

Notice of Public Hearing

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

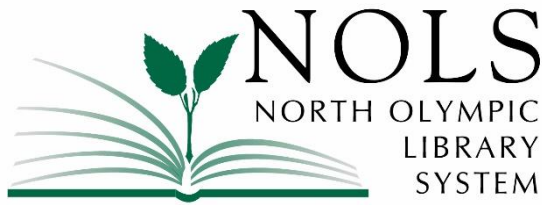
Public Hearing on 2024 Operating Budget

Thursday, November 16, 2023, 5:30pm
Port Angeles Main Library

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's 2024 Operating Budget during the Board's regular meeting on Thursday, November 16, 2023, at 5:30pm at the Port Angeles Main Library. The Library's Operating Budget for 2023 is \$6,039,685 and the proposed Operating Budget for 2024 is \$6,461,050.

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

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



Board of Trustees Regular Meeting
Thursday, November 16, 2023 5:30pm
Port Angeles Main Library

REMOTE ACCESS

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

PUBLIC COMMENTS

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

LAND ACKNOWLEDGEMENT

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of October 26, 2023
4. Communications
5. Public comments
6. Financial reports: October 2023
7. Approval of vouchers: October 2023
8. Unfinished business
None

9. New Business
 - N.1. Review and discussion of 2024 Operating Budget
 - N.2. Public Hearing on the 2024 Operating Budget
 - N.3. Adoption of Resolution 23-11-04: Authorizing Levy for 2024
 - N.4. Approval of contract with Acila Consulting for Owner's Representation Services
10. Reports
 - R.1. Monthly Statistics Reports: October 2023
 - R.2. Monthly Activity Reports: October 2023
 - R.3. Highlight Log: October 2023
11. Public Comments
12. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendaize a matter of business on a future agenda.
13. Next meeting: 5:30pm, Thursday, January 25, 2024 at the Port Angeles Main Library
14. Agenda items for next meeting
15. Executive session to initiate annual performance review of Executive Director
16. (Action on executive session, if any)
17. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, January 25, 2024	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, February 22, 2024	5:30pm	Regular meeting	TBD
Thursday, March 28, 2024	5:30pm	Regular meeting	TBD
Thursday, April 25, 2024	5:30pm	Regular meeting	TBD
Thursday, May 23, 2024	5:30pm	Regular meeting	TBD
Thursday, June 27, 2024	5:30pm	Regular meeting	TBD
Thursday, August 22, 2024	5:30pm	Regular meeting	TBD
Thursday, September 26, 2024	5:30pm	Regular meeting	TBD
Thursday, October 24, 2024	5:30pm	Regular meeting	TBD
Thursday, November 21 , 2024	5:30pm	Regular meeting	TBD

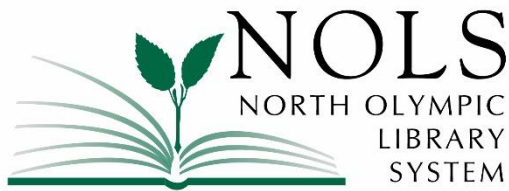
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 3pm in the Administrative conference room of the Port Angeles Main Library.

Friends of the Library meetings

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

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



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

MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Bert Caldwell and Ian Miller. Library staff present: Executive Director Noah Glaude, West End Library Manager Troi Gale, and West End Librarian Mary Givins.
2. Approval of agenda
Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of September 28, 2023
Motion by Mr. Miller to approve the minutes from the September 28, 2023 regular meeting. Motion seconded by Ms. Ross. Motion carried.
4. Communications
The Board of Trustees received notice from the Department of Retirement Systems is conducting a compliance review of the North Olympic Library System.
5. Presentation – Community Librarianship at NOLS, presented by Mary Givins and Troi Gale
6. Public Comments
7. Financial reports: September 2023
The financial reports for September 2023 were accepted as presented.
8. Approval of vouchers: September 2023
Motion by Ms. Pelikan to approve the September 2023 vouchers, numbered #901 through #1014, in the amount of \$533,432.95. Motion seconded by Mr. Miller. Motion carried.
9. Unfinished Business
None
10. New Business
 - N.1. Review and discussion of proposed 2024 Operating Budget
No action taken.
 - N.2. Public Hearing on the proposed 2024 Operating Budget
No action taken.

N.3. Resolution 23-10-03: Authorization to Establish a Small Works Roster Process
Motion by Mr. Miller to approve Resolution 23-10-03. Motion seconded by Ms. Pelikan. Motion carried.

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

All reports were accepted as presented.

12. Public Comments

13. Trustee comments

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

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

15. Agenda items for next meeting

Second Public Hearing on the 2024 Operating Budget.

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:35pm

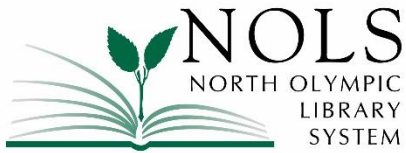
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to improve lives and strengthen community.”*

*NOLS Mission Statement
Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: November 16, 2023
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for October 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:

- \$76,156 was transferred from Misc. Revenues to LSTA Grants to more appropriately categorize Federal grant monies received in February 2023.

Expenditures:

- \$4,895 was spent on HVAC maintenance at the Port Angeles branch.
- \$13,123 of capital expenses was allocated for the Port Angeles driveway project.

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

Account Balances:

Payroll Account (US Bank 1301)

- \$324,660 - total payroll and benefit expenses paid in October
- \$273,995 - paid by electronic transfers, \$150 of which was paid to the DOR for Sales and Use Tax (Voucher 1063).

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



Revenue Report^{*}

October 31, 2023

Operating Revenue				10/12ths is	83.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,665,000	1,419,957	4,343,055	321,945	93.1
Intergovernmental Revenues	-	76,156	128,176	(128,176)	-
Goods and Services	11,955	863	12,583	(628)	105.3
Library Fees	10,000	1,404	14,149	(4,149)	141.5
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	39,269	348,446	(128,446)	158.4
Investment Interest (net of fees)	-	-	-	-	-
Facilities Leases (Short Term)	1,800	233	1,455	345	80.8
Private Grants and Donations	163,500	1,654	339,110	(175,610)	207.4
Other Miscellaneous Revenue	52,200	(74,973)	80,627	(28,427)	154.5
Total Miscellaneous Revenues	437,500	(33,818)	769,638	(332,138)	175.9
Nonrevenues (excise taxes)	750	81	881	(131)	117.5
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	6,039,685	1,464,642	5,268,482	771,203	87.2
Capital Revenue					
Timber Revenues (received in 2023)	-	3,068	344,734	-	-
Total Capital Revenue	-	3,068	344,734	-	-
Grand Total Revenues		1,467,710	5,613,216		

* All amounts are rounded to the nearest dollar.



