.69	6,199.32
<u>PROGRAM SUPPLIES</u>				
932	Baker & Taylor Information	PO 1009 Program Supplies - Books for BOB (SP)	1,027.91	
957	Convergence Design and Apparel	PO 1031 Program Supplies - 2 of 2 Payments - SRP Reorder T-shirts (SP)	434.69	
993	Scholastic Library Publishing	PO 1008 Program Supplies - Books for Celebration of the Book (SP)	2,362.16	
CC 1	7 Cedars Casino	PO 979 Program Supplies - SRP Prizes (SP)	100.00	
CC 4	Amazon.com	PO 1029 Program Supplies - Teen Lit Bags (SP)	97.56	
CC 9	Amazon.com	PO 977 Program Supplies - Resiliency Kits (SP)	70.58	
CC 10	Amazon.com	PO 931 Program Supplies - SRP Prizes (SP)	200.56	
CC 11	Amazon.com	PO 1003 Program Supplies - Storytime Toys (PAFOL)	100.16	
CC 23	Costco	PO 1051 Program Supplies - Teen Game Day (CBFOL)	53.76	
CC 36	HiWay 101 Diner	PO 978 Program Supplies - SRP Prizes (SP)	100.00	
CC 52	Odyssey Book Shop	PO 932 Program Supplies - SRP Grand Prizes (SP)	500.00	
CC 56	Port Book and News	PO 933 Program Supplies - SRP Grand Prize (SP)	100.00	
CC 60	Safeway	PO 999 Program Supplies - Hard Candy for Community Meetings (FOSL)	9.99	
CC 61	Safeway	PO 1032 Program Supplies - Teen Board Game Night (FOSL)	13.28	
CC 63	Scholastic INC	PO 997 Program Supplies - Books for BOB (SP)	903.64	
CC 65	Sergio's	PO 976 Program Supplies - SRP Prizes (SP)	100.00	
CC 97	Welly's Ice Cream	PO 980 Program Supplies - SRP Prizes (SP)	100.00	
CC 98	Westside Pizza	PO 1033 Program Supplies - Teen Board Game Night (FOSL)	79.94	6,354.23
<u>FUEL</u>				
CC 18	Chevron	PO 1000 Business Fuel - Nolsy White - FAC	54.35	
CC 19	Chevron	PO 1004 Business Fuel - Pacifica - TS	69.95	
CC 20	Chevron	PO 1013 Business Fuel - Pacifica - TS	50.03	
CC 21	Circle K	PO 91 Business Fuel - Transit Van - FAC	56.26	
CC 22	Circle K	PO 917 Business Fuel - Westy - TS	30.88	
CC 31	Evergreen 76	PO 927 Business Fuel - Pacifica - TS	40.77	
CC 32	Evergreen 76	PO 974 Business Fuel - Westy - TS	34.93	
CC 44	Lower Elwha Food & Fuel	PO 969 Business Fuel - Westy - TS	20.00	
CC 45	Lower Elwha Food & Fuel	PO 970 Business Fuel - Pacifica - TS	47.24	
CC 66	Shell	PO 934 Business Fuel - Westy - TS	37.01	
CC 67	Shell	PO 984 Business Fuel - Westy - TS	37.25	478.67
<u>COLLECTION MATERIALS</u>				
921	Amazon.com	Collection Materials	145.91	
922	Amazon.com	Collection Materials	114.98	
923	Amazon.com	Collection Materials	258.30	

Category	Claimant	Purpose	Amount	Subtotal
924	Amazon.com	Collection Materials	523.76	
928	Baker & Taylor Entertainment	Collection Materials	377.14	
929	Baker & Taylor Entertainment	Collection Materials	582.45	
930	Baker & Taylor Entertainment	Collection Materials	711.21	
931	Baker & Taylor Entertainment	Collection Materials	276.22	
932	Baker & Taylor Information	Collection Materials	3,250.60	
933	Baker & Taylor Information	Collection Materials	5,300.62	
934	Baker & Taylor Information	Collection Materials	3,779.85	
935	Baker & Taylor Information	Collection Materials	3,727.78	
936	Brodart Company	Collection Materials	146.87	
937	CENGAGE Learning	Collection Materials	84.83	
938	CENGAGE Learning	Collection Materials	310.79	
939	Center Point Large Print	Collection Materials	236.70	
962	Dept. of Revenue - Use/Sales Tax	September 2022 Sales & Use Tax - EFT 960	23.37	
967	Forks Forum	Collection Materials	170.00	
973	HF Group LLC	Collection Materials	53.20	
976	Ingram Library Services	Collection Materials	307.85	
979	Midwest Tape	Collection Materials	41,266.79	
980	Midwest Tape	Collection Materials	259.65	
981	Midwest Tape	Collection Materials	331.46	
987	OverDrive, Inc.	Collection Materials	1,942.70	
988	OverDrive, Inc.	Collection Materials	163.11	
989	OverDrive, Inc.	Collection Materials	298.45	
995	Sequim Gazette	Collection Materials	140.00	
1018	WT COX	Collection Materials	3,818.79	
1019	WT COX	Collection Materials	15,965.09	
CC 96	Washington State Parks	PO 930 Collection Materials	50.00	84,618.47
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
920	ADP, LLC	Payroll Services - Payroll Processing (PPE 08-31-22) - NOLS	61.48	
962	Dept. of Revenue - Use/Sales Tax	September 2022 Sales & Use Tax - EFT 960	3.80	
966	E-Rate Expertise	PO 1049 Professional Services - E-rate Consulting - BEAR Tracking and Documentation - NOLS	337.50	
969	Haggard & Ganson LLP	PO 1039 Legal Services - Tech-Ops Bookmobile Contract Support - ADM	577.50	
983	OCLC, Inc.	PO 1016 Technical Services - Bibliographic Utility Subscription Thru 6-30-2023 - TS	2,615.58	
984	Olympic Laundry & Dry Cleaners	PO 1006 Professional Services - Laundry - FAC	179.59	
985	Olympic Printers, Inc.	PO 1010 Program Services - Waterproof Stickers TOL Box Fronts (SP)	87.04	
994	SenSource Inc	PO 1035 Technology Services - Annual Cloud Hosting Fee Through 12/31/2023 - IT	960.00	
999	Summit Law Group	PO 1097 Professional Fees - Legal Services - Labor and Employment Matters - ADM	2,800.00	
1008	United Way of Clallam County	PO 1094 Programming - Aim Higher Grant Disbursement - NOLS	4,100.00	
CC 26	DialMyCalls.com	PO 1105 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 29	eFax Corporate	PO 1042 Technology Services - Online Fax Service - ADM	33.71	

Category	Claimant	Purpose	Amount	Subtotal
CC 33	Facebook	PO 1078 Programming - Sponsored Ads - 2 Red Yarn Ads (SP)	94.99	
CC 34	Facebook	PO 1079 Programming - Sponsored Ads - SQ Community Presentation (SP)	14.44	
CC 50	Microsoft	PO 1036 Technology Services - Cloud Services - IT	874.56	
CC 51	NexusTek	PO 1037 Microsoft Project Licenses - IT	110.00	
CC 55	PayFlow Pro	Monthly Gateway Fee - NOLS	59.95	
CC 72	Stamps.com	PO 990 Technology Services - Monthly Service Fee - TS	19.57	
CC 78	The Spanish Group	PO 918 Programming - Pub Com Translation Service - Resilience Kits and Bittersweet Harvest (SP)	32.60	
CC 79	The Spanish Group	PO 919 Programming - Pub Com Translation Service - Hispanic Heritage Month (SP)	53.00	
CC 93	Washington Library Association	PO 947 Training Fee - Virtual Conference Fee - NOLS	55.00	
CC 100	Zoom	PO 1063 Technology Services - Monthly Subscription Fee - NOLS	16.30	
CC 101	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30	
CC 102	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30	
CC 103	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30	
CC 104	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30	13,171.80
<u>COMMUNICATIONS</u>				
925	Angeles Communications	Communications - VOIP	903.04	
940	CenturyLink 300511187 FO	Communications - Voice - FO	88.09	
941	CenturyLink 300561130 CB	Communications - Voice - CB	79.50	
942	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	128.89	
943	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	71.66	
944	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,362.61	
945	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	268.59	
1011	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
1012	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	391.60	
1014	WDH - Wave Business	Communication - Internet - IT	3,784.15	
CC 69	Stamps.com	PO 922 Postage - TS	250.00	
CC 70	Stamps.com	PO 968 Postage - TS	250.00	
CC 71	Stamps.com	PO 988 Postage - TS	250.00	
CC 73	Stamps.com	PO 991 Postage - TS	250.00	
CC 81	Tracfone*Airtime	PO 1041 Communication - Voice - 4 Branch Cell Phones - IT	71.04	
CC 89	UPS	PO 862 Freight - TS	19.42	
CC 90	UPS	PO 891 Freight - TS	18.66	
CC 91	UPS	PO 940 Freight - TS	19.37	9,326.65
<u>TRAVEL</u>				
959	Danks, John	Travel - Business - Mileage Reimbursement - IT	106.88	
992	Rajala, Shaina E	PO 1087 Training - Travel - Parking - NOLS	47.96	
CC 15	Bode	PO 1061 Training - ARSL Conference - Travel - NOLS	10.83	
CC 16	Calliope	PO 1061 Training - ARSL Conference - Travel - NOLS	30.12	
CC 17	Cashew	PO 1061 Training - ARSL Conference - Travel - NOLS	14.90	

