



**Board of Trustees Regular Meeting**  
Thursday, September 28, 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 August 24, 2023
4. Communications
5. Public Comments
6. Financial Reports: August 2023
7. Approval of Vouchers: August 2023
8. Unfinished Business  
None

9. New Business
  - N.1. Verbal update regarding NOLS' Bookmobile
  - N.2. Background Information: Budget/Levy/Fiscal Planning (no action)
  - N.3. NOLS 2024 Budget Guidelines
10. Reports
  - R.1. Monthly Statistics Reports: August 2023
  - R.2. Customer Comments: August 2023
  - R.3. Highlight Log: August 2023
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 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.*
13. Next meeting: 5:30pm, Thursday, October 26, 2023
14. Agenda items for next meeting
15. Adjournment

### Upcoming Board meetings

| <u>Date</u>                         | <u>Time</u> |                 | <u>Location</u>           |
|-------------------------------------|-------------|-----------------|---------------------------|
| Thursday, October 26, 2023          | 5:30pm      | Regular meeting | Forks Branch Library      |
| Thursday, <b>November 16</b> , 2023 | 5:30pm      | Regular meeting | Port Angeles Main Library |

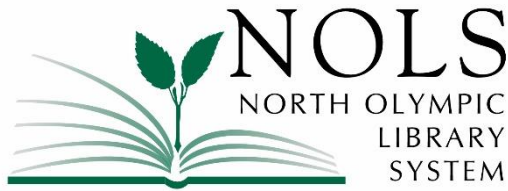
*Note: no regular Board meetings scheduled in July or December.*

**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 3pm 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 Friends of Sequim Library Store.<br>Annual Meeting is held in January, date/location usually announced in December. |

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



Board of Trustees Regular Meeting  
Thursday, August 24, 2023 5:30pm  
Clallam Bay Branch Library

## MINUTES

1. Call to order, roll call and introductions

Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Ian Miller and Bert Caldwell. Library staff present: Public Services Director Meghan Sullivan, HR & Business Manager Shaina Rajala, West End Library Manager Troi Gale.

2. Approval of agenda

*Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Ms. Ross. Motion carried.*

3. Approval of minutes for regular meeting of June 22, 2023

*Motion by Ms. Ross to approve the minutes from the June 22, 2023 regular meeting. Motion seconded by Mr. Miller. Motion carried.*

Approval of minutes for special meeting of July 17, 2023

*Motion by Mr. Caldwell to approve the minutes from the July 17, 2023 special meeting. Motion seconded by Ms. Ross. Motion carried.*

4. Communications

5. Public Comments

6. Financial reports: June and July 2023

*The financial reports for June and July 2023 were accepted as presented.*

7. Approval of vouchers: June 2023

*Motion by Ms. Pelikan to approve the June 2023 vouchers, numbered #535 through #659, in the amount of \$508,467.99. Motion seconded by Mr. Miller. Motion carried.*

Approval of vouchers: July 2023

*Motion by Ms. Pelikan to approve the July 2023 vouchers, numbered #670 through #784, in the amount of \$536,409.58. Motion seconded by Mr. Caldwell. Motion carried.*

8. Unfinished Business

*None*

9. New Business

N.I. Election of Officers and Confirmation of Committee Assignments

The Board of Trustees agreed to keep all committee assignments the same for 2023-2024.

10. Reports

R.1. Monthly Statistics Reports: June and July 2023

R.2. Monthly Activity Reports: June and July 2023

R.3. Customer Comments: June and July 2023

R.4. Highlight Log: June and July 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 agendaize a matter of business on a future agenda.*

13. Next meeting: 5:30pm, Thursday, September 28, 2023 at the Forks Branch Library

14. Agenda items for next meeting

15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:24pm

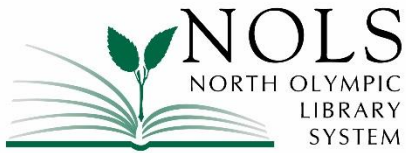
“Nurturing imagination, connection, and understanding,  
to improve lives and strengthen community.”

NOLS Mission Statement  
Adopted 11/22/16

**CERTIFIED AS TRUE AND CORRECT**

\_\_\_\_\_  
Chair

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



## Staff Report

Meeting Date: September 28, 2023  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for August 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 several generous donations to the Sequim Future Library, including \$23,800 from Cathy L Grant, \$2,591 from Randy and Sallie Radock, and \$1,000 from Mark Ashley. Other donations include \$5,000 from Port Angeles Friends of the Library and \$1,000 from Richard and Crystal Sherman. NOLS is grateful to its contributors for their generosity!

NOLS received a Federal pass-through grant of \$41,000 for the United Way AIM Higher Financial Aid Pilot Program that ran from October 2022 through June 2023. The grant reimburses NOLS and United Way of Clallam County for funds expended.

### **Expenditures:**

- \$63,317.23 for the PA Lighting Project was transferred from the 2023 Capital Budget to the PA Capital Reserve account.
- The insurance policy payment to Enduris for 2023-24 is \$107,265, which is an 11.28% increase from the previous year.
- Lease payments for the Sequim temporary space have started and will be \$6,500 per month.

Other expenditures are within the expected range for this time of year.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$281,157 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in August are \$346,284.

Of the \$280,947 in electronic transfers, \$210 was paid to the DOR for Sales and Use Tax (Voucher 834).

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



## Revenue Report

August 31, 2023

| Operating Revenue                 |                  |                |                  | 8/12ths is       | 66.7%       |
|-----------------------------------|------------------|----------------|------------------|------------------|-------------|
|                                   | Budgeted         | Current        | YTD              | Difference       | Percent     |
| Taxes                             | 4,665,000        | 41,136         | 2,843,362        | 1,821,638        | 61.0        |
| Intergovernmental Revenues        | -                | 51,928         | 51,928           | (51,928)         | -           |
| Goods and Services                | 11,955           | 1,381          | 7,203            | 4,752            | 60.3        |
| Library Fees                      | 10,000           | 1,195          | 11,714           | (1,714)          | 117.1       |
| Miscellaneous Revenues            |                  |                |                  |                  |             |
| Pool Fund Investment Interest     | 220,000          | 42,542         | 263,543          | (43,543)         | 119.8       |
| Investment Interest (net of fees) | -                | -              | -                | -                | -           |
| Facilities Leases (Short Term)    | 1,800            | 270            | 953              | 848              | 52.9        |
| Private Grants and Donations      | 163,500          | 28,880         | 331,418          | (167,918)        | 202.7       |
| Other Miscellaneous Revenue       | 52,200           | 1,164          | 103,823          | (51,623)         | 198.9       |
| Total Miscellaneous Revenues      | 437,500          | 72,856         | 699,737          | (262,237)        | 159.9       |
| Nonrevenues (excise taxes)        | 750              | 100            | 662              | 88               | 88.2        |
| Transfers In                      | 914,480          | -              | -                | 914,480          | -           |
| <b>Total Operating Revenue</b>    | <b>6,039,685</b> | <b>168,596</b> | <b>3,614,605</b> | <b>2,425,080</b> | <b>59.8</b> |

| Capital Revenue                    |          |               |                |          |          |
|------------------------------------|----------|---------------|----------------|----------|----------|
| Timber Revenues (received in 2023) | -        | 46,294        | 323,641        | -        | -        |
| <b>Total Capital Revenue</b>       | <b>-</b> | <b>46,294</b> | <b>323,641</b> | <b>-</b> | <b>-</b> |

|                             |  |                |                  |  |  |
|-----------------------------|--|----------------|------------------|--|--|
| <b>Grand Total Revenues</b> |  | <b>214,890</b> | <b>3,938,246</b> |  |  |
|-----------------------------|--|----------------|------------------|--|--|



## Expenditure Report

### August 31, 2023

|  |                  |                |                  | 8/12ths is       | 66.7%       |
|--|------------------|----------------|------------------|------------------|-------------|
| Operating Expenditures                               | Budgeted         | Current        | Year To Date     | Difference       | Percent     |
| <i>Personnel</i>                                     |                  |                |                  |                  |             |
| Salaries and Wages                                   | 3,138,541        | 245,494        | 1,941,576        | 1,196,965        | 61.9        |
| Benefits   | 1,323,588        | 93,686         | 777,896          | 545,692          | 58.8        |
| <b>Total Personnel</b>                               | <b>4,462,129</b> | <b>339,180</b> | <b>2,719,472</b> | <b>1,742,657</b> | <b>60.9</b> |
| <i>Supplies</i>                                      |                  |                |                  |                  |             |
| Supplies, Office and Operating                       | 108,275          | 12,446         | 83,204           | 25,071           | 76.8        |
| Fuel   | 19,300           | 455            | 5,464            | 13,836           | 28.3        |
| Merchandise for resale                               | 1,800            | 10             | 53               | 1,747            | 2.9         |
| Collection Materials                                 | 480,000          | 48,772         | 191,378          | 288,622          | 39.9        |
| Small Tools/Equip (<\$200)                           | 1,450            | 68             | 560              | 890              | 38.6        |
| <b>Total Supplies</b>                                | <b>610,825</b>   | <b>61,752</b>  | <b>280,659</b>   | <b>330,166</b>   | <b>45.9</b> |
| <i>Services</i>                                      |                  |                |                  |                  |             |
| Professional Services                                | 400,539          | 17,376         | 175,900          | 224,639          | 43.9        |
| Communication  | 156,072          | 12,136         | 89,095           | 66,977           | 57.1        |
| Travel   | 24,300           | 229            | 18,826           | 5,474            | 77.5        |
| Taxes and Operating Assessments                      | 6,000            | -              | 5,305            | 695              | 88.4        |
| Operating Rentals and Leases                         | 9,215            | 100            | 3,360            | 5,855            | 36.5        |
| Insurance  | 114,000          | 107,265        | 108,666          | 5,334            | 95.3        |
| Public Utilities                                     | 96,100           | 7,315          | 61,635           | 34,465           | 64.1        |
| Repair and Maintenance                               | 145,710          | 1,144          | 30,939           | 114,771          | 21.2        |
| Miscellaneous Services                               | 13,245           | 633            | 15,144           | (1,899)          | 114.3       |
| <b>Total Services</b>                                | <b>965,181</b>   | <b>146,198</b> | <b>508,870</b>   | <b>456,311</b>   | <b>52.7</b> |
| <i>Intergovernmental Services</i>                    | 800              | 2              | 158              | 642              | 19.8        |
| <i>Nonexpenditures (excise taxes) <sup>(1)</sup></i> | 750              | 114            | 605              | 145              | 80.6        |
| <i>Debt Repayment - Sequim Lease</i>                 | -                | 8,465          | 8,465            | (8,465)          | N/A         |
| <b>Total Operating Expenditures</b>                  | <b>6,039,685</b> | <b>555,711</b> | <b>3,518,229</b> | <b>2,529,921</b> | <b>58.3</b> |

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

| Capital Outlays                     | Budgeted         | Current        | Year To Date     | Difference       | Percent     |
|-------------------------------------|------------------|----------------|------------------|------------------|-------------|
| Buildings and Structures            | 187,900          | 6,750          | 145,400          | 42,500           | 77.4        |
| Other Improvements                  | 72,050           | 32,509         | 34,772           | 37,278           | 48.3        |
| Machinery & Equipment               | 286,775          | 761            | 120,324          | 166,451          | 42.0        |
| Construction of Capital Assets      | 1,738,285        | 48,869         | 461,020          | 1,277,265        | 26.5        |
| <b>Total Capital Outlays</b>        | <b>2,285,010</b> | <b>88,889</b>  | <b>761,517</b>   | <b>1,523,493</b> | <b>33.3</b> |
| <b>Grand Total All Expenditures</b> | <b>8,324,695</b> | <b>644,600</b> | <b>4,279,746</b> | <b>4,053,415</b> | <b>51.4</b> |