Expenditure Report^{*}

October 31, 2023

				10/12ths is	83.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	249,891	2,447,916	690,625	78.0
Benefits	1,323,588	97,538	970,462	353,126	73.3
Total Personnel	4,462,129	347,429	3,418,378	1,043,751	76.6
<i>Supplies</i>					
Supplies, Office and Operating	108,275	9,639	103,162	5,113	95.3
Fuel	19,300	380	6,272	13,028	32.5
Merchandise for resale	1,800	(2)	72	1,728	4.0
Collection Materials	480,000	23,544	236,673	243,327	49.3
Small Tools/Equip (<\$200)	1,450	-	573	878	39.5
Total Supplies	610,825	33,561	346,752	264,073	56.8
<i>Services</i>					
Professional Services	400,539	18,155	206,647	193,892	51.6
Communication	156,072	21,278	122,351	33,721	78.4
Travel	24,300	4,102	23,091	1,209	95.0
Taxes and Operating Assessments	6,000	-	5,305	695	88.4
Operating Rentals and Leases	9,215	286	3,786	5,429	41.1
Insurance	114,000	-	108,666	5,334	95.3
Public Utilities	96,100	7,104	75,308	20,792	78.4
Repair and Maintenance	145,710	8,950	96,278	49,432	66.1
Miscellaneous Services	13,245	338	15,508	(2,263)	117.1
Total Services	965,181	60,214	656,940	308,241	68.1
<i>Intergovernmental Services</i>	800		158	642	19.8
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	750	111	806	(56)	107.4
<i>Debt Repayment - Sequim Lease</i>	-	6,500	21,465	(21,465)	N/A
Total Operating Expenditures	6,039,685	447,815	4,444,499	1,616,651	73.6

(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	13,123	52,264	19,786	72.5
Machinery & Equipment	286,775	1,353	122,693	164,082	42.8
Construction of Capital Assets	1,738,285	56,695	567,116	1,171,169	32.6
Total Capital Outlays	2,285,010	71,171	887,473	1,397,537	38.8
Grand Total All Expenditures	8,324,695	518,986	5,331,972	3,014,188	64.1

* All amounts are rounded to the nearest dollar.



Account Balances*

October 31, 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⁾	1,600,688	-	3,068	-	1,603,756
Operating Reserve ⁽³⁾	574,077	-	-	-	574,077
PA Capital Reserve ⁽⁴⁾	819,980	-	-	13,123	806,857
Sequim Capital Project Acct. ⁽⁴⁾	1,359,361	-	-	64,497	1,294,865
Capital Budget - 2023 ⁽⁴⁾	119,682	-	-	1,353	118,329
<i>Total Board Designated Accounts</i>	<i>5,780,808</i>	<i>-</i>	<i>3,068</i>	<i>78,972</i>	<i>5,704,903</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
NOLS Donations Fund	83,973	(400)	100		83,673
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	(1,203)	2,000	1,000	1,638	159
Port Angeles Donations Fund	7,914		7	25	7,895
Port Angeles Friends Donations	31,389	(800)		601	29,988
Sequim Donations Fund	40,993		7		41,000
Sequim Friends Donations	16,746	(800)		427	15,519
Forks Donations Fund	2,234		7		2,241
Forks Friends Donations	363			371	(7)
Clallam Bay Donations Fund	6,819		50		6,869
Clallam Bay Friends Donations	899			46	853
Streett Memorial Gift Fund	5,497				5,497
Sequim Future Library Donations	537,369		1,473	338	538,504
Bookmobile Donations	1,459		11		1,470
<i>Total Grants and Donations</i>	<i>799,037</i>	<i>-</i>	<i>2,654</i>	<i>3,446</i>	<i>798,244</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,582,506</i>	<i>-</i>	<i>5,722</i>	<i>82,419</i>	<i>6,505,809</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,461,233</i>	<i>76,697</i>			<i>2,537,930</i>
Total WA State Local Investment Pool	9,043,739	76,697	5,722	82,419	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^{*}

October 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
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	456,738	-	-	-	456,738
Total Investments	9,500,478	76,697	5,722	82,419	9,500,478
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	948,506			948,506
Imprest Accounts					
Revolving Fund (FF 1503)	6,000				6,000
Payroll Account (US Bank 1301)	200	285,788		285,788	200
Merchant Account (FF 7401)	1,000	(1,827)	1,896	68	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	283,960	1,896	285,856	7,650
Total Cash	7,650	1,232,466	1,896	285,856	956,156
Total Cash and Investments	9,508,128	1,309,163	7,618	368,275	10,456,633

Notes:

(5) Bequests designated for specific use by donor.

* All amounts are rounded to the nearest dollar.



Voucher Approval for October 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 #1015 through #1131 are approved in the amount of \$518,968.28 this 16th day of November 2023.

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

No.	Claimant	Purpose	Amount
1015	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 9-30-2023) - EFT 1027	241,002.97
1016	ADP, LLC	Payroll Services - Payroll Processing Fee (PPE 08-31-2023)	890.03
1017	AHBL Inc	PO 1353 Capital Improvements - PA Driveway Project - PA	13,122.80
1018	Alta Language Services	PO 1264 Professional Services - Bilingual Test - NOLS	132.00
1019	Amazon.com	Collection Materials	193.05
1020	Amazon.com	Collection Materials	39.95
1021	Amazon.com	Collection Materials	55.58
1022	Amazon.com	Collection Materials	148.84
1023	Angeles Communications	Communications - VOIP	903.04
1024	Baker & Taylor Entertainment	Collection Materials	309.62
1025	Baker & Taylor Entertainment	Collection Materials	240.83
1026	Baker & Taylor Entertainment	Collection Materials	161.26
1027	Baker & Taylor Entertainment	Collection Materials	470.90
1028	Baker & Taylor Information	Collection Materials	2,830.99
1029	Baker & Taylor Information	Collection Materials	3,442.17
1030	Baker & Taylor Information	Collection Materials	3,898.52
1031	Baker & Taylor Information	Collection Materials	8,260.52
1032	Bill's Plumbing	PO 1270 Operating Rentals - Sanican October - FAC	100.00
1033	Brodart Company	Collection Materials	147.34
1034	Brodart Company	Collection Materials	146.87
1035	Brodart Company	Collection Materials	291.22
1036	Brodart Company	Collection Materials	294.87
1037	CED Consolidated Electrical Distributors	PO 1297 Maintenance Supplies - FO & CB Ballasts - FAC	162.66
1038	CENGAGE Learning	Collection Materials	161.31
1039	CENGAGE Learning	Collection Materials	144.97
1040	CENGAGE Learning	Collection Materials	464.15

