

Notice of Public Hearing

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

Public Hearing on Draft 2024 Operating Budget

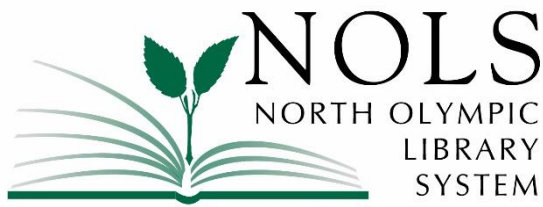
Thursday, October 26, 2023, 5:30pm
Forks Branch Library
171 South Forks Avenue, Forks, WA, 98331

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's draft 2024 Operating Budget during the Board's regular meeting on Thursday, October 26, 2023, at 5:30pm. The Library's budget for 2023 is \$6,039,685 and the proposed budget for 2024 is \$6,290,334.

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

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

A second public hearing and adoption of the 2024 Budget is scheduled for Thursday, November 16, 2023, at 5:30pm at the Port Angeles Main Library. Public comment is encouraged at this meeting as well.



Board of Trustees Regular Meeting
Thursday, October 26, 2023 5:30pm
Forks Branch Library

REMOTE ACCESS

If unable to join in person, members of the public may participate in the meeting via internet or phone using the instructions available prior to the meeting at www.nols.org/board-administration.

PUBLIC COMMENTS

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

LAND ACKNOWLEDGEMENT

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of September 28, 2023
4. Communications
5. Presentation – Community Librarianship at NOLS, presented by Mary Givins and Troi Gale
6. Public comments
7. Financial Reports: September 2023
8. Approval of Vouchers: September 2023

9. Unfinished Business

U.1. None

10. New Business

N.1. Review and discussion of proposed 2024 Operating Budget

N.2. Public Hearing on the proposed 2024 Operating Budget

N.3. Resolution 23-10-03: Authorization to Establish a Small Works Roster Process

11. Reports

R.1. Monthly Statistics Reports: September 2023

R.2. Monthly Activity Reports: September 2023

R.3. Customer Comments: September 2023

R.4. Highlight Log: September 2023

12. Public Comments

13. Trustee comments

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

14. Next meeting: 5:30pm, Thursday, November 16, 2023 at the Port Angeles Main Library

15. Agenda items for next meeting

16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, November 16 , 2023	5:30pm	Regular meeting Port Angeles

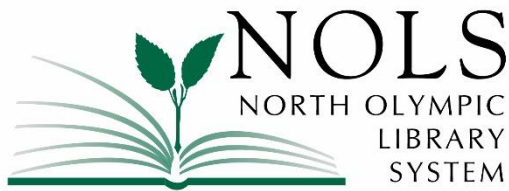
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 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 the Sequim Branch Library. Annual Meeting is held in January, date/location usually announced in December.

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



Board of Trustees Regular Meeting
Thursday, September 28, 2023 5:30pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, and Ian Miller. Library staff present: Public Services Director Meghan Sullivan, HR & Business Manager Shaina Lent, West End Library Manager Troi Gale, and Executive Director Noah Glaude.
2. Approval of agenda
Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Mr. Miller. Motion carried.
3. Approval of minutes for regular meeting of August 24, 2023
Motion by Ms. Pelikan to approve the minutes from the August 24, 2023 regular meeting. Motion seconded by Mr. Miller. Motion carried.
4. Communications
5. Public Comments
6. Financial reports: August 2023
The financial reports for August 2023 were accepted as presented.
7. Approval of vouchers: August 2023
Motion by Ms. Pelikan to approve the August 2023 vouchers, numbered #785 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 #900, in the amount of \$644,612.87. Motion seconded by Mr. Miller. Motion carried.
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

*Motion by Ms. Pelikan to approve the NOLS 2024 Budget Guidelines. Motion seconded by Mr. Miller.
Motion carried.*

10. Reports

R.1. Monthly Statistics Reports: August 2023

R.2. Monthly Activity Reports: August 2023

R.3. Customer Comments: August 2023

R.4. Highlight Log: August 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, October 26, 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 6:37pm

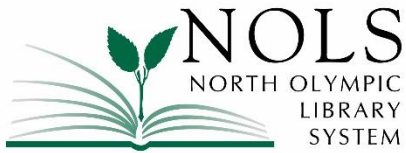
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to improve lives and strengthen community.”*

*NOLS Mission Statement
Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: October 26, 2023
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for September 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: Investment Interest of \$3,677 is from PA Capital Account CD 15 which matured in September. Private Grants and Donations includes a generous donation of \$5,000 from Port Angeles Friends of the Library. NOLS is grateful for their generosity!

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

Account Balances: PA Capital Account CD 15 matured in March. The proceeds of \$526,435 were not reinvested but added to the PA Capital Reserve. Payroll Account (US Bank 1301) shows expenses and reimbursements of \$293,524 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 \$351,477.

Of the \$293,524 in electronic transfers, \$178 was paid to the DOR for Sales and Use Tax (Voucher 950).

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



Expenditure Report[™]

September 30, 2023

				9/12ths is	75.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	256,449	2,198,025	940,516	70.0
Benefits	1,323,588	95,028	872,924	450,664	66.0
Total Personnel	4,462,129	351,477	3,070,949	1,391,180	68.8
<i>Supplies</i>					
Supplies, Office and Operating	108,275	10,319	93,523	14,752	86.4
Fuel	19,300	428	5,893	13,407	30.5
Merchandise for resale	1,800	21	74	1,726	4.1
Collection Materials	480,000	21,751	213,129	266,871	44.4
Small Tools/Equip (<\$200)	1,450	12	573	878	39.5
Total Supplies	610,825	32,532	313,191	297,634	51.3
<i>Services</i>					
Professional Services	400,539	12,591	188,492	212,047	47.1
Communication	156,072	11,978	101,073	54,999	64.8
Travel	24,300	163	18,989	5,311	78.1
Taxes and Operating Assessments	6,000	-	5,305	695	88.4
Operating Rentals and Leases	9,215	140	3,500	5,715	38.0
Insurance	114,000	-	108,666	5,334	95.3
Public Utilities	96,100	6,569	68,203	27,897	71.0
Repair and Maintenance	145,710	56,389	87,328	58,382	59.9
Miscellaneous Services	13,245	26	15,170	(1,925)	114.5
Total Services	965,181	87,856	596,726	368,455	61.8
<i>Intergovernmental Services</i>	800		158	642	19.8
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	750	90	695	55	92.7
<i>Debt Repayment - Sequim Lease</i>	-	6,500	14,965	(14,965)	N/A
Total Operating Expenditures	6,039,685	478,455	3,996,684	2,057,966	66.2

(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	-	145,400	42,500	77.4
Other Improvements	72,050	4,368	39,141	32,909	54.3
Machinery & Equipment	286,775	1,016	121,340	165,435	42.3
Construction of Capital Assets	1,738,285	49,401	510,421	1,227,864	29.4
Total Capital Outlays	2,285,010	54,785	816,302	1,468,708	35.7
Grand Total All Expenditures	8,324,695	533,241	4,812,986	3,526,674	57.8

* All amounts are rounded to the nearest dollar.



Revenue Report^{*}

September 30, 2023

Operating Revenue				9/12ths is	75.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,665,000	79,828	2,923,098	1,741,902	62.7
Intergovernmental Revenues	-		52,020	(52,020)	-
Goods and Services	11,955	4,517	11,720	235	98.0
Library Fees	10,000	1,031	12,745	(2,745)	127.5
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	45,635	309,177	(89,177)	140.5
Investment Interest (net of fees)	-		-	-	-
Facilities Leases (Short Term)	1,800	270	1,223	578	67.9
Private Grants and Donations	163,500	6,038	337,457	(173,957)	206.4
Other Miscellaneous Revenue	52,200	51,777	155,600	(103,400)	298.1
Total Miscellaneous Revenues	437,500	103,720	803,457	(365,957)	183.6
Nonrevenues (excise taxes)	750	138	800	(50)	106.7
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	6,039,685	189,234	3,803,840	2,235,845	63.0

Capital Revenue					
Timber Revenues (received in 2023)	-	18,025	341,666	-	-
Total Capital Revenue	-	18,025	341,666	-	-

Grand Total Revenues		207,260	4,145,506		
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* All amounts are rounded to the nearest dollar.



Account Balances*

September 30, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,582,663	-	18,025		1,600,688
Operating Reserve ⁽³⁾	574,077	-			574,077
PA Capital Reserve ⁽⁴⁾	293,545	526,435			819,980
Sequim Capital Project Acct. ⁽⁴⁾	1,421,762			62,401	1,359,361
Capital Budget - 2023 ⁽⁴⁾	125,067			5,384	119,682
<i>Total Board Designated Accounts</i>	5,304,132	526,435	18,025	67,785	5,780,808
<i>Grants and Donations</i>					
NOLS Donations Fund	85,161	(1,250)	63	-	83,973
NOLS Materials Fund	14,731	-	-	-	14,731
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	(4,024)	7,250	-	4,429	(1,203)
Port Angeles Donations Fund	7,866	-	47	-	7,914
Port Angeles Friends Donations	31,024	(2,590)	5,000	2,045	31,389
Sequim Donations Fund	40,987	-	6	-	40,993
Sequim Friends Donations	21,425	(2,590)	-	2,088	16,746
Forks Donations Fund	2,198	-	36	-	2,234
Forks Friends Donations	1,523	(260)	-	899	363
Clallam Bay Donations Fund	6,819	-	0	-	6,819
Clallam Bay Friends Donations	1,256	(160)	-	197	899
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	536,484	-	885	-	537,369
Bookmobile Donations	1,448	-	11	-	1,459
<i>Total Grants and Donations</i>	802,246	400	6,049	9,658	799,037
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,109,040	526,835	24,074	77,444	6,582,506
<i>Undesignated Cash Operating Funds</i>	2,730,597	(269,363)			2,461,233
Total WA State Local Investment Pool	8,839,637	257,472	24,074	77,444	9,043,739

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.

* All amounts are rounded to the nearest dollar.



Account Balances*

September 30, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 15 (9/23 First Fed)	522,758	(526,435)	3,677	-	-
Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁵⁾	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁵⁾	236,942	-	-	-	236,942
Total Certificates of Deposit	979,496	(526,435)	3,677	-	456,738
Total Investments	9,819,133	(268,963)	27,751	77,444	9,500,478
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	270	270	6,000
Payroll Account (US Bank 1301)	200	293,347	-	293,347	200
Merchant Account (FF 7401)	1,000	(52,359)	52,359	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	7,650	240,987	52,629	293,617	7,650
Total Cash	7,650	240,987	52,629	293,617	7,650
Total Cash and Investments	9,826,783	(27,976)	80,381	371,060	9,508,128

Notes:

(5) Bequests designated for specific use by donor.

* All amounts are rounded to the nearest dollar.