## Account Balances

August 31, 2023

|   | Beginning<br>Balance             | Transfers<br>In/(Out) | Current<br>Income | Current<br>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>           | 1,536,369                        | -                     | 46,294            | -                  | 1,582,663      |
| Operating Reserve <sup>(3)</sup>              | 574,077                          | -                     | -                 | -                  | 574,077        |
| PA Capital Reserve <sup>(4)</sup>             | 383,105                          | (63,317)              | 4,928             | 31,171             | 293,545        |
| Sequim Capital Project Acct. <sup>(4)</sup>   | 1,477,552                        | -                     | -                 | 55,790             | 1,421,762      |
| Capital Budget - 2023 <sup>(4)</sup>          | 63,849                           | 63,317                | -                 | 2,100              | 125,067        |
| <i>Total Board Designated Accounts</i>        | 5,341,971                        | -                     | 51,222            | 89,061             | 5,304,132      |
| <i>Grants and Donations</i>                   |                                  |                       |                   |                    |                |
| NOLS Donations Fund                           | 84,212                           | -                     | 1,065             | 116                | 85,161         |
| NOLS Materials Fund                           | 14,780                           | -                     | -                 | 49                 | 14,731         |
| Francis Bode Materials Fund                   | 23,793                           | -                     | -                 | -                  | 23,793         |
| Margaret Bode Materials Fund                  | 26,058                           | -                     | -                 | -                  | 26,058         |
| Systemwide Programming Fund                   | 771                              | -                     | -                 | 4,795              | (4,024)        |
| Port Angeles Donations Fund                   | 7,850                            | -                     | 16                | -                  | 7,866          |
| Port Angeles Friends Donations                | 27,661                           | -                     | 5,000             | 1,637              | 31,024         |
| Sequim Donations Fund                         | 41,469                           | -                     | 13                | 495                | 40,987         |
| Sequim Friends Donations                      | 21,601                           | -                     | -                 | 176                | 21,425         |
| Forks Donations Fund                          | 2,176                            | -                     | 22                | -                  | 2,198          |
| Forks Friends Donations                       | 1,743                            | -                     | -                 | 221                | 1,523          |
| Clallam Bay Donations Fund                    | 6,816                            | -                     | 3                 | -                  | 6,819          |
| Clallam Bay Friends Donations                 | 1,328                            | -                     | -                 | 72                 | 1,256          |
| Streett Memorial Gift Fund                    | 5,497                            | -                     | -                 | -                  | 5,497          |
| Sequim Future Library Donations               | 507,733                          | -                     | 28,751            | -                  | 536,484        |
| Bookmobile Donations                          | 1,438                            | -                     | 11                | -                  | 1,448          |
| <i>Total Grants and Donations</i>             | 774,927                          | -                     | 34,880            | 7,445              | 802,246        |
| <i>Unclaimed Property Account</i>             | 2,662                            | -                     |                   |                    | 2,662          |
| <i>Total Designated Cash</i>                  | 6,119,560                        | -                     | 86,102            | 96,505             | 6,109,040      |
| <i>Undesignated Cash Operating Funds</i>      | 3,157,113                        | (424,551)             |                   |                    | 2,732,562      |
| <b>Total WA State Local Investment Pool</b>   | 9,276,673                        | (424,551)             | 86,102            | 96,505             | 8,841,602      |

Notes:

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



## Account Balances

August 31, 2023

|  | Beginning<br>Balance | Transfers<br>In/(Out) | Current<br>Income | Current<br>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>10,256,169</b>    | <b>(424,551)</b>      | <b>86,102</b>     | <b>96,505</b>      | <b>9,821,098</b> |
| <b>Cash</b>  |                      |                       |                   |                    |                  |
| <b>Cash Operating Funds</b>                              |                      |                       |                   |                    |                  |
| Cash held by County Treasurer                            | -                    | -                     |                   |                    | -                |
| <b>Imprest Accounts</b>                                  |                      |                       |                   |                    |                  |
| Revolving Fund (FF 1503)                                 | 6,000                | -                     | -                 | -                  | 6,000            |
| Payroll Account (US Bank 1301)                           | 200                  | 281,157               | -                 | 281,157            | 200              |
| Merchant Account (FF 7401)                               | 1,000                | (4,910)               | 4,910             | -                  | 1,000            |
| <b>Branch Change Funds</b>                               |                      |                       |                   |                    |                  |
| Port Angeles   | 180                  | -                     | -                 | -                  | 180              |
| Sequim   | 170                  | -                     | -                 | -                  | 170              |
| Forks  | 50                   | -                     | -                 | -                  | 50               |
| Clallam Bay  | 50                   | -                     | -                 | -                  | 50               |
| <b>Total Branch Change Funds</b>                         | <b>450</b>           | <b>-</b>              | <b>-</b>          | <b>-</b>           | <b>450</b>       |
| <b>Total Imprest Accounts</b>                            | <b>7,650</b>         | <b>276,247</b>        | <b>4,910</b>      | <b>281,157</b>     | <b>7,650</b>     |
| <b>Total Cash</b>  | <b>7,650</b>         | <b>276,247</b>        | <b>4,910</b>      | <b>281,157</b>     | <b>7,650</b>     |
| <b>Total Cash and Investments</b>                        | <b>10,263,819</b>    | <b>(148,304)</b>      | <b>91,012</b>     | <b>377,662</b>     | <b>9,828,748</b> |

Notes:

(5) Bequests designated for specific use by donor.



## Voucher Approval for August 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 #785 through #900 are approved in the amount of \$644,612.87 this 28th day of September 2023.

|                  |                           |
|------------------|---------------------------|
| _____<br>Trustee | _____<br>Trustee          |
| _____<br>Trustee | _____<br>Trustee          |
| _____<br>Trustee | _____<br>Library Director |

| No. | Claimant                     | Purpose  | Amount     |
|-----|------------------------------|--|------------|
| 785 | ADP Tax/Financial Services   | Payroll and Payroll Tax (PPE 07-31-2023) - EFT 1016                            | 236,088.59 |
| 786 | ADP, LLC                     | Payroll Services - Payroll Processing Fee (PPE 06-30-2023) - NOLS              | 876.94     |
| 787 | Alliance 2020 Inc            | PO 1012 Professional Services - Background Checks - NOLS                       | 97.68      |
| 788 | Amazon.com                   | Collection Materials   | 319.56     |
| 789 | Amazon.com                   | Collection Materials   | 149.38     |
| 790 | Amazon.com                   | Collection Materials   | 204.65     |
| 791 | Angeles Communications       | Communications - VOIP  | 903.04     |
| 792 | Baker & Taylor Entertainment | Collection Materials   | 780.67     |
| 793 | Baker & Taylor Entertainment | Collection Materials   | 616.83     |
| 794 | Baker & Taylor Entertainment | Collection Materials   | 216.89     |
| 795 | Baker & Taylor Information   | Collection Materials   | 7,051.72   |
| 796 | Baker & Taylor Information   | Collection Materials   | 7,124.04   |
| 797 | Baker & Taylor Information   | Collection Materials   | 2,039.61   |
| 798 | Bates, Diane                 | Business Travel Reimbursement - FO/NOLS  | 22.00      |
| 799 | Bill's Plumbing              | PO 1028 Operating Rentals - Sanican August - FAC                               | 100.00     |
| 800 | BlackPoint IT Services       | PO 1114 Technology Services - Barracuda Sub Renewal - Aug 2023 - Aug 2024 - IT | 5,767.97   |
| 801 | Blackstone Audio, Inc.       | Collection Materials   | 94.22      |
| 802 | Blackstone Audio, Inc.       | Collection Materials   | 49.94      |
| 803 | Brodart Company              | Collection Materials   | 710.89     |
| 804 | Brodart Company              | Collection Materials   | 333.99     |
| 805 | CENGAGE Learning             | Collection Materials   | 1,314.23   |
| 806 | CENGAGE Learning             | Collection Materials   | 258.17     |
| 807 | CENGAGE Learning             | Collection Materials   | 717.32     |
| 808 | Center Point Large Print     | Collection Materials   | 236.70     |

| <b>No.</b> | <b>Claimant</b>                           | <b>Purpose</b>  | <b>Amount</b> |
|------------|---|---|---------------|
| 809        | Center Point Large Print                  | Collection Materials  | 27.65         |
| 810        | CenturyLink 300511187 FO                  | Communications - Voice - FO   | 89.67         |
| 811        | CenturyLink 300561130 CB                  | Communications - Voice - CB   | 79.90         |
| 812        | CenturyLink 360-681-7811 468B SQ          | Communications - SQ - Voice   | 128.24        |
| 813        | CenturyLink Bus. Svcs Acct 80206626       | Communications - POTS   | 76.06         |
| 814        | CenturyLink Bus. Svcs Acct 89564136       | Communications - Data - CB  | 2,366.27      |
| 815        | CenturyLink PA 360-457-3125 933B          | Communications - Fax - PA   | 267.25        |
| 816        | Cherbib, Miriame                          | PO 1010 Training - DEI Training Workshop - NOLS                         | 2,500.00      |
| 817        | City of Forks                             | Public Utilities - FO   | 122.91        |
| 818        | City of Port Angeles/Orcas Avenue         | Public Utilities - PA   | 241.65        |
| 819        | City of Port Angeles/Peabody St.          | Public Utilities - PA   | 3,393.41      |
| 820        | City of Sequim                            | Public Utilities - SQ   | 169.55        |
| 821        | Clallam County Public Works Dept. (Sewer) | Public Utilities - CB   | 56.50         |
| 822        | Clallam County PUD                        | Public Utilities - SQ   | 733.00        |
| 823        | Clallam County PUD                        | Public Utilities - CB & FO  | 1,196.00      |
| 824        | Clallam County PUD                        | Public Utilities - SQ   | 733.00        |
| 825        | Clallam County Treasurer                  | July 2023 Investment Service Fee paid in August - EFT 1026              | 50.00         |
| 826        | C-N-I Locates Ltd                         | PO 1127 Other Improvements - CB Underground ULS - FAC                   | 1,338.30      |
| 827        | Co-Op Farm & Garden, The                  | PO 1021 Maintenance Supplies - Marking Paint - FAC                      | 55.57         |
| 828        | Co-Op Farm & Garden, The                  | PO 1105 Maintenance Supplies - Batteries for Door Bells - FAC           | 13.70         |
| 829        | Dahlquist, Leanne                         | Travel - Business - Mileage Reimbursement - PA                          | 68.75         |
| 830        | Daniels, Marne                            | CO 22 Program Supplies - SRP Ice Cream Party (CBFOL)                    | 35.00         |
| 831        | Decker City Hardware                      | Cleaning Supplies   | 58.06         |
| 832        | Dept. of L&I-Boiler Inspection            | PO 1130 Repair and Maintenance - PA Water Heater Inspection - FAC       | 29.90         |
| 833        | Dept. of Retirement Systems               | PERS and DCP (PPE 07-31-2023) - EFT 1017                                | 44,408.26     |
| 834        | Dept. of Revenue - Use/Sales Tax          | July 2023 Sales & Use Tax - EFT 1019                                    | 210.14        |
| 835        | Empower Retirement                        | EmpDCP 08-2023 (PPE 07-31-2023) - EFT 1018                              | 450.00        |
| 836        | Enduris                                   | 2023-24 Policy Year Insurance - (9/1/23-8/31/2024) NOLS                 | 107,265.00    |
| 837        | E-Rate Expertise                          | PO 998 Professional Services - E-Rate Consulting - June Services - NOLS | 750.00        |
| 838        | Far West Technologies Inc                 | PO 1128 Capital Improvements - PA Restroom Sensors - PA CR              | 20,095.11     |
| 839        | First Federal                             | PayPal Fees EFT 1014  | 122.31        |
| 840        | Fleming, Matthew                          | PO 1048 Machinery & Equipment - Bookmobile Book Drop Design - OR        | 300.00        |
| 841        | Hamasaki Consulting Engineering Services  | PO 1006 Building & Structures - SQ Project - SQ CPA                     | 6,750.00      |
| 842        | Health Care Authority                     | Medical (PPE 07-31-2023)  | 43,025.77     |
| 843        | HealthEquity                              | HSA ER Contribution - August 2023                                       | 437.49        |
| 844        | Ingram Library Services                   | Collection Materials  | 336.28        |
| 845        | Markunas, Alex                            | Travel - Business - Mileage Reimbursement - IT                          | 72.05         |
| 846        | McNish Family II LLC                      | SQ Temp Bldg Lease - August 2023 - SQ CPA                               | 8,465.33      |
| 847        | Midwest Tape                              | Collection Materials  | 21,169.78     |