No.	Claimant	Purpose	Amount
1041	Center Point Large Print	Collection Materials	266.66
1042	CenturyLink 300511187 FO	Communications - Voice - FO	91.07
1043	CenturyLink 300561130 CB	Communications - Voice - CB	81.30
1044	CenturyLink 360-681-7811 468B SQ	Communications - SQ - Voice	137.84
1045	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.24
1046	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,430.72
1047	City of Forks	Public Utilities - FO	122.91
1048	City of Port Angeles/Orcas Avenue	Public Utilities - PA	289.80
1049	City of Port Angeles/Peabody St.	Public Utilities - PA	3,720.35
1050	City of Sequim	Public Utilities - SQ	169.45
1051	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
1052	Clallam County PUD	Public Utilities - SQ	733.00
1053	Clallam County PUD	Public Utilities - SQ	142.35
1054	Clallam County PUD	Public Utilities - CB	573.00
1055	Clallam County PUD	Public Utilities - FO	623.00
1056	Clallam County Treasurer	SEPT 2023 Investment Service Fee paid in OCT - EFT 1038	50.00
1057	C-N-I Locates Ltd	POI 1256 Capital Construction - SQ Ave Utilites Locating - SQ CPA	1,469.30
1058	Convergence Design and Apparel	PO 1360 Program Supplies - SRP T-Shirts 2 of 2 Final Order (SP)	204.14
1059	Co-Op Farm & Garden, The	PO 1361 Maintenance Supplies - Ice Melt and Cleaning Supplies - FAC	193.33
1060	Demco, Inc.	PO 1364 Technology Services - Spaces - Annual Thru 9/30/2024	2,496.76
1061	Dept. of Labor & Industries	Q3 2023 L&I - NOLS	7,806.88
1062	Dept. of Retirement Systems	PERS and DCP (PPE 09-30-2023) - EFT 1028	44,334.74
1063	Dept. of Revenue - Use/Sales Tax	September 2023 Sales & Use Tax - EFT 1030	149.96
1064	Dokken, Jaiden	C9 Programming - Clallam County Laureate (SP)	1,250.00
1065	Empower Retirement	EmpDCP 10-2023 (PPE 09-30-2023) - EFT 1029	450.00
1066	E-Rate Expertise	PO 1284 Professional Services - E-Rate Consulting - Quarterly Fee - NOLS	1,375.00
1067	Fatbeam LLC	Communications - SQ, PA, FO Internet Services - IT	9,326.84
1068	Frankfurter, Aryeh	CO19 Programming - Harp Wrokshop (PAFOL/FOSL)	2,529.00
1069	Gilbert Jewel	Business - Mileage Reimbursement - PA	23.58
1070	Givins, Mary	Reimbursement - Mileage - FO; PO 1257 Program Supplies - Dia de Culturas (FOFOL)	135.85
1071	Health Care Authority	Medical Premiums (PPE 09-30-2023)	42,218.55
1072	HealthEquity	HSA ER Contribution - October 2023	437.49
1073	Hi-Tech Security, Inc.	PO 1254 PA Security Alarm Monitoring; PO 1262 SQ Fire Alarm Test; PO 1267 FO Fire Alarm Monitoring	1,203.98
1074	Hi-Tech Security, Inc.	PO 1298 Maintenance & Repair - Annex Fire Alarm Monitoring - FAC	352.51
1075	Hi-Tech Security, Inc.	PO 1357 & 1358 Maintenance & Repair - FO & CB Fire Alarm Test	775.00

No.	Claimant	Purpose	Amount
I076	Hoare, Lesley	CO 33 Programming - Translation Confronting Violence (FOFOL)	100.00
I077	Hough Amy	Travel - Training - WFOA -Travel Reimbursement - NOLS	455.70
I078	Ingram Library Services	Collection Materials	87.61
I079	Ingram Library Services	Collection Materials	423.76
I080	KCDA Purchasing Cooperative	PO 1345 Maintenance Supplies - Cleaning Supplies - FAC	1,732.94
I081	Kracht, Matt	CO 32 Programming - Birds & Bees Presentation (PAFOL)	200.00
I082	McNish Family II LLC	SQ Temp Bldg Lease - November 2023 - SQ CPA	6,500.00
I083	MIA Mujeres in Action	CO37 Programming - Confronting Violence (FOFOL)	561.00
I084	Midwest Tape	Collection Materials	891.44
I085	Midwest Tape	Collection Materials	588.62
I086	Midwest Tape	Collection Materials	189.98
I087	Midwest Tape	Collection Materials	547.85
I088	Miller Signs	PO 1336 Machinery & Equipment - Drop Box Wrap	847.75
I089	Miller, Shane	Travel - Business - Mileage Reimbursement - IT	14.76
I090	Murreys Disposal Company, Inc.	Public Utilites - SQ & PA	617.59
I091	NOLS Employee	HRA Reimbursement - FO	294.03
I092	NOLS Employee	HRA Reimbursement - TS	176.15
I093	NOLS Employee	HRA Reimbursement - TS	654.44
I094	NOLS Employee	HRA Reimbursement - PA	85.90
I095	NOLS Employee	HRA Reimbursement - ADM	61.70
I096	NOLS Employee	HRA Reimbursement - TS	46.77
I097	Northwind Art	Collection Materials	43.52
I098	Olympia Sheet Metal Inc.	PO 1268 Repair and Maintenance - PA HVAC Maintenance	3,971.20
I099	Olympic Laundry & Dry Cleaners, Inc.	PO 1266 Professional Services - Laundry - FAC	174.43
I100	OverDrive, Inc.	Collection Materials	1,673.09
I101	OverDrive, Inc.	Collection Materials	154.93
I102	OverDrive, Inc.	Collection Materials	415.10
I103	Pacific Office Equipment, Inc.	Toner & Ink - SQ; Copier Repair and Maintenance - FO, PA & SQ	1,869.42
I104	Playaway Products LLC	Collection Materials	535.73
I105	Port Angeles Lockworks	PO 1299 Maintenance and Repair - PA Lock Repair & Parts - FAC	135.35
I106	Quill Corporation	PO 1287 Office Supplies - Book Tape & Monitor Wipes - SQ	122.73
I107	Rainbow Sweepers, Inc.	PO 1275 Groundskeeping - PA Sweep Parking Lot 10-01-2023 - FAC	244.80
I108	Rasler, Karen	Travel - Business - Mileage Reimbursement - ADM	18.01
I109	Rowman & Littlefield Publishing Group	Collection Materials	101.65
I110	SenSource Inc	PO 1271 Technology Services - Annual Cloud Hosting Fee Through 12/31/2024 - IT	1,056.00
I111	SHKS Architects	PO 1314 Capital Construction - Basic and Supplemental Services (SQ CPA)	54,446.12
I112	Sound Energy Systems	PO 1366 Repair & Maintenance - PA HVAC Control Maintenance - FAC	926.98

