

Board of Trustees Regular Meeting  
Thursday, June 22, 2023 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](http://www.nols.org/board-administration).

**PUBLIC COMMENTS**

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

**LAND ACKNOWLEDGEMENT**

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

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of May 25, 2023
4. Communications
5. Public Comments
6. Presentation: NOLS Local History Collection, presented by Sarah Morrison, Librarian 2
7. Financial reports: May 2023
8. Approval of vouchers: May 2023

9. Unfinished Business

None

10. New Business

N.I. Collection Management Policy Revision

11. Reports

R.1. Monthly Statistics Reports: May 2023

R.2. Monthly Activity Reports: May 2023

R.3. Highlight Log: May 2023

12. Public Comments

13. Trustee Comments

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

14. Next meeting: 5:30pm, Thursday, August 22, 2023

15. Agenda items for next meeting

16. Adjournment

**Upcoming Board meetings**

<b><u>Date</u></b>	<b><u>Time</u></b>		<b><u>Location</u></b>
Thursday, August 24, 2023	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, September 28, 2023	5:30pm	Regular meeting	Forks Branch Library
Thursday, October 26, 2023	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, <b>November 16</b> , 2023	5:30pm	Regular meeting	Port Angeles Main Library

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

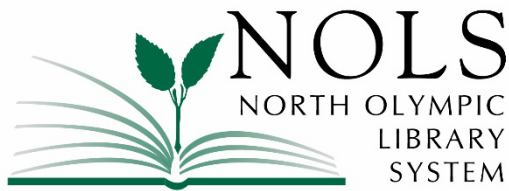
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 2pm via Zoom.

## **Friends of the Library Meetings**

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

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





## MINUTES

1. Call to order, roll call and introductions  
Board Chair Mark Urnes called the meeting to order at 5:34 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Ian Miller and Bert Caldwell. Library staff present: Executive Director Noah Glaude, and Public Services Director Meghan Sullivan.
2. Approval of agenda  
*Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Ms. Ross. Motion carried.*
3. Approval of minutes for regular meeting of April 27, 2023  
*Motion by Ms. Ross to approve the minutes from the April 27, 2023 regular meeting. Motion seconded by Ms. Pelikan. Motion carried.*
4. Communications
5. Public Comments
6. Financial reports: March 2023; April 2023  
*The financial reports for March 2023 and April 2023 were accepted as presented.*
7. Approval of vouchers: March 2023; April 2023  
*Motion by Ms. Pelikan to approve the March 2023 vouchers, numbered #197 through #314, in the amount of \$572,921.83. Motion seconded by Ms. Ross. Motion carried.*  
  
*Motion by Mr. Caldwell to approve the April 2023 vouchers, numbered #315 through #422, in the amount of \$497,011.70. Motion seconded by Ms. Ross. Motion carried.*
8. Unfinished Business  
U.1. Discussion of the Sequim Library Expansion and Renovation Project progress and financing
9. New Business  
N.1. Approval of contract with Advantage Nissan to purchase new vehicle  
*Motion by Mr. Miller to approve the contract with Advantage Nissan to purchase a 2023 Nissan Ariya. Motion seconded by Ms. Pelikan. Motion carried*
10. Reports  
R.1. Monthly Statistics Reports: April 2023  
R.2. Monthly Activity Reports: April 2023

R.3. Highlight Log: April 2023  
All reports were accepted as presented.

11. Public Comments

12. Trustee comments

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

13. Next meeting: 5:30pm, Thursday, June 22, 2023

14. Agenda items for next meeting

15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:56pm

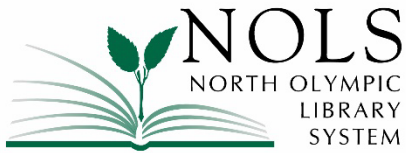
“Nurturing imagination, connection, and understanding,  
to improve lives and strengthen community.”

NOLS Mission Statement  
Adopted 11/22/16

**CERTIFIED AS TRUE AND CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Secretary



## Staff Report

Meeting Date: June 22, 2023  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for May 2023

**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:** Private Grants and Donations includes a \$1,000 donation from the Friends of Forks Library. Thank you Friends!

Other Miscellaneous Revenue includes a \$9,000 stipend from the University of Washington for Library Workshop Participant Support, an ongoing research project Public Services Director Meghan Sullivan has been representing NOLS in, and \$1,000 Library Services and Technology Act grant from the Washington State Library for the online reading tracking service Beanstack. Additionally, \$6,000 was received from Clallam County as reimbursement for Poet Laureate expenses.

**Expenditures:** \$54,300 was spent on the purchase of a 2023 Nissan Ariya Venture. Other expenditures are within the expected range for this time of year.

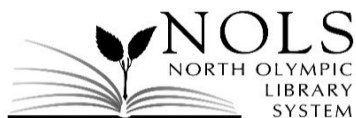
**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$275,974 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in May are \$330,168.

Of the \$275,974 in electronic transfers, \$327 was paid to the DOR for Sales and Use Tax (Voucher 471).

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







## Revenue Report

May 31, 2023

Operating Revenue				5/12ths is	41.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,665,000	371,272	2,747,671	1,917,329	58.9
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	11,955	769	3,585	8,370	30.0
Library Fees	10,000	974	7,974	2,026	79.7
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	35,073	135,133	84,867	61.4
Investment Interest (net of fees)	-	-	-	-	-
Media Equipment Rentals	-	-	-	-	-
Facilities Leases (Short Term)	1,800	75	363	1,438	20.1
Private Grants and Donations	163,500	2,042	137,721	25,779	84.2
Other Miscellaneous Revenue	52,200	10,081	102,301	(50,101)	196.0
Total Miscellaneous Revenues	437,500	47,271	375,518	61,982	85.8
Nonrevenues (excise taxes)	750	74	346	404	46.1
Transfers In	914,480	-	-	914,480	-
<b>Total Operating Revenue</b>	<b>6,039,685</b>	<b>420,360</b>	<b>3,135,093</b>	<b>2,904,592</b>	<b>51.9</b>
Capital Revenue					
Timber Revenues (received in 2023)	-	66,816	182,978	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>66,816</b>	<b>182,978</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>487,176</b>	<b>3,318,070</b>		



## Expenditure Report

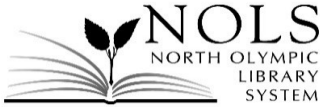
May 31, 2023

				5/12ths is	41.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	238,284	1,202,153	1,936,388	38.3
Benefits	1,323,588	91,883	485,881	837,707	36.7
<b>Total Personnel</b>	<b>4,462,129</b>	<b>330,168</b>	<b>1,688,033</b>	<b>2,774,096</b>	<b>37.8</b>
<i>Supplies</i>					
Supplies, Office and Operating	108,275	10,795	43,638	64,637	40.3
Fuel	19,300	848	3,383	15,917	17.5
Merchandise for resale	1,800	-	-	1,800	0.0
Collection Materials	480,000	27,314	101,178	378,822	21.1
Small Tools/Equip (<\$200)	1,450	-	198	1,252	13.7
<b>Total Supplies</b>	<b>610,825</b>	<b>38,958</b>	<b>148,397</b>	<b>462,428</b>	<b>24.3</b>
<i>Services</i>					
Professional Services	400,539	16,495	79,599	320,940	19.9
Communication	156,072	9,736	55,060	101,012	35.3
Travel	24,300	743	9,427	14,873	38.8
Taxes and Operating Assessments	6,000	-	5,305	695	88.4
Operating Rentals and Leases	9,215	-	-	9,215	0.0
Insurance	114,000	-	1,271	112,729	1.1
Public Utilities	96,100	8,281	41,353	54,747	43.0
Repair and Maintenance	145,710	2,255	22,912	122,798	15.7
Miscellaneous Services	13,245	448	2,249	10,996	17.0
<b>Total Services</b>	<b>965,181</b>	<b>37,957</b>	<b>217,175</b>	<b>748,006</b>	<b>22.5</b>
<i>Intergovernmental Services</i>	800	25	136	664	17.0
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	750	90	315	435	42.0
<b>Total Operating Expenditures</b>	<b>6,039,685</b>	<b>407,198</b>	<b>2,054,056</b>	<b>3,985,629</b>	<b>34.0</b>

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

(2) Revenue amount greater than expenditures in Budget which will be transferred to reserves at the end of the year.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	187,900	-	138,650	49,250	73.8
Other Improvements	72,050	-	2,263	69,787	3.1
Machinery & Equipment	286,775	57,848	107,241	179,534	37.4
Construction of Capital Assets	1,738,285	52,638	282,320	1,455,965	16.2
<b>Total Capital Outlays</b>	<b>2,285,010</b>	<b>110,487</b>	<b>530,475</b>	<b>1,754,535</b>	<b>23.2</b>
<b>Grand Total All Expenditures</b>	<b>8,324,695</b>	<b>517,684</b>	<b>2,584,531</b>	<b>5,740,164</b>	<b>31.0</b>



## Account Balances

May 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	1,375,184	-	66,816	-	1,441,999
Operating Reserve <sup>(3)</sup>	574,077	-	-	-	574,077
PA Capital Reserve <sup>(4)</sup>	383,105	-	-	-	383,105
Sequim Capital Project Acct. <sup>(4)</sup>	1,511,996	-	-	52,638	1,459,358
Capital Budget - 2023 <sup>(4)</sup>	19,562	114,457	-	57,848	76,170
<i>Total Board Designated Accounts</i>	5,170,942	114,457	66,816	110,487	5,241,729
<i>Grants and Donations</i>					
NOLS Donations Fund	84,473	-	100	411	84,162
NOLS Materials Fund	14,584	-	-	-	14,584
Francis Bode Materials Fund	23,793	-	-	-	23,793
Aprgaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	16,033	-	-	5,727	10,307
Port Angeles Donations Fund	7,770	-	17	-	7,786
Port Angeles Friends Donations	30,635	-	-	728	29,907
Sequim Donations Fund	44,988	-	2	124	44,866
Sequim Friends Donations	24,605	-	-	292	24,313
Forks Donations Fund	2,111	-	16	-	2,127
Forks Friends Donations	1,644	-	1,000	144	2,500
Clallam Bay Donations Fund	6,808	-	1	-	6,810
Clallam Bay Friends Donations	1,508	-	-	39	1,469
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	498,792	-	880	-	499,672
Bookmobile Donations	1,407	-	10	-	1,417
<i>Total Grants and Donations</i>	790,707	-	2,026	7,053	785,269
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	5,964,311	114,457	68,842	117,540	6,029,660
<i>Undesignated Cash Operating Funds</i>	2,697,983	1,194,358			3,892,341
<b>Total WA State Local Investment Pool</b>	8,662,294	1,308,816	68,842	117,540	9,922,001

## Notes:

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



## Account Balances

May 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 15 (9/23 First Fed)	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) <sup>(5)</sup>	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) <sup>(5)</sup>	236,942	-	-	-	236,942
<b>Total Certificates of Deposit</b>	<b>979,496</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>979,496</b>
<b>Total Investments</b>	<b>9,641,791</b>	<b>1,308,816</b>	<b>68,842</b>	<b>117,540</b>	<b>10,901,497</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	1,290,216	(1,290,216)			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	4,044	-	-	73	3,971
Payroll Account (US Bank 1301)	200	275,974	-	275,974	200
Merchant Account (FF 7401)	1,018	(10,406)	10,387	-	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>5,713</b>	<b>265,568</b>	<b>10,387</b>	<b>276,047</b>	<b>5,621</b>
<b>Total Cash</b>	<b>1,295,928</b>	<b>(1,024,647)</b>	<b>10,387</b>	<b>276,047</b>	<b>5,621</b>
<b>Total Cash and Investments</b>	<b>10,937,719</b>	<b>284,168</b>	<b>79,229</b>	<b>393,587</b>	<b>10,907,119</b>

Notes:

(5) Bequests designated for specific use by donor.