Category	Claimant	Purpose	Amount	Subtotal
CC 25	Days Inn	PO 1062 Training - ARSL Conference - Travel - Lodging - NOLS	455.90	
CC 27	Diego Pops	PO 1056 Training - ABOS Conference - Travel - NOLS	30.73	
CC 28	DoorDash	PO 1108 Training - PLW Meeting - Travel - ADM	35.66	
CC 30	Electric Cloud Coffee	PO 1052 Training - ABOS Conference - Travel - NOLS	9.96	
CC 35	Historic Davenport Hotel	PO 1109 Training - PLW Meeting - Travel - Lodging - ADM	479.08	
CC 37	Hudson News	PO 1061 Training - ARSL Conference - Travel - NOLS	14.83	
CC 46	Lyft	PO 1057 Training - ARSL Conference - Travel - NOLS	20.92	
CC 47	Lyft	PO 1061 Training - ARSL Conference - Travel - NOLS	19.23	
CC 48	Main Market Co-Op	PO 1044 Training - NHRMA Conference - Travel - ADM	12.89	
CC 49	Mango Tree	PO 1044 Training - NHRMA Conference - Travel - ADM	22.54	
CC 54	Park N Jet	PO 1057 Training - ARSL Conference - Travel - Parking - NOLS	70.45	
CC 64	SEA-Tac Beechers	PO 1055 Training - ABOS Conference - Travel - NOLS	11.75	
CC 68	Spokane Parking Services	PO 1045 Training - NHRMA Conference - Parking - ADM	1.20	
CC 74	Starbucks Coffee Company	PO 1061 Training - ARSL Conference - Travel - NOLS	12.69	
CC 75	Tailwind	PO 1057 Training - ARSL Conference - Travel - NOLS	20.99	
CC 76	The Canal Club	PO 1058 Training - ABOS Conference - Travel - NOLS	26.69	
CC 77	The Canal Club	PO 1059 Training - ABOS Conference - Travel - NOLS	19.88	
CC 80	Town and Country Grocery	PO 1044 Training - NHRMA Conference - Travel - ADM	16.08	
CC 83	Tupelo Honey	PO 1061 Training - ARSL Conference - Travel - NOLS	14.15	
CC 84	Uber	PO 1054 Training - ABOS Conference -Travel - NOLS	43.92	
CC 85	Uber	PO 1054 Training - ABOS Conference -Travel - NOLS	5.00	
CC 86	Uber	PO 1060 Training - ABOS Conference - Travel - NOLS	18.93	
CC 87	Uber	PO 1060 Training - ABOS Conference - Travel - NOLS	3.00	
CC 92	WA ST. Ferries	PO 1046 Training - NHRMA Conference - Travel - ADM	17.20	
CC 94	Washington State Ferries	PO 1107 Training - PLW Meeting - Travel - ADM	20.90	
CC 95	Washington State Ferries	PO 1107 Training - PLW Meeting - Travel - ADM	17.20	
CC 99	WSDOT Good to Go	PO 1053 Training - ABOS Conference - Travel - NOLS	5.50	1,637.96

OPERATING RENTALS AND LEASES

1010	US Postmaster	Operating Rentals - Annual Box Rent - PO Box 106 - CB	170.00	170.00
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UTILITIES

946	City of Forks	Public Utilities - FO	111.64	
947	City of Port Angeles/Dump	PO 1066 Public Utilities - Solid Waste - Metal Recycling - FAC	10.19	
948	City of Port Angeles/Orcas Avenue	Public Utilities - PA	214.07	
949	City of Port Angeles/Peabody St.	Public Utilities - PA	3,888.39	
950	City of Sequim	Public Utilities - SQ	139.11	
951	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
952	Clallam County PUD	Public Utilities - CB	443.00	
953	Clallam County PUD	Public Utilities - FO	549.00	
954	Clallam County PUD	Public Utilities - SQ	777.00	
963	DM Disposal Company, Inc.	Public Utilities - PA	192.16	
964	DM Disposal Company, Inc.	Public Utilities - SQ	373.16	
1015	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,810.65

REPAIR AND MAINTENANCE

Category	Claimant	Purpose	Amount	Subtotal
974	Hi-Tech Security, Inc.	PO 1005 Repair and Maintenance - FO Burglar Alarm Monitoring - Annual to 10-2023 - FAC	417.02	
975	Hi-Tech Security, Inc.	PO 1030 Repair and Maintenance - Annex Burglar Alarm Monitoring - Annual to 11-2023 - FAC	352.51	
990	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	671.36	
991	Port Angeles Lockworks	PO 1011 Maintenance and Repair - PA Key Duplicates and Consultation - FAC	108.26	
997	Sound Energy Systems	PO 1088 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	832.33	
CC 2	8th Street Car Wash	PO 1067 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00	
CC 38	Jiffy Lube	PO 916 Vehicle Maintenance - Oil Change Transit Van - FAC	116.39	2,503.87
<u>MACHINERY AND EQUIPMENT</u>				
965	Ednetics, Inc.	PO 801-2021 - Machinery and Equipment - Wireless Bridge Warranty Extension - IT	344.68	
CC 14	Ascot Enterprises	PO 1064 Machinery and Equipment - Work Area Doors - FO	126.15	
CC 57	Professional Cable LLC	PO 998 Machinery and Equipment - Patch Cables - IT	623.42	
CC 59	Safety Products AED Grants	PO 1034 Machinery and Equipment - External Defibrillators - All Branches - NOLS	5,143.35	
CC 88	Uline	PO 935 Machinery and Equipment - Canopy Tent and Weights - PA	558.56	6,796.16
<u>CAPITAL CONSTRUCTION</u>				
926	Associated Earth Sciences Inc	PO 1001 Capital Construction - Lab Test and Final Report (SQ CPA)	4,884.00	
927	Associated Earth Sciences Inc	PO 1100 Capital Construction - Soil Infiltration Study (SQ CPA)	443.40	
996	SHKS Architects	PO 1040 Capital Construction - Sequim Renovation - Programming, Basic, Supplemental Services (SQ CPA)	44,275.33	
1002	Terracon Consultants, Inc.	PO 1091 Capital Construction - Hazardous Materials Consulting (SQ CPA)	5,791.79	55,394.52
<u>SALES TAX</u>				
962	Dept. of Revenue - Use/Sales Tax	September 2022 Sales & Use Tax - EFT 960	61.18	61.18
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2272	NOLS Patron	Patron Refund	17.99	
CK 2273	Void	Void	0.00	
CK 2274	NOLS Patron	Patron Refund	17.99	35.98
			507,413.12	507,413.12



Voucher Approval for October 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 #918 through #1019 are approved in the amount of \$507,413.12 this 17th day of November 2022.

No.	Claimant	Purpose	Amount
918	NOLS Employee	HRA Reimbursement	732.50
919	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 09-30-22) - EFT 956	209,550.47
920	ADP, LLC	Payroll Services - Payroll Processing (PPE 08-31-22) - NOLS	61.48
921	Amazon.com	Collection Materials	145.91
922	Amazon.com	Collection Materials	114.98
923	Amazon.com	Collection Materials	258.30
924	Amazon.com	Collection Materials	523.76
925	Angeles Communications	Communications - VOIP	903.04
926	Associated Earth Sciences Inc	PO 1001 Capital Construction - Lab Test and Final Report (SQ CPA)	4,884.00
927	Associated Earth Sciences Inc	PO 1100 Capital Construction - Soil Infiltration Study (SQ CPA)	443.40
928	Baker & Taylor Entertainment	Collection Materials	377.14
929	Baker & Taylor Entertainment	Collection Materials	582.45
930	Baker & Taylor Entertainment	Collection Materials	711.21
931	Baker & Taylor Entertainment	Collection Materials	276.22
932	Baker & Taylor Information	Collection Materials PO 1009 Program Supplies - Books for BOB (SP)	4,278.51
933	Baker & Taylor Information	Collection Materials	5,300.62
934	Baker & Taylor Information	Collection Materials	3,779.85
935	Baker & Taylor Information	Collection Materials	3,727.78
936	Brodart Company	Collection Materials	146.87
937	CENGAGE Learning	Collection Materials	84.83
938	CENGAGE Learning	Collection Materials	310.79
939	Center Point Large Print	Collection Materials	236.70
940	CenturyLink 300511187 FO	Communications - Voice - FO	88.09

No.	Claimant	Purpose	Amount
941	CenturyLink 300561130 CB	Communications - Voice - CB	79.50
942	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	128.89
943	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	71.66
944	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,362.61
945	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	268.59
946	City of Forks	Public Utilities - FO	111.64
947	City of Port Angeles/Dump	PO 1066 Public Utilities - Solid Waste - Metal Recycling - FAC	10.19
948	City of Port Angeles/Orcas Avenue	Public Utilities - PA	214.07
949	City of Port Angeles/Peabody St.	Public Utilities - PA	3,888.39
950	City of Sequim	Public Utilities - SQ	139.11
951	Clallam County Public Works Dept.	Public Utilities - CB	56.50
952	Clallam County PUD	Public Utilities - CB	443.00
953	Clallam County PUD	Public Utilities - FO	549.00
954	Clallam County PUD	Public Utilities - SQ	777.00
955	Commercial Filter Sales & Service	PO 981 Maintenance Supplies - HVAC Filters - FAC	427.27
956	Commercial Filter Sales & Service	PO 1020 Maintenance Supplies - HVAC Filters - FAC	982.12
957	Convergence Design and Apparel	PO 1031 Program Supplies - 2 of 2 Payments - SRP Reorder T-shirts (SP)	434.69
958	NOLS Employee	HRA Reimbursement	155.24
959	Danks, John	Travel - Business - Mileage Reimbursement - IT	106.88
960	Dept. of Labor & Industries	Q3 2022 L&I - NOLS	7,361.24
961	Dept. of Retirement Systems	PERS and DCP (PPE 09-30-22) - EFT 957	42,433.80
962	Dept. of Revenue - Use/Sales Tax	September 2022 Sales & Use Tax - EFT 960	99.97
963	DM Disposal Company, Inc.	Public Utilities - PA	192.16
964	DM Disposal Company, Inc.	Public Utilities - SQ	373.16
965	Ednetics, Inc.	PO 801-2021 - Machinery and Equipment - Wireless Bridge Warranty Extension - IT	344.68
966	E-Rate Expertise	PO 1049 Professional Services - E-rate Consulting - BEAR Tracking and Documentation - NOLS	337.50
967	Forks Forum	Collection Materials	170.00
968	NOLS Employee	HRA Reimbursement	571.33
969	Haggard & Ganson LLP	PO 1039 Legal Services - Tech-Ops Bookmobile Contract Support - ADM	577.50
970	Hartford Retirement Plan Solutions	MMDCP 10-2022 (PPE 09-30-22) - EFT 958	450.00
971	Health Care Authority	HCA 10-2022 (PPE 09-30-22)	40,394.74
972	HealthEquity	HSA ER Contribution - October 2022	697.90
973	HF Group LLC	Collection Materials	53.20
974	Hi-Tech Security, Inc.	PO 1005 Repair and Maintenance - FO Burglar Alarm Monitoring - Annual to 10-2023 - FAC	417.02
975	Hi-Tech Security, Inc.	PO 1030 Repair and Maintenance - Annex Burglar Alarm Monitoring - Annual to 11-2023 - FAC	352.51
976	Ingram Library Services	Collection Materials	307.85