| <b>No.</b> | <b>Claimant</b>                      | <b>Purpose</b>  | <b>Amount</b> |
|------------|--------------------------------------|---|---------------|
| 848        | Midwest Tape                         | Collection Materials  | 1,839.14      |
| 849        | Miller, Shane                        | Cell Phone Reimbursement - Jan-Jun 2023 - IT  | 120.00        |
| 850        | Moccardine, Arrinana                 | Travel - Business - Mileage Reimbursement - CB  | 65.50         |
| 851        | Murreys Disposal Company, Inc.       | Public Utilites - SQ & PA   | 617.59        |
| 852        | NatureBridge                         | PO 1084 Training Supplies - Final Payment Fall ASTD - NOLS  | 2,205.00      |
| 853        | Nichols Lori                         | CO 27 Programming - Graphic Poetry (PAFOL)  | 165.00        |
| 854        | NOLS Employee                        | HRA Reimbursement - PA  | 46.00         |
| 855        | NOLS Employee                        | HRA Reimbursements - SQ   | 502.39        |
| 856        | NOLS Employee                        | HRA Reimbursement - TS  | 70.03         |
| 857        | NOLS Employee                        | HRA Reimbursement - FO  | 600.40        |
| 858        | NOLS Employee                        | HRA Reimbursement   | 1,037.07      |
| 859        | NOLS Employee                        | HRA Reimbursement - SQ  | 478.87        |
| 860        | NOLS Employee                        | HRA Reimbursement - TS  | 129.20        |
| 861        | NOLS Employee                        | HRA Reimbursement - PA  | 374.16        |
| 862        | NOLS Employee                        | HRA Reimbursement - PA  | 374.16        |
| 863        | NOLS Employee                        | HRA Reimbursement - FO  | 253.48        |
| 864        | NOLS Employee                        | HRA Reimbursement - FAC   | 374.16        |
| 865        | NOLS Employee                        | HRA Reimbursement - TS  | 46.77         |
| 866        | Olympic Laundry & Dry Cleaners, Inc. | PO 1018 Professional Services - Laundry - FAC   | 176.26        |
| 867        | Olympic Printers, Inc.               | PO 1110 Printing and Binding - Posters SQ FLD (SQ Donation Fund)                                    | 83.78         |
| 868        | OverDrive, Inc.                      | Collection Materials  | 1,259.45      |
| 869        | OverDrive, Inc.                      | Collection Materials  | 618.24        |
| 870        | OverDrive, Inc.                      | Collection Materials  | 237.45        |
| 871        | Pacific Office Equipment, Inc.       | PO 917, 1078, 1079, 1080 Toner - SQ; Copier Repair and Maintenance - SQ & PA                        | 2,837.08      |
| 872        | Penguin Random House                 | PO 1106 Program Supplies - Battle of the Books Books (SP)   | 4,674.90      |
| 873        | Playaway Products LLC                | Collection Materials  | 363.05        |
| 874        | Playaway Products LLC                | Collection Materials  | 451.43        |
| 875        | Rainbow Sweepers, Inc.               | PO 1005 Capital Improvements - PA Parking Lot Restriping - FAC; PO 1029 - PA Sweep Parking Lot 0... | 11,320.64     |
| 876        | Rasler, Karen                        | Travel - Business - Mileage Reimbursement - ADM   | 9.17          |
| 877        | Sequim Gazette                       | Collection Materials  | 140.00        |
| 878        | SHKS Architects                      | PO 1087 Capital Construction - Basic and Supplemental Services (SQ CPA)                             | 48,868.53     |
| 879        | Sound Publishing Inc                 | PO 1022 Professional Services - Legal Notice Ecology Permit - SQ CPA                                | 171.46        |
| 880        | Swains General Store, Inc.           | PO1015 Maintenance Supplies - Duplicate Keys & Batteries - FAC                                      | 47.10         |
| 881        | Swains General Store, Inc.           | PO 1104 Maintenance Supplies - Bolts; PO 1095 Maintenance Supplies - Cleaning Supplies - FAC        | 52.05         |
| 882        | Swains General Store, Inc.           | PO 1126 Maintenance Supplies - Outlet Plug, Coat Hook - FAC   | 18.33         |

| No. | Claimant                               | Purpose   | Amount            |
|-----|--|---|-------------------|
| 883 | Techavanich, Kristine                  | PO 1129 Business Fuel - Nolsy Red - NOLS                        | 25.00             |
| 884 | The Home Depot Pro                     | PO 1003 Maintenance Supplies - Cleaning Supplies - FAC          | 949.33            |
| 885 | The Home Depot Pro                     | PO 1003 Maintenance Supplies - Cleaning Supplies - FAC          | 219.69            |
| 886 | Thurman Supply                         | PO 1001 Groundskeeping - Irrigation Valve Box Lid - FAC         | 5.96              |
| 887 | Timberland Regional Library            | PO 1118 Professional Services - Interlibrary Loan Services - TS | 2.00              |
| 888 | Unique Management Services, Inc.       | Professional Services - Debt Collection                         | 265.95            |
| 889 | United Way of Clallam County           | United Way Contributions (PPE 07-31-2023)                       | 185.00            |
| 890 | US Bank                                | Credit Card Services - July 2023 Charges Paid in August         | 11,580.32         |
| 891 | Verizon Wireless - HotSpot - 942071551 | Verizon Wireless - HotSpot - 942071551 - NOLS                   | 120.03            |
| 892 | Verizon Wireless - Hotspot - 942339722 | Verizon Wireless - Hotspot - 942339722 - NOLS                   | 516.21            |
| 893 | Viking Sew & Vac                       | PO 1096 Maintenance Supplies - Vacuum Supplies - FAC            | 92.48             |
| 894 | Wave Business                          | Communication - Internet - IT                                   | 5,995.35          |
| 895 | WCIF                                   | Vi/Li/EAP (PPE 07-31-2023)                                      | 1,390.35          |
| 896 | West Waste & Recycling                 | Public Utilities - FO/CB  | 51.43             |
| 897 | WSCCCE - WPAS, Inc                     | Dental Premiums (PPE 07-31-2023) - Sept Coverage                | 6,381.27          |
| 898 | WSCCCE-Council 2, AFSCME AFL-CIO       | Union Dues (PPE 07-31-2023)                                     | 2,406.61          |
| 899 | WT COX                                 | Collection Materials  | 23.37             |
| 900 | Zeigler, Amanda                        | Travel - Business - Mileage Reimbursement - SQ                  | 11.79             |
|     |  |   | <b>644,612.87</b> |

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #890**

|    |                     |  |         |
|----|---------------------|--|---------|
| 1  | 8th Street Car Wash | PO 1020 Vehicle Maintenance - Car Wash Ariya - FAC                     | 3.00    |
| 2  | Amazon              | PO 1014 Office Supplies - Staff Masks - NOLS                           | 35.66   |
| 3  | Amazon              | PO 976 Office Supplies - Glare Screens for PC - ADM                    | 144.04  |
| 4  | Amazon              | PO 962 Office Supplies - Tally Counters (6) - NOLS                     | 22.72   |
| 5  | Amazon              | PO 1026 Office Supplies - 2 Giant Novelty Checks - NOLS                | 79.29   |
| 6  | Amazon              | PO 932 Office Supplies - Step Stool - PA                               | 75.61   |
| 7  | Amazon              | PO 972 Office Supplies - Divider Cards - PA                            | 28.28   |
| 8  | Amazon              | PO 969 Toner & Ink - PA  | 128.17  |
| 9  | Amazon              | PO 975 Technology Supplies - Stereophones for Counter Loops (4) - NOLS | 37.60   |
| 10 | Amazon              | PO 985 Maintenance Supplies - Safety Goggles - FAC                     | 69.60   |
| 11 | Amazon              | PO 999 Maintenance Supplies - Wiper Blades - FAC                       | 33.71   |
| 12 | Amazon              | PO 999 Maintenance Supplies - Wiper Blades - FAC                       | 46.36   |
| 13 | Amazon              | PO 1034 Program Supplies - Storytime (PAFOL)                           | 122.87  |
| 14 | Amazon              | PO 1035 Program Supplies - Teen Lit Bags (SP)                          | 36.98   |
| 15 | Amazon              | PO 1033 Program Supplies - Kids Book Club (PAFOL)                      | 301.50  |
| 16 | Amazon              | PO 1034 Program Supplies - Storytime (PAFOL)                           | (71.79) |
| 17 | Amazon              | PO 983 Program Supplies - SRP Ice Cream Party (CBFOL/FOFOL)            | 36.25   |
| 18 | Amazon              | PO 1026 Office Supplies - Giant Novelty Check - NOLS                   | 36.98   |

| <b>No.</b> | <b>Claimant</b>                                      | <b>Purpose</b>   | <b>Amount</b> |
|------------|--|--|---------------|
| <b>19</b>  | <b>Amazon</b>  | PO 1026 Office Supplies - Giant Novelty Check - NOLS                           | (36.98)       |
| <b>20</b>  | <b>Amazon</b>  | PO 979 Machinery & Equipment - Acrylic Sign Holders<br>Bookmobile - OR         | 115.84        |
| <b>21</b>  | <b>Amazon</b>  | PO 979 Machinery & Equipment - Organizers, Clock, Chair for<br>Bookmobile - OR | 176.73        |
| <b>22</b>  | <b>American Library Association</b>                  | PO 1042 Training - Professional Development Webinar - NOLS                     | 47.40         |
| <b>23</b>  | <b>Arco</b>  | PO 984 Business Fuel - Pacifica - TS   | 40.78         |
| <b>24</b>  | <b>Association of Bookmobile &amp; Outreach Svcs</b> | PO 1032 Training - ABOS Conference Registration - NOLS                         | 99.00         |
| <b>25</b>  | <b>Association of Bookmobile &amp; Outreach Svcs</b> | PO 1031 Dues & Memberships - ABOS Individual Membership -<br>NOLS              | 40.00         |
| <b>26</b>  | <b>Barker &amp; Russell</b>                          | PO 992 Collection Materials  | 29.40         |
| <b>27</b>  | <b>Canon Direct</b>                                  | PO 970 Toner & Ink - PA  | 317.69        |
| <b>28</b>  | <b>Canon Direct</b>                                  | PO 1002 Toner & Ink - PA   | 317.69        |
| <b>29</b>  | <b>Canva</b>   | PO 1059 Rack Card Printing SQ FL -SQ   | 115.00        |
| <b>30</b>  | <b>Chalma Mexican Market</b>                         | PO 963 Program Supplies - Quileute Days - FOFOL                                | 22.75         |
| <b>31</b>  | <b>Costco</b>  | PO 981 Program Supplies - SRP Ice Cream Party<br>(CBFOL/FOFOL)                 | 14.99         |
| <b>32</b>  | <b>Costco</b>  | PO 1093 Business Fuel - Nolsy Red - NOLS                                       | 38.14         |
| <b>33</b>  | <b>Country Aire</b>                                  | PO 978 Program Supplies - Day of Play (PAFOL)                                  | 8.97          |
| <b>34</b>  | <b>Demco, Inc.</b>                                   | PO 995 Machinery & Equipment - Book Ends (20) Bookmobile -<br>OR               | 168.84        |
| <b>35</b>  | <b>DialMyCalls.com</b>                               | PO 1024 Technology Services - Staff ER Contact System - NOLS                   | 19.99         |
| <b>36</b>  | <b>Dominos Pizza</b>                                 | PO 1089 Program Supplies - SRP Teen Escape Room (FOSL)                         | 56.26         |
| <b>37</b>  | <b>E-Fax</b>   | PO 1013 Technology Services - Online Fax Service - ADM                         | 37.75         |
| <b>38</b>  | <b>Exxon Mobil</b>                                   | PO 1054 Business Fuel - Nolsy White - NOLS                                     | 39.88         |
| <b>39</b>  | <b>Facebook</b>                                      | PO 1057 Professional Services - Sponsored Posts - NOLS                         | 77.46         |
| <b>40</b>  | <b>First Book Marketplace</b>                        | PO 1037 Program Supplies - Kids Book Club (PAFOL)                              | 329.39        |
| <b>41</b>  | <b>Flatspot Records</b>                              | PO 941 Collection Materials  | 23.86         |
| <b>42</b>  | <b>Forks Outfitters</b>                              | PO 1063 Program Supplies - SRP Discovery Club<br>(CBFOL/FOFOL)                 | 5.43          |
| <b>43</b>  | <b>Forks Outfitters</b>                              | PO 1066 Program Supplies - SRP Ice Cream Party<br>(CBFOL/FOFOL)                | 5.58          |
| <b>44</b>  | <b>Forks Outfitters</b>                              | PO 1067 Program Supplies - SRP Discovery Club<br>(CBFOL/FOFOL)                 | 20.18         |
| <b>45</b>  | <b>Forks Outfitters</b>                              | PO 1069 Program Supplies - SRP Ice Cream Party<br>(CBFOL/FOFOL)                | 4.99          |
| <b>46</b>  | <b>Hardy's Market</b>                                | PO 1090 Program Supplies - SRP Teen Escape Room (FOSL)                         | 13.72         |
| <b>47</b>  | <b>Homeslice Take and Bake Pizza</b>                 | PO 1064 Program Supplies - Anime Club (FOFOL)                                  | 24.74         |
| <b>48</b>  | <b>In Graphic Detail</b>                             | PO 1071 Professional Services - SQ Temp Location Plan Copies -<br>FAC          | 2.15          |
| <b>49</b>  | <b>Inograpify</b>                                    | PO 1050 Technology Services - Design Templates - IT                            | 47.99         |