## Voucher Approval for May 2023

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 #423 through #534 are approved in the amount of \$525,497.39 this 22nd day of June 2023.

_____ Trustee	_____ Trustee
_____ Trustee	_____ Trustee
_____ Trustee	_____ Library Director

No.	Claimant	Purpose	Amount
423	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 04-30-2023) - EFT 997	229,608.77
424	ADP, LLC	Payroll Services - Payroll Processing ( PPE 3-31-2023) - NOLS	869.27
425	Alliance 2020 Inc	PO 566 Professional Services - Background Checks - NOLS	97.68
426	Amazon.com	Collection Materials	129.35
427	Amazon.com	Collection Materials	2,096.52
428	Amazon.com	Collection Materials	94.63
429	Amazon.com	Collection Materials	134.05
430	Angeles Communications	Communications - VOIP	903.04
431	Baker & Taylor Entertainment	Collection Materials	552.01
432	Baker & Taylor Entertainment	Collection Materials	791.32
433	Baker & Taylor Entertainment	Collection Materials	305.41
434	Baker & Taylor Entertainment	Collection Materials	98.20
435	Baker & Taylor Entertainment	Collection Materials	552.44
436	Baker & Taylor Information	Collection Materials	4,235.45
437	Baker & Taylor Information	Collection Materials	4,494.62
438	Baker & Taylor Information	Collection Materials	2,757.49
439	Baker & Taylor Information	Collection Materials	1,859.85
440	Baker & Taylor Information	Collection Materials	2,432.06
441	CENGAGE Learning	Collection Materials	250.19
442	CENGAGE Learning	Collection Materials	208.83
443	CENGAGE Learning	Collection Materials	298.60
444	CENGAGE Learning	Collection Materials	130.50
445	Center Point Large Print	Collection Materials	173.04
446	Center Point Large Print	Collection Materials	236.70

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
447	Center Point Large Print	Collection Materials	114.59
448	CenturyLink 300511187 FO	Communications - Voice - FO	89.61
449	CenturyLink 300561130 CB	Communications - Voice - CB	79.84
450	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	133.76
451	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.77
452	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,363.83
453	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	278.55
454	City of Forks	Public Utilities - FO	122.91
455	City of Port Angeles/Orcas Avenue	Public Utilities - PA	245.97
456	City of Port Angeles/Peabody St.	Public Utilities - PA	4,492.94
457	City of Sequim	Public Utilities - SQ	5,878.45
458	Clallam Bay School	Collection Materials	35.00
459	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
460	Clallam County PUD	Public Utilities - SQ	777.00
461	Clallam County PUD	Public Utilities - CB	443.00
462	Clallam County PUD	Public Utilities - FO	549.00
463	Clallam County PUD	Public Utilities - SQ	777.00
464	Clallam County Treasurer	April 2023 Investment Service Fee paid in May - EFT 1002	50.00
465	Cleverbridge Inc.	PO 674 Machinery & Equipment - Annual License Fee thru 5-2024	2,796.16
466	Commercial Filter Sales & Service	PO 617 Maintenance Supplies - CB HVAC Filters - FAC	172.54
467	Commercial Filter Sales & Service	PO 308 Maintenance Supplies - HVAC Filters - FAC	105.39
468	Convergence Design and Apparel	Program Supplies - SRP & Bookmobile T-shirts (SP)	5,143.12
469	Co-Op Farm & Garden, The	PO 632 Groundskeeping - Wasp Spray - FAC	12.72
470	Dept. of Retirement Systems	PERS and DCP (PPE 04-30-2023) - EFT 998	45,587.91
471	Dept. of Revenue - Use/Sales Tax	April 2023 Sales & Use Tax - EFT 1000	327.17
472	Dokken, Jaiden	C12 Programming - 2023 SRP T-shirt Design (SP)	500.00
473	Empower Retirement	EmpDCP 05-2023 (PPE 04-30-2023) - EFT 999	450.00
474	First Federal	Merchant Service fees (Merchant Acct) - EFT 1001	27.08
475	Forks High School	Collection Materials	45.00
476	Health Care Authority	Medical (PPE 04-30-2023)	41,781.22
477	HealthEquity	HSA ER Contribution - May 2023	291.66
478	Hi-Tech Security, Inc.	PO 606 Repair and Maintenance - PA Motion Dectectors - FAC	505.92
479	Ingram Library Services	Collection Materials	373.07
480	Ingram Library Services	Collection Materials	229.74
481	King County Library System	PO 542 Interlibrary Loan Fees - Lost Charge - Barcode 2143290886	25.00
482	Les Schwab Tires	Equipment Maintenance - Fix Mower & Handtruck Tires	46.67
483	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	71.56
484	Midwest Tape	Collection Materials	651.93
485	Midwest Tape	Collection Materials	1,630.36
486	Midwest Tape	Collection Materials	1,656.22

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
487	Murreys Disposal Company, Inc.	Public Utilities - PA & SQ	601.43
488	Neah Bay Chamber of Commerce	PO 565 Dues and Memberships - Neah Bay Chamber Dues - CB	50.00
489	NOLS Employee	HRA Reimbursement	227.27
490	NOLS Employee	HRA Reimbursement	712.93
491	NOLS Employee	HRA Reimbursement	175.00
492	NOLS Employee	HRA Reimbursement	267.06
493	NOLS Employee	HRA Reimbursement	439.38
494	NOLS Employee	HRA Reimbursement	233.85
495	NOLS Employee	HRA Reimbursement	154.50
496	OCLC, Inc.	PO 430 Technology Services - Bibliographic Utility Subscription - TS	2,615.58
497	OCLC, Inc.	PO 563 Technology Services - Bibliographic Utility Subscription - TS	2,615.58
498	Olympic Laundry & Dry Cleaners, Inc.	PO 552 Professional Services - Laundry - FAC	263.30
499	Olympic Printers, Inc.	PO 547 Programming - Professional Services - Bookmobile Paper Craft - OR	415.62
500	Olympic Printers, Inc.	PO 597 Printing - Architectural Posters (SDF)	124.03
501	OverDrive, Inc.	Collection Materials	295.54
502	OverDrive, Inc.	Collection Materials	1,177.47
503	OverDrive, Inc.	Collection Materials	229.37
504	OverDrive, Inc.	Collection Materials	139.02
505	OverDrive, Inc.	Collection Materials	104.07
506	Pacific Office Equipment, Inc.	Copier Repair and Maintenance	1,224.71
507	Playaway Products LLC	Collection Materials	322.27
508	Port Angeles High School	Collection Materials	50.00
509	Quill Corporation	PO 578 Office Supplies - Book Tape & Markers - SQ	163.23
510	Rainbow Sweepers, Inc.	PO 595 Groundskeeping - PA Sweep Parking Lot 05-07-2023 - FAC	212.16
511	Schwiet Company	Collection Materials	59.81
512	Sequim High School	Collection Materials	65.00
513	Shield, Erin	PO 641 Training - IUG Conference Travel - NOLS	19.42
514	SHKS Architects	PO 593 Capital Construction - Basic and Supplemental Services (SQ CPA)	46,913.32
515	Sound Publishing Inc	PO 684 Professional Services - Advertising - RFP for New Vehicle - NOLS	72.43
516	Swains General Store, Inc.	PO 537 Maintenance Supplies - Cleaning Supplies - FAC	82.92
517	Swains General Store, Inc.	PO 686 Maintenance Supplies - Cleaning Supplies - FAC	139.22
518	The Home Depot Pro	PO 526 Maintenance Supplies - Handsoap Refills - FAC	528.83
519	Thomas Motors Inc	PO 701 Machinery Equipment - 2023 Nissan Ariya Venture - NOLS	54,299.85
520	Unique Management Services, Inc.	Professional Services - Debt Collection	1,576.00
521	United Way of Clallam County	United Way Contributions (PPE 04-30-2023)	185.00

No.	Claimant	Purpose	Amount
522	United Way of Clallam County	PO 615 Programming - Aim Higher Grant Disbursement - NOLS	1,025.00
523	University of Washington - CCER	PO 596 Professional Services - ADA Accessibility Survey - NOLS	9,548.41
524	US Bank	Credit Card Services - April 2023	11,141.74
525	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
526	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
527	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	449.20
528	Wave Business	Communication - Internet - IT	3,784.15
529	WCIF	Vi/Li/EAP (PPE 04-30-2023)	1,325.79
530	West Waste & Recycling	Public Utilities - FO/CB	56.43
531	West Waste & Recycling	PO 692 Public Utilities - Solid Waste - FO Yard Debris - FAC	5.00
532	WSCCCE - WPAS, Inc	Dental Premiums ER (PPE 04-30-2023) - June Coverage	6,381.27
533	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 04-30-2023)	2,345.97
534	WT COX	Collection Materials	140.02
			<b>525,497.39</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #524**

1	I Password	PO 620 Technology Services - Add 2 User Profiles - IT	77.45
2	I Password	PO 621 Technology Services - Add User - IT	34.45
3	76 Gas Station	PO 539 Equipment Fuel - Mower Fuel - FAC	40.12
4	8th Street Car Wash	PO 508 Vehicle Maintenance - Pacifica Car Wash - FAC	3.00
5	Alaska Airlines	PO 576 Training - IUG Conference Travel - NOLS	98.90
6	Alaska Airlines	PO 622 Training - IUG Conference Travel - NOLS	267.79
7	Alaska Airlines	PO 629 Training - IUG Conference Travel - NOLS	137.79
8	Alaska Airlines	PO 630 Training - IUG Conference Travel - NOLS	(137.79)
9	Amazon	PO 410 Machinery & Equipment - GPS & Solar Charger for Bookmobile - OR	240.50
10	Amazon	PO 480 Maintenance Supplies - Rechargeable Batteries - OR	67.75
11	Amazon	PO 541 Maintenance Supplies - Safety Stickers - FAC	65.22
12	Amazon	PO 541 Maintenance Supplies - Safety Tongs - FAC	14.13
13	Amazon	PO 541 Maintenance Supplies - Sharps Containers - FAC	149.29
14	Amazon	PO 548 Program Supplies - Battle of the Bands Prizes (FOFOL)	33.64
15	Amazon	PO 549 Program Supplies - Battle of the Bands (FOFOL)	12.45
16	Amazon	PO 549 Program Supplies - Battle of the Bands (FOFOL)	15.16
17	Amazon	PO 549 Program Supplies - Battle of the Bands (FOFOL)	28.85
18	Amazon	PO 553 Program Supplies - Battle of the Bands Prizes (FOFOL)	28.22
19	Amazon	PO 558 Office Supplies - Compressed Air - PA	31.54
20	Amazon	PO 558 Office Supplies - Erasers - PA	14.11