Voucher Approval for September 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 #901 through #1014 are approved in the amount of \$533,432.95 this 26th day of October 2023.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
901	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 08-31-2023) - EFT 1021	247,391.52
902	ADP, LLC	Payroll Services - Payroll Processing Fee (PPE 07-31-2023)	876.94
903	Advice Lady, LLC	C26 - Staff Training - ASTD - Speaker - NOLS	400.00
904	Alta Language Services	PO 1142 Professional Services - Bilingual Test - NOLS	110.00
905	Amazon.com	Collection Materials	72.94
906	Amazon.com	Collection Materials	77.67
907	Amazon.com	Collection Materials	18.55
908	Amazon.com	Collection Materials	201.88
909	Angeles Communications	Communications - VOIP	903.04
910	Baker & Taylor Entertainment	Collection Materials	518.02
911	Baker & Taylor Entertainment	Collection Materials	140.38
912	Baker & Taylor Entertainment	Collection Materials	435.39
913	Baker & Taylor Entertainment	Collection Materials	459.23
914	Baker & Taylor Information	Collection Materials	2,824.49
915	Baker & Taylor Information	Collection Materials	841.82
916	Baker & Taylor Information	Collection Materials	2,730.94
917	Baker & Taylor Information	Collection Materials	5,240.62
918	Bill's Plumbing	PO 1146 Operating Rentals - Sanican September - FAC	100.00
919	BR Lymangrover Land Surveying	PO 1144 Capital Improvements - CB Land Survey - Fence Project - CB	3,233.50
920	BR Lymangrover Land Surveying	PO 1233 Capital Improvements - CB Land Survey - Fence Project - CB	1,134.75
921	Brodart Company	Collection Materials	550.45
922	Brodart Company	Collection Materials	521.23
923	Brodart Company	Collection Materials	566.70
924	CED Consolidated Electrical Distributors	PO 1195 Maintenance Supplies - Light Bulbs FO & CB - FAC	440.64

No.	Claimant	Purpose	Amount
925	CENGAGE Learning	Collection Materials	56.94
926	CENGAGE Learning	Collection Materials	219.43
927	CENGAGE Learning	Collection Materials	716.29
928	Center Point Large Print	Collection Materials	236.70
929	Center Point Large Print	Collection Materials	29.96
930	CenturyLink 300511187 FO	Communications - Voice - FO	89.67
931	CenturyLink 300561130 CB	Communications - Voice - CB	166.95
932	CenturyLink 360-681-7811 468B SQ	Communications - SQ - Voice	128.24
933	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.86
934	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,366.27
935	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	267.25
936	City of Forks	Public Utilities - FO	122.91
937	City of Port Angeles/Dump	PO 1227 Public Utilities - Solid Waste - Yard Debris - FAC	10.24
938	City of Port Angeles/Orcas Avenue	Public Utilities - PA	269.93
939	City of Port Angeles/Peabody St.	Public Utilities - PA	4,053.72
940	City of Sequim	Public Utilities - SQ	185.47
941	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
942	Clallam County PUD	Public Utilities - CB	573.00
943	Clallam County PUD	Public Utilities - FO	623.00
944	Clallam County Treasurer	AUG 2023 Investment Service Fee paid in SEPT - EFT 1032	50.00
945	Convergence Design and Apparel	PO 1228 Program Supplies - SRP T-shirts 1 of 2 Final Order (SP)	204.14
946	Dahll's Upholstery	PO 1224 Maintenance & Repair - Upholstery Repair PA - FAC	494.13
947	Decker City Hardware	PO 1132 Tools & Equipment - Broom - FAC	12.48
948	Decker City Hardware	PO 1208 Maintenance Supplies - Outlet Covers & Batteries - FAC	35.37
949	Dept. of Retirement Systems	PERS and DCP (PPE 08-31-2023) - EFT 1022	45,505.09
950	Dept. of Revenue - Use/Sales Tax	August 2023 Sales & Use Tax - EFT 1024	177.50
951	Desmarais, Corrina	Travel - Business - Mileage Reimbursement - SQ	7.93
952	Dokken, Jaiden	C30 - Staff Training - ASTD - Workshop - NOLS	150.00
953	Empower Retirement	EmpDCP 09-2023 (PPE 08-31-2023) - EFT 1023	450.00
954	Gale, Troi	Cell Phone Reimb; PO 1193 Program Supplies - Parade Candy (SP)	137.45
955	Gilbert Jewel	Business - Mileage Reimbursement - PA	23.58
956	Givins, Mary	Travel - Business - Mileage Reimbursement - FO	27.51
957	Health Care Authority	Medical (PPE 08-31-2023)	43,025.77
958	HealthEquity	HSA ER Contribution - September 2023	437.49
959	Hi-Tech Security, Inc.	PO 1150 Repair and Maintenance - CB Security Alarm Monitoring - FAC	417.02
960	Hi-Tech Security, Inc.	PO 1194 Repair and Maintenance - FO Security Alarm Monitoring - FAC	351.86
961	Hi-Tech Security, Inc.	PO 1210 & 1211 PA Security Alarm Monitoring; PO 1211 PA Fire Alarm Batteries	667.60
962	Hough Amy	Travel - Business - Mileage Reimbursement - ADM	97.60

No.	Claimant	Purpose	Amount
963	Ingram Library Services	Collection Materials	372.28
964	Ingram Library Services	Collection Materials	659.05
965	Innovative Interfaces	PO 1143 Technology Maintenance - Polaris Annual Maintenance - NOLS	52,766.38
966	Joe Kye Music LLC	CO 23 Programming - Music Concert (SP)	2,110.00
967	KCDA Purchasing Cooperative	PO 1122 Maintenance Supplies - Cleaning Supplies - FAC	1,256.24
968	Koenig Chevrolet	PO 1147 Vehicle Maintenance - Nolsy Red AC Repair - FAC	1,017.99
969	McNish Family II LLC	SQ Temp Bldg Lease - October 2023 - SQ CPA	6,500.00
970	Midwest Tape	Collection Materials	465.58
971	Midwest Tape	Collection Materials	796.34
972	Midwest Tape	Collection Materials	845.36
973	Murreys Disposal Company, Inc.	Public Utilites - SQ & PA	617.59
974	NOLS Employee	HRA Reimbursement - ADM	140.54
975	NOLS Employee	HRA Reimbursement - FO	420.93
976	NOLS Employee	HRA Reimbursement - PA	1,750.00
977	NOLS Employee	HRA Reimbursement - PA	51.54
978	NOLS Employee	HRA Reimbursement - PA	384.96
979	NOLS Employee	HRA Reimbursement - PA	125.36
980	NOLS Employee	HRA Reimbursement - ADM	490.00
981	NOLS Employee	HRA Reimbursement - PA	41.49
982	NOLS Employee	HRA Reimbursement - PA	680.00
983	NOLS Employee	HRA Reimbursement - SQ	249.77
984	NOLS Employee	HRA Reimbursement - SQ	233.85
985	NOLS Employee	HRA Reimbursement - SQ	20.00
986	NOLS Employee	HRA Reimbursement - TS	46.77
987	North Olympic Library System	July & August revolving Fund Reimbirment	269.90
988	Olympic Laundry & Dry Cleaners, Inc.	PO 1145 Professional Services - Laundry - FAC	217.95
989	Olympic Printers, Inc.	PO 1202 Program Supplies - Resilience Posters (SP)	265.47
990	OverDrive, Inc.	Collection Materials	71.77
991	OverDrive, Inc.	Collection Materials	682.73
992	OverDrive, Inc.	Collection Materials	603.62
993	OverDrive, Inc.	Collection Materials	360.48
994	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - FO, PA, CB, SQ	1,918.04
995	Peninsula Daily News	Collection Materials	436.80
996	Quill Corporation	PO 1111 Office Supplies - Book Tape, Pencils - SQ	209.52
997	Rainbow Printing	PO 1153 Office Supplies - Library Cards - NOLS	550.00
998	Rainbow Sweepers, Inc.	PO 1151 Groundskeeping - PA Sweep Parking Lot 09-03-2023 - FAC	244.80
999	Sanford Irrigation, Inc.	PO 1196 Groundskeeping -PA Irrigation Repair - FAC	119.68
1000	SHKS Architects	PO 1242 Capital Construction - Basic and Supplemental Services (SQ CPA)	49,401.07
1001	Swains General Store, Inc.	PO 1137 Cleaning Supplies - FAC; PO 1138 Groundskeeping - Pest Control - FAC	96.31

No.	Claimant	Purpose	Amount
1002	Swank Movie Licensing USA	PO 1187 Professional Services - Copyright Compliance Licenses - 10/01/23 - 09/30/24	1,292.00
1003	Unique Management Services, Inc.	Professional Services - Debt Collection	305.35
1004	United Way of Clallam County	United Way Contributions (PPE 08-31-2023)	185.00
1005	University of Washington - CCER	C3I Staff Training - ASTD - Speaker - NOLS	2,835.60
1006	US Bank	Credit Card Services - Aug 2023 Charges Paid in September	11,658.79
1007	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1008	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	524.34
1009	Viking Sew & Vac	PO 1229 Machinery & Equipment - PA Vacuum Cleaner - FAC	934.59
1010	Wave Business	Communication - Internet - IT	5,995.35
1011	WCIF	Vi/Li/EAP (PPE 08-31-2023)	1,390.35
1012	West Waste & Recycling	Public Utilities - FO/CB	56.43
1013	WSCCCE - WPAS, Inc	Dental Premiums (PPE 08-31-2023) - Oct Coverage	5,860.35
1014	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 08-31-2023)	2,476.06
			533,432.95

*** Detail - NOLS Revolving Fund Account -- Voucher #987**

	NOLS Patron	Jun 2023 RF Reimb for Voided Ck# 2303	(27.00)
2308	North Olympic Library System	Patron Refund	28.99
2309	NOLS Patron	Donation to Greatest Need SQ on Behalf of Patron	27.00
2310	NOLS Patron	Patron Refund	27.00
2311	NOLS Patron	Patron Refund	27.00
2312	NOLS Patron	Patron Refund	40.00
2313	NOLS Patron	Patron Refund	26.99
2314	NOLS Patron	Patron Refund	28.99
2315	NOLS Patron	Patron Refund	17.99
EFT 1008	First Federal Savings & Loan	2023 Annual Safe Deposit Box Rent - EFT 1008	72.94
			269.90

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1006**

1	IPassword	PO 1217 Technology Services - IPass Annual Renewal (11 users) - IT	1,145.38
2	Adobe Creative Cloud	PO 1216 Technology Services - Creative Cloud - IT	391.55
3	Amazon	PO 1019 Office Supplies - Adhesive, Screen Cleaner - TS	75.02
4	Amazon	PO 1086 Maintenance Supplies - Wiper Blades - FAC	42.50
5	Amazon	PO 999 Maintenance Supplies - Wiper Blades - FAC	(33.71)
6	Amazon	PO 1082 Maintenance Supplies - Faucet Sensors PA - FAC	230.64
7	Amazon	PO 1100 Maintenance Supplies - Fan Motor - FAC	119.67
8	Amazon	PO 1101 Maintenance Supplies - Totes for PPE Kits - FAC	63.08
9	Amazon	PO 1047 Toner & Ink - PA	288.32
10	Amazon	PO 1047 Office Supplies - Markers - PA	12.40