No.	Claimant	Purpose	Amount
1113	Sound Publishing Inc	PO 1334 Professional Services - Recruitment Ad - NOLS	21.50
1114	Sound Publishing Inc	PO 1362 Professional Services - Legal Notice - SQ General Legal - SQ CPA	84.55
1115	Sullivan, Meghan	Travel - Training - ARSL -Travel Reimbursement - NOLS	57.40
1116	Swains General Store, Inc.	PO 1280 Maintenance Supplies - Cleaning Supplies & Clock - FAC	52.25
1117	Technology Unlimited	PO 1356 Technology Maintenance - Renewal for ST Viewscan III (10-2023 - 10-2024) - NOLS	854.08
1118	Terracon Consultants, Inc.	PO 1354 Capital Construction - SQ Hazmat Removal Specs - SQ CPA	780.00
1119	The Home Depot Pro	PO 1273 Maintenance Supplies - Cleaning Supplies - FAC	673.53
1120	True, Arianne	CO24 Programming - Indigenous Peoples Day Poetry (PAFOL)	250.00
1121	United Way of Clallam County	United Way Contributions (PPE 09-30-2023)	185.00
1122	US Bank	Credit Card Services - September 2023	13,275.10
1123	US Postmaster	PO 1274 Operating Rentals - Annual Box Rent - PO Box 106 - CB	186.00
1124	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1125	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	516.69
1126	Wave Business	Communication - Internet - IT	5,995.35
1127	WCIF	Vi/Li/EAP (PPE 09-30-2023)	1,347.31
1128	West Waste & Recycling	Public Utilities - FO/CB	56.43
1129	WSCCCE - WPAS, Inc	Dental Premiums (PPE 09-30-2023) - Nov Coverage	5,990.58
1130	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 09-30-2023)	2,336.25
1131	WT COX	Collection Materials	911.62
			518,968.28

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1122**

1	ABC Taxi	PO 1245 Training - Travel - ARSL - NOLS	18.75
2	Aceitunos	PO 1330 Training - Travel - PLW - ADM	14.03
3	Alaska Airlines	PO 1246 Training - Travel - ARSL - NOLS	30.00
4	Alaska Airlines	PO 1246 Training - Travel - ARSL - NOLS	30.00
5	Alaska Airlines	PO 1325 Training - Travel - Library Council of WA - ADM	368.00
6	Amazon	PO 1134 Program Supplies - Dia de Culturas (FOFOL)	50.97
7	Amazon	PO 1134 Program Supplies - Dia de Culturas (FOFOL)	14.10
8	Amazon	PO 1148 Program Supplies - Storytime Supplies (CBFOL/FOFOL)	42.98
9	Amazon	PO 1149 Program Supplies - STEAM Solar Eclipse (CBFOL/FOFOL)	34.62
10	Amazon	PO 1155 Maintenance Supplies - Respirator Masks Hazmat	144.49
11	Amazon	PO 1159 Program Supplies - SRP Prize (SP)	90.51
12	Amazon	PO 1159 Program Supplies - SRP Prize (SP)	15.01
13	Amazon	PO 1169 Toner & Ink - PA	312.46
14	Amazon	PO 1178 Toner & Ink - PA	84.36
15	Amazon	PO 1197 Office Supplies - YS (PAFOL)	35.24