<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
21	Amazon	PO 558 Toner & Ink - PA	158.79
22	Amazon	PO 560 Machinery & Equipment - Keyboards and Mice - IT	255.64
23	Amazon	PO 561 Technology Supplies - Charging Cubes - IT	24.62
24	Amazon	PO 570 Program Supplies - Outreach Supplies (CBFOL)	28.18
25	Amazon	PO 649 Program Supplies - Community Baby Shower (PAFOL)	47.09
26	Amazon	PO 650 Program Supplies - SRP Supplies (PAFOL)	63.63
27	Amazon	PO 651 Program Supplies - Teen Lit Bags (SP)	83.52
28	Amazon	PO 652 Program Supplies - Día del Niña (SP)	44.63
29	Amazon	PO 653 Program Supplies - Día del Niña (SP)	67.43
30	American Library Association	PO 659 Dues & Memberships - Annual Membership - ADM	199.00
31	Arco	PO 517 Business Fuel - Westy - TS	29.45
32	Arco	PO 531 Business Fuel - Westy - TS	29.91
33	Chalma Mexican Market	PO 518 Program Supplies - Día del Niño (SP)	126.00
34	Chevron	PO 476 Business Fuel - Pacifica - TS	40.55
35	Chevron	PO 540 Business Fuel - Pacifica - TS	43.39
36	Chevron	PO 542 Business Fuel - Pacifica - TS	51.37
37	Circle K	PO 589 Business Fuel - Chevy Van - NOLS	59.86
38	Circle K	PO 601 Business Fuel - Bookmobile - OR	29.01
39	Circle K	PO 604 Business Fuel - Bookmobile - OR	51.63
40	CompTia	PO 643 Training - Certificate Renewal - IT	75.00
41	Costco	PO 516 Program Supplies - Teen Game Night (FOSL)	32.51
42	Costco	PO 528 Training Supplies - ASTD Snacks - NOLS	248.54
43	Costco	PO 530 Program Supplies - Poet Laureate Inaguration (PAFOL)	83.62
44	Costco	PO 571 Office Supplies - Library Worker's Day (NOLF)	203.65
45	Costco	PO 580 Program Supplies - Folding Table (FOSL)	70.77
46	Costco	PO 581 Program Supplies - Parade Candy (FOSL)	83.34
47	CSC Servicework Forks	PO 554 Vehicle Maintenance - Air for Tires - FAC	2.00
48	Demetech	PO 586 Office Supplies - Staff Facemasks - NOLS	37.70
49	DialMyCalls.com	PO 656 Technology Services - Staff ER Contact System - NOLS	19.99
50	Dollar Tree	PO 519 Program Supplies - Día del Niño (SP)	16.29
51	eFax Corporate	PO 588 Technology Services - Online Fax Service - ADM	33.71
52	Evergreen 76	PO 454 Business Fuel - Westy - TS	32.96
53	Evergreen 76	PO 555 Business Fuel - Westy - TS	36.96
54	Evergreen 76	PO 564 Business Fuel - Transit Van - NOLS	67.33
55	Evergreen 76	PO 572 Business Fuel - Westy - TS	34.47
56	Facebook	PO 627 Professional Services - Advertising - NOLS	24.77
57	Facebook	PO 627 Programming - Sponsored Posts (SP)	109.99
58	FlyUS	PO 575 Training - IUG Conference Agent Fee - NOLS	9.95
59	Forks Outfitters	PO 590 Program Supplies - TAB Supplies (CBFOL/FOFOL)	2.43

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
60	Forks Outfitters	PO 590 Program Supplies - TAB Supplies (CBFOL/FOFOL)	1.03
61	Frontier Airlines	PO 494 Training - IUG Conference Travel - NOLS	126.96
62	Frontier Airlines	PO 577 Training - IUG Conference Travel - NOLS	147.98
63	GiveWP	PO 642 Technology Services - WordPress Plug-in for Donations - IT	349.00
64	GoDaddy.com	PO 646 Technology Services - Domain Name Renewal - IT	43.89
65	Home Slice Pizza	PO 591 Program Supplies - TAB Supplies (CBFOL/FOFOL)	22.80
66	Home Slice Pizza	PO 591 Program Supplies - TAB Supplies (CBFOL/FOFOL)	9.77
67	Jiffy Lube	PO 538 Vehicle Maintenance - Oil Change - Transit Van - FAC	116.18
68	KCDA Purchasing Cooperative	PO 504 Copy Paper - SQ	108.77
69	KCDA Purchasing Cooperative	PO 527 Copy Paper - PA	188.53
70	Lower Elwha Food & Fuel	PO 481 Business Fuel - Westy - TS	27.79
71	Lower Elwha Food & Fuel	PO 602 Business Fuel - Bookmobile - OR	28.74
72	Lower Elwha Food & Fuel	PO 603 Business Fuel - Bookmobile - OR	33.55
73	Microsoft	PO 619 Technology Services - MS Cloud Service - IT	886.22
74	National Safety Council	PO 600 Training - Defensive Driving - NOLS	99.88
75	NexusTek	PO 640 Technology Services - MS Project Licenses - IT	110.00
76	Oriental Trading Company, Inc.	PO 655 Program Supplies - Discovery Club (PAFOL)	104.36
77	Parts Warehouse	PO 628 Maintenance Supplies - Mower Parts - FAC	240.73
78	Party City	PO 530 Program Supplies - Poet Laueatte Inauguration (PAFOL)	10.92
79	Port Angeles Auto Glass	PO 624 Vehicle Maintenance - Pacifica Windshield - FAC	723.52
80	Port Angeles Davis	PO 534 Business Fuel - Nolsy White - TS	48.34
81	QFC	PO 583 Program Supplies - Teen Advisory Board (FOSL)	20.98
82	Quill Corporation	PO 505 Toner & Ink - FO	734.08
83	Safeway	PO 529 Training Supplies - ASTD Coffee - NOLS	67.04
84	Safeway	PO 530 Program Supplies - Poet Laureate Inauguration (PAFOL)	10.00
85	Safeway	PO 530 Program Supplies - Poet Laureate Inauguration (PAFOL)	5.49
86	Safeway	PO 571 Office Supplies - Library Worker's Day (NOLF)	50.93
87	Safeway	PO 607 Program Supplies - SQEP Presentation (FOSL)	24.47
88	Scholastic INC	PO 438 Program Supplies - Celebration of the Book (FOSL)	37.31
89	Shell	PO 503 Business Fuel - Westy - TS	31.75
90	Shell	PO 546 Business Fuel - Westy - TS	33.27
91	Shell	PO 626 Business Fuel - Chevy Van - NOLS	97.75
92	Signs.com	PO 559 Machinery & Equipment - Parade Banner - NOLS	106.21
93	Smartsign	PO 625 Maintenance Supplies - Safety Signs - FAC	126.97
94	Stamps.com	PO 469 Postage - TS	250.00

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>95</b>	<b>Stamps.com</b>	PO 495 Postage - TS	250.00
<b>96</b>	<b>Stamps.com</b>	PO 520 Postage - TS	250.00
<b>97</b>	<b>Stamps.com</b>	PO 545 Postage - TS	250.00
<b>98</b>	<b>Stamps.com</b>	PO 550 Technology Services - Monthly Fee - TS	19.57
<b>99</b>	<b>Stamps.com</b>	PO 551 Postage - TS	250.00
<b>100</b>	<b>Sticker Giant</b>	PO 507 Programming - FOL Stickers for SRP Books (PAFOL)	275.46
<b>101</b>	<b>Tech Soup</b>	PO 639 Machinery & Equipment - Adobe License - IT	150.00
<b>102</b>	<b>The Spanish Group</b>	PO 657 Programming - Program Translations (SP)	46.20
<b>103</b>	<b>Tracfone</b>	PO 638 Communications - Branch Cell Phones - IT	93.52
<b>104</b>	<b>UpdraftPlus</b>	PO 637 Technology Services - Cloud Storage Space - IT	10.00
<b>105</b>	<b>WA Finance Officers Assn</b>	PO 618 Dues and Memberships - WFOA Membership - ADM	75.00
<b>106</b>	<b>WA Food Worker Card</b>	PO 585 Training - Food Worker Permit - NOLS	170.00
<b>107</b>	<b>Walgreens</b>	PO 506 Collection Materials - NOLS	38.00
<b>108</b>	<b>Walmart</b>	PO 582 Program Supplies - Irrigation Festival Family Fun Day (FOSL)	22.54
<b>109</b>	<b>Walmart</b>	PO 654 Program Supplies - Día del Niña (PAFOL)	45.84
<b>110</b>	<b>WellBefore</b>	PO 587 Office Supplies - Staff Facemasks - NOLS	70.66
<b>111</b>	<b>Zoom</b>	PO 658 Technology Services - Zoom One - NOLS	217.49
			<b>11,141.74</b>

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

<b>EFT 997</b>	<b>ADP Tax/Financial Services</b>	Net Payroll and Taxes (PPE 04-30-23)	229,608.77
<b>EFT 998</b>	<b>Dept. of Retirement Systems</b>	PERS and DCP Retirement (PPE 04-30-23)	45,587.91
<b>EFT 999</b>	<b>Empower Retirement</b>	EmpDCP (PPE 04-30-23)	450.00
			<b>275,646.68</b>





## Staff Report

Meeting Date: June 22, 2023  
To: Library Board of Trustees  
From: Erin Shield, Collection Services Manager  
Subject: Collection Management Policy Revision

Attachments: Policy 2.1 Draft Revision 6-22-23  
Policy 2.1 Appendix G

**Topic/Issue:** Approval of a revision to Policy 2.1, the Collection Management Policy.

**Background:** The Collection Management Policy (2.1) is reviewed for potential edits every three years. The Collection Management Policy was last fully reviewed and updated in November 2021. The next full review of the policy will occur in late 2024.

There is one section of the policy that is in more immediate need of updating. Section 2.1.12 pertains to the Request for Reconsideration process. In the proposed revision, only this section of the policy has been edited; the rest of the policy remains untouched. The revision also includes removing Appendix G, which covers the Appeal Procedure.

**Discussion:** NOLS receives very few Requests for Reconsideration from community members (less than five during the past decade). The lack of Request for Reconsideration forms completed in our communities over the years shows a respect for divergent view points and broad interest in a breadth of subjects in the NOLS collection. Even though there has been limited Request for Reconsideration activity, or maybe because there has been so little activity, the procedures for handling Requests for Reconsideration have become outdated.

Many libraries have shifted from requiring Board intervention in the details of the collection and putting the onus of determination on collection matters back on the professional staff. In allowing the responsibility to determine what gets selected for the collection and what gets removed from the collection to fall solely to the Collection Management Team, who follow Collection Management Policy and utilize their professional knowledge and resources, provides a more consistent and appropriate approach to managing the collection, including responding to Requests for Reconsideration. Examples of this approach include [Fort Vancouver Regional Library](#), [Jefferson County Library](#), [Sno-Isle Libraries](#), and [Spokane Public Library](#),

In the proposed revised policy, the Executive Director will make a final decision and respond to Requests for Reconsideration, after receiving a recommendation from Collection Management Team representatives. Because the Executive Director's decision will be final, the process for appealing to the Board, as outlined in Appendix G, is no longer needed.

Additionally, the policy revision clarifies that the Request for Reconsideration form is for people living in NOLS' service area, and the importance of residents' ability to engage, suggest, and express their feelings on the collection as it pertains to their communities.

**Policy Considerations:** These policy revisions were first reviewed by the Collection Management Team, and were also reviewed by all NOLS staff. The Board's Policy Committee has reviewed the revisions and recommends they be presented to the full Board of Trustees.

**Fiscal Considerations:** There are no fiscal considerations for implementing this change.

**Recommendation:** The Board approve revisions to Policy 2.1 as presented and rescind Appendix G of Policy 2.1.



## Policy 2.1 Collection Management

Adopted by Library Board of Trustees: 6/26/2008

Revised: 1/26/2012; 07/23/2015; 11/18/2021

**DRAFT REVISION 06/22/2023**

### 2.1.1. Introduction

The North Olympic Library System's Collection Management Policy outlines the basic criteria for selection and retention of materials and electronic resources in the Library collection. A written collection management policy provides direction for library personnel involved in selection and other collection management assignments. A written policy statement informs the public about the principles which guide the development and management of the Library collection.

The North Olympic Library System supports lifelong learning, promotes the joy of reading, recognizes the power of ideas, and provides all residents of Clallam County equal access to a variety of library resources. This mission is supported by NOLS' Strategic Roadmap, which is periodically updated and adopted by the Board of Trustees. Collection management policies and practices reflect and support the Roadmap as they relate to the acquisition, de-selection, organization, and maintenance of library materials.

The North Olympic Library System is a junior taxing district serving all of Clallam County. The Library is primarily funded through property taxes and also receives funding from fees and miscellaneous charges. It is governed by a five-member administrative Board of Trustees which annually approves the Library's budget, including an allocation for books and other library materials. Additional funding for library materials may be received through bequests, memorial contributions, grants, gifts, and donations from the Friends of the Library groups.