| <b>No.</b> | <b>Claimant</b>              | <b>Purpose</b>   | <b>Amount</b> |
|------------|------------------------------|--|---------------|
| 50         | Jiffy Lube                   | PO 950 Vehicle Maintenance - Oil Change Nolsy White - FAC              | 157.87        |
| 51         | Karafun Paris                | PO 980 Program Supplies - SRP Discovery Club (CBFOL/FOFOL)             | 9.99          |
| 52         | KCDA Purchasing Cooperative  | PO 909 Office Supplies - Notebooks - PA                                | 8.49          |
| 53         | KCDA Purchasing Cooperative  | PO 931 Office Supplies - Book Tape - PA                                | 55.81         |
| 54         | KCDA Purchasing Cooperative  | PO 994 Copy Paper - FO   | 316.20        |
| 55         | KCDA Purchasing Cooperative  | PO 909 Copy Paper - PA   | 169.50        |
| 56         | KCDA Purchasing Cooperative  | PO 893 Copy Paper - SQ   | 105.62        |
| 57         | Lakeshore Learning           | PO 1070 Office Supplies - Plastic Containers for Toys - FO             | 71.13         |
| 58         | Lakeshore Learning           | PO 997 Program Supplies -ECE/STEAM Toys (FOFOL)                        | 206.71        |
| 59         | Lower Elwha Food & Fuel      | PO 1040 Business Fuel - Nolsy White - NOLS                             | 41.47         |
| 60         | Lower Elwha Food & Fuel      | PO 1041 Business Fuel - Nolsy White - NOLS                             | 38.82         |
| 61         | Lower Elwha Food & Fuel      | PO 1009 Business Fuel - Bookmobile - OR                                | 46.20         |
| 62         | Lower Elwha Food & Fuel      | PO 965 Equipment Fuel - FAC  | 29.73         |
| 63         | Michael's Store              | PO 1092 Program Supplies - SRP Discovery Club (FOSL)                   | 12.18         |
| 64         | Microsoft                    | PO 1051 Technology Services - MS Cloud - IT                            | 886.22        |
| 65         | MT Displays LLC              | PO 1060 Printing - Outdoor Sign - SQ FL - SQ                           | 176.90        |
| 66         | My Remittance Envelopes      | PO 1061 Printing - Pre- Printed Remittance Envelopes SQ Donations - SQ | 118.83        |
| 67         | NAPA Auto Parts              | PO 1016 Maintenance Supplies - Wiper Blades - FAC                      | 87.86         |
| 68         | National Pen Co LLC          | PO 1004 Program Supplies - Back to School Fair (PAFOL)                 | 632.97        |
| 69         | New Pig Corporation          | PO 996 Maintenance Supplies - Biohazard Clean-Up Kits - FAC            | 105.88        |
| 70         | NexusTek                     | PO 1055 Technology Services - MS Project Licenses - IT                 | 110.00        |
| 71         | Ninja Forms                  | PO 1056 Technology Services - WordPress Add-in - IT                    | 99.00         |
| 72         | North Olympic Library System | Technology Services - NOLS Donation Form Live Test - NOLS              | 5.08          |
| 73         | POS Supply Solutions         | PO 916 Receipt Paper - NOLS  | 730.86        |
| 74         | QFC                          | PO 1088 Program Supplies - SRP Teen Escape Room (FOSL)                 | 37.05         |
| 75         | Quill Corporation            | PO 977 Office Supplies - Paper Shredder - FO                           | 229.14        |
| 76         | Quill Corporation            | PO 971 Office Supplies - PA  | 45.56         |
| 77         | Quill Corporation            | PO 993 Toner & Ink - FO  | 31.47         |
| 78         | Quill Corporation            | PO 993 Toner & Ink - FO  | 908.94        |
| 79         | Quill Corporation            | PO 971 Batteries for Resale  | 10.00         |
| 80         | Safeway                      | PO 1030 Program Supplies - Bullet Journal Program Snacks (PAFOL)       | 37.38         |
| 81         | Safeway                      | PO 1094 Program Supplies - SRP Discovery Club (FOSL)                   | 12.54         |
| 82         | Shell                        | PO 1011 Business Fuel - Westy - NOLS                                   | 43.72         |
| 83         | Shell                        | PO 1072 Business Fuel Bookmobile - OR                                  | 91.65         |
| 84         | Stamps.com                   | PO 989 Office Supplies - Postage Supplies - TS                         | 282.83        |
| 85         | Stamps.com                   | PO 1000 Technology Services - Monthly Fee - TS                         | 21.75         |
| 86         | Stamps.com                   | PO 912 Postage - TS  | 250.00        |
| 87         | Stamps.com                   | PO 913 Postage - TS  | 250.00        |

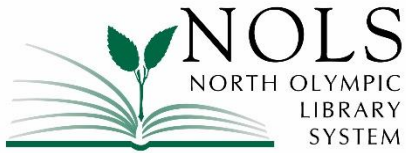


| <b>No.</b> | <b>Claimant</b>            | <b>Purpose</b>  | <b>Amount</b>    |
|------------|----------------------------|---|------------------|
| 88         | Stamps.com                 | PO 968 Postage - TS   | 250.00           |
| 89         | Stamps.com                 | PO 988 Postage - TS   | 250.00           |
| 90         | Stamps.com                 | PO 1007 Postage - TS  | 250.00           |
| 91         | Stamps.com                 | PO 1008 Postage - TS  | 250.00           |
| 92         | Swains General Store, Inc. | PO 911 Collection Materials - NOLS                          | 10.81            |
| 93         | Swains General Store, Inc. | PO 990 Collection Materials                                 | 32.44            |
| 94         | The Spanish Group          | PO 1062 Professional Services - Spanish Translation - NOLS  | 68.00            |
| 95         | Tracfone                   | PO 1053 Communications - Branch Cell Phones - IT            | 93.56            |
| 96         | UpdraftPlus                | PO 1052 Technology Services - Cloud Storage - IT            | 10.00            |
| 97         | U-Printing                 | PO 1058 Printing - Bookmarks - Ancestry.com - NOLS          | 98.12            |
| 98         | USPS                       | PO 1068 Program Supplies - SRP Discovery Club (CBFOL/FOFOL) | 10.20            |
| 99         | Walmart                    | PO 1083 Office Supplies - Isopropyl Alcohol - SQ            | 13.00            |
| 100        | Walmart                    | PO 1065 Office Supplies - Plastic Toy Container - FO        | 8.69             |
| 101        | Walmart                    | PO 898 Program Supplies - Day of Play (PAFOL)               | 22.59            |
| 102        | Walmart                    | PO 898 Program Supplies - Day of Play (PAFOL)               | 15.97            |
| 103        | Walmart                    | PO 1036 Program Supplies - Teen Lit Bags (SP)               | 38.96            |
| 104        | Walmart                    | PO 1073 Program Supplies - Parade Candy (SP)                | 44.48            |
| 105        | Walmart                    | PO 1091 Program Supplies - SRP Discovery Club (FOSL)        | 12.36            |
| 106        | Walmart                    | PO 982 Program Supplies - SRP Ice Cream Party (CBFOL/FOFOL) | 15.86            |
| 107        | Zoom                       | PO 1025 Technology Services - Zoom ONE - NOLS               | 217.49           |
|            |                            |   | <b>11,580.32</b> |

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

|                 |                                    |  |                   |
|-----------------|------------------------------------|--|-------------------|
| <b>EFT 1016</b> | <b>ADP Tax/Financial Services</b>  | Payroll and Payroll Tax (PPE 07-31-2023) | 236,088.59        |
| <b>EFT 1017</b> | <b>Dept. of Retirement Systems</b> | PERS and DCP (PPE 07-31-2023)            | 44,408.26         |
| <b>EFT 1018</b> | <b>Empower Retirement</b>          | EmpDCP 08-2023 (PPE 07-31-2023)          | 450.00            |
|                 |                                    |  | <b>280,946.85</b> |





## Staff Report

### DRAFT

Meeting Date: September 28, 2023  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Overview of NOLS' 2024 Budgeting Process

Attachments: Policy 5.15: Fiscal Management  
2024 Fiscal Factors Overview

#### TOPIC/ISSUE:

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

#### BACKGROUND/ DISCUSSION:

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

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

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

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

## **POLICY CONSIDERATIONS:**

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

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

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

**FISCAL CONSIDERATIONS:**

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

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





## Policy 5.15

### Fiscal Management Policy

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

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

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

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

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

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

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

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

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

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

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

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

Fees and charges will be established through Board action.

### **Reserve Accounts.**

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

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

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

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

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



### **Grants and Donations.**

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

### **Operating Funds.**

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

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

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

### **Administrative Responsibilities.**

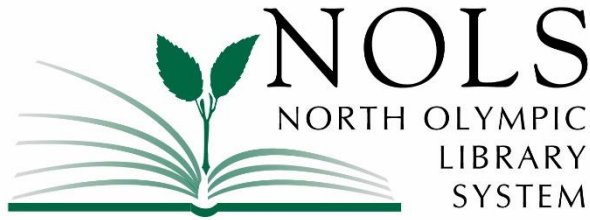
The Board expects the Library Director and designees to carry out the following responsibilities:

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

## **Board Responsibilities**

The Board has responsibility for the following:

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



## **Fiscal Factors Overview:**

### **NOLS Levy, Budget, and Fiscal Outlook**

Updated: September 2023

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

#### **TRANSPARENCY AND GOOD STEWARDSHIP**

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

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

#### **LIBRARY LEVY BACKGROUND**

**Tax District:** NOLS is a Library Tax District as defined under Washington State Law ([RCW 27.12](#)). The majority of NOLS' revenues (approximately 80% of the annual operating budget) are derived from property taxes. The Library's tax revenues are levied and collected by Clallam County.

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

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

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

In calculating the levy, separate computations are performed to determine all the possible levy amounts, taking each of the limiting factors into consideration. Final determination of the certified

regular levy computation for the tax district always reflects the least amount that could potentially be levied based on any of the limiting factor computations.

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

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

The inflation rate as of August 2023 is 3.9%, which means local governments in Washington with populations 10,000 or greater do not need to adopt a resolution of substantial need in order to receive the full 1% increase as allowed by law.

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

NOLS' 2023 levy rate stands at 31¢ per \$1000 of the AV of all the property in the county. The Library's total property tax revenues may also include separate "add on" amounts for new construction and levy refunds, but in the context of NOLS' overall revenue/budget picture, the amounts of these potential add-ons are minor. Various factors, such as a dramatic drop in assessed valuation, could change the projected trajectory for levy and levy rates in the future. Generally speaking, however, if the present trend of an increasing AV continues, the one percent (1%) cap on year-to-year levy growth will be the pertinent limiting factor for NOLS' budgeting and levy calculation for coming years, and the Library's levy rate will experience ongoing compression.