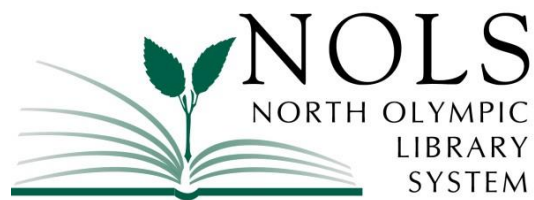
No.	Claimant	Purpose	Amount
11	Amazon	PO 1047 Merchandise for Resale - Flash Drives for Resale	21.26
12	Amazon	PO 1045 Program Supplies - Teen Tuesday (PAFOL)	32.63
13	Amazon	PO 1098 Program Supplies - Storage Containers (PAFOL)	79.09
14	Amazon	PO 1131 Machinery & Equipment - Step Stool Bookmobile - OR	38.69
15	Amazon	PO 1198 Program Supplies - Teen Lit Bags (SP)	58.73
16	Amazon	PO 1199 Program Supplies - YS Supplies (PAFOL)	313.17
17	Amazon	PO 1039 Program Supplies CS Edu Week STEAM Stations (CBFOL/FOFOL)	71.87
18	Amazon	PO 1075 Program Supplies - ECE Toys (FOFOL)	166.88
19	Amazon	PO 1074 Program Supplies - ECE Toys (FOFOL)	86.87
20	Amazon	PO 1077 Program Supplies - Game Lounge (CBFOL/FOFOL)	508.04
21	Amazon	PO 1113 Program Supplies - Game Night (FOSL)	373.20
22	American Button Maker	PO 1174 Program Supplies - Button Maker Supplies (SP)	64.05
23	ARSL	PO 1043 Training - ARSL Virtual Conference Fee - NOLS	80.00
24	Black Bear Diner	PO 1165 Program Supplies - SRP Prize - SQ	100.00
25	Chalma Mexican Market	PO 1191 Program Supplies - Parade Candy (SP)	29.00
26	Costco	PO 1200 Program Supplies - Teen Lit Bags (SP)	29.97
27	Costco	PO 1209 Office Supplies - Staff Room Microwave - PA	130.67
28	Demco, Inc.	PO 1017 Office Supplies - Archival Boxes - PA	101.28
29	Demco, Inc.	PO 1103 Office Supplies - PA Bookmarks (PAFOL)	80.66
30	DialMyCalls.com	PO 1206 Technology Services - Staff ER Contact System - NOLS	19.99
31	Dropdeck	PO 1218 Technology Services - Presentation Tool - IT	19.00
32	E-Fax	PO 1156 Technology Services - HR Fax Line - ADM	36.81
33	Evergreen 76	PO 1125 Business Fuel - Pacifica - TS	50.07
34	Facebook	PO 1212 Professional Services - Sponsored Posts - NOLS	123.98
35	First Book Marketplace	PO 1115 Program Supplies - Kids Book Club (FOSL)	370.60
36	Forks Outfitters	PO 1102 Office Supplies - Water for Cooling Center (CBFOL/FOFOL)	16.27
37	Forks Outfitters	PO 1085 Office Supplies - Water for Cooling Center (FOFOL)	5.42
38	Forks Outfitters	PO 1182 Program Supplies - Ice Cream Party (CBFOL/FOFOL)	15.98
39	Grocery Outlet	PO 1180 Program Supplies - Ice Cream Party (CBFOL/FOFOL)	17.13
40	Insights Conference	PO 1157 Training - Insights HR Conference - ADM	54.50
41	KCDA Purchasing Cooperative	PO 1046 Copy Paper - PA	272.46
42	KCDA Purchasing Cooperative	PO 1046 Office Supplies - Pencils - PA	12.52
43	KCDA Purchasing Cooperative	PO 1166 Copy Paper - SQ	105.62
44	Label Value	PO 1038 Office Supplies - Spine Labels - FO	148.83
45	Label Value	PO 1112 Office Supplies - Spine Labels - SQ	134.01
46	Lakeshore Learning	PO 1076 Program Supplies - ECE Toys (FOFOL)	191.07
47	Lower Elwha Food & Fuel	PO 1176 Business Fuel - Nolsy White - NOLS	50.00

No.	Claimant	Purpose	Amount
48	Lower Elwha Food & Fuel	PO 1184 Business Fuel - Westy - NOLS	44.51
49	Microsoft	PO 1204 Technology Services - MS Cloud Services - IT	886.22
50	NAPA Auto Parts	PO 1097 Maintenance Supplies - Wiper Blades - FAC	69.18
51	NAPA Auto Parts	PO 1123 Maintenance Supplies - Wiper Blades - FAC	15.21
52	NexusTek	PO 1220 Technology Services - MS Project Licenses - IT	110.00
53	Ninja Forms	PO 1221 Technology Services - WordPress Add-in - IT	29.00
54	North Olympic Library System	PO XX Technology Services - Donation Form Tests Live (7)	8.56
55	Oak Table Cafe	PO 1163 Program Supplies - SRP Prize - SQ	100.00
56	Odyssey Book Shop	PO 1141 Program Supplies - Gift Card for Volunteer (PAFOL)	25.00
57	Odyssey Book Shop	PO 1167 Program Supplies - SRP Prize -SQ	200.00
58	Office Supply.com	PO 1120 Toner & Ink - PA	271.65
59	Port Book and News	PO 1164 Program Supplies - SRP Prize - SQ	300.00
60	Premio	PO 1205 Technology Services - WordPress Add-In - IT	18.75
61	Safeway	PO 1049 Office Supplies - Dist Cleaning Water - TS	39.04
62	Safeway	PO 1119 Office Supplies - Zip Lock Bags - PA	20.62
63	Safeway Fuel	PO 1158 Business Fuel - Chevy Van - NOLS	119.45
64	Sequim Self Storage	PO 1183 Office Supplies - Shipping Box - SQ	14.06
65	Shell	PO 1171 Business Fuel - Transit Van - NOLS	70.17
66	Shell	PO 1192 Business Fuel - Bookmobile - OR	94.12
67	Stamps.com	PO 1044 Postage - TS	250.00
68	Stamps.com	PO 1107 Postage - TS	250.00
69	Stamps.com	PO 1108 Postage - TS	250.00
70	Stamps.com	PO 1124 Postage -TS	250.00
71	Stamps.com	PO 1136 Postage -TS	250.00
72	Stamps.com	PO 1133 Technology Services - Monthly Fee - TS	21.75
73	Teamviewer	PO 1219 Technology Services - Presentation Tool - IT	664.77
74	The Spanish Group	PO 1213 Professional Services - Translation Services - NOLS	60.70
75	Toner Laser Cartridge LLC	PO 1117 Toner & Ink - PA	170.04
76	Tracfone	PO 1214 Communications - Branch Cell Phones - IT	93.56
77	Via Monstra Online Academy	PO 1027 Training - Windows 10 Intune & Azure Management - IT	295.00
78	Walmart	PO 1175 Machinery & Equipment - Storage Bins Bookmobile - OR	42.78
79	Walmart	PO 1181 Program Supplies - Ice Cream Party (CBFOL/FOFOL)	16.70
80	Walmart	PO 1121 Program Supplies - Poetry Reading (FOSL)	38.79
81	WSDOT Good to Go	PO 1023 Training - ALA Conference - Bridge Toll - NOLS	6.50
82	Zoom	PO 1207 Technology Services - Zoom One - NOLS	217.49
			11,658.79

No.	Claimant	Purpose	Amount
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 1021	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 08-31-2023)	247,391.52
EFT 1022	Dept. of Retirement Systems	PERS and DCP (PPE 08-31-2023)	45,505.09
EFT 1023	Empower Retirement	EmpDCP 09-2023 (PPE 08-31-2023)	450.00
			293,346.61

2024
Proposed Operating Budget
(October Draft)

First Board Review and Public Hearing
October 26, 2023





Staff Report

Meeting Date: October 26, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Review of Draft Operating Budget for Fiscal Year 2024
Public Hearing on the Draft Proposed Budget

Attachments: 2024 Summary Operating Budget Draft
2024 Budget Guidelines

Topic/Issue: The Library Board of Trustees will review a draft of the Library's operating budget for 2024, and conduct the first public hearing on the budget. The Board is not required to adopt the budget at this time.

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

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

Policy Considerations: NOLS [Policy 5.15, Fiscal Management Policy](#) states the North Olympic Library System Board of Trustees establishes Fiscal Management Policy in order ensure that the Library's fiscal, financial, and budget practices are conducted according to sound and accepted financial procedures and policies, and to support responsible and sustainable stewardship of public resources.

Discussion: The Management Team played a key role in the development of this draft budget. The Management Team sets system-wide priorities which reflect NOLS' Strategic Roadmap and Initiatives and branch and department work plans for the coming year. Managers developed their respective branch/department budgets, and then worked together to jointly review and finalize this draft. Finance Manager Amy Hough and HR and Business Manager, Shaina Lent, worked together to build the 2024 personnel detail spreadsheet. The personnel detail calculates salary and benefit costs for all

NOLS positions for the coming year. Personnel costs represent approximately 74% of the total 2024 budget, so having accurate salary and benefits projections is crucial to having an accurate budget. The Board's Finance Committee has reviewed this draft of the proposed budget.

The October draft of the Library budget generally reflects a conservative estimate of the expected tax revenues. These are calculated based on the preliminary estimates of the Assessed Valuation for the County as provided by the Assessor, and applying the limiting factors imposed by Washington State tax laws. This October draft of the 2024 Operating Budget projects a 1% tax revenue growth over the 2023 levy. NOLS' 2023 levy rate stands at 31¢ per thousand of the county's AV. Based on currently projected AV increases and factors limiting NOLS' levy rate, the 2024 levy rate would compress to approximately 29¢/\$1000 AV.

Total Operating Expenditures budgeted for in the current draft of the 2024 Operating Budget stand at \$6,290,334, an increase of \$250,649 (approximately 4%) from the 2023 budget of \$6,039,685.

Tax Revenue Estimates

Approximately 75% of estimated revenues for the draft 2024 Operating Budget derive from 2024 property taxes. These revenues are levied and collected on the Library's behalf by Clallam County. Official estimates of the County's Assessed Valuation (AV) and new construction values are generally not available during the September/October period during which the first draft of the Library budget is prepared. The October Draft relies on the Assessor's early estimates: with Taxable AV estimates at \$16,067,021,435, and new construction value estimates at \$166,075,960. Tax revenues in this draft budget have been conservatively projected based on the 1% growth limitation allowed by law, with allowance for estimated new construction add-ons. These calculations will be updated as the Assessor's figures continue to firm up, and staff may need to make an upward or downward adjustment of this revenue figure.

Library Fees

Revenues for 2024 from lost and damaged materials fees have been estimated at \$15,000. In 2019, the Library stopped charging fines for overdue material.

Miscellaneous Revenues

The sum of \$362,800 has been budgeted for investment interest income. The bulk of NOLS operating funds are invested via the State Pool. The interest rate on State Pool funds is expected to increase from a low of 0.075% in May 2021 to an average of 4% for 2024. Interest from the Port Angeles Capital Replacement account and the Bode Bequest funds (held in certificates of deposit) is restricted by fund designation, and is therefore *not* included when calculating interest income to be applied to the operating budget.

A total of \$81,500, representing donations from the four Friends of the Library groups, has been included as estimated revenue. For the most part, Friends' donations are directed toward support for library programming and events. NOLS' exceptional array of public programming is almost entirely dependent on the generous support of the Friends groups, whose donations comprise about 92% of the total revenues budgeted for program support in 2024.