### 2.1.2. Description of Community

Clallam County lies on the Olympic Peninsula in Washington State, between the Strait of Juan de Fuca on the north and Olympic National Park to the south. It offers a rich array of recreational opportunities for residents and visitors, including hiking, kayaking, camping, and fishing. At less than 41 people per square mile, Clallam County is a rural area. Between 2010 and 2020 the population of Clallam County has increased from approximately 71,000 to approximately 77,000.

Clallam County sits within the traditional lands of 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, who continue to play an important role in the local history,

culture, and health of the land. In recent history, the local economy was based on agriculture, forest resources, and marine services. Today, it is enhanced by a robust port district, service industries, and tourism.

The Library serves Clallam County, through a main library in the county seat of Port Angeles, branches in Clallam Bay, Forks, and Sequim, and an active Outreach program serving institutions and individuals who cannot readily visit the library

The sociocultural makeup of the county includes a variety of economic levels, ethnicities, and belief systems. A growing number of Clallam County residents identify as Hispanic or Latine and include people who speak Spanish and other non-English languages as first languages. Additionally residents in the county identify as Asian American Pacific Islander, Black or African American, and American Indian or Native. Populations of people with various ethnic and cultural identities are spread across the county as well as concentrated in certain areas, such as on Reservations and Trust Lands. The various concentrations within the population guide how the collection is distributed.

### 2.1.3. Description of the Collection

The Library's collection consists of more than 200,000 physical items and 38,000 digital titles. The exact number of items changes continually as titles are added and removed from the collection. Most items in the collection are available for check out. The Library reserves the right to limit the circulation of certain materials. The collection is intended to meet a broad spectrum of recreational reading and general information needs and to provide materials representing a wide range of topics of current and ongoing interest to the community.

Age of the collection varies depending on the subject area or intended purpose of the material. In certain subject areas, such as literature and art, the age of the work is not critical and the Library holds titles which represent an extensive chronological range. In some areas, such as automobile repair manuals for older model vehicles, materials with older publication dates are desirable. The Library also maintains an Archive collection which includes local historical items with older publication dates. In other areas, such as medicine, technology, law, science, and many popular collections, publication date is critically important; selection and de-selection decisions focus on keeping publication dates in these areas as current as possible.

#### **A. Formats**

The NOLS collection comprises print and digital formats of books, newspapers, magazines, audiobooks, DVDs, and electronic databases, as well as specialized devices and equipment.

As new formats and content delivery mechanisms are developed, they may be added to the NOLS collection, subject to an assessment of community needs; technological longevity of the format, device, or mechanism; and the Library's ability to provide ongoing budget support for these new collection areas. New formats and technologies may sometimes be introduced on a



trial basis in order to better determine community interest before committing materials budget resources to these materials.

As older formats and content delivery mechanisms become outdated, unavailable, technologically unsupportable, or less in-demand, they will be eliminated from the Library collection.

## **B. Languages**

The Library collection consists primarily of works in the English language. A growing number of Clallam County residents speak Spanish as a first language and this is reflected in the collection. Limited collections of Spanish language materials for adults and youth are maintained. Representative titles of works in other languages of interest to the community will be considered for inclusion in the collection. In addition, the Library collects language instruction materials in languages other than English, as well as dictionaries, phrase books, and bilingual works in representative languages.

## **C. Specific Collections and Collection Areas**

**Adult/General Fiction:** The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works, and books of general interest; the focus is broad and eclectic. The primary purpose of this collection is to satisfy the needs of recreational readers.

**Adult/General Non-Fiction:** The primary purpose of the non-fiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. In subjects such as science, technology, and geopolitics, where the currency of the information is particularly important, new material is regularly selected and older material de-selected, to reflect changes in these areas. A representative selection of materials on subjects of enduring interest are retained or replaced with newer editions.

**Spanish Language:** The Spanish language collection offers titles in various formats to meet general educational and recreational interests of native Spanish speakers. It includes fiction and non-fiction print, music, digital content, and DVDs for a wide variety of ages. Materials may be only in Spanish or may be bilingual in nature. English-language instruction materials for native Spanish speakers are also considered for inclusion.

**Large Print:** The Large Print collection includes Fiction and Non-Fiction titles printed in large type. The primary purpose of the Large Print collection is to provide general recreational and informational reading for customers who are visually impaired or prefer to read larger type.

**Periodicals:** Periodical titles are selected to meet the varied recreational and informational needs of patrons. Periodical titles are made available in print and electronic formats when available. Access to individual articles from periodicals may be provided via full-text database resources or through inter-library loan. Holdings of back issues of print periodicals are limited.

**Music Collection:** The Library's music collection is primarily comprised of music in CD format and downloadable titles, meeting general interest listening needs in a wide spectrum of musical styles.

**Children's Collection:** Materials in this collection are selected to meet the reading and general information needs of young people (approximately birth through age 12), and also to serve the needs of parents, educators, and others concerned with youth or interested in children's books and materials.

**Young Adult Collection:** Titles in the Young Adult collection are selected to reflect the needs and interests of young people (approximately age 13 through 18).

**Reference Collection:** The Reference collection includes materials and resources that provide specific information for answering questions or doing research. In order to ensure availability of reference resources whenever needed, the Reference collection is generally only available for use in the library.

**Archival Special Collections:** The Library collects and retains a variety of other materials which provide a unique local history perspective for patrons engaged in research or who have an interest for information in this area. Due to the specific and unique nature of archival special collections, access limitations may be associated with these materials.

**Digital Collections:** The Library offers downloadable eBooks and eAudiobooks through third party vendors. This collection is intended to provide additional formats of high-demand titles and to provide copies of older works that are no longer available in print. Materials are provided in English and Spanish for Children, Teens, and Adults.

## **D. Diversity and Inclusion**

NOLS strives to provide a broad range of materials that reflects the lived experiences of community members. Materials are selected to reflect the many communities in Clallam County, in the state, and in the nation. Materials selected represent peoples and experiences found throughout the world, which may or may not be represented by members of local communities.

The reflection of diverse experiences includes, but is not limited to, ethnicity and national origin, race, gender, gender identity, sexual orientation, physical ability, neurodiversity,

religion, self-expression, education, socioeconomic background, geographic location, occupation, and trauma history.

Staff who select materials endeavor to intentionally include diverse representations throughout the collection. Selectors will choose materials for all Specific Collection Areas described above, in a variety of formats and for all age groups. Materials will not be rejected for the collection, or shelved elsewhere from their proper locations, based on anticipated objections from community members. The lived experiences of all people are valuable and will be represented in the Library collection.

## **2.1.4. Collection Responsibilities**

Ultimate responsibility for the content of the Library collection rests with the Executive Director, acting within the framework of policies established by the Library Board of Trustees. The Library Director may delegate responsibility for selection, de-selection, maintenance, and management of the collection to designated Library staff.

### **A. Coordination of Collection Management**

The Collection Services Manager is responsible for coordinating the collection management program in consultation with the Collection Management Team and with Collection Selectors. The Collection Management Team meets regularly as a committee, and members also work in subcommittees and as individuals on specific, collection-related issues. Collection Selectors are designated staff who oversee selection, de-selection, maintenance, and management of specific areas of the collection. Other qualified staff may be assigned specific support tasks related to the selection, de-selection, maintenance, and management of the Library collection.

All collection management decisions are subject to review and revision by the Executive Director.

### **B. Responsibilities of the Collection Management Team**

- a. Regularly review the Collection Management Policy and recommend necessary changes.
- b. Recommend changes in collection development procedures and resources.
- c. Review the annual materials budget and establish annual spending allocations for collection areas and formats.
- d. Develop and implement strategies for collection maintenance and management.
- e. Provide advice for addressing intellectual freedom challenges and questions about censorship.
- f. Coordinate staff training on intellectual freedom and collection management issues.
- g. Participate in subcommittee work as assigned.

### **C. Responsibilities of Collection Selectors**

- a. Perform materials selection and retrospective collection development, expending materials budget in accordance with budget allocations established by the Collection Management Team.
- b. Perform collection review and de-selection.
- c. Perform analysis of specific areas of the collection as required.
- d. Keep current on library trends and be responsive to the changing interests of the community.
- e. Report issues and potential issues relating to intellectual freedom, censorship, and collection management to the Technical Services Manager.

## 2.1.5. Selection of Library Materials

### A. Endorsement of Library Guidelines

The Board of Trustees of the North Olympic Library System endorses and declares that it will support the current following documents developed by the American Library Association and the Washington Library Association.

- a. [Library Bill of Rights](#), ALA (Appendix A).
- b. [Freedom to Read](#), ALA (Appendix B).
- c. [Access to Library Resources and Services for Minors](#), ALA (Appendix C).
- d. [Intellectual Freedom in Libraries](#), WLA (Appendix D).
- e. [Freedom to View](#), ALA (Appendix E).
- f. [Access to Digital Information, Services, and Networks](#), ALA (Appendix F).

Copies of the above-mentioned documents are included as appendices to this policy, and available online.

### B. General Principles of Selection

The Board of Trustees of the North Olympic Library System recognizes the varied and changing needs and priorities of Clallam County residents and their individual communities.

To meet the educational, informational, cultural and recreational needs of individual users and to support the activities and services of agencies, organizations and clubs in the community, NOLS will acquire, organize, maintain and make accessible a variety of materials in a variety of formats.

Materials selection will be guided by the following general principles:

- a. The Library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas and subjects covered in

sufficient depth and made available in a variety of formats in order to meet anticipated and expressed needs.

- b. Selection of library materials shall be made on the basis of educational and recreational interests of the community as consistent with the library's mission and goals.
- c. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation, or the political or social views of the author.
- d. The collection as a whole will not promote causes, further movements, or favor viewpoints.
- e. The collection as a whole does not reflect the views of the North Olympic Library System or of individual staff or Board members.
- f. Reading, listening, and viewing choices are the right of the individual and a private matter. The freedom to read or inquire will not be restricted by the Library.
- g. Selection choices will not be influenced by the possibility that materials may be used by children or young adults. Materials will be assigned to the children's, young adult, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove most useful. Because Library staff cannot know the maturity level and family values of each patron, the responsibility for the use of materials by children and young adults rests with their parents or legal guardians.
- h. Selection choices will not be influenced by the possibility that certain materials may be subject to high loss rates.
- i. All suggestions and requests for purchase of materials are welcome and will be considered. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other library collections and inter-library loan may be used to provide patrons with these materials when available
- j. NOLS recognizes that there is customer interest in local authors and provides access to such materials while acknowledging that such works do not always fully meet the selection criteria defined elsewhere in this policy. Decisions to make available materials created by local authors will be made by a Collection Selector, Branch Manager, or designee, based on criteria established in the Local Author Donation Guidelines.
- k. Donated materials are subject to the selection criteria outlined below in Policy 2.1.5 C.

### **C. Selection Criteria and Resources**

In addition to the selection principles established elsewhere in this policy, the following considerations may also be taken into account when determining whether any title or format should be added to the Library collection:

- a. Community interest, demand, and popularity, as indicated by circulation of similar materials, customer requests, user and community surveys, and other measures;
- b. Timeliness and significance of subject;
- c. The creator's reputation and other works;
- d. Literary prizes or recognitions awarded to the work or the author;

- e. The reliability and reputation of the publisher;
- f. The literary style and readability; musical and/or visual style and appeal;
- g. Accuracy and originality of the material;
- h. The format and presentation of the information provided and its appropriateness for the intended users;
- i. Popularity, usability, and perceived longevity of the format in which the material is published;
- j. Practicality of physically processing, packaging, or maintaining material in a manner which will make it suitable for use in a public library collection;
- k. Existence of similar material in the Library collection, and the need to provide a diversity of viewpoints, genres, styles, and approaches;
- l. Available shelving space, which governs the size of the collection as a whole.