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

**The 2010 Levy Lid Lift:** NOLS experienced the 1% limitation/shrinking levy rate scenario described above between the years of 2001 (when the 1% growth limitation was put into effect) and 2010 (when Clallam County voters approved a "levy lid lift" for the Library). Between 2001 and 2010, the District's levy rate dropped from 48¢ / \$1000 AV to 31¢ / \$1000 AV. This reduced levy rate had severe fiscal impacts for NOLS and, consequently, for library services. To improve NOLS' fiscal outlook, and ability to adequately serve the community, the Library developed a fiscal business plan ("The 2012 Plan") built on community input about services, and based in detailed financial projections. A levy lid lift was

referred to the voters of Clallam County in November 2010. As a result of this vote, the Library's levy rate was successfully lifted back to 50¢ / \$1000 AV. The County began to collect this higher rate of tax revenue on NOLS' behalf in 2011.

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

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

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

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

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

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

Between 72-73% of NOLS' operating expenditures are in personnel costs (salary and benefits). In comparison, approximately 9-10% of the annual budget is expended on the next largest budget

category, library materials (including electronic resources), and all other library operating costs together total only about 17-18% of the annual operating budget.

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

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

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

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

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

The 2018 budget included another negotiated 2% COLA. To support this increase, NOLS applied the remainder of the library's banked capacity, approximately \$168,500, thus covering what would have

been a 2018 shortfall of \$134,226, and again helping preserve the Library's vital operating reserves against a future date of greater need.

The 2018 Library levy was \$4,105,381. This figure exceeded and replaced NOLS' previous "highest lawful levy" (HLL) figure of \$4,082,156, and became the new HLL growth limiting factor for the Library District. Levy capacity banked in prior years has been fully utilized. In 2019, therefore, the District received only a 1% levy growth over the 2018 levy (plus add-ons for new construction and refunds). In 2020, this resulted in a tax levy, including add-ons for new construction valuation, of \$4,435,000. The District's 2020 levy rate was 43¢ per \$1,000 of assessed valuation. The levy rate dropped to 41¢ per \$1,000 of assessed valuation in 2021 and then to 37.6¢ per \$1,000 of assessed valuation in 2022.

The District's 2023 levy rate stands at 31¢ per \$1,000 of assessed valuation. The gradual erosion of the levy rate, as a result of the 1% growth limitation began in 2018, continued through 2023, and is expected to continue in 2024, and beyond. Operating reserves, which have been carefully maintained, will play an increasingly critical revenue role in future budgets.

The following table depicts AV and NOLS property tax levy for 2011 through 2023.

| Year                       | Taxable Assessed Value (AV) of County | % change from previous year's AV | Levy Limiting Factor        | NOLS Levy               | % change from previous year's levy |
|----------------------------|---------------------------------------|----------------------------------|-----------------------------|-------------------------|------------------------------------|
| 2024                       | Unknown                               | Unknown                          | 1% growth                   | Estimate<br>\$4,678,707 | Estimate<br>1%                     |
| 2023                       | \$14,967,504,004                      | 22.3%                            | 1% growth                   | \$4,632,383             | 1%                                 |
| 2022                       | \$11,968,220,628                      | 12.2%                            | 1% growth                   | \$4,505,352             | 1%                                 |
| 2021                       | \$10,660,588,245                      | 8.1%                             | IPD or 1% growth            | \$4,397,988             | 1%                                 |
| 2020                       | \$9,863,835,562                       | 9.1%                             | 1% growth                   | \$4,308,000             | 1%                                 |
| 2019                       | \$8,321,650,465                       | 8.7%                             | 1% growth                   | \$4,207,459             | 1%                                 |
| 2018                       | \$8,319,296,313                       | 8.1%                             | HLL<br>w/banked<br>capacity | \$4,105,381             | 6%                                 |
| 2017                       | \$7,697,314,552                       | 5.0%                             | HLL<br>w/banked<br>capacity | \$3,848,657             | 7%                                 |
| 2016                       | \$7,329,150,449                       | 3.7%                             | 1% growth                   | \$3,593,574             | 1%                                 |
| 2015                       | \$7,064,518,822                       | 0.9%                             | Statutory<br>Maximum        | \$3,551,460             | .74%                               |
| 2014                       | \$7,004,800,000                       | -2.2%                            | Statutory<br>Maximum        | \$3,517,400             | (-4.37%)                           |
| 2013                       | \$7,165,800,000                       | -5.0%                            | Statutory<br>Maximum        | \$3,550,000             | (-4.67%)                           |
| 2012                       | \$7,540,600,000                       | -9.1%                            | Statutory<br>Maximum        | \$3,770,000             | (-6.3%)                            |
| 2011<br>(levy lid<br>lift) | \$8,292,700,000                       | 3.3%                             | Statutory<br>Maximum        | \$4,146,378             | 45%                                |

## **LIBRARY BUDGET BACKGROUND:**

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

**Capital Budget:** The Library's annual Capital Budget, which provides for routine capital maintenance and improvements, is submitted to the Board for approval each January. NOLS funds its Capital Budget through timber revenues and capital reserves, rather than operating levy revenues; adoption is therefore not subject to the Assessor's levy deadline. The Capital Budget is finalized and adopted in January so that it will accurately reflect the completion status of prior-year capital projects, and prior-year timber-receipt revenues. See below for and more details on Capital Budget funding and development.

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

## **OTHER FISCAL RESOURCES AND STRATEGIES**

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



reserve strategy as originally planned has increased the importance of wisely managing the Library's existing reserves.

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

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

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

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

NOLS has been laying the groundwork for a new fiscal business plan for several years. Fiscal and accounting practices and policies have been clarified or improved, and better understanding of financial resources, commitments, processes, and strategies has been cultivated. These preliminary activities provide a foundation for development of a new fiscal business plan to guide NOLS through the next three to five years. Planning stalled during the COVID-19 pandemic, but will continue in 2023, with 2025 being the first budgeting year for which the outcomes of the new business plan would be fully available as a foundation for fiscal planning.

## **MORE INFORMATION**

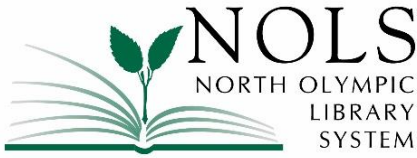
NOLS strives for openness and transparency in its management and reporting of public funds.

Budgets are drafted with input from and involvement of Library staff. As part of NOLS' budget development process, public hearings on the operating budget are held in October and November each year, and the capital budget is reviewed at the regular January meeting; public comment is always

welcomed. Copies of the NOLS' Operating and Annual Budgets, and the annual Budget Glance document are available on the library's webpage. Narrative's discussing the budgets presented to the Board for approval can be read in the Board Packets for October, November (Operating) and January (Capital).

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

If you have questions or comments, please contact the Executive Director at [Director@nols.org](mailto:Director@nols.org) or 360.417.8500 x 7717.



## Staff Report

### **DRAFT**

Meeting Date: September 28, 2023  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Adoption of 2024 Budget Guidelines

Attached: Draft 2024 Budget Guidelines  
2021-2024 Strategic Roadmap

#### **Topic/Issue:**

Review and adoption of the 2024 Budget Guidelines.

#### **Background:**

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

#### **Policy Considerations:**

The Finance Committee reviewed the 2024 Guidelines and has approved them for submittal to the Board.

#### **Fiscal Considerations:**

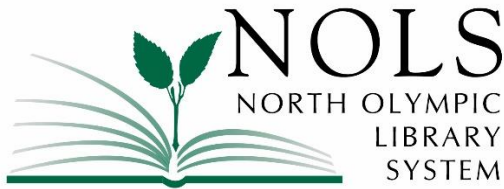
The budget guidelines affirm and establish guiding principles for budgeting. Specific fiscal considerations are addressed in the budget itself.

#### **Alternatives Considered:**

The Board may request additional information and/or may propose changes, prior to adopting the 2024 Budget Guidelines.

#### **Recommendation:**

That the Board move to adopt the 2024 Budget Guidelines as presented (or amended).



## 2024 BUDGET GUIDELINES *DRAFT*

**W**ith the 2024 Operating and Capital Budget, the Library Board of Trustees will be a responsible steward of the Library's public and private funds, and manage NOLS resources prudently.

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

*Adopted by the NOLS Board of Trustees  
Proposed for adoption on September 28, 2023*



## NORTH OLYMPIC LIBRARY SYSTEM STRATEGIC ROADMAP

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

### VALUES

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

### CORE SERVICES

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

### STRATEGIC INITIATIVES 2021-2024

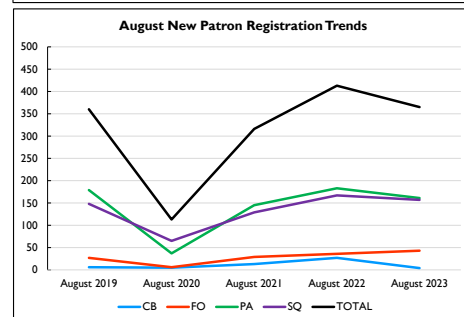
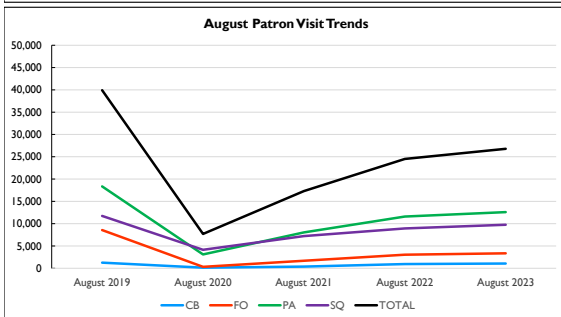
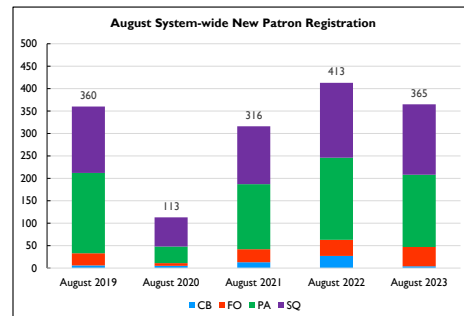
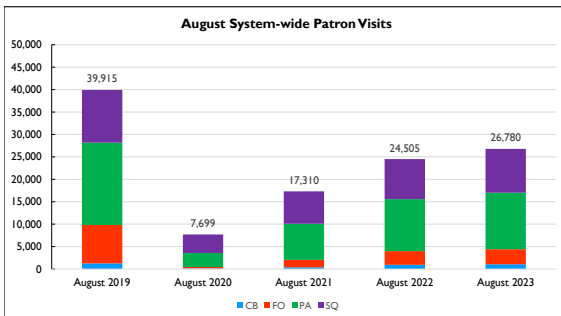
- Develop, articulate, and publish NOLS' Fiscal Business Plan for the next five to ten years.
- Develop and articulate a response plan for optimum recovery from disaster.
- Develop and implement a community outreach and marketing campaign to increase library awareness, access, and use among Clallam County Residents.
- Through an equity, diversity, and inclusion lens, begin to develop and implement a comprehensive plan to review NOLS' policies, practices, collections, programs, and resources.
- Develop and implement bookmobile service to improve library access in Clallam County.
- Design, fund, and complete the Sequim Expansion and Renovation Project.
- Utilizing community feedback and input, develop a new five-year strategic plan.



| Patron Visits       |        |             |
|---------------------|--------|-------------|
|                     | 2023   | % of System |
| <b>Port Angeles</b> | 12,595 | 47.0%       |
| Children            | 77%    |             |
| <b>Sequim</b>       | 9,760  | 36.4%       |
| Children            | 8%     |             |
| <b>Forks</b>        | 3,358  | 12.5%       |
| Children            | 9%     |             |
| <b>Ciallam Bay</b>  | 1,067  | 4.0%        |
| Children            | 17%    |             |
| <b>Total</b>        | 26,781 | 100.0%      |

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

| New Patron Registration |      |             |
|-------------------------|------|-------------|
|                         | 2023 | % of System |
| <b>PA</b>               | 161  | 44.1%       |
| <b>SQ</b>               | 157  | 43.0%       |
| <b>FO</b>               | 43   | 11.8%       |
| <b>CB</b>               | 4    | 1.1%        |
| <b>Total</b>            | 365  | 100.0%      |



\* 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.