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

E-rate revenues are received as part of the federal reimbursement program related to telecommunications. E-rate reimbursements have been estimated at \$100,000 for 2024, 96% increase compared to 2023. The increase is tied to major network and IT equipment upgrades being completed throughout the system.

Timber Revenue

In accordance with Policy 5.15: Fiscal Management, and established Board practice, projected revenues from timber and forest products are not included in the operating budget for 2024. The Board will be presented with a draft of the Capital Budget for 2024 at the January meeting. Revenue for the Capital Budget is drawn from the Capital Budget account. The Finance Committee will have opportunities to review drafts of the 2024 Capital Budget prior to its presentation to the Board in January.

Personnel Expenditures

Personnel costs (salaries and benefits) represent 74% of the total 2024 budget. Personnel costs stand at \$4,676,558 in this draft of the Operating Budget, up from the \$4,462,129 budgeted in 2023, an increase of 4.8%. Personnel expense calculations reflect salaries, a previously negotiated 2% cost of living adjustment (COLA), anticipated step (proficiency) increases, longevity benefits (CSBs), and other established cost increases and decreases, for all current and proposed 2024 positions; routine annual increases to these costs are projected. In 2024, the minimum wage will increase by \$0.54, 3.4%, to \$16.28/hour.

As recommended by the State Auditor, provision is also made for “pay out” of compensated leave balances, to support anticipated or possible retirements/separations. The personnel array for 2023, on which the personnel budget is based, was 58 FTE and will be the same in 2024.

There will be a moderate increase to medical (2.75%-5.28%) premiums and dental (3%) premiums for 2024. L&I rates are estimated to increase 4.9% from 2023 to 2024. Public Employees’ Retirement System (PERS) rates are expected to decrease 0.86%. No additional rate changes are expected in 2024, although it should be noted that PERS rate increases have been known to go into effect unexpectedly.

Supplies Expenditures

Friends of the Library contributions are essential to NOLS’ ability to provide library programming. For budgeting purposes, Friends’ support for programming is split between *Supplies* and *Services*; in the 2024 Operating Budget, Friends’ funding for program supplies stands at an estimated total of \$30,000. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes. As noted above, Friends’ donations provide about 95% of the funding necessary for programming supplies and presenters/services. NOLS truly could not provide this core service without support from the Library’s wonderful and generous Friends of the Library groups.

Collection materials (books, DVDs, downloadable audio books, e-books, online databases and other library materials) are included in the Supplies category. The proposed 2024 Operating Budget

maintains the amount budgeted for collection materials at \$480,000 or approximately 8% of the total budget. In 2011 (following the 2010 Levy Lid Lift) NOLS initiated a plan to address longstanding inadequacies in the collection. The 2024 materials budget represents a 51% increase over the pre-levy 2010 materials budget of \$317,754. As a result of this increased funding during the past decade, the NOLS collection has fully recovered from earlier years of tight budgets. The modest year-to-year spending increase in recent years has primarily addressed inflation, rather than growth. Due to supply chain issues in the publishing industry and library circulation activity in recent years, library staff believe they can continue to develop the collection without an increase in funding in 2024.

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

Services and Charges

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

In order to help complete NOLS' Strategic Initiatives in 2024, funds have been designated for several consultants. In 2023, \$60,000 was budgeted for fiscal planning and a library card campaign, but those funds were not utilized. Consultants for fiscal planning and the library card campaign are being budgeted for again in 2024, in addition to a consultant to review and update NOLS HR Policy Manual. RFPs will be conducted as necessary before hiring consults, so exact costs could be significantly less than what is budgeted.

NOLS will continue to budget for an E-rate consultant to ensure the Library is fully and efficiently utilizing the Federal E-rate program. In 2024, \$8,000 is budgeted for the E-rate consultant, but the Library plans to receive approximately \$100,000 in revenue back from the program.

Friends of the Library donations are also key in the area of *Professional Services*, where \$32,000 is budgeted to pay for contracted speakers and performers at Library-sponsored events, and other reimbursed services.

Staff training and development continues to be a priority for NOLS, so \$64,900 is currently budgeted for Training and Conference Fees and Travel for Training in 2024. As NOLS' ongoing investment in this area continues to expand skill sets and staff abilities, the Library will continue to refine this budget line to best address current training needs.

Communications

Despite switching network vendors in 2023, minimal changes are currently expected in communications costs in 2024. As further planning happens for the Sequim Expansion and Renovation Project, especially regarding utility needs at a temporary off-site location, communication expenditures and other utility costs may change.

Insurance

Actual insurance costs in 2023 were \$108,666. In 2024, premiums are expected to increase, so \$136,800 has been budgeted for insurance, a 21% increase over 2023 actual spending, plus an additional costs are expected to insure the Sequim Library temporary space.

Intergovernmental Services

The Office of the Washington State Auditor will not audit NOLS again until 2025, so nothing is budgeted for these services in 2024,

Capital Outlays

As noted elsewhere in this report, all capital outlay expenditures are reflected in the 2024 Capital Budget, which will be presented to the Library Board of Trustees in January 2024. The Capital budget is funded through the Capital Budget account and expenditures are generally scaled to align with timber/forest product revenues received during the previous fiscal year. Timber revenues of \$341,666 have been received through September 30, 2023. The 2024 Capital Budget is still in a very early stage of development. Both Capital Budget revenue and expenditure projections will change between now and adoption of the Capital Budget.

Transfers-in / Transfers-out

The draft Operating Budget, as it currently stands, requires a transfer-in from the Operating Reserve in the amount of \$862,050 (14% of total revenues). As of September 30, 2023, NOLS had \$574,077 in its Operating Reserve account.

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

In January 2023, \$914,480 was transferred from the Operating Reserve account to balance the Operating Budget. Based on projected expenditures during the rest of 2023, it is currently estimated that NOLS will not need to utilize that transfer from reserves and will be able to transfer \$914,480 back into the Operating Reserve Account in January 2024.

The budgeting of a transfer from reserves to balance the budget and then transferring a similar amount back into reserves at the end of the year has been the pattern between 2016 and 2021. In 2020-2022, large savings, especially in the personnel budget, can be attributed to the impacts of the pandemic, including several positions remaining vacant for longer periods of time and projects being delayed. Additionally, the trend to build reserves in previous years, and now maintain them in 2023, is a result of the Library's practice of budgeting and spending very conservatively.

With the Library nearly fully staffed, inflation continuing to remain high, and the potential for the personnel budget to grow, it should not be expected that this trend of not needing the transfer from reserves will last forever. In adopting the Budget Guidelines for 2024, the Board of Trustees recognized that operating reserves, which have been carefully nurtured as a buffer against the shrinking levy rate, will play an increasingly important role in balancing budgets in coming years. Utilizing a consultant in 2024 to develop a new fiscal business plan, one of the Library's strategic initiatives, will help determine how NOLS will navigate this issue in the future.

The draft 2024 Budget also includes a \$78,000 transfer from the Sequim Capital Project Account to cover the rental costs of the temporary Sequim Library space through 2024. If there are additional operating costs to cover related to the space, such as new internet service, the transfer from Sequim Capital Project account will be increased to cover operating costs specific to the project.

Alternatives for Consideration:

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

Expenditure estimates may change as a result of:

- Changes to NOLS personnel array;
- Board direction to staff to make revisions to the proposed budget;

Revenue estimates may change as a result of:

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

A number of factors may affect the bottom line between this review and finalization of the budget at the November 16, 2023 meeting. Staff will continue to explore strategic revenue and expenditure adjustments as the final draft of the Operating Budget is prepared.

Action/Motion:

- No motion is required at this time.
- The Board must conduct the first Public Hearing on the proposed 2024 Operating Budget at the October 26, 2023 meeting.
- The Board may call for additional information, or make recommendations.

North Olympic Library System
2024 Summary Operating Budget
October 2023 Draft

	2023 Approved Budget	2023 Projected Actual	Change from 2023 Approved Budget to 2023 Projected	2024 Draft Budget	Change from 2023 Approved Budget to 2024 Draft Budget
Operating Revenue					
Taxes	4,665,000	4,654,848	-0.22%	4,737,834	1.56%
Intergovernmental Revenues	-	41,094		-	
Grants, Entitlements, Other Payments	25,000	41,666	66.66%	31,000	24.00%
Goods and Services	11,955	14,043	17.47%	17,850	49.31%
Library Fees	10,000	15,766	57.66%	15,000	50.00%
Miscellaneous revenues					
Pool Fund and Investment interest	220,000	390,539	77.52%	362,800	64.91%
Facilities rentals (short term)	1,800	1,673	-7.06%	1,100	-38.89%
Contributions and donations ⁽¹⁾	163,500	361,488	121.09%	81,500	-50.15%
Other miscellaneous revenues	52,200	85,551	63.89%	102,400	96.17%
Total Miscellaneous Revenues	437,500	839,251	91.83%	547,800	25.21%
Nonrevenues (excises taxes) ⁽²⁾	750	1,052	40.27%	800	6.67%
Transfers In					
From Sequim Capital Project Account				78,000	
From Operating Reserve Account	914,480		-100.00%	862,050	-5.73%
Total Transfers In	914,480	-	-100.00%	940,050	2.80%
Grand Total Operating Revenue	6,039,685	5,607,720	-7.15%	6,290,334	4.15%

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

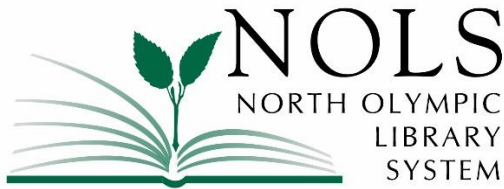
(2) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.

North Olympic Library System
2024 Summary Operating Budget
October 2023 Draft

	2023 Approved Budget	2023 Projected Actual	Change from 2023 Approved Budget to 2023 Projected	2024 Draft Budget	Change from 2023 Approved Budget to 2024 Draft Budget
Expenditures					
Personnel					
Salaries and wages	3,138,541	2,961,499	-5.64%	3,317,265	5.69%
Benefits	1,323,588	1,193,480	-9.83%	1,359,293	2.70%
Total Personnel	4,462,129	4,154,979	-6.88%	4,676,558	4.81%
Supplies					
Collection Materials	480,000	480,000	0.00%	480,000	0.00%
Supplies, office and operating ⁽¹⁾	108,275	121,180	11.92%	115,100	6.30%
Fuel	19,300	7,997	-58.56%	17,300	-10.36%
Merchandise purchased for resale	1,800	91	-94.94%	2,625	45.83%
Small Tools/Equipment (<\$200)	1,450	723	-50.14%	1,350	-6.90%
Total Supplies	610,825	609,991	-0.14%	616,375	0.91%
Services					
Professional services ⁽¹⁾	400,539	320,543	-19.97%	342,370	-14.52%
Communication	156,072	143,305	-8.18%	138,314	-11.38%
Travel	24,300	25,036	3.03%	28,800	18.52%
Taxes and operating assessments	6,000	5,306	-11.57%	7,851	30.85%
Operating rentals and leases	9,215	4,783	-48.10%	226	-97.55%
Insurance	114,000	109,666	-3.80%	136,800	20.00%
Utilities	96,100	90,090	-6.25%	103,100	7.28%
Repair and maintenance	145,710	118,339	-18.78%	144,600	-0.76%
Miscellaneous services	13,245	19,162	44.67%	15,740	18.84%
Total Services	965,181	836,230	-13.36%	917,801	-4.91%
Intergovernmental services	800	200	-75.00%	800	0.00%
Nonexpenditures (excise taxes) ⁽²⁾	750	1,018	35.73%	800	6.67%
Leases (Sequim temp space)	-	27,965		78,000	
Total Operating Expenses	6,039,685	5,602,418	-7.24%	6,290,334	4.15%
Transfers out					
To Budget reserve fund					
Total Transfers Out	-	-		-	
Total Expenditures	6,039,685	5,602,418	-7.24%	6,290,334	4.15%

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

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

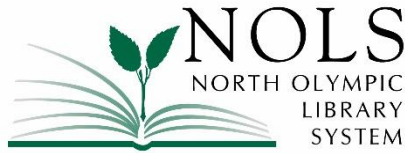


2024 BUDGET GUIDELINES

With 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
September 28, 2023*



Staff Report

Meeting Date: October 26, 2023
To: Library Board of Trustees
From: Shaina Lent, HR & Business Manager
Subject: Resolution 23-10-03: Authorization to Establish a Small Works Roster Process

Topic/Issue: Establishing a small works roster process.