Resources utilized in selection and de-selection decisions include:

- a. Professional and popular reviews, indexes, and bibliographies; book lists; trade catalogs; publishers' advertisements; opinions of subject specialists; and customer recommendations;
- b. The Selector's and the Collection Management Team's knowledge of the subject, the collection, and the community;
- c. Library vendor-generated selection, pre-selection, or de-selection services;
- d. Data and statistical reports which indicate patterns of use for an item or collection area;

### 2.1.6. Selection in Areas of Controversy

- a. For controversial ideas about which there is community interest, it is the responsibility of the public library to include materials that represent, to the extent possible, all sides of the issue. Individual items, which in and of themselves may be controversial or offensive to some, may be selected to balance the Library collection as a whole.
- b. The decision to select material which might be considered offensive to some individuals will be based on the same selection criteria as those used in selecting all other materials.
- c. Selectors will choose materials for the Library collection independent of their own preferences or prejudices and independent of pressure or fear of pressure by individuals or groups.
- d. It is the Library's responsibility to protect the rights of mature readers to have access to diverse materials. No material will be censored because of coarse language, violence, or explicit sexual references when pertinent to the subject, plot, or character delineation.
- e. Basic documents of and information about world political systems and world religions are necessary to a well-balanced public library collection and will, to the extent possible, be included in the collection.

- f. Materials characterized as propaganda may be included in the Library collection subject to the selection criteria of this policy but will be limited to a few representative items made available for informational and comparative purposes.
- g. Age-appropriate materials about sex education and human sexuality are necessary for a well-balanced public library collection and will, to the extent possible, be included in the collection. These materials will be shelved openly alongside other materials for the same age group.
- h. Library materials will not be sequestered except to protect rare or valuable items, as determined by the Executive Director or designee, from damage or theft.

## 2.1.7. Additional Selection Considerations

### A. Multiple copies

Multiple copies of the same title may be acquired to meet high demand. Decisions to purchase multiple copies will be based on the anticipated or actual demand for that title, the expected longevity of the high-demand period, the length of the circulation period for the item, and the available budget. In order to increase accessibility to high-demand titles, multiple copies may be assigned to more than one collection area, or purchased in a variety of different formats.

Multiple copies may also be acquired to meet anticipated high demand resulting from community events and activities such as author visits, local promotions, seasonal celebrations, media tie-ins, or to support Library programs. Multiple copies of local-interest titles with limited printings may be acquired to meet long-term demand.

### B. Series

The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to budget constraints, demand, availability, and the nature of the series. Titles in a series, whether complete or representative, will not necessarily be located in the same branch or collection area.

### C. Limits on the Collection

Although rare exceptions may occur, materials which are generally not acquired for the NOLS collection include:

- a. **Text books.** The Library's collection is intended to meet the general interests and needs of the community. This includes supporting the curriculum of educational institutions with assignment-related resources in all formats, but not providing basic curriculum materials.
- b. **Books that invite the reader to write in them, punch out illustrations or diagrams, etc.** These include coloring books, workbooks, puzzle books, exam books,

- etc. Exceptions are made when the information is not available in any other format, such as books to help individuals study for educational and employment tests.
- c. **Books with spiral or other fragile bindings.** The cost to purchase, catalog, and process these items does not warrant their short shelf life unless they are considered essential to the Library collection and are not available in more durable editions.
  - d. **Books with unusual formats, toys, props, or other attachments.** Difficulties in storage and inventory maintenance generally preclude the acquisition of these items.

### 2.1.8. Donations to Library Collection

The Library accepts donations of materials in formats which are currently purchased by NOLS for the Library collection. Donated materials are subject to the selection criteria outlined in this Collection Management Policy. Decisions to add donations to the collection may also be influenced by available space and by the staff time and costs associated with processing. At times, donations may be refused.

The Library usually accepts only unconditional donations of materials. There is no guarantee that donated items will be added to the collection or that items which are added to the collection will be shelved together or retained permanently. Donations which are not added to the collection are discarded in the same manner as other de-selected materials (see section 2.1.10 of this policy).

The Library also accepts monetary gifts designated for purchase of materials.

### 2.1.9. Recommendations For Purchase

The Library responds to patron and community needs and interests regarding areas of the collection to be enhanced and welcomes suggestions of specific titles to be purchased. The criteria defined in this Collection Management Policy are applied to any recommendations for purchase.

### 2.1.10. Collection Maintenance

To ensure a vital collection of continued value to the community, the Library follows an ongoing program of reevaluation of materials.

Materials may be removed from the collection (de-selected) when:

- a. They are no longer within the scope of the Collection Management Policy;
- b. They have low circulation or use within an appropriate time period;



- c. They are irrelevant to observed or anticipated community needs;
- d. There are duplicate copies, unless multiple copies are justified;
- e. They are superseded by newer, more comprehensive, or more accessible material;
- f. They are in poor physical condition;
- g. The format or content delivery mechanism is outdated, no longer available, or no longer in general use.

Materials which are removed from the collection are disposed of according to Policy 5.9 Surplus Materials, Furniture, and Equipment.

### 2.1.11. Challenges and Censorship

The Library is a public institution dedicated to the open communication of ideas and information. NOLS upholds intellectual freedom, and applies no restriction on the right to read, listen, or view. NOLS endorses and supports the American Library Association [Library Bill of Rights](#), [Freedom to Read](#), and all approved amendments and interpretations. These include but are not limited to the [Access to Library Resources and Services for Minors](#) and [Freedom to View](#) Statements. Copies of these documents are appended to this policy.

The Library acquires a wide variety of materials and formats to meet the needs of the community's diverse population and to provide a balanced representation of information, ideas, and viewpoints. Principles and criteria for selection of these materials are detailed in this Collection Management Policy.

Due to the diverse nature of the Library collection, it is possible that any individual or group may find information and ideas with which they disagree contained in the Library's collection. An individual who has a serious concern about the inclusion of a specific title in the collection is encouraged to discuss this concern with a Librarian and submit a Request for Reconsideration of Library Materials.

### 2.1.12. Requests for Reconsideration of Library Materials

~~The Library recognizes the right of individuals and groups to question materials in the Library collection. When a Request for Reconsideration form is submitted, one or more representatives of the Collection Management Team review the item in question, utilize professional resources and reviews relevant to the item, and make a recommendation to the Executive Director to retain, remove, or relocate the item. The Director evaluates the recommendation and makes a determination. The Director responds in writing to the individual who made the Request within 60 days after the Request was received. The Library staff who maintain that area of the collection are informed of the Director's decision. The Executive Director's decision may be appealed to the Library Board of Trustees. For a description of the appeal process, see Appendix G: Appeal procedure.~~

The Library recognizes the right of individuals and groups to ask questions and share feedback about materials in the Library collection. The Library will seriously consider those questions and feedback. When a resident of the Library's service area submits a Request for Reconsideration form, a committee from the Library's Collection Management Team will review the item in question to determine if it was selected and placed in the collection according to Policy 2.1. Material under consideration will remain available to patrons until a final decision is made.

The Collection Management Team will make a recommendation to the Executive Director to retain the item in its current collection, relocate the item to a different part of the collection, or remove the item from the collection. The Executive Director, to whom the Board of Trustees has delegated operations authority, then evaluates the recommendation and makes a final determination.

The Executive Director will respond in writing to the individual who made the Request within 60 days after the Request was received. The Library staff who maintain the area of the collection related to the Request will also be informed of the Executive Director's decision.

## Appendix G

Collection Management Policy 2.1 -2.6; Adopted 6/26/08

North Olympic Library System

### **Procedure for Appealing Library Director's Decision Regarding the Library Collection**

#### **I. Appeal of Director's Decision**

- I.1. **Time Limitation:** Petitioner shall file a written petition for appeal within 30 calendar days of the date of the Director's written communication of decision.
- I.2. **Content of Appeal:** Petitioner shall state in his/her petition the grounds upon which the appeal is based.
  - a) All persons joining in the appeal shall separately sign and date the petition. Each person signing the petition shall be deemed a co-petitioner.
- I.3. **Request for Hearing.** If the Petitioner desires a hearing before the BOARD OF TRUSTEES regarding his/her appeal, the petition must contain a request for a hearing. If no request is made for a hearing, then the BOARD shall consider the appeal based only on the record before it without additional argument from the Petitioner or the Director.

#### **2. Time of Hearing**

- 2.1. If a hearing is requested by the Petitioner, the hearing shall be scheduled for the next regularly conducted BOARD meeting, unless the hearing request is made within 10 days of the next regularly scheduled BOARD meeting, in which case the Committee Chair may schedule a hearing for the next subsequent BOARD meeting date.
- 2.2. The Petitioner(s) shall be notified by the Library Director of the hearing date and time and invited to present his/her/their appeal before the BOARD.
- 2.3. The Library Director shall take steps to ensure at least one copy of the collection item in question is available as an exhibit to the BOARD at the time of the hearing. Subject to the desires of the BOARD, the Library Director shall also ensure that a copy of the item remains available to each BOARD member for independent review subsequent to the hearing and until such a time the BOARD renders its decision on the appeal.

- 2.4. With the exception of copies needed for review, the item in question shall remain in the Library Collection and available for normal circulation access by the public until such time the appeal is adjudicated by the BOARD.

### **3. Hearing**

- 3.1. The Chair of the BOARD or his/her designee shall moderate the hearing.
- 3.2. The hearing shall be conducted as a public meeting subject to the provisions of applicable Washington laws. All testimony and documentary evidence presented during the course of the hearing shall be considered part of the public record.
- 3.3. Petitioner shall have up to 15 minutes for oral presentation of his/her appeal before the BOARD; the Director shall have up to 10 minutes for rebuttal.
  - a) These allotments of time are exclusive of time required to reply to questions posed by the BOARD during the course of the presentation.
  - b) More time may be granted by the BOARD Chair in equal amounts to each side.
  - c) If more than one petitioner is present and desires to speak, the time allotted to the petitioners shall be divided among each of the petitioners.
  - d) There is no duty or obligation upon the BOARD to afford each petitioner opportunity to speak.
  - e) The BOARD may allot more time to others present who wish to speak.
- 3.4. Members of the BOARD shall have unlimited opportunity to ask questions of either the Petitioner or the Director.
  - a) All questions asked of the petitioner by the BOARD must be posed at the hearing.
- 3.5. Petitioner shall provide to BOARD all documents he/she deems pertinent to his/her appeal at the time of the hearing.
  - a) Once presented to the BOARD, all documents shall become part of the public record. The BOARD may reproduce all or any portion of the Petitioner's submissions for the convenience of its review.

### **4. Procedure for Review**

- 4.1. The BOARD shall hear and consider each appeal as a committee of the whole.

a) Only a quorum of the BOARD need be present to conduct an appeal hearing. The BOARD may decide to have a subcommittee perform some function of review.

4.2. The Library Director shall compile for review by the BOARD all documents, which may include but not necessarily be limited to past correspondence with the appellant, staff memoranda, selection criteria, policy citations and professional reviews, pertinent to the item in question.

a) Members of the BOARD shall review all testimony and materials presented on appeal during the interim before the next scheduled BOARD meeting at which the appeal has been placed on the agenda for deliberation.

4.3. Deliberation by the BOARD on the appeal shall begin during its next scheduled meeting where the appeal matter is placed on the agenda. Deliberation may be continued beyond this meeting at the discretion of the Committee, but in no event shall the appeal remain unresolved beyond 90 calendar days from the date of the original hearing.

4.4. Upon a motion of any member and seconded by another member during a meeting at which a quorum is present, a vote to accept a proposed order regarding disposition of the appeal may be taken. A simple majority prevails.

4.5. The decision of the BOARD is final. There is no appeal of this decision.

4.6. Only the BOARD may modify an order.

~~4.7.~~ Once a decision has been rendered by the BOARD, the Chair of the BOARD shall inform Petitioner of the decision and order.

## **5.0 MISCELLANEOUS PROVISIONS**

5.1 The procedure in effect upon commencement of an appeal remains in effect throughout the appeal, despite the power of the BOARD to modify, vacate or create procedures.

5.2 In no event shall a procedure be added, changed, modified, or vacated to the exclusion of one party. Each change shall be fairly applied to each party.