No.	Claimant	Purpose	Amount
977	KCDA Purchasing Cooperative	PO 1021 Maintenance Supplies - Paper and Cleaning Supplies - FAC	2,083.10
978	KCDA Purchasing Cooperative	PO 1021 Maintenance Supplies - Gloves - FAC	161.85
979	Midwest Tape	Collection Materials	41,266.79
980	Midwest Tape	Collection Materials	259.65
981	Midwest Tape	Collection Materials	331.46
982	North Olympic Library System	October 2022 Revolving Fund Reimbursement (*Detail Below)	35.98
983	OCLC, Inc.	PO 1016 Technical Services - Bibliographic Utility Subscription Thru 6-30-2023 - TS	2,615.58
984	Olympic Laundry & Dry Cleaners	PO 1006 Professional Services - Laundry - FAC	179.59
985	Olympic Printers, Inc.	PO 1010 Program Services - Waterproof Stickers TOL Box Fronts (SP)	87.04
986	NOLS Employee	HRA Reimbursement	935.00
987	OverDrive, Inc.	Collection Materials	1,942.70
988	OverDrive, Inc.	Collection Materials	163.11
989	OverDrive, Inc.	Collection Materials	298.45
990	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches PO 982, 1015 Toner and Ink - SQ	1,117.88
991	Port Angeles Lockworks	PO 1011 Maintenance and Repair - PA Key Duplicates and Consultation - FAC	108.26
992	Rajala, Shaina E	PO 1087 Training - Travel - Parking - NOLS	47.96
993	Scholastic Library Publishing	PO 1008 Program Supplies - Books for Celebration of the Book (SP)	2,362.16
994	SenSource Inc	PO 1035 Technology Services - Annual Cloud Hosting Fee Through 12/31/2023 - IT	960.00
995	Sequim Gazette	Collection Materials	140.00
996	SHKS Architects	PO 1040 Capital Construction - Sequim Renovation - Programming, Basic, Supplemental Services (SQ CPA)	44,275.33
997	Sound Energy Systems	PO 1088 Repair and Maintenance - PA HVAC Control Quarterly Maintenance - FAC	832.33
998	NOLS Employee	HRA Reimbursement	60.00
999	Summit Law Group	PO 1097 Professional Fees - Legal Services - Labor and Employment Matters - ADM	2,800.00
1000	Swains General Store, Inc.	PO 1096 Maintenance Supplies - Cleaning Supplies - FAC	45.28
1001	Swains General Store, Inc.	PO 1122 Maintenance Supplies - Padlocks and Cable - FAC	51.22
1002	Terracon Consultants, Inc.	PO 1091 Capital Construction - Hazardous Materials Consulting (SQ CPA)	5,791.79
1003	NOLS Employee	HRA Reimbursement	392.56
1004	True Value	PO 1014 Maintenance Supplies - Cleaning Supplies - FAC	8.84
1005	True Value	PO 1118 Maintenance Supplies - FO Sealant - Restroom Wall and Tile Repairs - FAC	8.68
1006	NOLS Employee	HRA Reimbursement	98.14
1007	United Way of Clallam County	United Way Donations (PPE 09-30-22)	135.00
1008	United Way of Clallam County	PO 1094 Programming - Aim Higher Grant Disbursement - NOLS	4,100.00

No.	Claimant	Purpose	Amount
1009	US Bank	Credit Card Services - September 2022 (*Detail Below)	15,665.75
1010	US Postmaster	Operating Rentals - Annual Box Rent - PO Box 106 - CB	170.00
1011	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1012	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	391.60
1013	WCIF	Vision/Life/EAP Premiums 10-2022 (PPE 09-30-22)	1,368.83
1014	WDH - Wave Business	Communication - Internet - IT	3,784.15
1015	West Waste & Recycling	Public Utilities - FO - CB	56.43
1016	WSCCCE - WPAS, Inc	Dental Premiums (PPE 09-30-22) - November Coverage	6,448.44
1017	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 10-2022 (PPE 09-30-22)	2,068.47
1018	WT COX	Collection Materials	3,818.79
1019	WT COX	Collection Materials	15,965.09
			507,413.12

*** Detail - NOLS Revolving Fund Account -- Voucher #982**

2272	NOLS Patron	Patron Refund	17.99
2273	Void	Void	0.00
2274	NOLS Patron	Patron Refund	17.99
			35.98

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1009**

1	7 Cedars Casino	PO 979 Program Supplies - SRP Prizes (SP)	100.00
2	8th Street Car Wash	PO 1067 Vehicle Maintenance - Car Wash Pacifica - FAC	6.00
3	Amazon.com	PO 1007 Maintenance Supplies - Sanitizer - FAC	25.02
4	Amazon.com	PO 1029 Program Supplies - Teen Lit Bags (SP)	97.56
5	Amazon.com	PO 995 Office Supplies - Batteries and Pens - PA	31.76
6	Amazon.com	PO 996 Toner and Ink - PA	195.01
7	Amazon.com	PO 1024 Toner and Ink - PA	194.23
8	Amazon.com	PO 1024 Office Supplies - Plastic Scraper - PA	9.78
9	Amazon.com	PO 977 Program Supplies - Resiliency Kits (SP)	70.58
10	Amazon.com	PO 931 Program Supplies - SRP Prizes (SP)	200.56
11	Amazon.com	PO 1003 Program Supplies - Storytime Toys (PAFOL)	100.16
12	Amazon.com	PO 1043 Office Supplies - Batteries - Dry Erase Board - ADM	16.08
13	Amazon.com	PO 1043 Office Supplies - Name Tag Clips - ADM	13.05
14	Ascot Enterprises	PO 1064 Capital Equipment - Work Area Doors - FO	126.15
15	Bode	PO 1061 Training - ARSL Conference - Travel - NOLS	10.83
16	Calliope	PO 1061 Training - ARSL Conference - Travel - NOLS	30.12
17	Cashew	PO 1061 Training - ARSL Conference - Travel - NOLS	14.90
18	Chevron	PO 1000 Business Fuel - Nolsy White - FAC	54.35
19	Chevron	PO 1004 Business Fuel - Pacifica - TS	69.95
20	Chevron	PO 1013 Business Fuel - Pacifica - TS	50.03

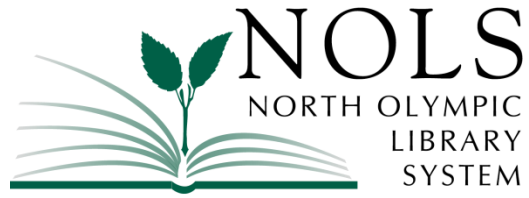
No.	Claimant	Purpose	Amount
21	Circle K	PO 91 Business Fuel - Transit Van - FAC	56.26
22	Circle K	PO 917 Business Fuel - Westy - TS	30.88
23	Costco	PO 1051 Program Supplies - Teen Game Day (CBFOL)	53.76
24	Costco	PO 994 Training Supplies - ASTD Snacks - NOLS	178.16
25	Days Inn	PO 1062 Training - ARSL Conference - Travel - Lodging - NOLS	455.90
26	DialMyCalls.com	PO 1105 Technology Services - Staff Emergency Contact System - NOLS	19.99
27	Diego Pops	PO 1056 Training - ABOS Conference - Travel - NOLS	30.73
28	DoorDash	PO 1108 Training - PLW Meeting - Travel - ADM	35.66
29	eFax Corporate	PO 1042 Technology Services - Online Fax Service - ADM	33.71
30	Electric Cloud Coffee	PO 1052 Training - ABOS Conference - Travel - NOLS	9.96
31	Evergreen 76	PO 927 Business Fuel - Pacifica - TS	40.77
32	Evergreen 76	PO 974 Business Fuel - Westy - TS	34.93
33	Facebook	PO 1078 Programming - Sponsored Ads - 2 Red Yarn Ads (SP)	94.99
34	Facebook	PO 1079 Programming - Sponsored Ads - SQ Community Presentation (SP)	14.44
35	Historic Davenport Hotel	PO 1109 Training - PLW Meeting - Travel - Lodging - ADM	479.08
36	HiWay 101 Diner	PO 978 Program Supplies - SRP Prizes (SP)	100.00
37	Hudson News	PO 1061 Training - ARSL Conference - Travel - NOLS	14.83
38	Jiffy Lube	PO 916 Vehicle Maintenance - Oil Change Transit Van - FAC	116.39
39	KCDA Purchasing Cooperative	PO 963 Index Paper Supplies - PA	20.42
40	KCDA Purchasing Cooperative	PO 964 Copy Paper Supplies - PA	81.62
41	KCDA Purchasing Cooperative	PO 964 Office Supplies - Tape and Markers - PA	17.40
42	KCDA Purchasing Cooperative	PO 975 Copy Paper Supplies - PA	51.63
43	KCDA Purchasing Cooperative	PO 975 Office Supplies - Book Tape and Compressed Air - PA	23.92
44	Lower Elwha Food & Fuel	PO 969 Business Fuel - Westy - TS	20.00
45	Lower Elwha Food & Fuel	PO 970 Business Fuel - Pacifica - TS	47.24
46	Lyft	PO 1057 Training - ARSL Conference - Travel - NOLS	20.92
47	Lyft	PO 1061 Training - ARSL Conference - Travel - NOLS	19.23
48	Main Market Co-Op	PO 1044 Training - NHRMA Conference - Travel - ADM	12.89
49	Mango Tree	PO 1044 Training - NHRMA Conference - Travel - ADM	22.54
50	Microsoft	PO 1036 Technology Services - Cloud Services - IT	874.56
51	NexusTek	PO 1037 Microsoft Project Licenses - IT	110.00
52	Odyssey Book Shop	PO 932 Program Supplies - SRP Grand Prizes (SP)	500.00
53	Office Depot	PO 983 Office Supplies - Markers, Clipboards and Tape - SQ	261.17
54	Park N Jet	PO 1057 Training - ARSL Conference - Travel - Parking - NOLS	70.45
55	PayFlow Pro	Monthly Gateway Fee - NOLS	59.95
56	Port Book and News	PO 933 Program Supplies - SRP Grand Prize (SP)	100.00
57	Professional Cable LLC	PO 998 Machinery and Equipment - Patch Cables - IT	623.42