No.	Claimant	Purpose	Amount
16	Amazon	PO 1197 Office Supplies - YS (PAFOL)	32.69
17	Amazon	PO 1215 Program Supplies - Dia de Culturas (FOFOL)	41.25
18	Amazon	PO 1225 Machinery & Equipment - Leaf Blower - FAC	152.30
19	Amazon	PO 1230 Office Supplies - Binder Clips - ADM	7.09
20	Amazon	PO 1230 Toner & Ink - ADM	255.03
21	Amazon	PO 1234 Program Supplies - Legislative Listening (PAFOL)	23.91
22	Amazon	PO 1241 Program Supplies - Book Clubs (FOSL)	69.13
23	Amazon	PO 1250 Office Supplies - Sani-Wipes - IT	41.32
24	Amazon	PO 1251 Maintenance Supplies - Floor Cleaning Supplies	58.74
25	Amazon	PO 1251 Maintenance Supplies - Scrub Pads - FAC	60.30
26	Amazon	PO 1252 Maintenance Supplies - Leaf Blower Battery	114.24
27	Amazon	PO 1255 Maintenance Supplies - Safety Tools for Hazardous Waste - FAC	32.61
28	Amazon	PO 1255 Maintenance Supplies - Sharps Containers - FAC	47.86
29	Amazon	PO 1259 Technology Supplies - Slide Projector Repair Kit	38.79
30	Amazon	PO 1322 Program Supplies - Youth Services (PAFOL)	37.28
31	Amazon	PO 1323 Program Supplies - Teen Lit Bags (SP)	92.41
32	American Library Association	PO 1279 Training - Collection Development - NOLS	79.00
33	Brewer's Row	PO 1235 Training - Travel - NHRMA Conference - ADM	19.41
34	Chevron	PO 1172 Business Fuel - Pacifica - TS	45.56
35	Chevron	PO 1261 Business Fuel - Pacifica - TS	55.23
36	Chevron	PO 1329 Training Fuel - Nolsy White PLW - ADM	73.45
37	Cooks Tavern	PO 1235 Training - Travel - NHRMA Conference - ADM	20.74
38	Corina Bakery	PO 1235 Training - Travel - NHRMA Conference - ADM	15.82
39	Costco	PO 1269 Training Supplies - ASTD Snacks - NOLS	242.48
40	Costco	PO 1292 Program Supplies - Game Night (FOSL)	96.87
41	Decker City Hardware	PO 1320 Program Supplies - Dia de Culturas (FOFOL)	6.51
42	DialMyCalls.com	PO 1326 Technology Services - Staff ER Contact - NOLS	19.99
43	Dominos Pizza	PO 1293 Program Supplies - Anime Night (FOSL)	67.50
44	Dominos Pizza	PO 1294 Program Supplies - Teen Game Night (FOSL)	33.73
45	Ebony and Ivory Coffee	PO 1235 Training - Travel - NHRMA Conference - ADM	5.69
46	E-Fax	PO 1239 Technology Services - Online Fax Service - ADM	36.81
47	Facebook	PO 1313 Professional Services - Recruitment Ads - NOLS	38.47
48	Facebook	PO 1313 Professional Services - Sponsored Posts - NOLS	116.25
49	Fairfield Inn & Suites	PO 1247 Training - Travel - ARSL - NOLS	630.40
50	Forks Outfitters	PO 1258 Program Supplies - STEAM Stations (FOFOL)	2.49
51	Franks Diner	PO 1283 Training - Travel - WFOA Conference - ADM	33.84
52	FS Com	PO 1260 Machinery & Equipment - SFP Fiber Optic Modules - IT	69.63
53	Fyabes Mexican Cuisine	PO 1321 Program Supplies - Dia de Culturas (FOFOL)	80.00
54	Grainger	PO 1307 Machinery & Equipment - Distance & Moisture Meters - FAC	268.64
55	Hotel Murano	PO 1238 Training - Travel - NHRMA Conference - ADM	492.12
56	In Graphic Detail	PO 1306 Professional Services - Building Plan Copies	8.98

No.	Claimant	Purpose	Amount
57	K.I.	PO 1300 Maintenance Supplies - PA Seat Replacement	234.94
58	KCDA Purchasing Cooperative	PO 1177 Copy Paper - PA	221.21
59	KCDA Purchasing Cooperative	PO 1249 Office Supplies - Book Tape and Batteries - PA	55.10
60	Longhorn BBQ	PO 1330 Training - Travel - PLW - ADM	36.11
61	Marathon Petro	PO 1236 Training Fuel - NHRMA Conference Travel	62.88
62	Marriott	PO 1235 Training - Travel - NHRMA Conference - ADM	5.75
63	McMenamins Elks Temple	PO 1235 Training - Travel - NHRMA Conference - ADM	20.65
64	Michaels	PO 1295 Program Supplies - STEAM Stations (FOSL)	80.12
65	Michaels	PO 1295 Program Supplies - STEAM Stations (FOSL)	(22.63)
66	Michaels	PO 1296 Program Supplies - STEAM Stations (FOSL)	27.21
67	Microsoft	PO 1340 Technology Services - MS Cloud Service -- IT	886.22
68	Mokas Coffee	PO 1248 Training - Travel - ARSL - NOLS	13.72
69	MSE Wichita Airport	PO 1248 Training - Travel - ARSL - NOLS	18.36
70	NexusTek	PO 1342 Technology Services - MS Project Licenses - IT	110.00
71	North Olympic Library System	Technology Services - Donation Test Forms Live	1.38
72	Olympic Stationers	PO 1309 Office Supplies - Floor Plan Tools - FAC	15.50
73	Pay Pal	PO 1316 Training - Conference Fee - Library Emergencies	99.00
74	Pilot	PO 1332 Training Fuel - Nolsy White PLW - ADM	62.78
75	Port Book and News	PO 1154 Collection Materials - NOLS	135.16
76	Port Book and News	PO 1185 Program Supplies - SRP Prize (SP)	100.00
77	Public Libraries of Washington	PO 1328 Training - Conference Fee - PLW - ADM	75.00
78	Quill Corporation	PO 1186 Toner & Ink - FO	899.15
79	Ramada Inn	PO 1333 Training - Travel - PLW - ADM	229.96
80	Rite Aid	PO 1302 Training Supplies - ASTD Supplies - NOLS	11.95
81	Robert Brooke & Associates	PO 1308 Maintenance Supplies - SQ Door Hardware	38.34
82	Safeway	PO 1173 Program Supplies - Teen Tuesdays (PAFOL)	53.26
83	Safeway	PO 1281 Training Supplies - ASTD Snacks - NOLS	10.99
84	Safeway Fuel	PO 1240 Business Fuel - Pacifica - TS	36.74
85	Sea-Tac Airport Parking	PO 1137 Training - Travel - ARSL - NOLS	122.81
86	Shell	PO 1203 Business Fuel - Westy - NOLS	42.90
87	Stamps.com	PO 1168 Postage - TS	250.00
88	Stamps.com	PO 1188 Postage - TS	250.00
89	Stamps.com	PO 1189 Postage - TS	250.00
90	Stamps.com	PO 1231 Postage - TS	250.00
91	Stamps.com	PO 1236 Freight - TS	11.75
92	Stamps.com	PO 1243 Postage - TS	250.00
93	Stamps.com	PO 1253 Technology Services - Monthly Fee - TS	21.75
94	Stamps.com	PO 1272 Postage - TS	250.00
95	Staples	PO 1170 Toner & Ink - PA	348.15
96	Starbucks Coffee Company	PO 1248 Training - Travel - ARSL - NOLS	11.01
97	Starbucks Coffee Company	PO 1330 Training - Travel - PLW - ADM	13.65
98	Subway	PO 1283 Training - Travel - WFOA Conference - ADM	17.01
99	Sushi.com	PO 1283 Training - Travel - WFOA Conference - ADM	32.59