Discussion: Small public works rosters are lists of qualified contractors who can bid for an eligible public works project, as long as the project falls below a certain dollar threshold (currently \$350,000). Public works rosters are used to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property.

MRSC Rosters is a small public works roster specifically for Washington State local government agencies, like NOLS. In addition to a small public works roster, MRSC offers a consulting services roster for things like architectural and engineering services, and a vendor services roster for goods and services not related to public works contracts. Here's how it works: When a participating public agency has a project and they choose to use a roster process, the agency would access the MRSC Rosters online database to receive bids from contractors and/or consultants, all of whom have already been prescreened by the roster as eligible and qualified contractors. From there, the agency follows its established contracting procedures to select a contractor. Because MRSC advertises on behalf of all participating agencies as part of its process, this relieves participating agencies of taking administrative steps like submitting a Request for Proposals and related advertising.

With the increasing number of contract and consultant work needed by the Library, it is evident that the Library would benefit from joining MRSC Rosters. Rosters are less restrictive and time-consuming than the full formal competitive bidding process. Rosters provide access to a much larger pool of contractors and/or consultants than are available to any one agency. It is also more efficient and cost-effective.

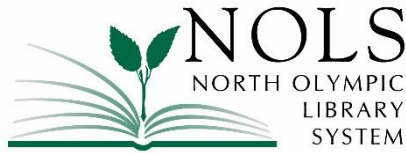
In order to join MRSC Rosters, agencies are required to adopt an ordinance or resolution in accordance with RCW 39.04.155.

Policy Considerations: Participation in MRSC Rosters does not conflict with Purchasing Policy 5.5

Fiscal Considerations: Participation in MRSC Rosters would cost NOLS \$135 per year and is likely remain at a similar cost for future years. NOLS will see savings in advertisements for Requests for Proposals (RFPs) and also in staff time during a bidding process.

Recommendation/Alternatives for Consideration: That the Library Board of Trustees approve Resolution 23-10-03, allowing NOLS to participate in MRSC Rosters.

Action/Motion: That the Library Board of Trustees approve Resolution 23-10-03, establishing a Small Public Works Roster process for the Library.



Resolution 23-10-03

Library Board of Trustees
North Olympic Library System

A RESOLUTION OF THE NORTH OLYMPIC LIBRARY SYSTEM ON THE SUBJECT OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

Whereas, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

Whereas, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

Whereas, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

Now, therefore be it resolved that: The Board of Trustees of the North Olympic Library System hereby resolves as follows:

Section 1. MRSC Rosters. The Library wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for Library use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters.

Section 2. Small Public Works Roster. The following small works roster procedures are established for use by the Library pursuant to RCW 39.04.155:

1. **Cost.** The Library need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost does not exceed the limit established for the small works roster process in RCW 39.04.155 or other authorizing agency statute, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the Library may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, MRSC shall, on behalf of the Library, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence

of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

3. **Telephone, Written, or Electronic Quotations.** The Library shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Library may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.
- a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
 - b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the Library may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) up to the authorized threshold for use of the small works roster process in RCW 39.04.155 or other authorizing agency statute, the Library may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The Library has the sole option of determining whether this notice to the remaining contractors is made by:

- (i) publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
 - (ii) mailing a notice to these contractors; or
 - (iii) sending a notice to these contractors by facsimile or email.
- c) At the time bids are solicited, the Library representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;
 - d) A written record shall be made by the Library representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award

is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** The Library may award a contract for work, construction, alteration, repair, or improvement projects using the limited public works process if the project cost is equal to or less than the amount established in RCW 39.04.155 (3). For a limited public works project, the Library will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the Library may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Library shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The Library shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The Library shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Library may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the Library.
6. **Award.** All of the bids or quotations shall be collected by the Executive Director or their designee.
 - a) The Executive Director or their designee shall then present all bids or quotations and their recommendation for award of the contract to the NOLS Board of Trustees. The Board shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the Board delegates the authority to award bids to the Executive Director of the Library for public works projects costing less than or equal to \$25,000, the Executive Director shall have the authority to award public works contracts without Board approval. For public works projects costing more than \$25,000, the Board shall award all public works contracts.

Section 3. Consulting Services Roster. The following consulting services roster procedures are established for use by the Library pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, MRSC shall, on behalf of the Library, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.
3. **Review and Selection of the Statement of Qualifications Proposals.** The Library shall use the following process to select the most highly qualified Architectural or Engineering firm off of the Consulting Services Roster to provide the required services:
 - a) The Library shall establish criteria that the Executive Director or their designee must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the Library.
 - b) The Executive Director, or their designee, shall evaluate the written statements of qualifications and performance data on file with the North Olympic Library System at the time that architectural or engineering services are required;
 - c) Such evaluations shall be based on the criteria established by the Executive Director or their designee; and
 - d) The Executive Director, or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
 - e) The firm deemed most highly qualified by the agency to do the project will be selected.
4. **Award.**
 - a) The Board of Trustees considers the proposal received and awards the contract; or

- b) If the Board delegates the authority to award projects to the Executive Director of the Library for consulting services costing less than or equal to \$25,000 the Executive Director shall have the authority to award contracts for consulting services without Board approval. For consulting services costing more than \$25,000, the Board shall award all contracts for consulting services.

Section 4. Vendor List Roster. The following vendor list roster procedures are established for use by the Library pursuant to RCW 39.04.190:

1. **Purchase of materials, supplies, or equipment not connected to a public works project.** The Library is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed \$25,000. The Library will attempt to obtain the lowest practical price for such goods and services.
2. **Publication.** At least twice per year, MRSC shall, on behalf of the Library, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
3. **Telephone, Written, or Electronic Quotations.** The Library shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - a) A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;
 - b) The Executive Director, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
 - c) The Executive Director, or their designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - d) A written record shall be made by the Executive Director, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
4. **Determining the Lowest Responsible Bidder.** The Library shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is

reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Library may call for new bids.

5. **Award.** All of the bids or quotations shall be collected by the Executive Director or their designee. The Executive Director, or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.
 - a) The Executive Director, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Board of Trustees. Board shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 - b) If the Board delegates the authority to award bids to the Executive Director of the Library for materials, supplies, or equipment costing less than or equal to \$25,000, the Executive Director shall have the authority to award public works contracts without Board approval. For materials, supplies or equipment costing more than \$25,000, the Board shall award all vendor contracts.
6. **Posting.** A list of all contracts awarded under these procedures shall be posted at Library main administrative office once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 26 day of October, 2023.

Chair

Trustee

Trustee

Trustee

Trustee

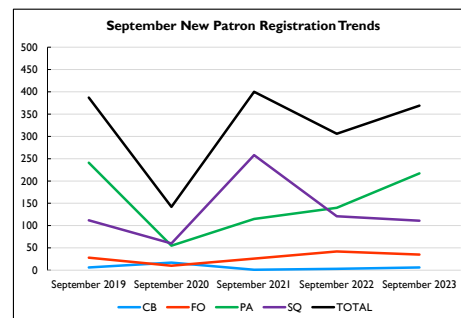
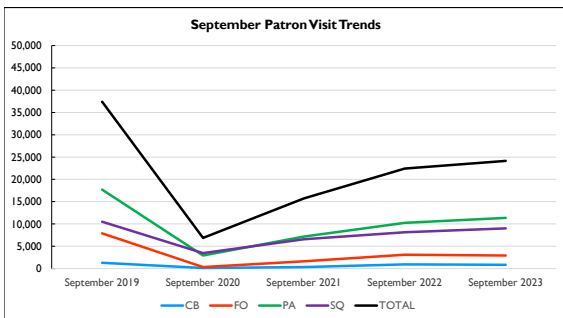
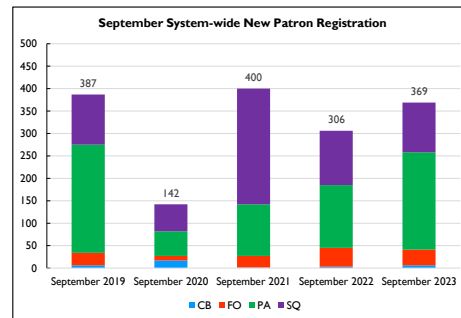
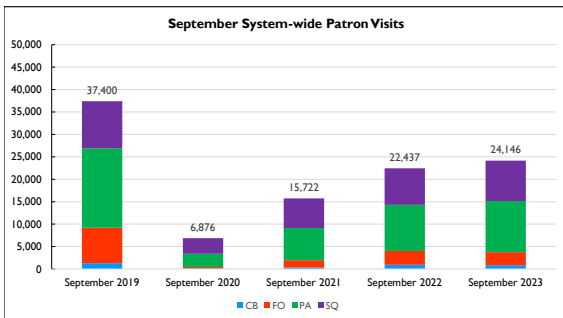
Attested by:

Secretary to the Board

Patron Visits		
	2023	% of System
Port Angeles	11,372	47.1%
Children	13%	
Sequim	9,017	37.3%
Children	7%	
Forks	2,915	12.1%
Children	6%	
Clallam Bay	842	3.5%
Children	16%	
Total	24,146	100.0%

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

New Patron Registration		
	2023	% of System
PA	217	58.8%
SQ	111	30.1%
FO	35	9.5%
CB	6	1.6%
Total	369	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.