No.	Claimant	Purpose	Amount
58	Quill Corporation	PO 920 Toner and Ink - FO	832.91
59	Safety Products AED Grants	PO 1034 Capital Machinery and Equipment - External Defibrillators - All Branches - NOLS	5,143.35
60	Safeway	PO 999 Program Supplies - Hard Candy for Community Meetings (FOSL)	9.99
61	Safeway	PO 1032 Program Supplies - Teen Board Game Night (FOSL)	13.28
62	Safeway	PO 994 Training Supplies - ASTD Ice - NOLS	8.97
63	Scholastic INC	PO 997 Program Supplies - Books for BOB (SP)	903.64
64	SEA-Tac Beechers	PO 1055 Training - ABOS Conference - Travel - NOLS	11.75
65	Sergio's	PO 976 Program Supplies - SRP Prizes (SP)	100.00
66	Shell	PO 934 Business Fuel - Westy - TS	37.01
67	Shell	PO 984 Business Fuel - Westy - TS	37.25
68	Spokane Parking Services	PO 1045 Training - NHRMA Conference - Parking - ADM	1.20
69	Stamps.com	PO 922 Postage - TS	250.00
70	Stamps.com	PO 968 Postage - TS	250.00
71	Stamps.com	PO 988 Postage - TS	250.00
72	Stamps.com	PO 990 Technology Services - Monthly Service Fee - TS	19.57
73	Stamps.com	PO 991 Postage - TS	250.00
74	Starbucks Coffee Company	PO 1061 Training - ARSL Conference - Travel - NOLS	12.69
75	Tailwind	PO 1057 Training - ARSL Conference - Travel - NOLS	20.99
76	The Canal Club	PO 1058 Training - ABOS Conference - Travel - NOLS	26.69
77	The Canal Club	PO 1059 Training - ABOS Conference - Travel - NOLS	19.88
78	The Spanish Group	PO 918 Programming - Pub Com Translation Service - Resilience Kits and Bittersweet Harvest (SP)	32.60
79	The Spanish Group	PO 919 Programming - Pub Com Translation Service - Hispanic Heritage Month (SP)	53.00
80	Town and Country Grocery	PO 1044 Training - NHRMA Conference - Travel - ADM	16.08
81	Tracfone*Airtime	PO 1041 Communication - Voice - 4 Branch Cell Phones - IT	71.04
82	True Value	PO 929 Office Supplies - Tent Weights - FO	11.69
83	Tupelo Honey	PO 1061 Training - ARSL Conference - Travel - NOLS	14.15
84	Uber	PO 1054 Training - ABOS Conference -Travel - NOLS	43.92
85	Uber	PO 1054 Training - ABOS Conference -Travel - NOLS	5.00
86	Uber	PO 1060 Training - ABOS Conference - Travel - NOLS	18.93
87	Uber	PO 1060 Training - ABOS Conference - Travel - NOLS	3.00
88	Uline	PO 935 Capital Equipment - Canopy Tent and Weights - PA	558.56
89	UPS	PO 862 Freight - TS	19.42
90	UPS	PO 891 Freight - TS	18.66
91	UPS	PO 940 Freight - TS	19.37
92	WA ST. Ferries	PO 1046 Training - NHRMA Conference - Travel - ADM	17.20
93	Washington Library Association	PO 947 Training Fee - Virtual Conference Fee - NOLS	55.00
94	Washington State Ferries	PO 1107 Training - PLW Meeting - Travel - ADM	20.90
95	Washington State Ferries	PO 1107 Training - PLW Meeting - Travel - ADM	17.20

No.	Claimant	Purpose	Amount
96	Washington State Parks	PO 930 Collection Materials	50.00
97	Welly's Ice Cream	PO 980 Program Supplies - SRP Prizes (SP)	100.00
98	Westside Pizza	PO 1033 Program Supplies - Teen Board Game Night (FOSL)	79.94
99	WSDOT Good to Go	PO 1053 Training - ABOS Conference - Travel - NOLS	5.50
100	Zoom	PO 1063 Technology Services - Monthly Subscription Fee - NOLS	16.30
101	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30
102	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30
103	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30
104	Zoom	PO 1106 Technology Services - Monthly Subscription - NOLS	16.30
			15,665.75

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

EFT 956	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 09-30-22)	209,550.47
EFT 957	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 09-30-22)	42,433.80
EFT 958	Hartford Retirement Plan Solutions	MMDCP (PPE 09-30-22)	450.00
			252,434.27



2023 Proposed Operating Budget

**Second Board Review and Public Hearing
November 17, 2022**



Staff Report

Meeting Date: November 17, 2022
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Review and Adoption of Operating Budget for FY 2023
Public Hearing on the 2023 Operating Budget

Attachments: Proposed 2023 Operating Budget - Summary
2023 Budget Guidelines
2021-24 Strategic Roadmap

Topic/Issue: The Library Board of Trustees will review the final draft of the Library's Operating Budget for 2023, and conduct the second public hearing on the budget. In order to meet the Clallam County deadlines for submission of budget resolutions and levy certifications, the Board must adopt a budget at their November 17, 2022 meeting.

Background: The Board reviewed an earlier draft of the proposed operating budget at their regular October meeting. The public hearing in November provides a second opportunity for members of the public to review the proposed budget and provide feedback to the Board.

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 proposed 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 budget. Finance Manager John DeFrancisco built the all-important personnel detail with the assistance of HR and Business Manager, Shaina Rajala. The personnel detail calculates salary and benefit costs for all NOLS positions for the coming year. Personnel costs represent approximately 73% of the total

2023 budget, so having accurate salary and benefits projections is crucial to having an accurate budget. The Board's Finance Committee has reviewed and approved this proposed budget.

Revenues for the proposed budget were calculated based on certified Assessed Valuations received from the County Assessor's office on November 1, 2022. NOLS' 2022 levy rate stands at 37.6¢ per thousand of the county's AV. One percent growth in the 2022 tax levy will compress the levy rate to approximately 31¢/\$1000 AV in 2023. The total 2023 Operating Budget stands at \$5,824,672, an increase of \$310,026 (approximately 5.26%) from the 2022 Operating Budget of \$5,514,646.

Tax Revenue Estimates

Approximately 80% of estimated revenues for the 2023 budget derive from next year's property taxes. These revenues are levied and collected on the Library's behalf by Clallam County. Certified tax values were received from the Clallam county Assessor on November 1, 2022. Based on these figures, the Districts taxable Assessed Valuation figure for 2023 levy is \$14,975,332,854, and the new construction value estimate is \$169,559,301. Library tax revenues were estimated applying all potential limiting factors to these values. The applicable limiting factor for the Library in 2023 is the 1% growth limitation allowed under law, resulting in tax revenue growth of \$45,054. New construction will provide an add-on of approximately \$63,828, and a refund levy will provide an additional \$23,469, bringing 2023 tax revenue to \$4,634,255.

If the 1% growth limitation were not a factor, which has compressed the levy rate to 31¢/\$1000 AV, and NOLS could collect at the statutory limit of 50¢/\$1000 AV, NOLS would be collecting approximately \$7,489,281 in 2023, \$2,942,323 more than what NOLS will collect at the current levy rate.

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

A total 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 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 largely 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 revenue line includes \$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.

Also included in donations revenue is \$31,500 from the Sequim Donation Fund. These funds will be utilized to support activities related to the Sequim Library Expansion and Renovation Project, including fundraising, informational print material, and postage to notify residents about project progress, closures and temporary relocation.

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 2022. The Board will be presented with a draft of the Capital Budget for 2023 at the January 2023 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

NOLS has not yet completed collective bargaining with the General Employees Union (GEU) or Management Employees Union (MEU), but is optimistic tentative agreements on 2023 contracts will be reached soon. The proposed 2023 Operating Budget **does not** reflect personnel costs and increases which may result from the negotiations with the GEU and MEU. Negotiations may result in a cost of living adjustment (COLA), market adjustments influenced by the Compensation Study the Library has recently completed, and adjustments to other benefits, including the amount NOLS pays towards medical premiums. Once tentative agreements are reached and all necessary parties have signed the contracts, an amended budget can be presented to the Board of Trustees to ensure the full cost of personnel is documented in the budget.

Currently, personnel costs (salaries and benefits) represent 73% of the total 2023 budget. Personnel costs stand at \$4,254,616 in this proposed operating budget, up from the \$4,061,724 budgeted in 2022, an increase of 4.75%. 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 an \$86.68 (10%) per subscriber increase to medical premiums and a \$3.79 (3%) per subscriber increase to dental 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). 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.

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 \$39,000. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes. 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% 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.

In 2022, fuel was budgeted for a new bookmobile, but that \$6,500 has gone unused because the vehicle has not been delivered yet. Staff have made their best estimates of bookmobile fuel costs in 2023 based on current high gas prices and possible vehicle routes, but it is a significant new expenditure that will need to be carefully monitored in 2023 so it can be more accurately budgeted for in 2024.

Most of the other 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

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 there donations cover 85% of the \$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 \$37,050 is currently budgeted for Training and Conference Fees 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.

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.

Communications

The amount budgeted for postage has increased 27%, from \$22,000 to \$28,000, in anticipation of postage increases in 2023.

A significant increase in the budget for cell phone service is due to several NOLS cell phones being added to NOLS vehicles, such as those used to make Outreach deliveries and the new bookmobile. In 2023, NOLS will provide new cell phones to managers, who are exempt from FLSA and occasionally need to work outside business hours and respond to emergencies. Using NOLS phones and service will improve cyber security concerns while making handling public records requests simpler, ensuring personal data is not accessed. These additional phones will add \$6,200 to the 2023 budget.

The 2023 Operating Budget includes \$11,100 in new costs for other internet services. During the construction of the Sequim Branch Library expansion, internet will need to be provided to a temporary location in Sequim that NOLS will operate out of for at least a year. Additionally, for the same reason cell phones will be provided to managers in 2023, laptops will also be provided to managers and IT staff. Internet service for these devices has been added to the Communications section of the budget.

Travel

Since the pandemic moved most trainings and conferences to a virtual format, 2022 was the first year NOLS staff were able to travel for conferences and trainings. Staff training and development continues to be a priority for NOLS, so in 2023 travel to events such as the American Library Association (ALA) conference in Chicago, Washington Library Association (WLA) in Wenatchee, and the Association of Rural and Small Libraries (ARSL) in Wichita are being budgeted for. Travel costs continue to increase, so the NOLS Management has decided to slightly decrease the number of staff who will travel next year, leaving the travel budget at \$24,300 in 2023, 6.5% less than what was include in the draft 2023 Operating Budget in October.