No.	Claimant	Purpose	Amount
100	Swains General Store, Inc.	PO 1265 Collection Materials - NOLS	10.81
101	Taco Del Mar	PO 1330 Training - Travel - PLW - ADM	15.08
102	The Davenport Grand	PO 1283 Training - Travel - WFOA Conference - ADM	19.71
103	The Davenport Grand	PO 1286 Training - Travel - WFOA Conference - ADM	1,064.29
104	The Lego Shop	PO 1160 Program Supplies - SRP Prize (SP)	200.00
105	The Lego Shop	PO 1160 Program Supplies - SRP Prize (SP)	191.04
106	The Spanish Group	PO 1311 Professional Services - Translation Service	124.95
107	The Spanish Group	PO 1312 Professional Services - Translation Service	24.99
108	Tracfone	PO 1341 Communications - Branch Cell Phones - IT	93.56
109	Uprinting	PO 1310 Printing - SQ Project Thank You Cards - SQ FLD	338.18
110	Via Rosa	PO 1283 Training - Travel - WFOA Conference - ADM	30.66
111	Walgreens	PO 1222 Office Supplies - Sharpeners - ADM	5.61
112	Walmart	PO 1179 Program Supplies - Teen Lit Bags (CBFOL)	43.42
113	Walmart	PO 1223 Machinery & Equipment - Storage Containers Bookmobile - OR	14.60
114	Walmart	PO 1226 Office Supplies - Pencils & Erasers - ADM	18.23
115	Walmart	PO 1338 Program Supplies - STEAM Supplies (CBFOL/FOFOL)	10.97
116	Walmart	PO 1339 Program Supplies - Teen Lit Bags (SP)	44.68
117	Washington State Ferries	PO 1285 Training - Travel - WFOA Conference - ADM	21.40
118	Washington State Ferries	PO 1285 Training - Travel - WFOA Conference - ADM	30.85
119	Washington State Ferries	PO 1331 Training - Travel - Ferry Toll PLW - ADM	21.40
120	Washington State Ferries	PO 1331 Training - Travel - Ferry Toll PLW - ADM	21.40
121	Weekdays Best	PO 1235 Training - Travel - NHRMA Conference - ADM	13.40
122	Wilder Auto Center	PO 1303 Vehicle Maintenance - Nissan Ariya Service - FAC	37.63
123	Writers Digets	PO 1282 Collection Materials - NOLS	21.96
124	WSDOT	PO 1244 Training - Travel - ARSL - NOLS	5.50
125	WSDOT Good to Go	PO 1237 Training - Travel - NHRMA Conference - ADM	5.50
126	Zona Blanca	PO 1283 Training - Travel - WFOA Conference - ADM	37.24
127	Zoom	PO 1327 Technology Services - Zoom One - NOLS	217.49
			13,275.10

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

EFT 1027	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 09-30-2023)	241,002.97
EFT 1028	Dept. of Retirement Systems	PERS and DCP (PPE 09-30-2023)	44,334.74
EFT 1029	Empower Retirement	EmpDCP 10-2023 (PPE 09-30-2023)	450.00
			285,787.71



2024 Proposed Operating Budget

**Second Board Review and Public Hearing
November 16, 2023**



Staff Report

Meeting Date: November 16, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Review and Adoption of Operating Budget for Funding Year 2024
Public Hearing on the 2024 Operating Budget

Attachments: Proposed 2024 Operating Budget - Summary
2024 Budget Guidelines
2021-24 Strategic Roadmap

Topic/Issue: The Library Board of Trustees will review the final draft of the Library's Operating Budget for 2024, and conduct the second public hearing on the budget. In order to meet the Clallam County deadlines for submission of budget resolutions and levy certifications, the Board must adopt a budget at their November 16, 2023 meeting.

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

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

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

Discussion: The Management Team played a key role in the development of this 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 Rajala, 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 73% 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.

Revenues for the proposed budget were calculated based on certified Assessed Valuations received from the County Assessor's office on November 2, 2023. NOLS' 2023 levy rate stands at 31¢ per thousand of the county's AV. One percent growth in the 2023 tax levy will compress the levy rate to approximately 29¢/\$1000 AV in 2024. The total 2024 Operating Budget stands at \$6,461,050, an increase of \$421,365 (approximately 6.98%) from the 2023 Operating Budget of \$6,039,685.

Tax Revenue Estimates

Approximately 80% of estimated revenues for the 2023 budget derive from next year's property taxes. These revenues are levied and collected on the Library's behalf by Clallam County. Certified tax values were received from the Clallam county Assessor on November 2, 2023. Based on these figures, the Districts taxable Assessed Valuation figure for 2024 levy is \$15,900,320,939, and the new construction value estimate is \$165,323,069. Library tax revenues were estimated applying all potential limiting factors to these values. The applicable limiting factor for the Library in 2024 is the 1% growth limitation allowed under law, resulting in tax revenue growth of \$46,323.83. New construction will provide an add-on of approximately \$51,399, and a refund levy will provide an additional \$8,040, bringing 2024 tax revenue to \$4,738,147.

If the 1% growth limitation were not a factor, which has compressed the levy rate to 29¢/\$1000 AV, and NOLS could collect at the statutory limit of 50¢/\$1000 AV, NOLS would be collecting approximately \$8,034,067 in 2024, \$3,355,360 more than what NOLS will collect at the current levy rate.

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 remain high and was budgeted at an average of 4% for 2024, compared to a low of 0.075% in May 2021 and a high of 5% in 2023. Interest from the Port Angeles Capital Replacement account and the Bode Bequest funds (held in certificates of deposit) is restricted by fund designation, and is therefore *not* included when calculating interest income to be applied to the operating budget.

A total of \$62,000, 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.

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.

Additionally, \$18,000 from the Sequim Donation fund will be used to support the Sequim Library Expansion and Renovation Project Capital Campaign and Marketing effort. There is \$22,500 from the NOLS Donation Fund to support costs related to Clallam County Reads, which will resume in 2024, and Summer Reading Program marketing.

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 73% of the total 2024 budget. Personnel costs stand at \$ 4,732,849 in this draft of the Operating Budget, up from the \$4,462,129 budgeted in 2023, an increase of 6%. 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. Additionally, NOLS made changes to its staffing array in the fall of 2023, converting several positions to lead-level, creating new on-call positions, and adjusting community outreach positions that will support the Bookmobile.