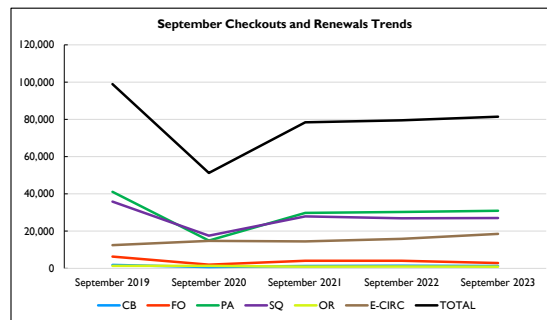
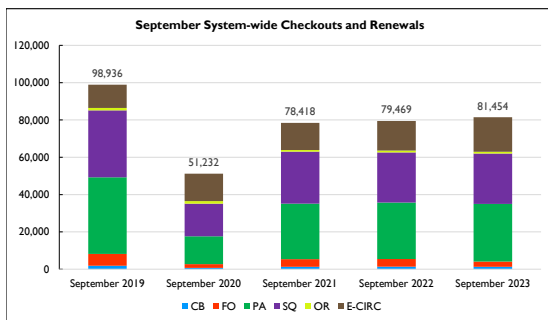
* Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
Port Angeles		
Checkouts	17,376	31.2%
% From Self-Check	80%	
% From Holds	29%	
Renewals	13,525	52.5%
Total	30,901	37.9%
Sequim		
Checkouts	16,110	28.9%
% From Self-Check	81%	
% From Holds	35%	
Renewals	10,913	42.4%
Total	27,023	33.2%
Forks		
Checkouts	2,258	4.1%
% From Self-Check	25%	
% From Holds	30%	
Renewals	597	2.3%
Total	2,855	3.5%
Clallam Bay		
Checkouts	666	1.2%
% From Self-Check	9%	
% From Holds	28%	
Renewals	597	2.3%
Total	1,263	1.6%
Outreach		
Checkouts	773	1.4%
% From Holds	95%	
Renewals	134	0.5%
Total	907	1.1%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	18,505	22.7%
Systemwide Totals		
Checkouts	55,688	
Renewals	25,766	
System Total	81,454	

Interlibrary Loan Services	
Items borrowed from other libraries	215
Items loaned to other libraries	106

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,970	16.45
SQ	5,651	19.87
FO	682	17.93
CB	185	20.73
OR	863	9.45
Total	12,351	17.67



* 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 September 2023 the Bookmobile made pop-up visits. Checkouts from these events were counted as Forks checkouts.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	27/453	49%/56%
Sequim	14/275	25%/34%
Forks	7/26	13%/3%
Clallam Bay	1/2	2%/0%
NOLS	0/0	0%/0%
Virtual	6/60	11%/7%
Total	55/816	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	34/375	67%/79%
Sequim	0/0	0%/0%
Forks	11/71	22%/15%
Clallam Bay	6/31	12%/6%
Total	51/477	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	45.25	6
Sequim	0	0
Forks	1.33	1
Clallam Bay	0	0
Outreach	0	0
NOLS	31.5	1
Total	78	8

Community Outreach Events		
	Events/Attendees	% of System
PA	2/1177	29%/74%
SQ	3/179	43%/11%
FO	2/235	29%/15%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	7/1591	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	396
Read & Ride (Clallam Transit Buses)	36
Dolly Parton Imagination Library	1325
Library Programs & Outreach	261
Other	0
Total	2018

Outreach Delivery Services	
Home Deliveries	88
New Patrons w/ Delivery Services	-

BookMatch Requests Fulfilled	
Number of Requests	-
Titles Suggested	-

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	1884	1,502	26.9%
Sequim	6	802	496	38.5%
Forks	10	316	158	7.3%
Clallam Bay	7	233	259	24.5%
Total	49	3235	2415	23.9%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	203	129	10.0%
Sequim	2	207	76	17.8%
Forks	2	63	8	1.9%
Clallam Bay	1	0	0	0.0%
Total	11	473	214	9.3%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	10,048	54.9%
Sequim	6,257	34.2%
Forks	1,550	8.5%
Clallam Bay	431	2.4%
Total	18,286	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,077	53.1%
Sequim	1,467	19.1%
Forks	1,569	20.4%
Clallam Bay	560	7.3%
Total	7,673	100.0%

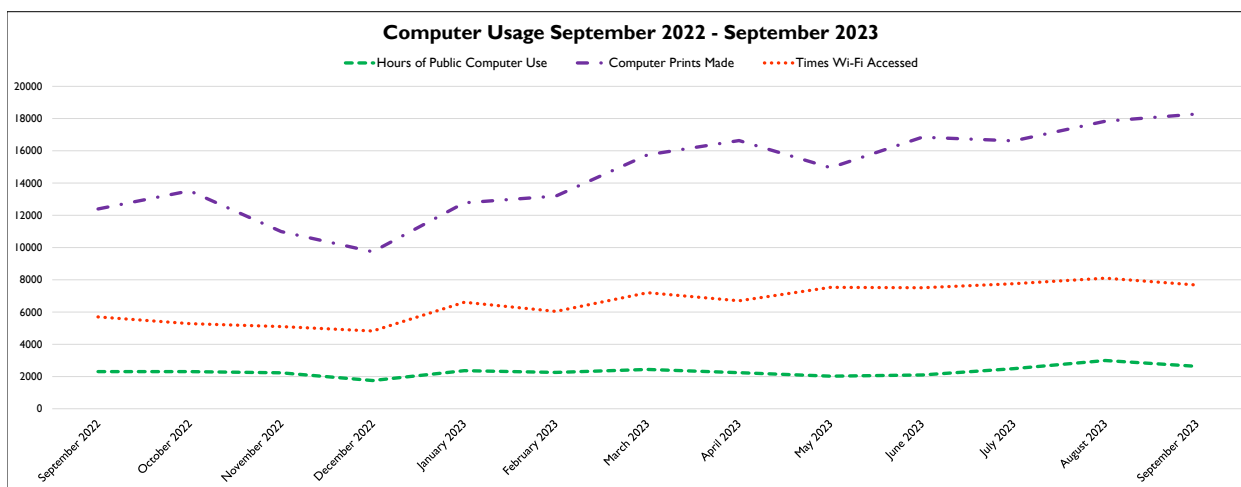
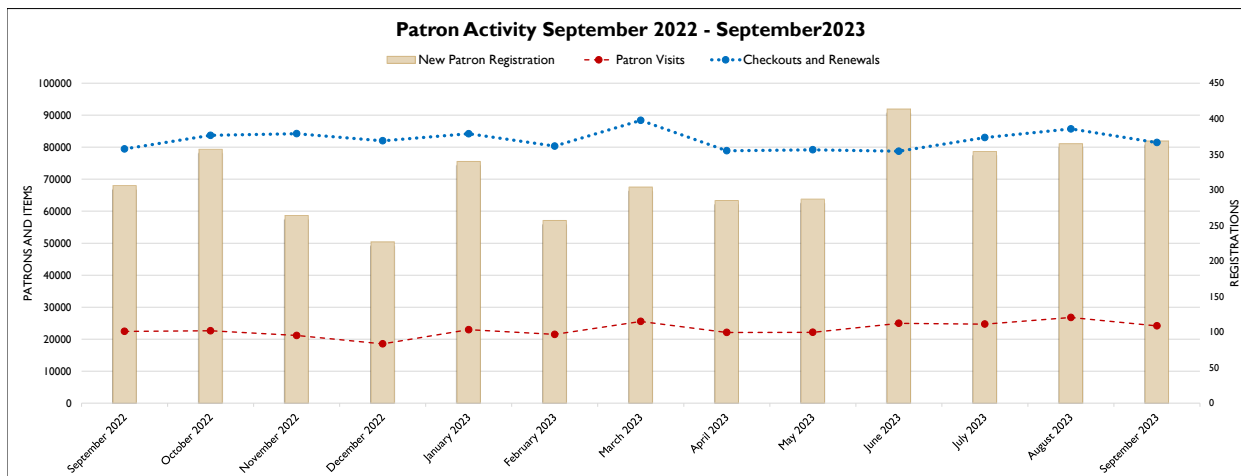
Website Visits	
From outside the Library	18,504
From inside the Library	1,097
Avg. # of pages visited	2

Facebook Activity	
Followers	5,086
Content Published	50
Reach (unique accounts)	30,046
Reactions/Likes/Comments, etc.	1,274
Link Clicks	433

YouTube Activity	
Subscribers	375
Videos Published	-
Program Recordings	1
Views (lifetime content)	732
Watch Time (hours)	38

Instagram Activity	
Followers	1,415
Content Published	62
Reach (unique accounts)	1,668
Reactions/Likes/Comments, etc.	653

Advertising	
Ads Run	4
Reach (unique accounts)	10,768
Objective Reached (link clicks)	276



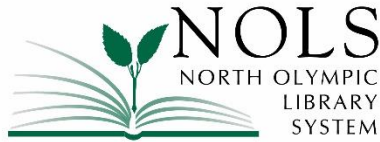
Significant Events During the Past 13 Months:

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.

October 2023 - All branches closed one day for an All Staff Training Day.



Monthly Activity Report

Meeting Date: October 26, 2023
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for September 2023

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Teen Tuesdays started in September with a rotating series of events geared towards seventh through twelfth grade students. With games on first and fifth Tuesdays of the month, Teen Advisory Board (TAB) on the second Tuesday, Teen Book Club on the third Tuesday, and Creative Writing Club on fourth Tuesdays, teens can find something new each week. Two teens shared many laughs during the first Creative Writing Club while writing poems, enjoying snacks, and planning for the next meeting.

Both teens and adults attended a Graphic Poetry Workshop led by Nhatt Nichols, a multidisciplinary artist and writer who graduated from The Royal Drawing School in London, and Clallam County Poet Laureate Jaiden Dokken. All participants in attendance created a draft of a graphic poem. The creative energy produced serious and silly poems, and even participants who stated they “can’t draw” produced moving work.

Nearly 50 people turned out for the Hi Joe Kye! Family Concert with one family traveling all the way from Kitsap County when they heard he would be performing nearby. Kids and adults alike added their voices to Joe’s looper to create songs about what makes people feel happy, angry, and sad, and learned Korean phrases to express their feelings. Joe also played the NOLS Gear violin, giving a shout out to the NOLS Gear collection as a way for people to try out instruments and find a new creative outlet.



Other events during the month of September included:

- Teen Lit Bags – 39 participants
- Book Club @ PAHS – 3 participants
- Class Visit to Library: Crescent School first and second grades – 38 participants
- It's All Fun and Games – 2 participants
- Second Tuesday Book Group – 5 participants
- Wednesday Evening Book Group – 6 participants
- Baby, Toddler, and Preschool Storytimes – 334 participants at 16 events

Several staff in Port Angeles were involved in Community Engagement activities in September. Early in the month, Youth Services Librarian Jennifer L., Public Service Lead Leslie B., and Public Service Specialists Viktor G. and Sarah d. joined Public Services Director Meghan S. at the First Fed Centennial Celebration in the Fun Zone with family friendly activities. The following weekend, Youth Services Librarian Jennifer L. and Librarian Adrienne L. with assistance from Public Service Specialist Becki N. greeted over 600 people at Peninsula College's Fall Spectacular event.

After attending a virtual training earlier in the year, Librarian Sarah M. created a proposal to begin sharing donated materials with the Clallam County Correction Facilities (CCCF). After reviewing requirements for donating to CCCF and developing procedures for a new volunteer to follow, the program finally launched in September. Nearly 150 books have already been delivered, pulled from donated books that did not meet Collection Management Criteria.

Librarian Sarah M. also attended the first meeting of a new working group focused on digital content licenses in Washington. About 25 public and academic librarians from around the state participated, including Washington State Librarian Sarah Jones and Washington State Law Librarian Rob Mead.

Staff in Port Angeles participated in trainings on administering Narcan, a National Library of Medicine webinar on health misinformation, and NewsBank webinars among others.