Operating Rentals and Leases

The amount budgeted for rental and leases increased from \$815 in 2022 to \$9,215 in 2023 due to two projects. In Sequim, there is a need for a storage unit in preparation for the Sequim Library Expansion and Renovation project. On the West End, there is a need for a secure location to store the new bookmobile when it arrives.

Insurance

Actual insurance costs in 2022 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 \$240,119 have been received through October 31, 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 in January 2023.

Transfers-in / Transfers-out

The proposed 2023 Operating Budget requires a transfer-in from Operating Reserves in the amount of \$699,967 (12.5% of total revenues). NOLS has a history of budgeting conservatively, so there is a reasonable expectation that the full \$699,967 will not be utilized. 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 budget. Based on projected expenditures during the rest of 2022, it is estimated that NOLS will only need to utilize about \$10,000 of that transfer from reserves, and will be able to transfer the remaining funds (approximately \$780,000) back into reserves in January 2023. The large savings between 2020 and 2022 can mostly be attributed to the impacts of the pandemic, including many positions that remained vacant for significant periods of time and projects that could not be completed, but the savings are not completely unique to that period. The practice of budgeting for a transfer from reserves to balance the budget and then transferring funds back into reserves at the end of the year was a pattern between 2016 and 2021. 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:

As always staff will continue to seek cost-savings and efficiencies in all areas, in order to bring down the bottom line as the budget year progresses. The Board may direct or suggest specific changes to proposed expenditures.

Action/Motion:

- The Board must conduct the second Public Hearing on the 2023 Operating Budget at the November 17, 2022 meeting.
- The Board must adopt the 2023 Operating Budget by motion at the November 17, 2022 meeting. Proposed language: "I move to adopt the 2023 Operating Budget in the amount of \$5,824,672 as presented."
- The Board must also adopt Resolution 22-11-03, which authorizes collection of the regular property tax levy for 2023. A separate staff report will addresses this action.

	2022 Approved Budget	2022 Projected Actual	2023 Proposed Budget
Operating Revenue			
Taxes	4,535,000	4,535,000	4,665,000
Intergovernmental Revenues	-	94	-
Goods and Services	8,100	10,625	11,955
Library Fees	10,000	10,870	10,000
Miscellaneous revenues			
Pool Fund and Investment interest	6,300	89,500	220,000
Equipment rentals (short term)	-	-	-
Facilities rentals (short term)	-	400	1,800
Contributions and donations ⁽¹⁾	102,000	273,075	163,000
Other miscellaneous revenues	53,200	58,600	52,200
Total Miscellaneous Revenues	161,500	421,575	437,000
Nonrevenues (excises taxes) ⁽²⁾	410	670	750
Transfers In	799,636	10,177	699,967
Grand Total Operating Revenue	5,514,646	4,989,011	5,824,672
Expenditures			
Personnel			
Salaries and wages	2,870,623	2,603,900	2,980,052
Benefits	1,191,101	1,037,076	1,274,564
Total Personnel	4,061,724	3,640,976	4,254,616
Supplies			
Collection Materials	480,000	480,000	480,000
Supplies, office and operating ⁽¹⁾	106,100	105,100	106,275
Fuel	18,150	8,350	19,300
Merchandise purchased for resale	1,700	575	1,800
Small Tools/Equipment (<\$200)	1,750	960	1,450
Total Supplies	607,700	594,985	608,825

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

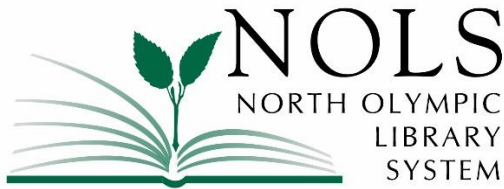
(2) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.

	2022 Approved Budget	2022 Projected Actual	2023 Proposed Budget
Services			
Professional services ⁽¹⁾	317,436	244,220	395,039
Communication	138,560	127,650	156,072
Travel	18,500	15,260	24,300
Taxes and operating assessments	4,000	5,310	6,000
Operating rentals and leases	815	3,600	9,215
Insurance	97,400	95,300	114,000
Utilities	92,840	96,540	96,100
Repair and maintenance	136,196	127,005	145,710
Miscellaneous services	21,325	20,400	13,245
Total Services	827,072	735,285	959,681
Intergovernmental services	17,740	17,100	800
Nonexpenditures (excise taxes) ⁽²⁾	410	665	750
Total Operating Expenses	5,514,646	4,989,011	5,824,672

(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	5,824,672



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, 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*



NORTH OLYMPIC LIBRARY SYSTEM STRATEGIC ROADMAP

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

VALUES

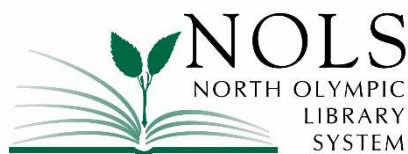
- Power of knowledge, imagination, and exploration
- Free and equal access
- Intellectual freedom and privacy
- Literacy and learning
- Responsible stewardship
- Transparency and accountability
- Community service
- Partnerships to support community vitality
- Flexibility, nimbleness, and adaptability 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 2021-2024

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



Staff Report

Meeting Date: November 17, 2022
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of Resolution 22-11-03: Authorizing the Library Levy for 2023

Attached: Resolution 22-11-03: Authorizing the Library Levy for 2023

Recommendation: That the Library Board of Trustees approve the attached resolution, 22-11-03, authorizing the Library Levy for the fiscal year 2023.

Discussion: These resolutions authorizes Clallam County to collect the Library's 2023 property taxes, pursuant to RCW 84.55.120 and 84.55.092. Approval of the resolutions by the NOLS Board of Trustees is required in order to collect property tax revenues at the maximum lawful level.

Financial and Policy implications: An estimate of the Executive District property tax levy for 2023 has been calculated. As noted elsewhere, levy calculations are subject to a number of possible limiting factors. Resolution 22-11-03 authorizes the Library Levy at the most optimum level permitted under law.

The resolutions have been reviewed and approved by the Finance Committee.

Action: The Board of Trustees approve Resolution 22-11-03.

Ordinance / Resolution No. 22-11-03
RCW 84.55.120

WHEREAS, the Board of Trustees of North Olympic Library has met and considered
(Governing body of the taxing district) (Name of the taxing district)
System

its budget for the calendar year 2023; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 4,505,351.69; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2023 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 45,053.52
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 17 day of November, 2022.

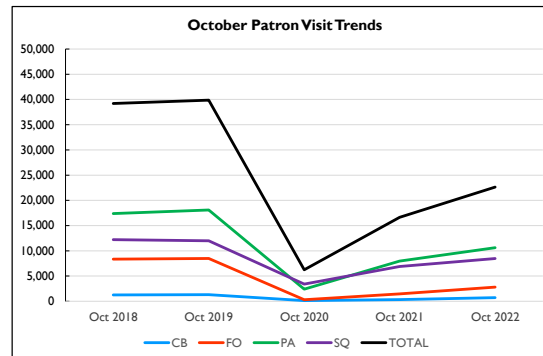
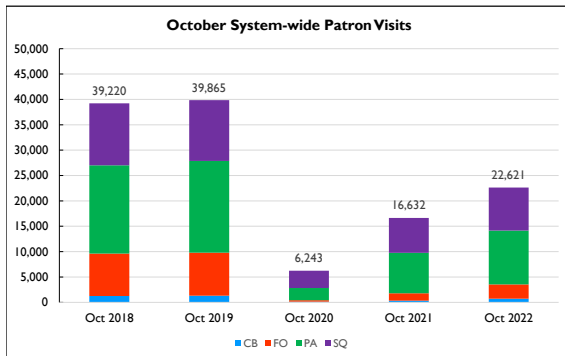
If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Patron Visits

	2022	% of System
PA	10,625	47.0%
SQ	8,467	37.4%
FO	2,817	12.5%
CB	712	3.1%
Total	22,621	100.0%

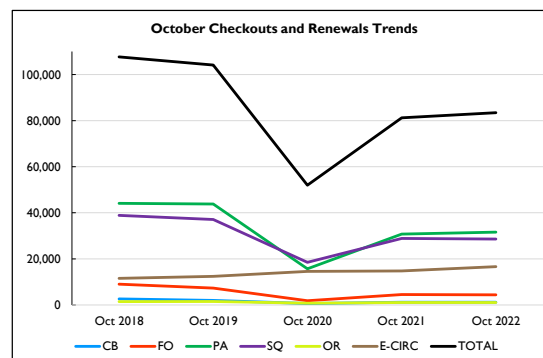
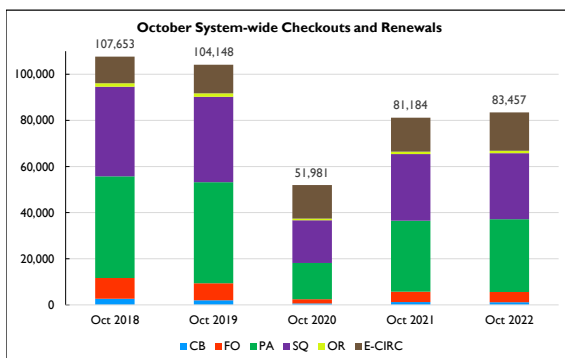


* Curbside service began in June 2020 and continued through June 2021. □

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

Checkouts & Renewals

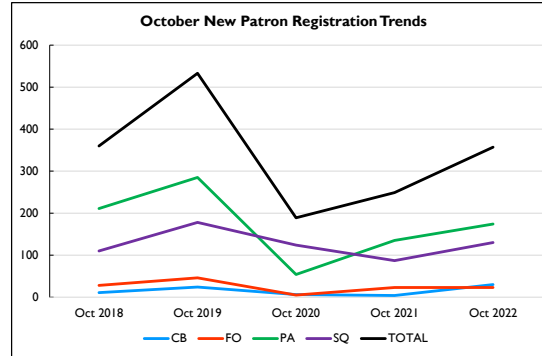
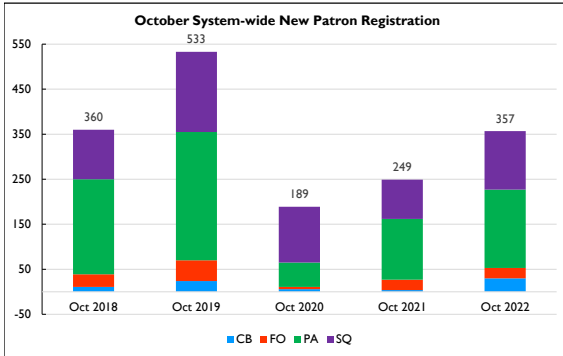
	2022	% of System
PA	31,583	37.8%
Self	43%	
SQ	28,619	34.3%
Self	49%	
FO	4,398	5.3%
Self	15%	
CB	1,169	1.4%
OR	1,063	1.3%
E Circ	16,625	19.9%
Total	83,457	100.0%