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 was 58 FTE and will increase to 59 FTE 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 \$27,500. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes.

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 7.5% 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 (\$40,000) and the library card campaign (\$5,000) are being budgeted for again in 2024, in addition to a consultant to review and update NOLS HR Policy Manual (\$2,000), migrate NOLS to Microsoft 365 (\$20,000), and conduct an accessibility survey of the website (\$5,000). RFPs will be conducted as necessary before hiring consultants, so exact costs could be significantly less than what is budgeted.

NOLS will continue to budget for an E-rate consultant to ensure the Library is fully and efficiently utilizing the Federal E-rate program. In 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 professional development continues to be a priority for NOLS, so \$91,970 is budgeted for Training, 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

Minimal changes are expected to most of the communications costs in 2024. Phone line, VoIP, cell phone, Wi-Fi hot spot, and postage costs are all about the same as 2024. NOLS is currently in the process of switching to a new network provider, which will result in the cost of data (fiber line) to increase to \$141,886 in 2024. Through the E-rate program, NOLS should see 60-70% of the data fees reimbursement in future years.

The 2024 Operating Budget also includes \$8,000 for network services at the Temporary Sequim Library site. During the construction of the Sequim Library Expansion and Remodel, internet will need to be provided to the temporary location in Sequim that NOLS will operate out of for at least one year.

Operating Rentals and Leases

The amount budgeted for rental and leases increased in 2023 due to two projects. In Sequim, there was a need for a storage unit in preparation for the Sequim Library Expansion and Renovation project. On the West End, there was a need for a secure location to store the new bookmobile in Forks. Now that Sequim Library temporary location has been secured, the Sequim storage unit will not be needed in 2024. The secure parking in Forks will be kept for now.

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 additional costs are expected to insure the Sequim Library temporary space.

Intergovernmental Services

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

Capital Outlays

As noted elsewhere in this report, all capital outlay expenditures are reflected in the 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 \$344,734 have been received through October 31, 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 \$996,793 (15% of total revenues). As of October 31, 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 to balance the budget in recent years compared to actual expenditures and what NOLS has been able to transfer back to reserves at the end of each year.

In January 2023, \$914,480 was transferred from the Operating Reserve account to balance the 2023 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 \$91,000 transfer from the Sequim Capital Project Account to cover the rental and utility costs of the temporary Sequim Library space through 2024. If there are additional operating costs to cover related to the temporary space, the transfer from the Sequim Capital Project account will be increased to cover operating costs specific to the project.

Alternatives for Consideration:

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

Action/Motion:

- The Board must conduct the second Public Hearing on the 2024 Operating Budget at the November 16, 2023 meeting.
- The Board must adopt the 2024 Operating Budget by motion at the November 16, 2023 meeting. Proposed language: "I move to adopt the 2024 Operating Budget in the amount of \$6,461,050 as presented."
- The Board must also adopt Resolution 23-11-04, which authorizes collection of the regular property tax levy for 2024. A separate staff report will addresses this action.

North Olympic Library System
2024 Summary Operating Budget
November 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%	4,738,147	1.57%
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%	18,010	50.65%
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%	104,000	-36.39%
Other miscellaneous revenues	52,200	85,551	63.89%	102,400	96.17%
Total Miscellaneous Revenues	437,500	839,251	91.83%	570,300	30.35%
Nonrevenues (excises taxes) ⁽²⁾	750	1,052	40.27%	800	6.67%
Transfers In					
From Sequim Capital Project Account				91,000	
From Operating Reserve Account	914,480		-100.00%	996,793	9.00%
Total Transfers In	914,480	-	-100.00%	1,087,793	18.95%
Grand Total Operating Revenue	6,039,685	5,607,720	-7.15%	6,461,050	6.98%

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

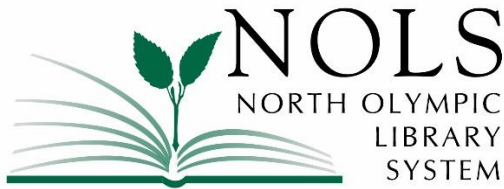
(2) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.

North Olympic Library System
2024 Summary Operating Budget
November 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%	3,334,976	6.26%
Benefits	1,323,588	1,193,480	-9.83%	1,397,873	5.61%
Total Personnel	4,462,129	4,154,979	-6.88%	4,732,849	6.07%
Supplies					
Collection Materials	480,000	480,000	0.00%	480,000	0.00%
Supplies, office and operating ⁽¹⁾	108,275	121,180	11.92%	120,600	11.38%
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%	2,650	82.76%
Total Supplies	610,825	609,991	-0.14%	623,175	2.02%
Services					
Professional services ⁽¹⁾	400,539	320,543	-19.97%	347,120	-13.34%
Communication	156,072	143,305	-8.18%	222,124	42.32%
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%	2,726	-70.42%
Insurance	114,000	109,666	-3.80%	136,800	20.00%
Utilities	96,100	90,090	-6.25%	108,100	12.49%
Repair and maintenance	145,710	118,339	-18.78%	155,665	6.83%
Miscellaneous services	13,245	19,162	44.67%	16,240	22.61%
Total Services	965,181	836,230	-13.36%	1,025,426	6.24%
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%	6,461,050	6.98%
Transfers out					
To Budget reserve fund					
Total Transfers Out	-	-		-	
Total Expenditures	6,039,685	5,602,418	-7.24%	6,461,050	6.98%

(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*



VALUES

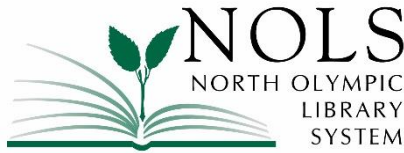
- Power of knowledge, imagination, and exploration
- Free and equal access
- Intellectual freedom and privacy
- Literacy and learning
- Responsible stewardship
- Transparency and accountability
- Community service
- Partnerships to support community vitality
- Flexibility, nimbleness, and adaptability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

CORE SERVICES

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

STRATEGIC INITIATIVES 2021-2024

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



Staff Report

Meeting Date: November 16, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of Resolution 23-11-04: Authorizing the Library Levy for 2024

Attached: Resolution 23-11-04: Authorizing the Library Levy for 2024

Recommendation: That the Library Board of Trustees approve the attached resolution, 23-11-04, authorizing the Library Levy for the fiscal year 2024.