Sequim Branch Library

Emily Sly, Library Manager

Storytimes resumed in September, along with Teen Advisory Board (TAB), and Teen Board Game and Art Night. Youth Services Librarian Charlotte M. visited 4th grade classrooms to promote Battle of the Books, and attended the Club Fair at the High School to promote TAB and other teen events.

Library Lawn Games were available in the field behind the library on Wednesdays from 4:30-6pm in September for community members to drop by and play together. Clallam County Fire District 3 reached out to the library and offered to bring a fire engine and share information about fire prevention at the weekly event. It was educational and fun to have a fire crew participate!



Other events included Anime Manga Night, Hi Joe Kye! Concert held at the Boys and Girls Club and STEAM stations in the field where solar eclipse glasses were available (provided by Solar Eclipse Activities for Libraries (SEAL) program). The virtual monthly Intentional Aging program was offered, along with the two monthly book discussion groups



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, Branch Manager meetings, Sequim staff meetings, Management Team, and Chamber of Commerce meeting. All Sequim staff attended a training with Clallam County Department of Health and Human Services about Narcan.

Sequim Expansion and Renovation Project – Brian, Noah and Emily continued planning for the temporary space. Noah, Erin and Emily developed the collection plan for the expanded library. Noah and Brian met with SHKS architects for project planning.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- Public Service Specialist Dianne put together 298 Resilience bags for October Resilience Month.
- Public Service Specialist Angeles made Twilight themed bookmarks for Forks Twilight Festival.
- Public Service Specialist Violette inventoried the First Aid kits at both West End branches.
- West End Staff engaged in the following professional development opportunities:
 - Narcan Training
 - Gale in Context: Global Issues
 - How to Deal with Difficult People Levonia CC Library TedX
 - Technical Intro to the DDC
 - Beanstack: How Libraries can Cultivate Teen Readership
 - Transforming Libraries through Trauma-Informed Services
 - Rural Community Leadership Program
 - ILS server training

West End Programming:

- Family Story times started back up weekly on Fridays in Forks and monthly on Thursday in Clallam Bay.
- Joe Kye performed on September 18 to a small but excited group of 7.
- No Pressure Book Club discussed translated works this month.
- Bad Art Night participants created floral and tree themed artwork at the Forks branch.
- National Library of Medicine Exhibit: Confronting Violence Improving Women's Lives/Enfrentando la Violencia: Mejorando la Vida de las Mujeres was hosted at the Forks Peninsula College Campus in collaboration with NOLS. More information will be included in the October Monthly Activity report of total number of people who interacted with the exhibit and the event hosted.
- Día de Culturas was provided by a local planning committee of community members in collaboration with NOLS, Forks Peninsula College, and various other organizations. The event reached 300 people. NOLS provided an activity room with Lotería, prizes, and fun! NOLS also sponsored three piñatas from a local artisan to engage youth. Much fun was had by all and many folks learned new information about library services.



West End Outreach:

- One delivery to Outreach Delivery Patron was made by Public Service Specialist Dave.
- Routine community visits were put on pause to allow for community conversations regarding the Bookmobile and proactive planning for the initial Bookmobile route launch.

West End New Staff & Retirements:

- Youth Services Librarian Kristine worked her last shift in mid-September.

West End Emergency Response & Inclement Weather:

- Both West End branches closed at 12pm due to an unplanned power outage on September 21.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Fire alarm test; reupholstered couch in Children's area; scrubbed chairs; washed windows; removed carpet spots; lawn care; cut back blackberries, weeds and over grown shrubs.

Port Angeles Library Parking Lot Improvement Project: Land survey completed; soil survey completed; met with onsite with engineering consultant to discuss project scope and budget.

Sequim Library: Fire alarm test; replaced broken restroom stall door latch; trimmed trees; cleaned stage; trimmed hedges.

Sequim Library Project: Located utilities in Sequim Avenue for civil engineering purposes; temporary site planning; reviewed City of Sequim notes related to the conditional use permit; furniture and shelving planning.

Forks and Clallam Bay Libraries: Water heater inspection; replaced burned out overhead lights and ballasts; swept parking lot; set-up traveling display; removed carpet stains; touched-up wall paint; groundskeeping tasks.

Vehicles: Nissan Ariya maintenance; cleaned bookmobile.

Other: Naloxone (Narcan) training; staff evaluations; 2024 workplan and budget draft; started sorting and analyzing Americans with Disabilities Act (ADA) survey results; purchased new vacuum; purchased battery-powered leaf blower to replace aging gas powered unit; cleaned Annex storm drain; Brian and Jeff attended a Safety Committee meeting.

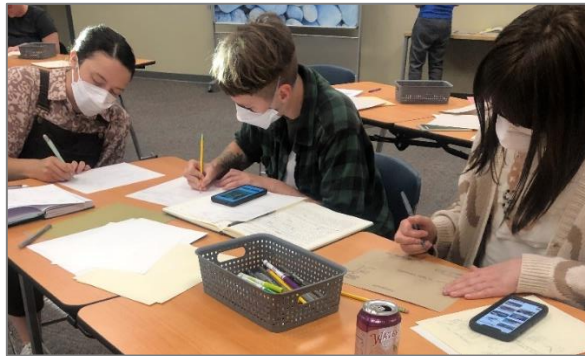
Outreach Services: Bookmobile and Delivery Services

Kristin Overbey and Laureen Stephens Laureen Stephens, Community Outreach Specialists

During the month of September, there were 88 deliveries and pick-ups for participating Outreach patrons. Two patrons were referred to Washington Talking Book and Braille Library services. There were 773 items checked out and 134 items renewed for Outreach Delivery patrons.

Laureen Stephens, previously a Public Services Specialist in Port Angeles, joined the Outreach Services team at the start of September. Welcome Laureen! Laureen has been training with Kristin on Outreach Delivery Services, and she will be receiving Bookmobile training in October.

Also in September, Community Outreach Staff supported branch programming for adults in Port Angeles including: Graphic Poetry Workshop and It's All Fun and Games.



In September, the Bookmobile and staff from the Port Angeles Main Library, provided free family activities at the Fun Zone for the First Fed Centennial Celebration. NOLS received a \$1000 donation from First Fed participation in the event.



Information Technology (IT) Department

Shane Miller, Information Technology Manager

The IT team has made substantial progress in advancing the centralized printer inventory project. By diligently working on this initiative, the department ensures a systematic and well-organized approach to printer management. The anticipated outcomes include heightened efficiency, minimized downtime, and optimized resource allocation.

The IT team also participated in planning October's All Staff Training Day (ASTD), with a particular focus on technology equipment usage. Collaborating with the ASTD team, the IT Department ensures the technological seamlessness of the event. This involvement underscores the department's commitment to cultivating a technologically-integrated working environment for the entire organization.

In September, we learned that the software used for our event calendar and meeting reservation system is being discontinued in 2024. Immediate action was taken to develop a process for determining exactly how long the software will continue to work and our options for a replacement. A committee will go through the steps of identifying potential replacements, getting staff feedback on what features we would like to see with the new system, and selecting a new vendor in the next couple of months.

Work continued on designing, planning and testing for the new Fatbeam network connections between the branches.

IT implemented an external monitoring service called Uptime Kuma to alert us about any issues accessing library services from the Internet. This is the same service we've been using to monitor services from inside the network. It allows us to respond to problems quicker, and also helps verify all systems are functioning correctly after making any changes.

Technical Services Department

Erin Shield, Collection Services Manager

September marked a momentous shift for Technical Services: Susan Price retired after 23 years at NOLS. She served as Acquisitions Lead for the last eight of those years. The Acquisitions Lead position was responsible for many tasks including troubleshooting orders, invoices, and other billing issues; being a liaison with ordering vendors; providing training to new selectors; and a host of other responsibilities. While Technical Services is struggling to adjust to our loss, we are looking forward to a slightly different staffing configuration to better serve the department. We wish Susan the best in her retirement!

1251 physical items were processed and available for customers in the month of September. 545 print materials were repaired. There was a juvenile graphic novel recataloging project that

accounts for a major part of the print repair numbers. 148 media items were resurfaced or repaired to extend their lives. 124 physical donations were made and added to the collection. 782 totes were moved between NOLS' branches by the couriers, and another 15 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 215 InterLibrary Loan requests for NOLS' patrons and 106 loans out to other libraries.

All Technical Services staff participated Narcan training plus tasks, webinars, and meetings related to All Staff Day Committee, ILS Team, E-Resources Team, Puget Sound Collection Development, Management Team, SQ Library project, and Web Team.

Other Work Group Highlights

All Managers

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

- The Online Resources Team met in September and reviewed usage stats for all of our resources. As we approach the New Year, the team determined the rate of usage per dollar spent in an attempt to identify which resources were most popular with the public. The team developed ideas for future campaigns to try to improve the usage of certain resources and determine which items might be discontinued in 2024.

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

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

- Erate meetings and Erate funding year end-of-year tasks
- Supporting internet vendor change as it relates to Erate
- Attended Northwest Human Resource Management Association (NHRMA) conference in Tacoma, WA
- Management Team meetings
- All Staff Training Day planning meetings and additional planning tasks in preparation for the October All Staff Training Day

Recruitments:

- Youth Services Librarian I – FO & CB
- Temporary Public Services Specialist – FO & CB
- Technical Services Lead – TS
- Community Outreach Lead – PA

New Hires:

- None

Separations:

- Kristine Techavanich – Youth Services Librarian – FO & CB
- Susan Price – Acquisitions Lead – TS

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

News Releases & Articles:

- 11 news releases were sent.
 - 1 annual event – Indigenous Peoples Day Poetry Reading
 - 1 release covering all teen programs
 - 2 musical performances
 - 3 new programs
 - 4 ongoing programs
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette featured Friends of Sequim Library (FOSL) in correlation with the American Library Association’s National Friends of Libraries Week, Oct. 15-21.

**Social Media:**

- A Linktree (<https://linktr.ee/northolympiclibrarysystem>) has been added to NOLS Instagram account profile. Because Instagram does not allow links in posts, this link-in-bio solution will be used to share important links with the Library’s audience.
- Posted 117 pieces of content across Facebook, Instagram, and YouTube.
- The post with the farthest reach – to 9.8K accounts across Facebook and Instagram – in September featured a photo of the Ford family, who finished reading through the whole alphabet at the Sequim Branch Library! Checking out 30 picture books at a time, over the period of several years they went from A all the way to Z. This post received 203 reactions and four comments.
- The most shared post in September was about NOLS Gear. It was shared 30 times, reached 4.2K accounts, and had 162 reactions, 44 link clicks, and 7 comments.
- Other well performing posts in September include two posts about the Forever Twilight in Forks Festival (combined 4.6K reach, 193 reactions, 21 link clicks, 4 comments, 7 shares). A sponsored ad for the Hi Joe Kye! concert reached 7.4K accounts, and

received 126 link clicks. Boosted posts for the Celtic harp concert and West End part-time PSS position each received more than 50 link clicks.

Marketing staff engaged in the following professional development opportunities: Narcan training, Novelist “Promoting Your Library 365,” Webjunction “Bridgebuilding: Fostering Community Engagement...” and ASERL.org “Communication and Collaboration vs. Perspectives and Assumptions” in a library setting.