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

New Patron Registration

	2022	% of System
PA	174	48.7%
SQ	130	36.4%
FO	23	6.4%
CB	30	8.4%
Total	357	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	24/371	39%/28%
SQ	11/58	18%/4%
FO	8/33	13%/3%
CB	3/9	5%/1%
Virtual	16/833	26%/64%
Total	62/1304	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	8,753	64.7%
SQ	3,222	23.8%
FO	1,142	8.4%
CB	405	3.0%
Total	13,522	100.0%

Wi-Fi Access

System-wide Total	5,284
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Volunteers

	Volunteer Hours	# of Volunteers
PA	23.5	3
SQ	0	0
FO	8.5	1
CB	0	0
OR	0	0
NOLS	20	1
Total	52	5

Holds

	Requests Fulfilled	Avg Days to Fill
PA	4224	17.16
SQ	5900	17.26
FO	808	12.09
CB	178	12.83
OR	780	10.46
Total	11890	16.36

Public Meetings

	Meetings/Attendees	% of System
PA	28/321	74%/86%
SQ	0/0	0%/0%
FO	7/37	18%/10%
CB	3/17	8%/5%
Total	38/375	100%/100%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	1,415	40.3%
SQ	541	38.5%
FO	332	16.4%
CB	16	2.5%
Total	2,304	30.4%

Website Visits

From outside the Library	17,561
From inside the Library	924
Avg. # of pages visited	2

Outreach Services

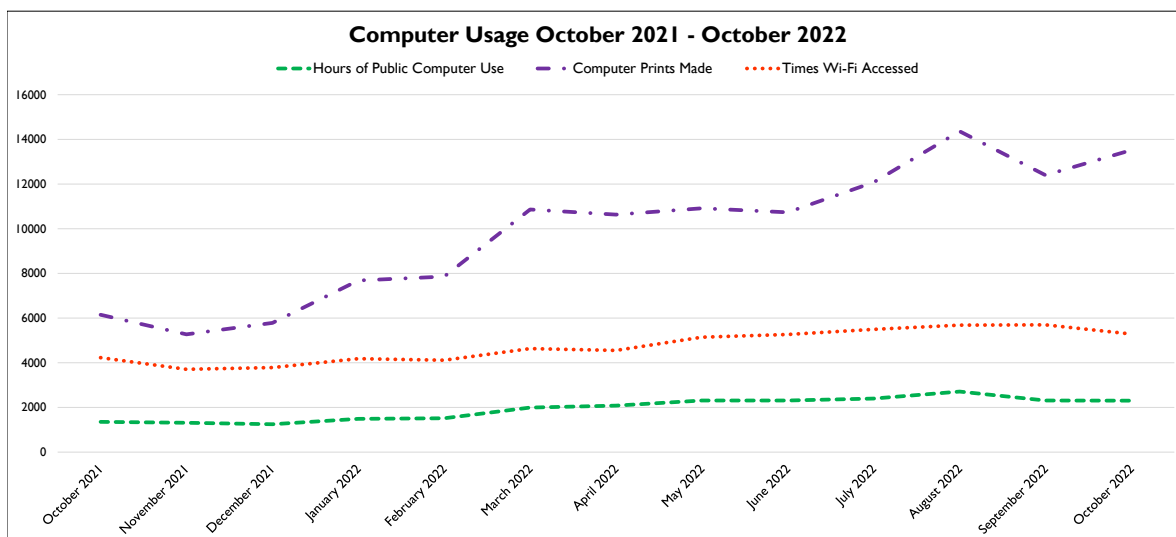
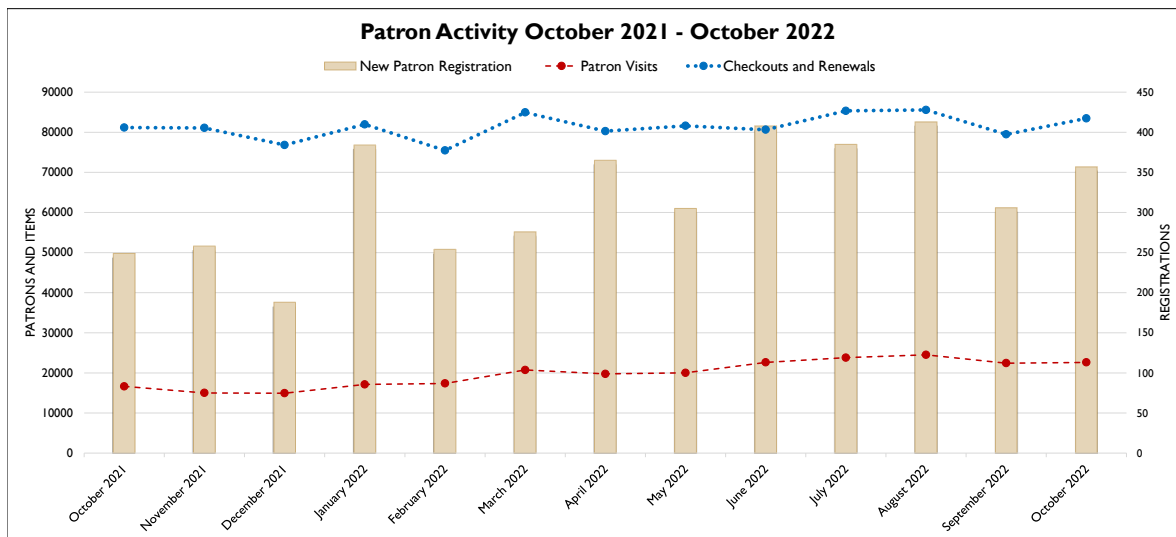
Deliveries to the Homebound	98
New Patrons w/ Delivery Services	1

Interlibrary Loan Services

Items borrowed from other libraries	153
Items loaned to other libraries	93

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	514
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs (Storytimes, Battle of Books)	0
Community Outreach Events	0
Total	514



Significant Events During the Past 13 Months:

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.

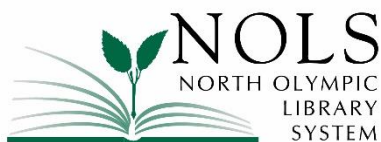
February 2022 - The Forks Branch was closed a half day and the Clallam Bay Library for a day and a half, due to a staff shortage.

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.



Monthly Activity Report

Meeting Date: November 17, 2022
To: Library Board of Trustees
From: Executive Director and Library Staff
Subject: Monthly Activity Report for October 2022

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The North Olympic Library System partnered with the Juan de Fuca Foundation for the Arts to offer an activity at Peninsula College's Fall Spectacular event. The shared activity featured tin box dioramas to decorate in remembrance of a loved one for the Day of the Dead – el Día de Muertos or Día de los Muertos in Spanish – a traditional holiday observed throughout Mexico and parts of the United States, which honors and remembers friends and family members who have passed on. Completed dioramas could be kept or added to a community ofrenda on display at the Port Angeles Main Library October 25-November 7.



Once again, the North Olympic Library System partnered with the Clallam Resilience Project and other community organizations, to offer a series of events throughout the month focused on building knowledge, skills, connection, and resilience. Some of the programs included:

- Resilience Kits
- The New Science of Thriving presented by Dr. Christina D. Bethell, PhD, MBA, MPH
- Generational Clarity (Trauma Informed Strategies): An Indigenous Perspective
- Exploring Climate Anxiety and Building Community Resilience presented by Melanie Greer, MA

NOLS co-hosted the second annual Indigenous Peoples' Day Poetry Reading in celebration of poetry created and performed by Native poets of the Olympic Peninsula. The event was held at Ṗaṭkʷustəŋáwtx̣w House of Learning, Peninsula College Longhouse on the Port Angeles campus and streamed via Zoom. An open mic for Native poets kicked off the event which was then followed by the featured reader for the evening, Sara Marie Ortiz, an Acoma Pueblo writer, performing artist, and filmmaker.

Other events during the month of October included:

- Teen Lit Bags – 70 participants
- Teen Lock-in – 13 participants
- Maker Boxes for Teens – 7 participants
- LEGO® Build It! – 44 participants
- Kids Book Club reading *Sadiq and the Bridge Builders* by Siman Nuurali – 20 participants
- Battle of the Books classroom outreach – 112 students from 4 schools
- Trivia Night @ NOLS – 7 participants
- Poet Laureate Information Sessions – 8 participants at 2 new sessions
- League of Women Voters Candidates Forum – 65 participants at 3 events
- Intentional Aging: *Our Last Best Act* by Mallory McDuff – 17 participants
- Second Saturday Book Group – 2 participants
- Novel Conversations Book – 2 participants
- Second Tuesday Book Group – 6 participants
- Wednesday Evening Book Group – 8 participants
- Baby, Toddler, and Preschool Storytimes – 199 participants at 12 events

Several teachers reached out to Port Angeles youth services staff to get students set-up with library cards and to receive a brief overview of services of particular interest to their students. A number of staff were also involved in program planning activities for 2023.

Sequim Branch Library

Emily Sly, Library Manager

Programs at the Sequim Branch included Teen Board Game & Art Night on the second Friday after-hours. Fostering Readers, for beginning readers, was held in the Children's Section on a Saturday afternoon. Outdoor Storytime was held each Tuesday morning. With the extended dry weather through October, there were no rainy storytimes this fall! Monday evening Family Storytime was offered in the library to a very small group each week. Staff are working on building up attendance at the evening program. Two book discussion groups were hosted virtually and the Intentional Aging program was hosted virtually in Sequim. Youth Services Librarian Charlotte has been offering Outreach visits to area elementary schools promoting the library and the Battle of the Books program for 4th grade students.