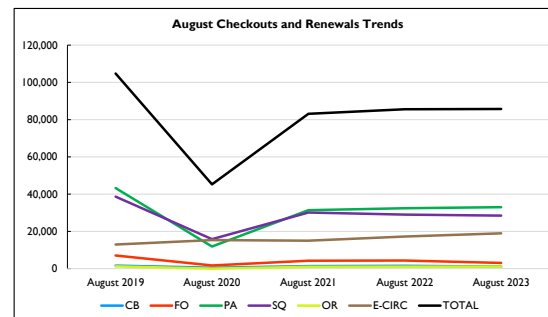
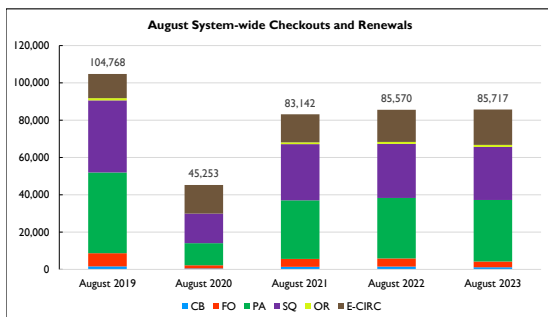
\* Registration remained available through the Library's website when the branches were closed.

| Checkouts & Renewals   |               |              |
|--|---------------|--------------|
|  | 2023          | % of System  |
| <b>Port Angeles</b>  |               |              |
| Checkouts  | 19,375        | 32.0%        |
| % From Self-Check  | 79%           |              |
| % From Holds   | 26%           |              |
| Renewals   | 13,624        | 54.3%        |
| <b>Total</b>   | <b>32,999</b> | <b>38.5%</b> |
| <b>Sequim</b>  |               |              |
| Checkouts  | 18,186        | 30.0%        |
| % From Self-Check  | 81%           |              |
| % From Holds   | 34%           |              |
| Renewals   | 10,278        | 41.0%        |
| <b>Total</b>   | <b>28,464</b> | <b>33.2%</b> |
| <b>Forks</b>   |               |              |
| Checkouts  | 2,528         | 4.2%         |
| % From Self-Check  | 55%           |              |
| % From Holds   | 29%           |              |
| Renewals   | 521           | 2.1%         |
| <b>Total</b>   | <b>3,049</b>  | <b>3.6%</b>  |
| <b>Clallam Bay</b>   |               |              |
| Checkouts  | 642           | 1.1%         |
| % From Self-Check  | 13%           |              |
| % From Holds   | 29%           |              |
| Renewals   | 521           | 2.1%         |
| <b>Total</b>   | <b>1,163</b>  | <b>1.4%</b>  |
| <b>Outreach</b>  |               |              |
| Checkouts  | 933           | 1.5%         |
| % From Holds   | 88%           |              |
| Renewals   | 150           | 0.6%         |
| <b>Total</b>   | <b>1,083</b>  | <b>1.3%</b>  |
| <b>Electronic Circulation</b> (WA Anytime Library/Overdrive & Hoopla checkouts do not renew) |               |              |
| Checkouts  | 18,959        | 22.1%        |
| <b>Systemwide Totals</b>   |               |              |
| Checkouts  | 60,623        |              |
| Renewals   | 25,094        |              |
| <b>System Total</b>  | <b>85,717</b> |              |

| Interlibrary Loan Services          |     |
|-------------------------------------|-----|
| Items borrowed from other libraries | 203 |
| Items loaned to other libraries     | 111 |

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

| Holds        |                    |                  |
|--------------|--------------------|------------------|
|              | Requests Fulfilled | Avg Days to Fill |
| PA           | 5,009              | 17.50            |
| SQ           | 6,172              | 19.34            |
| FO           | 743                | 16.77            |
| CB           | 186                | 9.73             |
| OR           | 953                | 9.38             |
| <b>Total</b> | <b>13,063</b>      | <b>17.63</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, eMagazines began being offered through the Washington Anytime Library.

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



| Library Programs |                    |             |
|------------------|--------------------|-------------|
|                  | Programs/Attendees | % of System |
| Port Angeles     | 8/252              | 26%/40%     |
| Sequim           | 8/222              | 26%/35%     |
| Forks            | 7/86               | 23%/14%     |
| Clallam Bay      | 4/27               | 13%/4%      |
| NOLS             | 0/0                | 0%/0%       |
| Virtual          | 4/41               | 13%/7%      |
| Total            | 31/628             | 100%/100%   |

| Public Meetings |                    |             |
|-----------------|--------------------|-------------|
|                 | Meetings/Attendees | % of System |
| Port Angeles    | 33/312             | 59%/74%     |
| Sequim          | 0/0                | 0%/0%       |
| Forks           | 13/79              | 23%/19%     |
| Clallam Bay     | 10/28              | 18%/7%      |
| Total           | 56/419             | 100%/100%   |

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

| Volunteers   |                 |                 |
|--------------|-----------------|-----------------|
|              | Volunteer Hours | # of Volunteers |
| Port Angeles | 50              | 5               |
| Sequim       | 0               | 0               |
| Forks        | 3.9             | 1               |
| Clallam Bay  | 0               | 0               |
| Outreach     | 0               | 0               |
| NOLS         | 30.25           | 1               |
| Total        | 84              | 7               |

| Community Outreach Events |                  |             |
|---------------------------|------------------|-------------|
|                           | Events/Attendees | % of System |
| PA                        | 2/528            | 20%/43%     |
| SQ                        | 4/515            | 40%/42%     |
| FO                        | 1/7              | 10%/1%      |
| CB                        | 3/185            | 30%/15%     |
| OR                        | 0/0              | 0%/0%       |
| NOLS                      | 0/0              | 0%/0%       |
| Total                     | 10/1235          | 100%/100%   |

| Read & Return and Program/Outreach Distributions |      |
|--|------|
| Tiny Olympic Libraries (CB, FO, PA, SQ)          | 820  |
| Read & Ride (Clallam Transit Buses)              | 89   |
| Dolly Parton Imagination Library                 | 1325 |
| Library Programs & Outreach                      | 124  |
| Other  | 0    |
| Total  | 2358 |

| Outreach Delivery Services       |    |
|----------------------------------|----|
| Home Deliveries                  | 89 |
| New Patrons w/ Delivery Services | 3  |

| BookMatch Requests Fulfilled |    |
|------------------------------|----|
| Number of Requests           | 6  |
| Titles Suggested             | 34 |

| 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   | 26                  | 2103               | 1,668                  | 27.3%                                   |
| Sequim   | 6                   | 923                | 498                    | 35.3%                                   |
| Forks  | 10                  | 349                | 201                    | 8.5%                                    |
| Clallam Bay  | 7                   | 337                | 487                    | 39.7%                                   |
| Total  | 49                  | 3712               | 2853                   | 25.7%                                   |

| 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                   | 189                | 56                     | 4.0%                                    |
| Sequim   | 2                   | 205                | 73                     | 15.5%                                   |
| Forks  | 2                   | 62                 | 11                     | 2.4%                                    |
| Clallam Bay  | 1                   | 0                  | 0                      | 0.0%                                    |
| Total  | 11                  | 456                | 140                    | 5.6%                                    |

| Computer Prints Made |             |             |
|----------------------|-------------|-------------|
|                      | # of Prints | % of System |
| Port Angeles         | 9,225       | 51.7%       |
| Sequim               | 6,331       | 35.5%       |
| Forks                | 1,609       | 9.0%        |
| Clallam Bay          | 674         | 3.8%        |
| Total                | 17,839      | 100.0%      |

| Wi-Fi Access |                |             |
|--------------|----------------|-------------|
|              | Wi-Fi Accessed | % of System |
| Port Angeles | 4,296          | 53.0%       |
| Sequim       | 1,546          | 19.1%       |
| Forks        | 1,670          | 20.6%       |
| Clallam Bay  | 588            | 7.3%        |
| Total        | 8,100          | 100.0%      |

| Facebook Activity              |        |
|--------------------------------|--------|
| Followers                      | 5,048  |
| Content Published              | 33     |
| Reach (unique accounts)        | 39,587 |
| Reactions/Likes/Comments, etc. | 1,256  |
| Link Clicks                    | 234    |

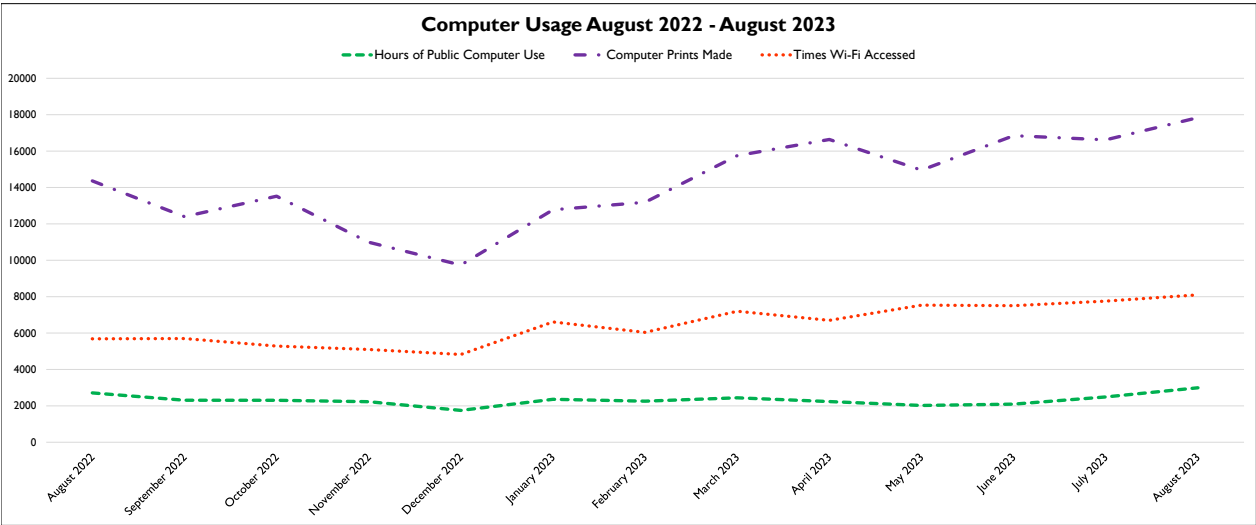
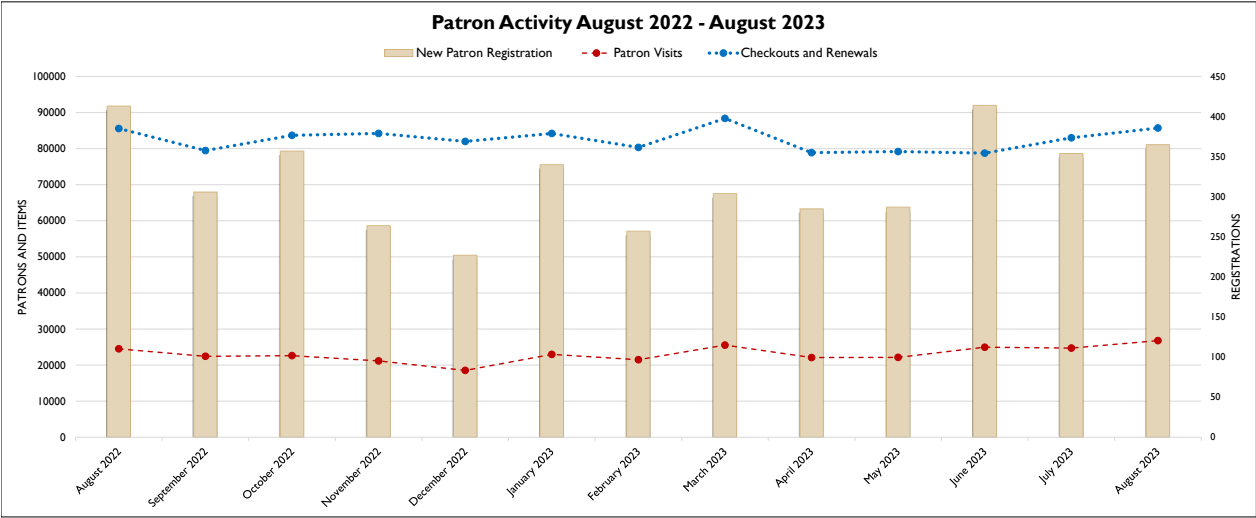
| Instagram Activity             |       |
|--------------------------------|-------|
| Followers                      | 1,389 |
| Content Published              | 51    |
| Reach (unique accounts)        | 2,006 |
| Reactions/Likes/Comments, etc. | 539   |

| Laptop Checkouts <i>(For Use on Library Property Only)</i> |   |
|--|---|
| Port Angeles   | 1 |
| Sequim   | 1 |
| Forks  | 0 |
| Clallam Bay  | 0 |
| Total  | 2 |

| Website Visits           |        |
|--------------------------|--------|
| From outside the Library | 19,494 |
| From inside the Library  | 1,156  |
| Avg. # of pages visited  | 2      |

| YouTube Activity         |     |
|--------------------------|-----|
| Subscribers              | 373 |
| Videos Published         | -   |
| Program Recordings       | 2   |
| Views (lifetime content) | 613 |
| Watch Time (hours)       | 27  |

| Advertising                     |        |
|---------------------------------|--------|
| Ads Run                         | 3      |
| Reach (unique accounts)         | 16,308 |
| Objective Reached (link clicks) | 311    |



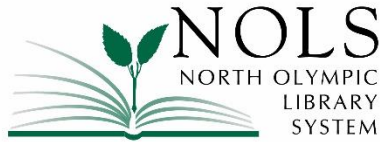
**Significant Events During the Past 13 Months:**

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: September 28, 2023  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for August 2023

### Port Angeles Main Library

*Jina Felton, Port Angeles Operations Manager*

The 2023 Summer Reading Program wrapped up in August with over 2,800 Reading Challenge participants from across the county. Just over half of the participants were based in the Port Angeles area. Participants who read at least 30 days during the program could be seen sporting limited edition Summer Reading t-shirts.