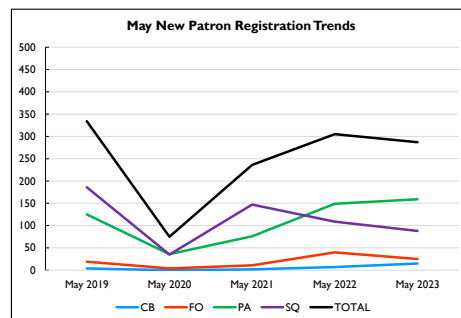
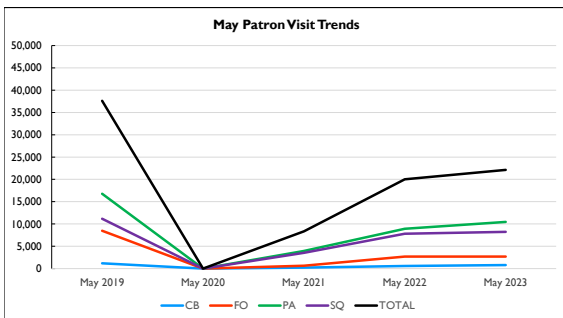
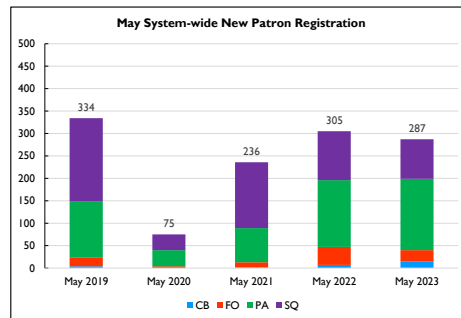
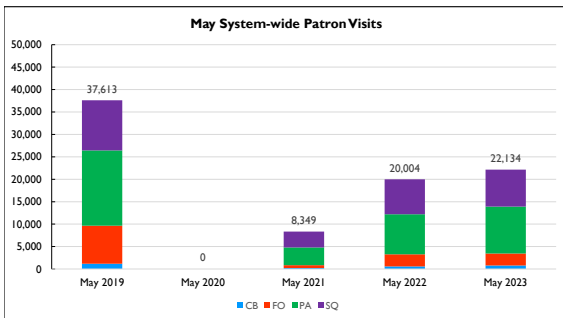
5.3 The burden of persuasion is on the Petitioner.



Patron Visits		
	2023	% of System
Port Angeles	10,449	47.2%
Children	15%	
Sequim	8,219	37.1%
Children	5%	
Forks	2,674	12.1%
Children	6%	
Clallam Bay	792	3.6%
Children	12%	
<b>Total</b>	<b>22,134</b>	<b>100.0%</b>

\*Door sensors count objects less than 4'7" in height as children.

New Patron Registration		
	2023	% of System
PA	159	55.4%
SQ	88	30.7%
FO	25	8.7%
CB	15	5.2%
<b>Total</b>	<b>287</b>	<b>100.0%</b>



\* Due to COVID-19, all NOLS locations offered limited services 2020-2021

\* In January 2022, new post-pandemic Library hours were set.

\* In January 2022, a new system to count patron visits was installed at each branch.

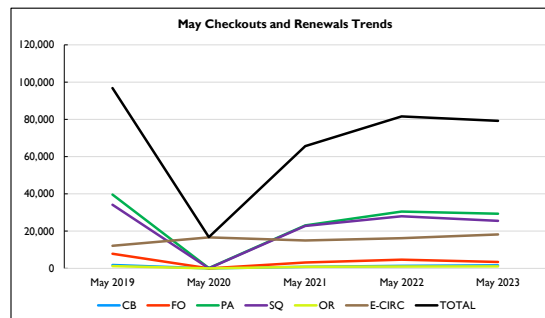
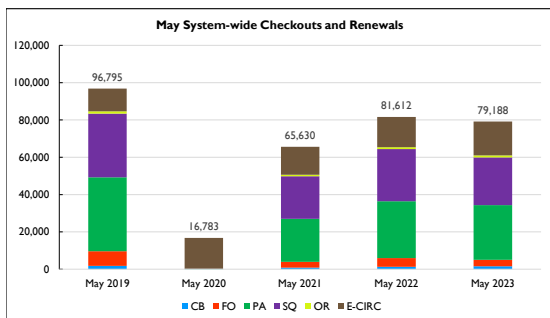
\* Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
<b>Port Angeles</b>		
Checkouts	16,327	29.8%
% From Self-Check	80%	
% From Holds	29%	
Renewals	13,019	53.5%
Total	29,346	37.1%
<b>Sequim</b>		
Checkouts	15,595	28.4%
% From Self-Check	81%	
% From Holds	37%	
Renewals	9,955	40.9%
Total	25,550	32.3%
<b>Forks</b>		
Checkouts	2,818	5.1%
% From Self-Check	26%	
% From Holds	27%	
Renewals	591	2.4%
Total	3,409	4.3%
<b>Clallam Bay</b>		
Checkouts	1,010	1.8%
% From Self-Check	3%	
% From Holds	27%	
Renewals	591	2.4%
Total	1,601	2.0%
<b>Outreach</b>		
Checkouts	905	1.6%
% From Holds	95%	
Renewals	173	0.7%
Total	1,078	1.4%
<b>Electronic Circulation</b> (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	18,204	23.0%
<b>Systemwide Totals</b>		
Checkouts	54,859	
Renewals	24,329	
System Total	79,188	

Interlibrary Loan Services	
Items borrowed from other libraries	225
Items loaned to other libraries	113

\*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,803	17.92
SQ	5,706	21.08
FO	750	17.24
CB	272	22.75
OR	1,020	7.78
Total	12,551	18.60



\* Due to COVID-19, all NOLS locations offered limited services 2020-2021

\* In January 2022, new post-pandemic Library hours were set.

\* In January 2022, eMagazines began being offered through the Washington Anytime Library.

\* In May 2023 the Bookmobile made its first pop-up visits. Checkouts from these couple events were counted as Forks checkouts.



Library Programs		
	Programs/Attendees	% of System
Port Angeles	20/167	56%/65%
Sequim	4/31	11%/12%
Forks	6/30	17%/12%
Clallam Bay	2/7	6%/3%
NOLS	0/0	0%/0%
Virtual	4/22	11%/9%
Total	36/257	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	38/385	64%/79%
Sequim	0/0	0%/0%
Forks	12/70	20%/14%
Clallam Bay	9/33	15%/7%
Total	59/488	100%/100%

Proctor Exams Administered		
Port Angeles	0	0.0%
Sequim	1	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	1	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	40.75	4
Sequim	0	0
Forks	0.5	1
Clallam Bay	0	0
Outreach	0	0
NOLS	25	1
Total	66	6

Community Outreach Events		
	Events/Attendees	% of System
PA	6/274	38%/26%
SQ	2/533	13%/51%
FO	3/42	19%/4%
CB	5/206	31%/20%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	16/1055	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	375
Read & Ride (Clallam Transit Buses)	40
Dolly Parton Imagination Library	1199
Library Programs & Outreach	266
Other	0
Total	1880

Outreach Delivery Services	
Home Deliveries	104
New Patrons w/ Delivery Services	4

BookMatch Requests Fulfilled	
Number of Requests	2
Titles Suggested	10

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	32	1497	1,109	15.3%
Sequim	6	761	420	30.9%
Forks	10	392	239	10.6%
Clallam Bay	7	179	140	11.9%
Total	55	2829	1907	15.9%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	148	29	2.1%
Sequim	2	182	62	13.6%
Forks	2	75	10	2.3%
Clallam Bay	1	16	13.35	7.9%
Total	11	421	114	4.7%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	7,513	50.2%
Sequim	5,454	36.5%
Forks	1,631	10.9%
Clallam Bay	355	2.4%
Total	14953	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	6
Sequim	1
Forks	0
Clallam Bay	1
Total	8

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	3,954	52.5%
Sequim	1,581	21.0%
Forks	1,563	20.7%
Clallam Bay	436	5.8%
Total	7,534	100.0%

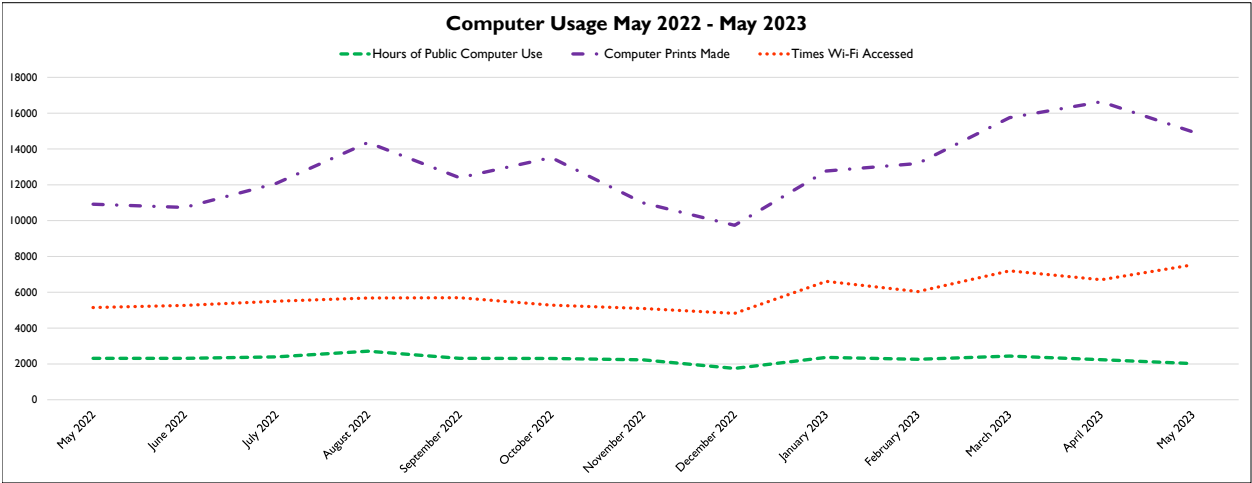
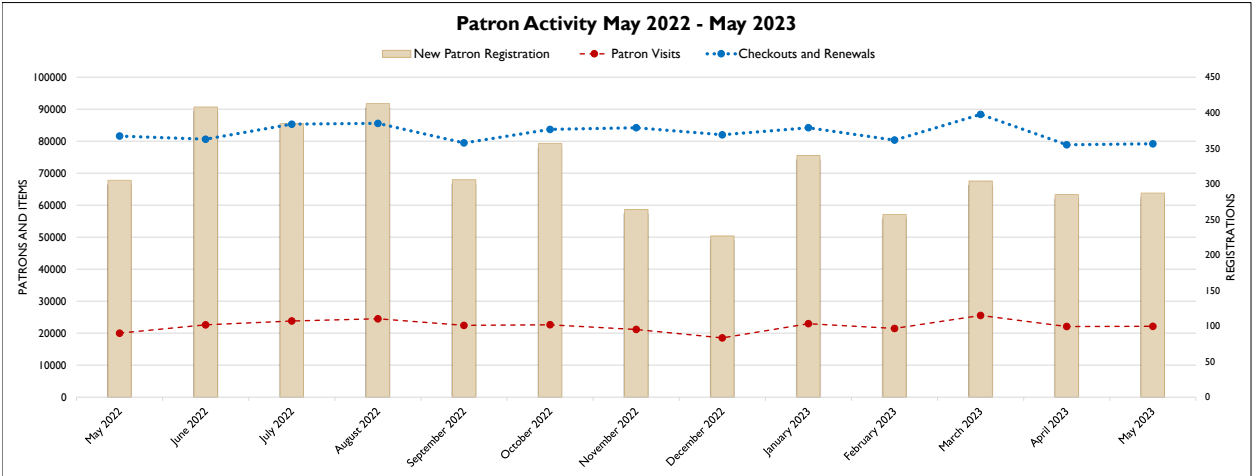
Website Visits	
From outside the Library	17,589
From inside the Library	1,004
Avg. # of pages visited	2

Facebook Activity	
Followers	4,878
Content Published	36
Reach (unique accounts)	40,927
Reactions/Likes/Comments, etc.	2,144
Link Clicks	533

YouTube Activity	
Subscribers	359
Videos Published	1
Program Recordings	-
Views (lifetime content)	694
Watch Time (hours)	30

Instagram Activity	
Followers	1,356
Content Published	19
Reach (unique accounts)	1,571
Reactions/Likes/Comments, etc.	426

Advertising	
Ads Run	3
Reach (unique accounts)	3,793
Link Clicks	415



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

- May 2022 - New catalog discovery layer, Aspen, implemented.
- June 2022 - NOLS begins recognizing Juneteenth with a one day closure.
- December 2022 - Hours were limited at all branches for one week of December due to inclement weather.
- February 2023 - Hours were limited at all branches for several days due to inclement weather.
- May 2023 - Bookmobile makes first pop-up visits.