IT and Facilities staff installed two new adjustable height desks in Sequim. One was a replacement desk for the workroom and the other was an additional staff workstation in the meeting room, which has made it possible for Older Adult Services Librarian Corrina to transition to working full-time in Sequim, instead of splitting her time between Port Angeles and Sequim, due to space constraints.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, eHelp Team and Bookmatch Team. Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, Public Communications, and Sequim Chamber of Commerce meeting. Newer public services staff have been attending weekly NOLS U sessions. Librarian Corrina attended the Sequim Chamber of Commerce Business Showcase networking event.

Sequim Expansion and Renovation Project - The Sequim Project Team met with Sequim Branch staff to hear feedback about the proposed design that SHKS presented in late September at All Staff Training Day. The Team met remotely with SHKS to discuss design feedback and talk about possible design options for the Children's Section of the renovated library. The Project Team continued to work on exploring funding options and grants.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Programming:

- Librarian Kristine and Public Services Specialist Angeles presented Spanish/English Bilingual Family Storytime to 3 attendees.
- Kristine presented Family Storytime to 6 people.
- 6 attended the Build It! program in Forks.
- 12 attended Game Day in Forks and Clallam Bay.
- 11 teens attended Anime and Manga Club in Forks and Clallam Bay.
- 4 attended Family Movie featuring the movie Coco in Forks.
- Forks Branch Library participated in the Forks Businesses Trick or Treat event, reaching 170 people.
- Forks and Clallam Bay Branches hosted the Smithsonian Bittersweet Harvest/Cosecha Dulce, Cosecha Amarga display about the Bracero guest worker program.
- Both branches provided Take and Make kits for Day of the Dead. The instructional video for the Take and Make had 92 views on YouTube. Mary worked closely with local artist and Juan de Fuca Foundation of the arts for this to be a successful county-wide offering.





Once again, the North Olympic Library System partnered with the Clallam Resilience Project and other community organizations, to offer a series of events throughout the month focused on building knowledge, skills, connection, and resilience. West End staff were paramount in the planning and preparation process of county wide programs and kits. Some of the programs included:

- 300 Resilience Kits all of which were assembled by Public Services Specialist Dianne.
- The New Science of Thriving presented by Dr. Christina D. Bethell, PhD, MBA, MPH attended by both Kristine and Troi.
- Generational Clarity (Trauma Informed Strategies): An Indigenous Perspective attended by both Troi and Mary.
- Exploring Climate Anxiety and Building Community Resilience presented by Melanie Greer, MA

Outreach & Bookmobile:

- Community Outreach Specialist Ashlee virtually attended Association of Bookmobile and Outreach Services (ABOS) Conference
- Ashlee represented NOLS at a community resource event hosted by the Elks club. Ashlee spoke to 7 people, all already library patrons, but was able to updated their cards, discuss library services, and gave them flyers and information about library resources.
- Kristine promoted Battle of the Books at Quileute Tribal School to 9 people.
- Kristine conducted a pop-up library at Neah Bay High School to 82 people, creating 28 library cards, checking out 49 items.
- Kristine attended Forks High School Open House, sharing information about the library to 36 people.

- On October 7, Community Librarian Mary and Youth Services Librarian Kristine hosted award-winning author Donna Barba Higuera with the entire 7th grade at Forks Middle School and Neah Bay bussed their 7th grader in for the main presentation. In the morning, Donna provided a presentation to English Language Learners for Forks Middle School and High School students. In the afternoon, Donna gave a writing workshop to 15 students in the natural light of the school library despite the power outage. Kids loved her book “Lupe Wong Won’t Dance.” Partnering with the schools and integration into curriculums was a highlight of 2022!
- On October 15th, Mary and Troi represented the library at Forks first ever “Día de Culturas” a celebration of Latin American heritage at Peninsula College with a book display, the Smithsonian Braceros display and Lotería. Mary and Troi spoke to over 100 participants. NOLS was thanked for being a significant partner in collaboration and supporting the event.
- Ashlee and Troi attended a business lunch for local professionals at Peninsula College Forks campus. It was a great opportunity for both to network for collaboration and meet new community members.
- Troi attended community centered meetings including, but not limited to, the Forks Chambers Meetings and West End Business Association Meetings.



Facilities Department

Brian Phillips, Facilities Manager

Preparations for fall and winter conditions were completed in October. Storm drains are clean and emergency systems are ready to go. HVAC maintenance is caught up for the year, snow supplies are well stocked, and some previously dimly lit areas are improved with better lighting. Lastly, snow removal arrangements have been confirmed for each location. The only major seasonal tasks to complete are winter tire installations (which can only happen after November 1), and the ongoing removal of fallen leaves and storm debris. Otherwise, we are ready for winter, which we expect to arrive early this year.

Port Angeles Library: Repaired and upgraded HVAC system controllers; added exterior lights and upgraded two old lights; winterized irrigation system; repaired electrical floor box;

inspected and cleaned out yard drains; repaired leaky sink drain; lubricated door parts; cleaned gutters; repaired and painted picnic table; stripped and waxed lobby and restroom floors; cleaned furniture; removed flower baskets; trimmed trees.

Sequim Library: Assembled and installed new work tables in staff areas; serviced fire extinguishers; cleaned entryway carpet; removed stains from furniture; trouble-shooting restroom faucet (parts on order); swept parking lot.

Forks Library: Reconfigured restroom to single-use restroom; tested fire alarm system; delivered book display unit; removed surplus file cabinets; removed broken planter boxes and dead limbs from shrubs at front entrance.

Clallam Bay Library: Tested fire alarm system; replaced burned out overhead lights and installed new LED lights above the public services desk; replaced HVAC filters.

Other: Cleaned and inspected Annex storm drain system; purchased battery-powered leaf blower for Sequim Library; Brian and Steve both took some time away from work in October.

Outreach to Homebound Program

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of October, 98 deliveries were made and 1 new patron registered for Outreach Delivery Services. There were 1063 items checked out and/or renewed for Outreach Delivery patrons.

The Association of Bookmobile and Outreach Services (ABOS) conference was held in Scottsdale, Arizona in October 2022. Kristin attended in person, Kayla and Ashlee attended virtually. Sessions included “Customizing Library Services: Barrier Free Community Connections” and “Let’s Change the Way We Think: Bookmobiles as a Branch” NOLS Staff have been sharing ideas with one another from conference learnings, and made strong connections with many other professionals in the field of library outreach and community engagement.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

October was another productive month for the IT team. In addition to the regular server updates, web maintenance, employee support, and troubleshooting, the team continued to solve ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more.

IT supported staff by maintaining technical equipment, workstations, library catalogs, and self-checkout stations. We participated in Work Group meetings, including the Aspen Discovery

Layer implementation group, Social Media team, Sustainability Team, Polaris team, EDI committee, All Staff Training Day committee, and the Evanced team.

We welcomed new System Administrator Alex Markunas to our team, and began his training, orientation and onboarding.

IT supported the ongoing Bookmobile project by setting up Bookmobile laptops and configuring them to work with Polaris over a VPN, and also in Offline mode to support patron and staff activities even if network connectivity goes out – which is anticipated along many portions of the Bookmobile route. IT staff also trained Outreach staff in use of Bookmobile IT equipment.

The web page for the Sequim Expansion Project was updated to include new information about the project timeline. A video recording taken from the Sequim branch community presentation was published to the page and the FAQs were updated to include more information about the next steps, how to donate, and the overall size and cost of the project.

In October, the web team worked to complete a web form application for the Clallam County Poet Laureate program.

IT provided a staff training on how to use the Evanced reservation web portal and highlighted the technical equipment setup and procedures for the Carver Room. The Carver Room training included information on how to use the projector, sound bar, and Nyrius wireless projection device.

IT repaired the overhead paging system in PA and updated the PA map with locations of Wi-Fi access points and network ports. Mitigations for an urgent security vulnerability in Exchange server were implemented. DNS servers for the staff network were reconfigured to forward requests through the more secure Cisco Umbrella service.

IT worked with vendor Ednetics to upgrade network switches in PA, and resolved issues that were created by those changes. Hardware for a new wireless bridge to the Annex was configured and tentatively scheduled for installation in November.

Backups were configured for a few systems that didn't have them yet. A failed hard drive in a server was replaced, and replication of all virtual machines was configured to facilitate faster recovery in the event of a server hardware failure.

Technical Services Department

Erin Shield, Collection Services Manager

Welcomed Adrienne & Corrina, NOLS' newest Librarians, to the Collection Management Team in October. Both new selectors got a tour and sit-down session from Tech Services staff to go over the functions of materials procurement and processing. They saw the inner workings of ordering, receiving, cataloging, serials, and processing.

1397 physical items were processed and available for customers in the month of October. 131 print materials were repaired or recatalogued. 173 media items were resurfaced or repaired to extend their lives. 115 physical donations were made and will be added to the collection. 708 totes were shuttled between NOLS' branches by the couriers, including 26 for Outreach deliveries. Tech Services filled 153 InterLibrary Loan requests for NOLS' patrons and 93 loans to other libraries.

Carol spent an hour on Health & Safety Committee. Susan did a training session with Adrienne on ordering and attended a meeting with a vendor rep. Wendy worked 8 hours in Outreach. Cindy spent 2 hours on Web Team responsibilities. Susan provided selector training to new Librarian Corrina. Erin participated in training new staff in collection management, Polaris team, new catalog vendor meeting, fundraising, helped with a NOLS U Polaris training, and Management Team.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 3 volunteers in PA, 1 in Technical Services, and 1 in Forks for a total of 52 system-wide volunteer hours. There was 1 new volunteer added in Forks.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- NOLS October All Staff Training Day
- Attended Northwest Human Resource Management Association (NHRMA) Conference
- Participated in EDI team meetings to update and refine the Equity, Diversity, and Inclusion Implementation Plan Draft
- Management Team meetings
- External Compensation Study Project
- Union Negotiations

Recruitments:

- None

New Hires:

- Alex Markunas – IT Systems Administrator – IT

Separations:

- None

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings and All Staff Meeting in October.