Later in the month, the Port Angeles Main Library hosted a lecture led by Dr. Andrew Fountain about his research on the glaciers of the Olympic Peninsula. The lecture was part of Olympic National Park's Terminus: A Glacier Memorial Project. The hybrid event was attended by 60 participants in the Raymond Carver Meeting Room with nearly 30 others viewing the event online.

Other events during the month of August included:

- Discovery Club: Community Building – 45 participants
- Teen Lit Bags – 42 participants
- Teen Book Club reading – 1 participant
- Bullet Journaling Mixer – 3 participants
- Second Tuesday Book Group – 3 participants
- Wednesday Evening Book Group – 6 participants
- Summer Family Storytimes – 95 participants at 2 events

Aside from programs happening around the branch, several staff participated in community outreach activities during the month. Youth Services Librarian Clair D. engaged with approximately 400 people from kindergarteners to caregivers at the Port Angeles Back to School Fair. Community Outreach Specialists Kayla A. and Kristin O. joined Public Services Director Meghan S. on the Bookmobile at the Lower Elwha Back to School Fair where they connected with over 125 people.

### **Sequim Branch Library**

*Emily Sly, Library Manager*

August programs included Summer Storytime at Dungeness River Nature Center, Discovery Club held at the Sequim Middle School, two monthly book discussion groups, Intentional Aging, a Poetry Reading with Poet Laureate Jaiden Dokken, Teen Lit Bags (20 participants) and a Summer Reading Program Pool Party Celebration at the Sequim YMCA.

The Library tabled at two Sequim Farmers Markets, and offered Storytime at the Farmers Market on Saturday, August 5 (Kids Day). Emily S. and Adult Services Librarian Corrina D. gave a presentation about library services and the Sequim Library Expansion and Renovation Project at the Shipley Center (Senior Center) Singles Club. Youth Services Librarian Charlotte M. offered outreach at the Sequim Back to School Fair and Timberwolf Days at the Sequim Middle School.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, eHelp Team and Bookmatch Team. Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, Chamber of Commerce meeting and Phone Upgrade Team meetings.

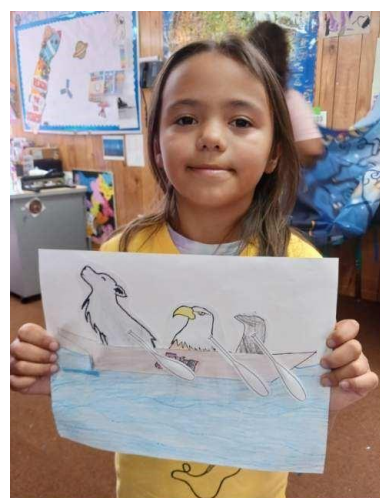
**Sequim Expansion and Renovation Project** – Emily, Noah and members of the Capital Campaign Committee tabled at the Farmers Market on two Saturdays in August. It was an excellent opportunity for community engagement with a lot of interest in the project. Emily, Noah and Brian began planning in the temporary space. Erin, Noah and Emily met for initial collection planning for the expanded library. Noah and Emily met with the community Capital Campaign Committee at the temporary location. The Team continued to work on exploring funding options and grants.

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

*Noah Glaude, Executive Director*

### *Programming:*

- 2 kids and 4 adults attended the Family Storytime in Forks and 3 kids and 2 adults attended the Family Storytime in Clallam Bay
- 2 kids and 4 adults attended the Discovery Club in Forks and 2 kids in Clallam Bay
- 1 kid attended the Anime and Manga Club in Clallam Bay, 0 attended in Forks
- 4 teens participated in the Battle of the Bands program
- 30 attended the Find Your Voice Open Mic Night at Blakeslee's
- 40 attended in the SRP Ice Cream Party in Forks and 19 in Clallam Bay
- There were no participants at the No Pressure Book Club



### *Outreach:*

- 73 books were checked out at Makah Days
- 7 people participating in a StoryCraft at the Hoh Tribal Library

## **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* HVAC maintenance completed; replaced broken restroom fan; repaired electrical outlet; repaired rain gutter; swept roof; removed carpet spots; hosed off delivery driveway; washed windows; removed wasp nests; mowed lawn; weeded beds; cut-back bushes;

*Port Angeles Library Parking Lot Improvement Project:* Surveying and engineering work began in August to determine the feasibility of proposed changes to the parking lot and sidewalk grade. The proposed changes would improve access to the Port Angeles Library by bringing the facility into compliance with current American with Disabilities Act standards for accessible parking and building access. Changes would occur simultaneously with the repair of failing portions of the lot and the implementation of drainage improvements needed for long term paving stability. Topographical and geotechnical survey results of the lot will help determine whether grade improvements are possible there.

*Sequim Library Project:* Brian attended the public hearing on the approval of a conditional use permit for the library expansion and renovation; staff gained access to the temporary library location and began planning how to set-up the space; staff met with City of Sequim officials about occupancy requirements for the temporary location; staff met with prospective relocation services vendors; ongoing conversations took place with design team about interior finishes, landscape features and infrastructure for technology.

*Forks Library:* Checked emergency lights and extinguishers; replaced lights and ballasts; removed carpet stains; repaired wall dings; deep cleaned restroom floors.

*Clallam Bay Library:* Completed land survey confirming property lines and utility locations in connection with a proposal to construct a secure fenced-in parking area for library vehicles at the Clallam Bay Library; checked emergency lights and extinguishers; swept parking lot; mowed lawn.

*Vehicles:* Repaired red Subaru air conditioner; washed bookmobile and white Subaru; replaced worn wiper blades.

*Other:* Heat treated batch of books exposed to book lice; Brian attended a DEI training session for managers; staff took time away from work.

## **Outreach Delivery Services**

*Kristin Overbey and Laureen Stephens, Community Outreach Specialists*

During the month of August, 89 deliveries were made and 3 new patrons registered for Outreach Delivery Services. There were 933 items checked out and 150 items renewed for Outreach Delivery patrons.



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

*Shane Miller, Information Technology Manager*

The NOLS IT team had a successful August 2023, providing remote assistance to all four branches and conducting an on-site visit to the Sequim branch.

In addition to our routine maintenance tasks, the team engaged in various projects throughout the month. Notably, the new phone system project made significant strides, with the IT team achieving significant breakthroughs.

Another highlight of the month was the IT team's involvement in enhancing the Audio/Visual aspect of an event held by ONP in the Carver Room. Our efforts to streamline and enhance the setup for such events proved fruitful, as the event was highly successful. Feedback regarding the event's in-person and Zoom presentations was exceedingly positive.

The IT team worked to help organize a collection of banners that will be used to highlight certain special collections in the catalog. The banners will be used along with keywords to help give the collections extra exposure when interacting with the catalog.

With the IT team being heavily integrated into the ILS (Integrated Library System) Team, we have started some projects and initiatives there. The big project being worked on right now is a Polaris Workstation permission audit with the goal to clean up the permissions and configuration while keeping operations running smoothly.

The Online Resources team had a meeting with our representative from NewsBank. In the meeting, we discussed a weblog that is used to help highlight common search terms and actions performed by patrons when using NewsBank. Usage statistics were created on the most searched newspapers to help guide the online resources team in making decisions for 2024 renewals.

Prepping for an eventual migration from Office 2016 to Office 365 as well as utilizing new Microsoft tools such as Azure and Intune, Alex has started some weekly guided trainings to fully prepare the team. The new Azure and Intune applications give better visibility into the security of our organization as well as implementing better tools to manage our updates and software distribution.

The timeline for the Sequim expansion and renovation project was updated on the website to help inform people on the progress of the renovation. Information was also updated to highlight information about patron donations and goals for the project. Web event pages were developed to highlight fall programming. This includes information for board game and art nights, book clubs, poetry workshops, family concerts, and exhibitions.

Work continued on upgrading server operating systems and firmware to keep systems secure and reliable. IT worked with Facilities to install new wireless bridge equipment between the Port Angeles building and the Facilities Annex. The old equipment had frequent interruptions which impacted Teams and Zoom video meetings. The new equipment is more reliable and

supports higher network bandwidth. Preparation for network upgrades continues with design and planning work to include both new routers at each branch, and faster connections between each branch.

## **Technical Services Department**

*Erin Shield, Collection Services Manager*

August was busy inside and outside of Technical Services. The fine weather brought lots of tourists to the area which slowed the courier deliveries slightly. Mark prepared over 600 items for upcoming youth programs – separate from regular processing tasks. Lots of materials rolled in and catalogers are working on a graphic novel recataloging project – encouraging better findability for series.

1430 physical items were processed and available for customers in the month of August. 193 print materials were repaired. 91 media items were resurfaced or repaired to extend their lives. 125 physical donations were made and added to the collection. 787 totes were moved between NOLS' branches by the couriers, and another 20 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 203 InterLibrary Loan requests for NOLS' patrons and 111 loans out to other libraries.

Technical Services staff participated in tasks, webinars and meetings related to All Staff Day Committee, ILS Team, Management Team, Collection Management Team, SQ Library project, WA State Library Survey, Health and Safety Committee, and Web Team.

## **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 meetings
- Equity, Diversity and Inclusion team meeting
- Continued training with new Finance Manager in Payroll-related tasks

### **Recruitments:**

- Public Services Specialist – SQ
- Community Outreach Specialist – PA
- Public Services Specialist – PA
- Youth Services Librarian I – FO & CB

## New Hires:

- None

## Transfers:

- Kayla Apolito – Public Services Specialist – SQ

## Separations:

- Jeremy Mattocks – Community Outreach Specialist – FO & CB
- Rachael Huegerich – Public Services Specialist – SQ

## Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

### News Releases & Articles:

- 8 news releases were sent.
  - 1 call for artists for the World AIDS Day relaunch of Art in the Library
  - 2 new programs
  - 3 ongoing programs
  - 2 programs for the Summer Reading Program
- “Friends group donates \$150k to library expansion” was published on August 2 on the front page of the Sequim Gazette, and in the Peninsula Daily News on August 5.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette featured August program, and the NOLS booth with Sequim Library Expansion and Renovation Project representation and Storytime at the Sequim Farmers Market.

### Social Media:

- Posted 89 pieces of content across Facebook, Instagram, and YouTube.
- On August 15, NOLS announced extended hours to serve as a cooling center. The corresponding Facebook and Instagram posts received positive sentiment from community members with 117 likes, 59 shares, and 6 comments:



North Olympic Library System  
August 15 at 1:45 PM

Come inside to cool down! All NOLS locations will be open extended hours on Tuesday, August 15, to serve as cooling centers. Forks, Port Angeles, and Sequim Libraries will be open until 9pm. Clallam Bay Library will be open until 8pm.