# Monthly Activity Report

Meeting Date: June 22, 2023  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for May 2023

## Port Angeles Main Library

*Jina Felton, Port Angeles Operations Manager*

Youth Services Librarians Jennifer L. and Clair D. focused on a number of outreach events:

- Performed visits to seven schools (265 students) to deliver book bags and books (Say Something! By Peter Reynolds) to every first grader in Port Angeles. Students were thrilled to receive their own copy of the book.
- All 2nd graders from Roosevelt Elementary (57 students) visited the library. Jennifer talked about library services, book care and read a story while Clair helped students find books. Students received a Friends of the Library bag and signed up for library cards.
- Jennifer and Clair visited to two Headstart classrooms and performed storytimes for 43 kids.
- The Children's Montessori School (27 students with additional teachers and parent helpers) also visited to learn about the Port Angeles Main Library, book care, heard a story, and had a tour with Youth Services Librarian Jennifer. They also received new library cards and checked out books. Each student received a Friends of the Library book bag. In appreciation of the Library, students collected pennies all school year and donated their savings of \$196.57 to the library. They shared stories of various ways they earned their pennies--by making their bed, helping with chores, making smoothies, weeding gardens, and so much more!



Other events during the month of May included:

- NorthStar Digital Literacy Class presented by Samantha Salazar, WorkSource of Clallam County – 3 participants at 3 events
- Teen Lit Bags – 26 participants in PA
- Teen Advisory Board – 1 participant
- Financial Aid Workshop presented by United Way of Clallam County – 8 participants at 3 events
- Second Tuesday Book Group– 3 participants
- Wednesday Evening Book Group – 5 participants

Staff also spent time on professional development activities such as watching the required annual training Preventing Harassment and Discrimination in the Workplace, webinars on new features for existing online resources, handling complaints about content, and dealing with microaggressions.

## **Sequim Branch Library**

*Emily Sly, Library Manager*

May is always a fun month in Sequim with the first two weeks of the month filled with Irrigation Festival activities. Family Fun Day was held at Carrie Blake Park and staff offered activities at the NOLS booth, along with promoting the Sequim Expansion and Renovation Project. NOLS Bookmobile was in the Irrigation Festival Grand Parade, with staff and Board members walking, waving and tossing candy. Irrigation Festival is one of the highlights of the year, seeing so many community members and hearing a lot of positive feedback about the library.



Library programs at the Sequim Branch included Teen Board Game and Art Night, Teen Advisory Board, Teen Lit Bags, Second Saturday Book Discussion Group. Intentional Aging and Novel Conversations Book Discussion Group took place on Zoom.

New NOLS staff members visiting the Sequim Branch for orientation included Amy H. and Jonah H. Youth Services Librarians Kristine T. (Forks) and Clair D. (PA) spent time in Sequim weeding their collection areas. Charlotte M. spent time in Port Angeles and Clallam Bay for collection weeding and maintenance.

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 S. participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, Chamber of Commerce meeting and Public Communications.

**Sequim Expansion and Renovation Project** - The Sequim Project Team met with SHKS Architects and with Common Great capital campaign consultants. Noah G. and Emily S. met with a representative from The Benjamin Phillips Foundation to update the grantor about the project status. The Team continued to work on exploring funding options and grants.

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

*Troi K. Gale, Library Manager*

#### *Daily operations:*

- Youth Services Librarian Kristine T. and Public Service Specialist Dave M. attended a Youth Mental Health First Aid training in Port Angeles.
- West End public service staff watched the Beanstack training video and completed the associated tasks to start promoting the Summer Reading Program.
- Most West End Public Services Staff watched Preventing Harassment & Discrimination in the workplace training.
- Public Service Lead Jennifer S. started training new Public Service Specialist Arriana M. on NOLS procedures and integrated library system software, Polaris.
- Additional training that West End staff participated included:
  - Role of Rural Libraries in Promoting Digital Health Literacy
  - Library safety and security: holistic approach
  - Ryan Dowd Prejudice: How to respond to prejudicial comments from customers



*Programming:*

- Kristine T. prepared 7 Teen Lit Bags in Forks and 7 Teen Lit Bags in Clallam Bay. Mary G. prepared 33 in Neah Bay.
- 6 teens attended Anime and Manga Club.
- 6 Teen Advisory Board members attended the meeting in Forks and assisted with preparing a craft for children to complete at Nature Day.
- 1 patron attended the No Pressure Book Club.

*Outreach:*

- Community Librarian Mary G. and Community Outreach Specialist Jeremy M. visited the Hoh Tribal Library with a StoryCraft about a crab.



- Jeremy M. continues to coordinate a rotating selection of art pieces from local artists for the Community Arts display case. During May, the Forks Branch was honored to showcase the work of local artist Teresa Falkenberg.





- Kristine T. presented storytimes at Forks Elementary ECEAP and Makah Headstart.
- Kristine T. and Jeremy M. provided the pop-up library at Neah Bay High School and delivered the teen lit bags.

#### *New Staff:*

- Arriana M. filled the part-time Public Services Specialist position that was left vacant when Jeremy M. was promoted to Community Outreach Specialist.

#### *Library Manager:*

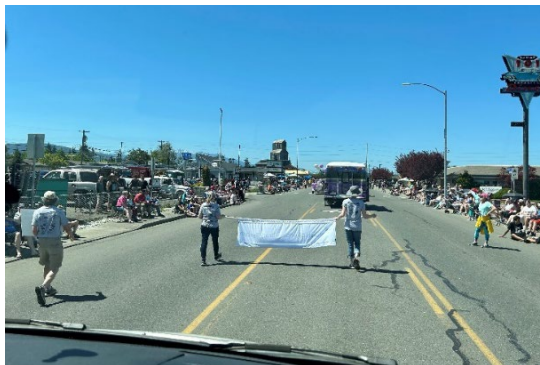
- Started to provide training to Bookmobile drivers
- Started to provide training to the new Public Services Specialist, in coordination with the Public Services Lead
- Attended Forks Friends of the Library Meeting
- Provided onboarding training to one staff member for the Equity, Diversity, and Inclusion Team
- Continued training for the new West End Community Outreach Specialist
- Met with community partners in various capacities
- Hosted visits from NOLS Admin Staff including new Finance Manager Amy H.
- Continued to refine procedures and operations for the Bookmobile, including ample meetings with staff stakeholders
- Visited Neah Bay, La Push, and Hoh areas with the Bookmobile, as noted in the Outreach section

- Participated in the initial review of the Accessibility Site Survey results
- Attended various meetings for workgroups, teams, and department work

### **Bookmobile Outreach Services**

*Troi Gale, WE Library Manager & Meghan Sullivan, Public Services Director*

- Port Angeles Community Outreach Specialist Kristin O. and Public Services Director Meghan S. brought the Bookmobile to its public debut at the 128<sup>th</sup> Sequim Irrigation Grand Festival Parade. NOLS Board of Trustees (Bert Caldwell and Cindy Ross) joined Sequim Branch Library staff (Alisa W., Emily S., Jessica R., and Liz D.), Executive Director Noah G., HR & Business Manager Shaina R., and Finance Manager Amy H..



- West End Community Outreach Specialist Jeremy M. and West End Library Manager Troi G. brought the Bookmobile to the Quileute Tribe's Elder's Week celebration in La Push. They provided library materials, gift books, activities for all ages, and signed up community members for new library cards.



- Youth Services Librarian Kristine T. and Troi G. visited the Makah Boys and Girls Club. Troi facilitated a visit on the Bookmobile and Kristine facilitated an activity based on Japanese-American artist Ruth Asawa's work and read *A Life Made by Hand: The Story of Ruth Asawa* by Andrea D'Aquino.
- West End Community Outreach Specialist Jeremy M. and West End Library Manager Troi G. brought the Bookmobile to the Hoh River Tribal Library and provided customer service to residents. Multiple card holders were able to resolve issues on their accounts and resume accessing Library Services.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* HVAC controls maintenance and lighting program repair; reconfigured Admin work area; painted interior wall; limbed-up low hanging tree branches and removed tent caterpillar nests from birch trees; installed flower baskets; weeded and mowed lawn.

*Sequim Library:* Swept parking lot and repainted stripes; installed sun shade over stage; cleaned refrigerator; mowed lawn.

*Forks Library:* HVAC maintenance; removed carpet stains; cleaned windows; weeded landscape.

*Clallam Bay Library:* HVAC maintenance and filter change; installed flower baskets; mowed lawn.

*Vehicles:* Seasonal tire swap and oil change for red Subaru; washed bookmobile for parade, prepared request for bids for new EV.

*Other:* Checked emergency lights and fire extinguishers; repaired vacuum; repaired lawn mower; disposed surplus items and wooden pallets; disposed yard debris; Brian attended an MRSC training on public works procurement strategies and a safety committee meeting; staff took some time away from work.

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

*Shane Miller, Information Technology Manager*

Here are some highlights from IT for the month of May.

Bookmobile:

- Conducted stress testing and adjusted Bookmobile tech for county-wide roaming.
- Made changes to Bookmobile configuration to improve staff resource availability.
- Purchased and implemented tech-related equipment for the Bookmobile.
- Updated Bookmobile web page with upcoming events and activities.

Training and Professional Development:

- In addition to attending the IUG as noted further below, focused on artificial intelligence; attended Microsoft Build and the UW seminar “AI & Implications for Public Policy”.

Beanstack Support:

- Assisted Beanstack team in creating staff training documentation.
- Conducted staff training sessions on administrative portal usage.
- Attended drop-in sessions by Beanstack team to address staff questions.

Innovative Users Group (IUG) Conference:

- Shane and IT Systems Administrator Alex M. attended the conference hosted by Innovative, the provider of the Library’s integrated library software (ILS, Polaris). They gained insights, training, and meaningful connections with vendors and peers.
- Explored phone notification solutions, improved Polaris support, and received database maintenance training.



## Miscellaneous:

- Continued yearly inventory and included Jonah H. in the process as part of his orientation.
- Completed maintenance tasks at branches.
- Deployed two additional computers to Clallam Bay Branch.
- Upgraded QuickBooks.
- Documented and tested the phone system in preparation for the upcoming rollout.

## Technical Services Department

*Erin Shield, Collection Services Manager*

Courier Jan S. was the “Librarian Without Borders” (LWOB) in Tech Services in May. Although integral members of the Tech Services team, couriers don’t often overlap with coworker functionality in the department so finding out how acquisitions and cataloging processes work will be helpful background moving forward.

1247 physical items were processed and available for customers in the month of May. 163 print materials were repaired. 52 media items were resurfaced or repaired to extend their lives. 90 physical donations were made and added to the collection. 807 totes were moved between NOLS’ branches by the couriers, and another 22 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 225 InterLibrary Loan requests for NOLS’ patrons and 113 loans out to other libraries.

Technical Services staff participated in tasks related to Safety Committee, Collection Management Team, Web Team, Outreach, ILS Team, SQ Library project, All Staff Day Committee, ILS Team, Bookmobile, and Management Team. Erin participated in the Innovative Users Group conference in Phoenix.