Accounting Statistics for October:

- 102 Vouchers
- 104 Credit Card Transactions
- 3 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 69 Payroll Pays

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated with NOLS staff at Peninsula College's Fall Spectacular
- Provided support for the October 13 League of Women Voters Forum
- Attended Monthly Washington State Libraries Deputy/Assistant Director Meeting
- Attended Monthly Youth Leaders Meeting for Washington State Library
- Attended Monthly West Sound STEM Network Implementation Meeting
- Participated in activities for the Bookmobile Service Project
- Participated in activities for the Sequim Expansion and Renovation Project
- Union Negotiations with the GEU and MEU bargaining units
- Participated in preparation activities for the 2023 Operational Budget, Capital Budget, and Work Plans
- Site Visits to Clallam Bay and Forks Libraries
- 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

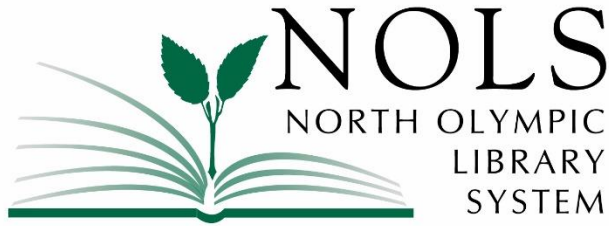
Director's Report

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
 - Collecting feedback from public and staff and sharing with architect
 - Grant Writing
 - Meetings regarding design of children's area
- Discussions with Bookmobile vendor
- Compensation Study Project
- Began reviewing NOLS' use of security/surveillance cameras
- Attended Uptown Arts District Meeting
- Routine Branch Manager and Management Team Meetings



Highlight Log

October 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.

10/03/2022 – CB

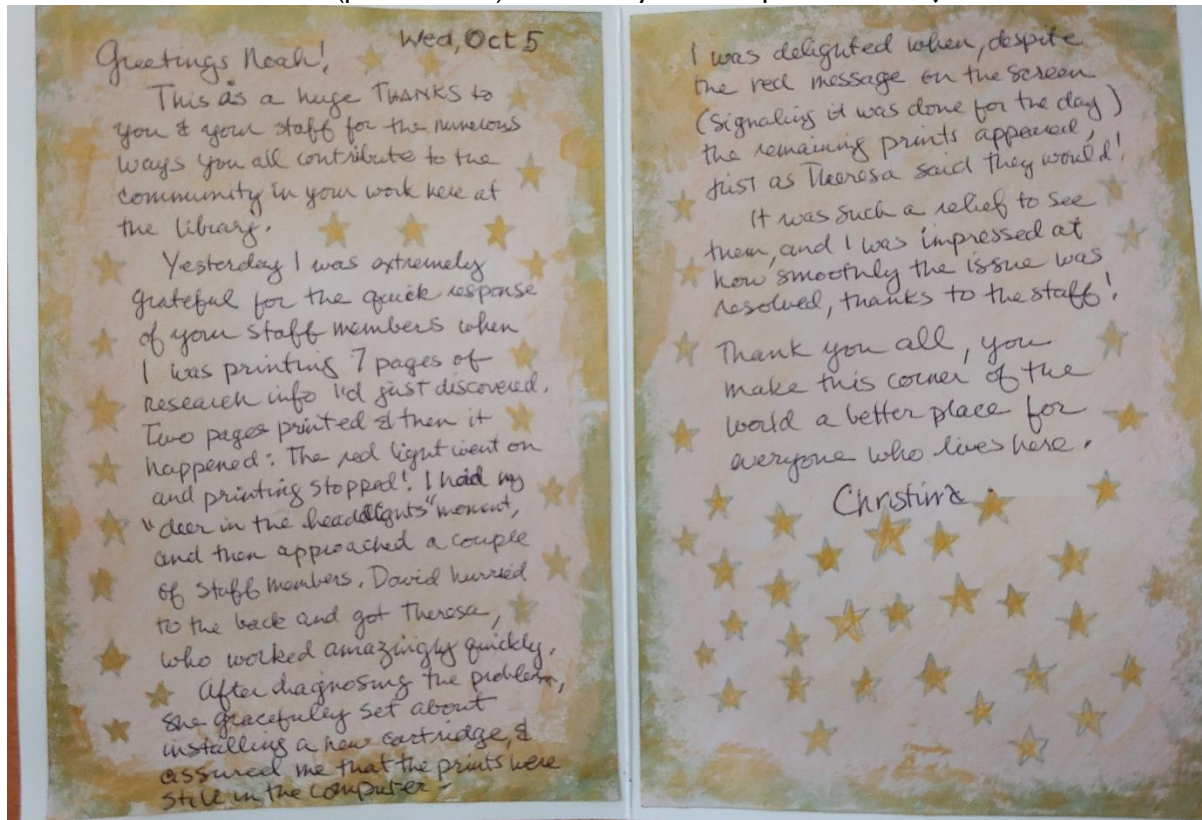
Don Baker, a member of the Cape Flattery School Board, stopped in to chat about ways Clallam Bay School and the Library can collaborate for kids. He said he really appreciates all the great programs we have.

10/10/2022 – PA

Regular patron, Steve, came in today and I offered him a resilience kit and he was happy to have one and it gave us a chance to talk a moment. Steve has had issues with staff in the past, so a positive conversation with him was a big highlight for me!

10/10/2022 – PA

Received a card in the mail (photo below) from a very satisfied patron. Great job, David and Theresa!



10/12/2022 – FO

Had an item request submitted with this lovely note at the end:

"Thanks also resilience bag! Been blowing bubbles and squeezing brain. Our beloved elderly kitty passed away a few months ago and this is helping."

10/14/2022 – PA

A representative from the United Women of Faith, Methodist Church arrived today with a gift of See's Candies for the staff. She stated that they "...greatly appreciate all that the PA staff do for the community!"

10/15/2022 – PA

A patron recognized me at the front desk and came over to thank NOLS for hosting the Indigenous Peoples Day poetry reading, and especially for having it livestreamed as that was how they were able to attend! They are looking forward to next year's event.

10/15/2022 – FO

Troi, Mary and Volunteer Christina had a great time representing NOLS in the first ever Forks Día de Culturas at Pen College with a book display, the Bittersweet Harvest Exhibition, and Hispanic Heritage Lotería. We ran out of Lotería prizes and had to give away the game itself as the final prize.

10/17/2022 – FO

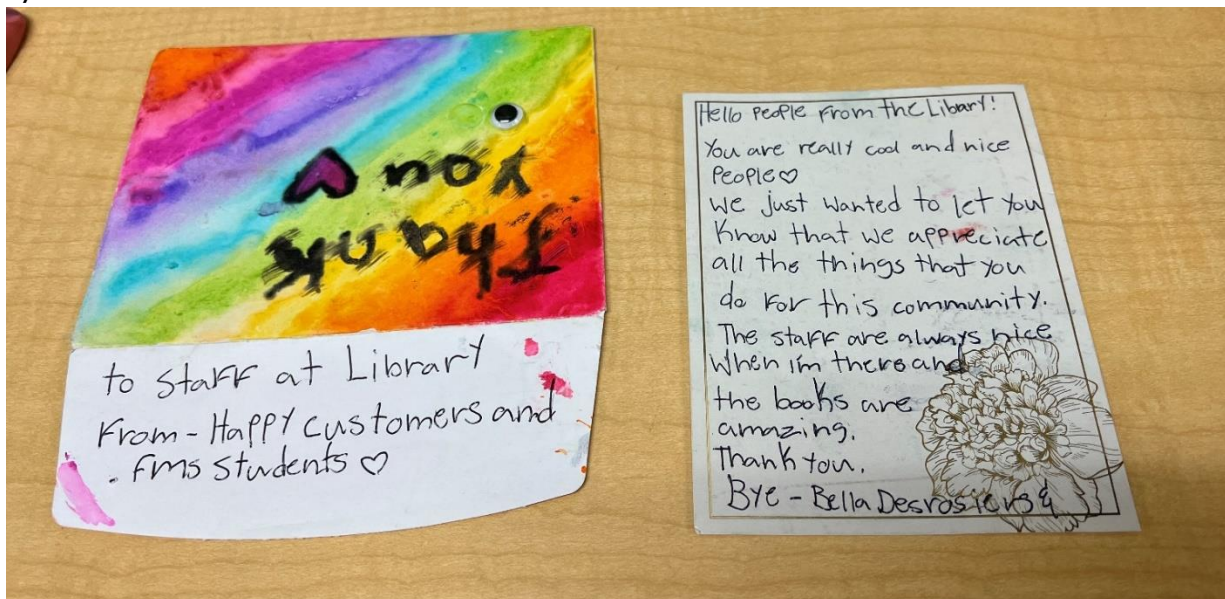
Forks Library received a \$100 donation stating gratitude for excellent customer service from Dianne.

10/26/2022 – SQ

Received an email from a patron this morning which included the following..."I use the Sequim Library. It's the nicest, friendliest, most helpful library I have been to in my life! (And I'm old.) Thanks for all you do!"

10/26/2022 – FO

Happy customers and Forks Middle School students wrote this note! It reads "Hello People From the Library! You are really cool and nice people <3 We just wanted to let you know that we appreciate all the things that you do for this community. The staff are always nice when I'm there and the books are amazing. Thank you. Bye."



10/27/2022 – PA

The Douglas Williams photo collection has received its first permissions request! A local author, who has written several books on the history of roads, highways, and transportation on the NOP, has requested 3 Williams photos along with a handful of Kellogg images for his next book.

https://washingtonruralheritage.org/digital/collection/nols/search/searchterm/DW*/field/identi/mode/all/conn/and

10/29/2022 – PA

During the youth soccer league practices this fall, I spotted a lot of kids wearing their 2022 Summer Reading Program shirts!

10/29/2022 – PA

During the first year of the pandemic, additional picnic tables were purchased for each branch to provide more outdoor seating while only curbside service was offered. In the two years since then, it's been neat to see how much use the table near the admin section of the building has received. There seems to be different folks using it every day, sometimes for a quick break or to eat lunch, other times use the wi-fi or play Magic, like the youth in the photo below. (Thanks Kristin for the photo!)



10/31/2022 – PA

During Positive reviews received recently through the Library's Google Profile:

5 Stars

Haven't been to an actual library in many years.. I really enjoy this one...very user friendly ..lots of things to check out and utilize besides books....

5 Stars

COVID masks required during mandates; thank for enforcing.

You can use your smartphone, tablet or computer to log in and put materials on hold, and the system will email when ready for pickup.

Happily reciprocated use of my some of property taxes as the library benefits everyone. Great selection of materials and best request process I have ever used.

Sad though, for some bizarre reason, it's closed on Sundays?

5 Stars

A great place to be.

5 Stars

Love our library. Everyone here is very helpful. The library offers so many great things to our community and I'm so grateful for them!

5 Stars

Excellent public library.

5 Stars

Really friendly and helpful.

5 Stars

Awesome library with very attentive staff!