Financial Operations

Amy Hough, Finance Manager

Significant meetings/events and projects this month:

- Participated in Management Team meetings
- Attended the Washington Finance Officers Association conference
- Worked on 2024 Personnel Budget

Public Service Director’s Report

Meghan Sullivan, Public Services Director

Significant meetings/events and projects this month:

- Participated in onboarding and orientation activities for Laureen S, in the Community Outreach Specialist (COS) position.
- Participated in recruitment activities for the Community Outreach Lead, West End Youth Services Librarian I, and West End Temporary Public Services Specialist (PSS) positions.
- Coordinated two virtual Naloxone/Narcan Trainings for NOLS staff with Clallam County Health Department and the Health & Safety Team.
- Attended NOLS GEU Labor Management Meeting.
- Completed Summer Reading Program 2023 wrap-up activities including final t-shirt order and soliciting feedback from staff to inform planning for next year, which is already in-progress.
- In coordination with the Programming Team, created 2024 Programming Strategy and Procedure documents to provide additional expectations, frameworks, and processes for planning 2024 programs.
- Participated in preparation activities for the 2024 Operational Budget and Work Plans.
- Attended the Dia de Culturas Festival and Dance Presentation at Forks Peninsula College on September 30.
- Routine Site Visit to Clallam Bay, Forks, and Sequim Libraries.
- Routine Branch Manager, Management Team, Outreach Delivery Services, Youth Services, Health & Safety Team, ILS Team, Port Angeles Staff, and One-on-One meetings.

- Attended the monthly Washington State Libraries Deputy/Assistant Director Meeting and Youth Leaders Meeting.
- Attended the Association for Rural & Small Libraries (ARSL) Conference in Wichita, KS; September 19-23.
- Presented at the ARSL Conference as part of project work with the University of Washington iSchool Co-Designing for Trust grant. “Mobilizing Library Resources for Action Against Mis/Disinformation: Lessons from Rural Libraries” – Judith Bergeron, Smithville Public Library; Meghan Sullivan, Public Services Director, North Olympic Library System; and Jason Young, Senior Research Scientists, University of Washington.
- Attended Co-Designing for Trust Year 2 Kick-Off Meeting.
- Began committee assignment for the Public Library Association Annual Conference Committee. This committee reviews and selects PLA programs for the 2024 ALA Annual Conference.

Director’s Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- 2024 Budget preparation
- Sequim Library Expansion and Renovation Project
 - Planning temporary space setup
 - Collection layout planning in renovated library
 - Meetings with architects to refine design and make final selections
 - Meetings with vendors and city officials about EV chargers
 - Permitting
 - Preparing bid documents
- Creation of Community Outreach Lead and Technical Services Lead positions
- Providing public services backup coverage in Forks and Port Angeles
- Documenting and classifying all current and upcoming NOLS project and priorities
- GEU Labor-Management Meeting
- Public Libraries of Washington Director’s meeting in Spokane Valley
- Routine Branch Manager and Management Team Meetings
- Routine site visits to Clallam Bay, Forks and Sequim Libraries



Customer Comments

September 2023

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

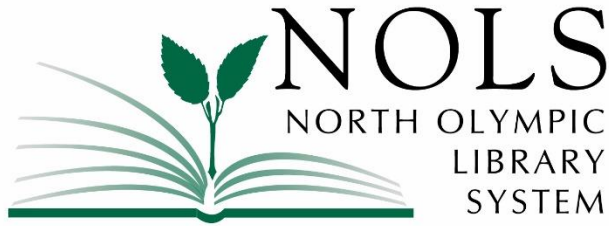
I have been hearing about a media platform called Kanopy it is similar to hoopla and Libby but is for movies and tv shows. I would love to see this added to NOLS!

Response:

Thank you for your suggestion of Kanopy. The Library has reviewed Kanopy's services in previous years, but budget constraints have stopped NOLS from adding it in the past. Every year the Library reviews current offerings and resources based on patron input, budget information, and other planning decisions. We will keep your suggestion for future consideration.

It sounds like you're already familiar with other digital services NOLS offers such as hoopla and Libby. We understand Kanopy's collections are different than hoopla's, but hoopla is continually adding new [movies](#) and [TV shows](#) that can be streamed instantly and are worth checking out.

If you have any questions, please let me know.



Highlight Log

September 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.

09/01/2023 – Sequim

In honor of Labor Day, Sequim patron, Betty, brought staff a still warm plate of snickerdoodle cookies! She called beforehand to see how many staff we had working today and even packaged up a separate bag just for Patrick since today is his day off. She has always brought us cookies for Groundhogs Day but has been branching out to Valentines AND Labor Day the last few years.

09/01/2023 – Port Angeles

I was assisting a patron in learning how to use the scanner this afternoon. He is sharing photos from his childhood on his social media account. He always so excited to be able to share his photos and memories with his family and friends. His joy is contagious!

09/01/2023 – Port Angeles

I was helping a patron check out this afternoon, we had a short conversation about what we are reading and listening to. He walked away, paused and returned to the front desk and in a whisper, "I love this library. I love this place. I feel good when I am in here."

09/06/2023 – Port Angeles

Two teens spotted opening their Teen Lit Bags in the armchairs in the teen area and then munching on the snacks while starting their homework.

09/09/2023 – Port Angeles

Two patrons came in this afternoon looking for our book kits after speaking to Adrienne and Jennifer at the Fall Spectacular. They found a kit they were excited about and stayed to chat a moment before leaving. Kudos Adrienne and Jennifer!

09/11/2023 – Port Angeles

NOLS' expanded programs for Teens were highlighted in the Port Angeles School District September newsletter!

09/12/2023 – Port Angeles

NOLS has been working out a system to donate books to Clallam County Corrections Facilities, to benefit persons incarcerated in Corrections Facilities in Port Angeles. CCCF picked up their first donation today! This puts 56 books into the hands of community members experiencing incarceration. Donations of about this size will be picked up twice a month.

09/13/2023 – Forks

Commissioner Mike French spoke with me after a meeting informing me that he greatly enjoys the Forks and Clallam Bay Branches and that they are both great spaces.

09/13/2023 – Forks

A patron came in having some issues with their laptop and wanted to help with it. While he was waiting for his tech appointment I got him a library card and told him how to sign in to the public computers. After being on the public computer for 15 minutes, he came up to Angeles and I and said "I was able to do what I need to do on your computer and now am less frantic about my laptop. I didn't know the library had computers. I never been in here before." He was very pleased to be able to do what he need and to get help with his laptop.

09/13/2023 – Forks

Lots of tourists have been coming in asking about Wi-Fi and other services, we always hear, "You have such a beautiful library!" "You've been very helpful, thank you!" "This place is so great!"

09/14/2023 – Forks

A senior patron that has recently moved to Forks from Neah Bay shared that she has never been in a library before, has almost never been off the reservation, has never lived in a city (Forks being the city in this case) and has never lived alone. She confided that she was a little bit afraid to even come in to the library and mentioned that there was a lady that goes out from the library to the Makah Senior Center every month. When she realized it was me, she asked if she could give me a hug. Of course, the answer was yes. Angeles got her card ready while she and I chatted and got caught up.

09/14/2023 – Forks

A patron who had expressed panic over the timeline for SRP T-shirts was able to successfully pick-up T-shirts before they were no longer available. She emailed today saying, "You guys are like a family for us😊 My son is ironing his library t-shirt almost every day, and I must say that we.. don't iron our clothes AT ALL😊😊"

09/15/2023 – Clallam Bay

While attending the Neah Bay Chamber of Commerce meeting, a book signed by the author was donated to the Clallam Bay Library for all community members in the Upper West End to enjoy.

09/16/2023 – Sequim

After helping a family with young children get library cards, I gave them a copy of our kids event calendar. The family was very excited when they spotted the anime manga night we have coming up. One of the kids was excited to tell me they have a Pokémon costume that they plan to wear to the event!

09/18/2023 – Sequim

The first patron through the doors this morning stopped to tell me how excited he was to be picking up his holds and how happy he was with the library. "I told my kids, 'when I retire, I'm going to read books,' and look at this!" He showed me Mary Poppins and a non-fiction politics book. "I'm going to be in Palm Springs next week, reading by the pool!" I decided not to dampen the mood by reminding him to keep the books dry.

09/18/2023 – NOLS

Sentiments of an Outreach patron, shared over the phone: *I always look forward to the adventures I get to go on when my library books arrive. I'm excited for where I will travel to next!*

Another happy patron during a reminder call: *I'm 92, I'm on oxygen, and I've got lots of time to read!* (Introducing themselves to new COS Laureen - who is doing great in the new position!!)

09/20/2023 – NOLS

Another happy Outreach Delivery patron, "My family came to town last month and they said they would take me any place I wanted to go and I picked the Port Angeles Library -- I hadn't been inside there in years!"

09/20/2023 – Port Angeles

Siblings were having fun using the new Kids Maker Boxes this evening! Lots of great structures were created with Magna-Tiles.

09/21/2023 – Port Angeles

After helping a patron print some resumes she let me know that the "children's area is awesome! My kids love it."

09/26/2023 – Sequim

I received a lovely email today from a patron who got a list of recommended titles from the BookMatch team. She was specifically looking for titles that would be shelved next to the book she was writing if it gets published, aka "comps" (she included a one page plot summary of her book). It's a long email, but it makes BM team look good, so, yeah:

"Hi!

I want to follow up on the terrific work you did to find some comps for my novel. I read every one suggested and settled on *The Maiden*, *Tidelands*, and *The Marriage Portrait* (surprise--the newest ones!) as the best fit in one way or another.

The Pacific Northwest Writers' Association Conference just ended last Sunday, and it's hard to come down from the heady atmosphere on top of the mountain. However, four agents asked for my manuscript, and thanks go to you for pointing me in the right direction for comps--and for more reading in historical fiction I'd missed!

And I will also pass on some kudos for you and other librarians as well. I heard a number of authors groaning over the problem of finding suitable comps for their books, and I (smugly) shared with some how you worked on that for me. One told me that for that bit of advice it was worth coming to the conference. So the pebble thrown into the pond . . .

Again, many thanks, and I may just come crying to you for my second novel's comps!"

...

Racheal H. helped me with this one before starting school in Vancouver, B.C. I plan on forwarding this to her when I get an email address for her.

09/28/2023 – Port Angeles

An elderly, newly minted NOLS patron shuffled up to the circ desk to check out his movies. We got to talking (If you know me, you know I love patron chats A LOT), and he recited two poems that he had written. One was spooky and the other was so dramatic and passionate! It was very wonderful! 10/10 would recommend chatting with Steve...you'll know him when you meet him!

09/29/2023 – Port Angeles

We met with three awesome teens at the PAHS Book Club this morning! All of them took flyers for Teen Tuesdays and TAB and discussed how easy it would be to walk down after school every Tuesday to join in. They were excited to pick books to read together along with a YS Librarian!

09/29/2023 – Sequim

A younger patron asked me for help finding the Harry Potter books so he could read them with his adult, since his adult likes the movies. After helping him he came back to the desk to tell me about how he is a teacher's assistant at the library at his school and he began to tell me all of the very relatable happenings in his library work, like looking for a book and it not being where it should be and so on :)