## Work Group Highlights

*All Managers*

Accomplishments, new team members, milestones met during past month:

- Beanstack Team: created new training videos and documents for public service staff along with a hands on, self-guided training activity, hosted drop-in sessions to answer questions and collect feedback, and created the Summer Reading Challenge for online interaction by community members.
- Web Team: worked closely with PubCom to help develop web pages for the 2023 Summer Reading Program (SRP) and manage our online calendar to help organize and display events. In preparation for SRP, Web Team updated web materials to help

provide information about program dates, how to register for the Summer Reading challenge, and how to win prizes.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, HR & Business Manager*

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

- Management Team meetings
- All Staff Training Day planning meeting
- Public Employee Benefits Board (PEBB) Contract Renewal

#### **Recruitments:**

- Public Services Specialist – FO/CB
- Public Services Specialist – PA
- Public Services Specialist – SQ

#### **New Hires:**

- Arriana Moccandine – Public Services Specialist – FO/CB

#### **Separations:**

- Becky Martin – Public Services Specialist – PA

## **Marketing and Communications**

*Karyn Bocko, Marketing and Communications Manager*

News Releases & Articles:

- 5 news releases were sent.
  - 2 ongoing programs
  - 3 new programs for Pride Month in June
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette included six book recommendations and noted the Library’s participation in Irrigation Festival where visitors could view new Sequim Library floorplans and renderings.
- Following the April 26 Community Meeting for the Sequim Library Renovation and Expansion Project, the article “Bids for Sequim Library Expansion Planned for Fall” was published on May 1 in the Peninsula Daily News and May 3 in the Sequim Gazette.
- UnofficialNetworks.com, a ski destination and mountain news website, published a May

II article “Olympic National Park’s Ski Area Loses Base Lodge to Fire” that included NOLS Facebook post showcasing archival resources.

#### Social Media:

- Posted 59 pieces of content across Facebook, Instagram, and YouTube.
- May’s top post on Facebook was about the fire at the Hurricane Ridge Day Lodge, and the historic photos and articles in the Library’s archives, garnering a 32,975 reach (5378% higher than NOLS median post reach), and 1,079 post reactions (8892% more reactions than NOLS median post), 111 comments, 150 shares, and 45 link clicks.



- Other well-performing posts included a boosted post and ad for the #GiveBIG fundraising campaign for the Sequim Library project; a video of the Bookmobile in the Irrigation Festival Parade; and a series of Sequim Branch Library staff holding up book recommendations. A prompt for followers to use emojis to describe a book they’re reading sparked interaction with 48 comments on Facebook and Instagram.

## **Public Service Director's Report**

*Meghan Sullivan, Public Services Director*

- Participated in Bookmobile Service Project activities including Project Team meetings; Sequim Irrigation Festival Parade; continued collection, technology, and work flow testing; and met with Brenda McGuigan, Coordinator Anywhere Library for Timberland Regional Library System
- Participated in Sequim Expansion and Renovation Project activities including meetings with SKHS Architects and the Sequim Community Presentation
- Participated in recruitment activities for the WE Public Services Specialist (PSS) position.
- Routine Site Visit to Clallam Bay Library
- Attended the Sequim EOC Operational Area Meeting
- Attended monthly Washington State Libraries Deputy/Assistant Director Meeting
- Attended West Sound STEM Network Implementation Team Meeting
- Met with Mary Beth Gregory from Clallam County United Way and Troi Gale
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Collection Management Team, Programming Team, Health & Safety Team, ILS Team, Beanstack Team, Programming Team, Port Angeles Staff, and One-on-One meetings

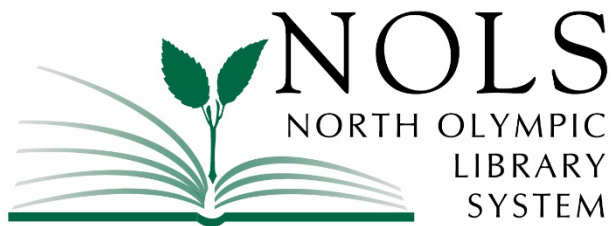
## **Executive Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Sequim Library Expansion and Renovation Project
  - Met with Sequim staff to provide updates and collect feedback
  - Met with architects to refine design
  - Met with project supporters and donors
  - Completed Department of Commerce grant application for EV charging
- Began review of the Accessibility Survey findings
- Worked on development of a training checklist for all new staff
- Met with Kareen Borders, Executive Director of West Sounds STEM, and Angela Jones, from the Bill and Melinda Gates Foundation to discuss work NOLS is doing and possible opportunities to partner.
- Met with Tim Binschus, the new Union Staff Representative.
- Assisted with planning for World AIDS Day art exhibit
- Participated in the Sequim Irrigation Festival Parade
- Attended Uptown Arts District meeting
- Coordinated rearrangement of Admin work area to make space for new workstation for Marketing Specialist. Also conducted thorough cleanout of materials and furniture in Director's office.
- Covered Marketing and Communications Manager tasks for first half of month
- Routine Branch Manager and Management Team Meetings





## Highlight Log

May 2023

*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.*

### **05/02/2023 – Port Angeles**

Somebody has been working at the new Community Puzzle Table! Two sides are done and interior pieces are being grouped and organized.

### **05/03/2023 – Sequim**

A patron congratulated NOLS on the DVD collection. She wanted Erin to know she is doing a great job and she was able to find all the titles she was looking for.

The next patron was happy about Libby audiobooks and told me how wonderful it was for a person living with chronic pain to be able to access audiobooks without going anywhere. She is spreading the word to everyone in her support group.

### **05/05/2023 – Port Angeles**

Patron browsing New Nonfiction shared that they are so glad to see the selection of new books here - all of the resources and important topics being covered - "thank you!"

### **05/03/2023 – Port Angeles**

Patron donated \$5 and said, "Having access to the computers here is an invaluable resource!"

### **05/06/2023 – Port Angeles**

Overheard two siblings opening their Teen Lit Bags: "Popcorn?! Cool!!!"

### **05/08/2023 – Port Angeles**

A couple visiting from the East Coast just stopped in to tell us how much they enjoyed all the poems on their hikes today.

### **05/09/2023 – Port Angeles**

I signed a teen up for a library card and told them about teen programs and activities. They were SO excited and said "cool!" many times. They also registered to receive Teen Lit Bags and said, "that was so easy!"

**05/09/2023 – Port Angeles**

While visiting first grade classrooms at Roosevelt Elementary this afternoon for Celebration of the Book, one student asked, "If I go to the library right after school... will it be open???" When I told them yes, the entire class cheered.

**05/10/2023 – NOLS**

Sarah M. and Audra D. quickly searched the Library's digital archives and vertical file to find some great historic images and articles about the Hurricane Ridge Lodge that was recently destroyed. The content was shared on social media and has received a lot of positive engagement, including being shared by the National Park.

**05/11/2023 – Sequim**

Its 10:04 am and we already have 5 of the 6 computers busy. Someone is at the copier. A person has turned in a snag. Another person has picked up their holds. One person has already finished a print job. Someone else has asked what their email password is. Three people are browsing. A typical start to the day! It's nice to be popular!

**05/11/2023 – Sequim**

A Sequim patron set up a chess board at one of the branch tables with a handwritten sign that said "Play me." The patron shared that he is tired of playing against people online...he wants to sit across from someone to interact in person and appreciate their strategy. Within the hour, another patron sat down and played a game! Yay for community building!

**05/11/2023 – Port Angeles**

Becki helped a patron locate a book he had struggled to find, he was very grateful. I helped him at checkout and saw that he had items on hold, I retrieved them and got those checked out for him as well. He said that everyone at the library is always so helpful and kind, that he is always touched by our efforts to help people. He wanted us all to know how much he appreciates us being here for the community.

**05/12/2023 – Port Angeles**

At a Celebration of the Book classroom visit to Crescent School this morning, students were excited to talk with a librarian again (they had a field trip earlier in the school year) and learn more about the library. Questions about how the library gets all our books, how many books NOLS has (too many for one entire building!), and the library's security system had all the kids excited to come to the Port Angeles Library again.

**05/15/2023 – Port Angeles**

A patron came up to the front desk to thank NOLS - he requested an obscure publication that is a companion to a track of Pilgrim's Progress and the ILL team was able to find it and procure it for him. He was so impressed and extremely grateful! Thank you ILL team!

**05/16/2023 – NOLS**

During the monthly Resilience Month planning meeting, members of the group mentioned how thrilled they are with the variety of programs and events that NOLS hosts and takes part in :) They were giddy talking about the library!

**05/16/2023 – Sequim**

My mom attends the virtual monthly Intentional Aging programs (hosted by Corrina with co-pilot Ellen) and after every program I get a text saying "Oh, that Corrina is just so wonderful! Today was a great program!". Today was no different and I received the usual "Oh, that Corrina is just the best! I really liked the program today!" text around lunchtime.

**05/22/2023 – Port Angeles**

Witnessed a young patron walk up to the hold shelf to grab their book. When they saw the title, they gave a fist-pump, whispered "Yes!" and rushed over to the self check-out station.

**05/23/2023 – Port Angeles**

The first puzzle at the Community Puzzle Tables has been completed! Staff observed a number of different people participating, and patrons checked with staff to make sure the completed puzzle would be left out for a few days for viewing. Although the first interaction was when someone stole the companion poster, there were several positive interactions and engagement. Patrons particularly loved the location at the table in the main alcove. A new puzzle with fewer but larger pieces is now out. Come take a look!

**05/23/2023 – Port Angeles**

After overhearing a mother and her young daughter talking about cookbooks while on the children's catalog computer, I showed them to the cookbook section for children. The little girl found the book she liked and excitedly shouted what she's going to make first.

**05/25/2023 – Port Angeles**

A patron came up to the front desk, she was looking for a book that her granddaughter wants to read and she wanted to read it along with her. I was able to assist her in finding the book on the shelf. She was excited to be able to have this book connection to bond with her granddaughter.

**05/25/2023 – Forks**

A couple visiting from out of town stepped inside and were immediately drawn to Dianne's awesome Summer Drinks display. One exclaimed "I love this area!" They looked enthusiastically through several of the display books together and noted a couple recipes.

**05/25/2023 – Port Angeles**

Regular patron, Greg, asked me for help finding definitions in the dictionary. We took a moment to talk about the definitions, what made the words similar, and how to use them properly in a sentence. I could really see his face light up when he had the "AHA!" moment when the words made sense to him. I felt so grateful to have this interaction with Greg, he seems to be struggling so often but he was in good spirits today. It was very pleasant to have a positive connection!

**05/26/2023 – Port Angeles**

We received a call today from a Poetry Walks fan who lives in Oregon, who had just experienced the program along several hikes on a recent trip up to the Peninsula--he and his wife enjoyed the poems so much that he took photos of the signs along the hikes and wanted to make sure it is alright if he shares them at an upcoming Poetry Sunday in his community, giving credit to NOLS and Olympic National Park for the program. He said he knows others will appreciate the selection of poems as well and is excited to share them!

**05/26/2023 – Sequim**

A patron came up to the desk to say how much they appreciate the Library purchasing and providing access to several new books with transgender authors and featuring gender diversity (gesturing to the new adult fiction and nonfiction cart.) Go adult selectors!

**05/26/2023 – Port Angeles**

Our very own Librarian Sarah Morrison was asked to be a guest lecturer at the UW iSchool! Today she spoke to 20 students over Zoom and imparted all the wisdom we get from her here at NOLS!

**05/30/2023 – Sequim**

A patron stopped me and asked to relay to staff that they really appreciate all of the Pride items displayed throughout the library. They seemed sincerely moved by NOLS effort.

**05/30/2023 – Port Angeles**

A patron had many questions about hoopla after receiving the notification about the limit change. In reply to the answers, they sent: "Thanks for all the detail! 🙏 I appreciate the access and will keep using... Keep up all the great things NOLS does for this community. We appreciate you, your staff, e-access and the brick and mortar, bound and audiobooks you provide!"