#CoolingCenter #CoolingCenters #ClallamCounty

## COOL DOWN AT YOUR LIBRARY

Cooling Center Extended Hours  
Tues., August 15

| Open until 9pm | Open until 8pm |
|----------------|----------------|
| Forks          | Clallam Bay    |
| Port Angeles   |                |
| Sequim         |                |

NOLS NORTH OLYMPIC LIBRARY SYSTEM  
www.nols.org

See insights and ads Boost post

76 4 48

“It’s awesome hours will be extended. Yay.” “Thank you!”(repeated) “Bravo NOLS!”  
“Another reason to love NOLS.” “Such valuable places.”

- On August 20, a Facebook post about the Glacier Science Lecture, part of Olympic National Park’s Terminus project, was shared by ONP and other community organizations to reach 15,247 accounts.
- Other well performing posts in August include a Facebook post thanking the Friends of Sequim Library for their donation and a link to the Sequim Gazette article (75 reactions and 74 link clicks); multiple posts about the final days to get a Summer Reading Challenge T-shirt with photos of staff and community members wearing their shirts (201 combined reactions); Jaiden Dokken’s poetry readings (1.75K reach, 76 reactions); and a post about the community puzzle table at the Port Angeles Main Library (1.1K reach and 49 reactions).

### ***Financial Operations***

*Amy Hough, Finance Manager*

Continued to get comfortable with all of the weekly and monthly financial tasks at NOLS and improving processes when possible. The following changes have made to the payroll process, which takes a significant amount of time every month:

- Worked with payroll service ADP to create a new report to provide data for the ADP, PERS, and Union Dues voucher sheets. The previous method was to print out a copy of the Payroll Summary report, highlight the necessary data, then hand key it into an Excel spreadsheet - a labor-intensive process with plenty of opportunity for error.
- Produced a new report in ADP to use with L&I reporting. The original process required hand keying in Leave Without Pay, Flex Time Accrued and Flex Time Taken categories from the Employee Total Hours Report. I revised the ADP report to automatically include the needed information.
- Created a custom version of the Employee Total Hours report that is used in the PERS, Union, and L&I reports. The original process was to print the standard Employee Total Hours Report, physically highlight Flex Taken, Flex Accrued, and Leave Without Pay, cross out the amounts for Flex Taken and LWOP, calculate and re-write the totals for those employees, and then hand key this data into the other reports. With the custom report, all of the data is in an easy to manipulate and calculated Excel spreadsheet.

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

*Meghan Sullivan, Public Services Director*

- Participated in Bookmobile Service Project activities including vehicle-driving training for staff; working with IT on a process for tracking technology assigned to the vehicle; continued to work with staff on refining procedures for circulation and collection; maintained on-going conversations with community organizations on route stops and book return locations; and attended the Lower Elwha Back to School Fair with the Bookmobile.
- Participated in planning meetings for phone system upgrade and Patron Point notifications.
- Coordinated NOLS information table and mini-Tiny Olympic Library at the Clallam County Fair.
- Met with Michelle Pruden, Community Engagement Coordinator – North Peninsula, Center for Inclusive Entrepreneurship (CIE).
- Attended monthly Washington State Libraries Deputy/Assistant Director Meeting.
- Participated in Co-Designing for Trust Library workshops sponsored by the University of Washington iSchool.
- Attended the Port Angeles Friends of the Library Board Meeting.
- Met with PA Facilities staff to review and discuss NOLS' Responding to Disruptive Events procedures.
- Attended vendor training for the environmental vape/smoke detectors installed in the PA public restrooms and began drafting staff procedures for responding to alerts.
- Participated in recruitment activities for the PA Community Outreach Specialist (COS) and PA Public Services Specialist (PSS) positions.
- Routine Site Visit to Clallam Bay, Forks, and Sequim Libraries.
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Health & Safety Team, ILS Team, Collection Management Team, Port Angeles Staff, and One-on-One meetings.

## **Director's Report**

*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Sequim Library Expansion and Renovation Project
  - Began planning update to temporary space
  - Met with professional moving companies to discuss move to temp space
  - Began planning exact collection layout in renovated library
  - Conditional Use Permit Hearing
  - Met with architects to refine design
  - Met with the Capital Campaign Host Committee
  - Tabled at the Sequim Farmers Market
- Began planning and prep for 2024 Budget
- Began close review of staffing needs across system

- Began work to clean up expired patron records and improve the account registration and renewal process
- Documenting and classifying all current and upcoming NOLS project and priorities
- Community Outreach Specialist recruitment activities
- Training to use new environmental sensors installed in PA public restrooms.
- NOLS management attended an EDI in the Workplace training led by Miriame Cherbib
- Routine Branch Manager and Management Team Meetings
- Routine site visits to Clallam Bay, Forks and Sequim Libraries



## Customer Comments

### August 2023

*The following comments were received by the Library during the months of August 2023. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.*

**Comment:** French children's books PLEASE! We love the library!!!

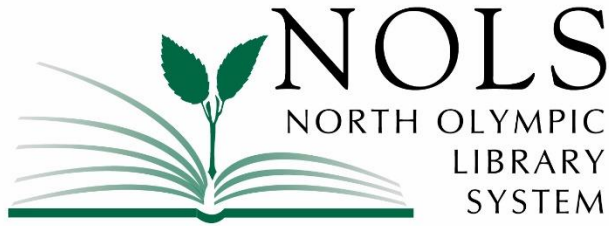
**Response:** Thank you for your comment card regarding French children's books. Per our [Collection Management Policy](#), 2.I.3.B, our collection consists primarily of works in English and we have a dedicated, but small, collection in Spanish to reflect Clallam County residents—but we would be happy to look into specific titles you are looking for in French! Please fill out the [Suggest It! form](#) so we can review what you are looking for in greater detail; either titles or just more information about what level of books you are interested in helps us to fill requests. We are able to request titles in French via interlibrary loan, and many larger systems in Washington State have extensive foreign language collections, so you can make sure to select that option on the form. Thanks for being a patron of NOLS!

**Comment:** I accidentally dropped my car keys down a storm drain in the library parking lot directly beneath my car door. I was frantic... calling city public works, friends, Lyft/Uber, and Wilder Toyota. No one was able to help me. Exasperated! I walked into the library where I was quickly calmed. I asked the desk librarian to contact the maintenance staff (Jeff & Steve) and ask if they might help me. In two minutes they were at my car and in another two minutes they extracted my keys from 4' of water. I was ecstatic! They said it was all part of the job! The library is the best! And the staff peerless. Thank you!

**Response:** No response requested.







## Highlight Log

August 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.*

### **08/01/2023 – Port Angeles**

A young patron and their adult were using the self-checkout but scanned the wrong barcode on a few books and were having a little bit of trouble. After getting some instruction on which barcode to scan, the young patron showed good literacy skills by comparing the library vs upc barcodes on each book before scanning. After each subsequent book checked out successfully, they gave a quietly relieved "phew!"

### **08/01/2023 – Port Angeles**

Patron was picking up a Summer Reading Program Tee for their partner and shared, "I had mine on the other day and everyone had something to say! They were excited about the design or they were reminded they need to pick theirs up!"

### **08/03/2023 – Clallam Bay**

Over the summer, caregivers and children have made visiting the Clallam Bay Branch Library for storytime on Thursday mornings a part of their weekly routine. After storytime today, they enjoyed socializing while playing with toys. They left with new Read and Return board books, an early literacy rhyme to keep practicing at home, and plans to attend next week's ice cream party together.

### **08/05/2023 – Forks**

Over the past several days, we've had multiple tourists mention how great the library is and thank us for being a quiet, cool place to use their devices.

### **08/05/2023 – Port Angeles**

While pulling holds this morning, a regular patron introduced himself and we took a moment to shake hands. He then exclaimed, "Librarians and people who work in libraries are so wonderful! They know how to find important information and they help others! Such wonderful people!" I have helped him with guest passes countless times and I have never known his name. He is hard of hearing, normally very shy, and talking at the circ desk has always overwhelmed him. Being able to ask him how he is doing, learn his name, and talk with him in a quiet area this morning was lovely. Good morning Bruce!

### **08/07/2023 – Forks**

In my email correspondence with a community member they included: "Love our library and all the fun and diverse things going on!!!! Something for everyone."

**08/09/2023 – Forks**

Father and son came in to play chess on our chessboard. Spent over an hour playing and talking about moves and strategy. Really great to see families using the space and spending time together at the library!

**08/11/2023 – Forks**

While walking Elk Creek Conservation Area today, a community member asked if I worked at the library. They said that they don't visit the library but that they came across an early literacy video that was filmed on the trail when they were looking for media of the area. Videos were created by the Youth Services Team as part of a partnership with the North Olympic Land Trust in celebration of Earth Day 2022.

**08/11/2023 – Port Angeles**

I observed an adult playing with a baby and the puppets we just put out on the floor! It was a very adorable interaction.

**08/11/2023 – Sequim**

A patron whose daughter is an elementary school librarian complimented Sequim staff on assisting a patron who she thought was homeless. The librarian told her mother that we did everything right...greeting, addressing the issue with the patron's dogs, getting him a library card and checking out books to him. The patron appreciated hearing that we receive specialized training.

**08/19/2023 – Port Angeles**

The Back to School Fair for PA School District was busy and fun! Highlights included one child whose mom described him as "begging" to get a library card all summer--we let them know how easy it is to sign up for a card; teens and adults alike were excited about Teen Tuesdays, many taking pictures of the flyer to remind themselves for later; and many folks spotted in Summer Reading Program t-shirts or who shared they had been in recently to pick up their shirts!

**08/21/2023 – Sequim**

A young patron was returning picture books and as each one slid into the drop could be heard to say (with real feeling):

"I'll miss you!" - "oh I'll really miss you!" - "mmm I won't miss you."

**08/23/2023 – Port Angeles**

After sharing about Libby and hoopla with a patron, they said "I love libraries...if they took everything away and could only leave one thing in this life, libraries would be on my mind"

**08/24/2023 – Port Angeles**

The Readers' Advisory whiteboard in the circulation work area has been extra fun and engaging! Sarah M. has been keeping it fresh rotating some various "Would you rather..." questions such as "Would you rather: choose your favorite author's next book's cover art OR new main character's personality/appearance?" and "Would you rather live in an established fantasy universe OR Sci-Fi universe?" Thanks, Sarah!!

**08/24/2023 – Port Angeles**

Patron asked to borrow a pen, then said thank you, and "thank you for being a library and being open," and then shared their best wishes for the public library in Dayton, Columbia County Rural Library District (currently in danger of being defunded). CCRD is one of NOLS' many partners in the Washington Anytime Library.

**08/24/2023 – Port Angeles**

Kid getting ready to leave after spending a long time browsing in the children's graphic novels: "Mom, I LUCKED out today--they had the next *three* books!"

**08/25/2023 – Port Angeles**

A patron expressed great appreciation for our printing services. They have a pie making group and when their printer died, they were able to use the library printing services to keep recipe copies going for their group! So much gratitude!!

**08/28/2023 – Clallam Bay**

While tabling for the Library at Makah Days, I asked several people if they wanted to sign their young ones up for the Dolly Parton Imagination Library. All but one of them were already signed up! Kudos to Kristine for her Makah HeadStart visits.

**08/29/2023 – Port Angeles**

Patron gave a rave review of the library after Becki, Jeff and Steve helped them retrieve keys from the storm drain outside. He was truly astonished with the help he received and commented he doesn't get service like that from anywhere else!

**08/30/2023 – Port Angeles**

A patron whose card expired several years ago renewed her account so she could check out a book recommended by her friend. She thanked me for wearing a mask and I complimented the color of hers. <3

**08/29/2023 – Sequim**

A patron on the catalog in the children's area remarked - There are over 300 picture books about friendship in Sequim, right now. That must be a good thing! And it is!

**08/30/2023 – Port Angeles**

One of our youth patrons was thinking forward to next year's summer reading program t-shirt and asked if we knew what it would look like. I responded by asking her what she would design. She knew exactly what the next t-shirt should look like, drew a sketch, and gave details on colors of shirt and design!