Discussion: This resolution authorizes Clallam County to collect the Library's 2024 property taxes, pursuant to RCW 84.55.120 and 84.55.092. Approval of the resolution by the NOLS Board of Trustees is required in order to collect property tax revenues at the maximum lawful level.

Financial and Policy implications: An estimate of the Executive District property tax levy for 2024 has been calculated. As noted elsewhere, levy calculations are subject to a number of possible limiting factors. Resolution 23-11-04 authorizes the Library Levy at the most optimum level permitted under law.

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

Action: The Board of Trustees approve Resolution 23-11-04.

Ordinance / Resolution No. 23-11-04
RCW 84.55.120

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

its budget for the calendar year 2024; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 4,632,383.49; and,
(Previous year's levy amount)

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

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 46,323.83
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of
(Percentage increase)

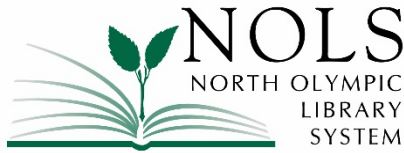
additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 16 day of November, 2023.

If additional signatures are necessary, please attach additional page.

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

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



Staff Report

Meeting Date: November 16, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval Acila Consulting Contract

Attachments: Acila Consulting Proposal
Contract between Acila Consulting and NOLS

Topic/Issue:

Approval of a contract for professional services from Acila Consulting to act as the Library's Owner's Representative for the Sequim Library Expansion and Renovation Project.

Background:

The Library Board of Trustees approved a professional services contract between NOLS and SHKS Architects for the Sequim Library Expansion and Renovation Project design, engineering, and construction management services. For the first two years of the Project, working with SHKS, and also several subcontractors directly, NOLS has acted as its own Owner's Representative. Facilities Manager Brian Phillips and Noah Glaude have primarily taken on these duties as needed, learning a lot of what was required while completing the job.

As NOLS prepares to move into the construction bidding and construction phase of the project, and considering the technical work that will need to be done in coordination with various contractors and third parties, it became clear that NOLS needs to hire an owner's representative to deal with day-to-day project management and construction-related portions of the project. For a project this size of the Sequim Library Expansion and Renovation, hiring an owner's representative as soon as the project started in the fall of 2021 would have been usual, but the project team decided against hiring an owner's representative in an attempt to simplify the design phase of the project (work more closely with SHKS Architects) and to reduce costs. This approach worked well for the most part, as coordination of the surveying, geotechnical work, hazardous materials testing, commissioning agent hiring and other tasks were completed. However, these tasks required quickly learning technical processes on the fly, and staff capacity is currently needed for other system-wide and non-Sequim projects. It was agreed amongst the project team that hiring an owner's representative before construction bidding begins will be best for the organization and the success of the Sequim Expansion and Renovation Project.

Discussion:

On October 12, 2023, NOLS issued a [Request for Proposals \(RFP\) for owner's representation and construction management services](#). Four proposals were received by the RFP closing date

of October 25, 2023. Facilities Manager Brain Phillips and Executive Director Noah Glaude reviewed and rated the proposals. The ratings were:

- Acila Consulting – 83
- Materials Testing & Consulting – 68
- Vanir – 73
- Wenaha Group – 75

After selecting Acila Consulting as the winning proposal, NOLS negotiated the attached contract for their professional services.

Policy Considerations:

NOLS [Policy: 5.5 Purchasing Policy](#) states that approval of all contracts valued at \$25,000 or more must be approved by the Library Board of Trustees.

NOLS had its legal counsel review and approve of the contract. NOLS insurance provider, Enduris, also reviewed the contract, and requested specific requirements in the contract and proof of insurance from Acila.

Fiscal Considerations:

Services will be billed as hourly fees for services provided per the hourly rate table below:

Program Manager	\$175/hour
Project Manager	\$175/hour
Project Administration/Coordinator	\$110/hour

Total billing for Acila Consulting's services is not to exceed \$79,825.00.

Funds from the Sequim Capital Project account will be used to pay for the Acila Consulting's services, but the current estimated total project cost does not include the cost of a owner's representative. The Sequim Expansion and Renovation total project cost estimate will be updated once the contract is signed with Acila Consulting.

The Sequim Expansion and Renovation Project total project cost, including construction, furniture and equipment, permitting and taxes, architecture and engineering services, contingency, and additional consulting, is currently estimated to be \$9,319,530. As of October 2023, NOLS has raised \$5,480,630 for the Sequim Expansion and Renovation Project.

As discussed at the April 2023 Board of Trustees meeting, NOLS will pursue non-voted general tax obligation bonds to cover the remaining costs of the project, after a request for construction bids is complete.

In an effort to minimize the amount of debt NOLS takes on through general obligation bonds, the Library is continuing to work with community partners to conduct additional fundraising efforts to cover the additional costs of the Sequim Library Expansion and Renovation Project. Library staff are seeking additional grant opportunities and will continue to do so through construction of the project.

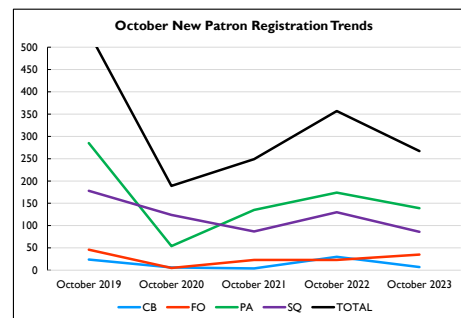
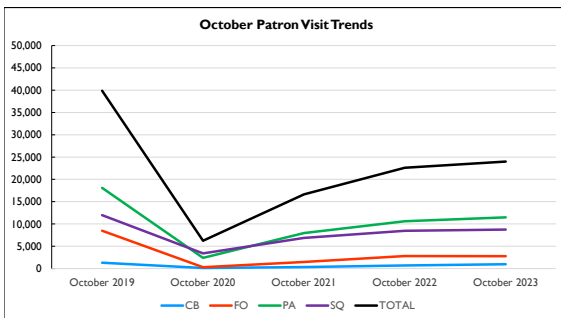
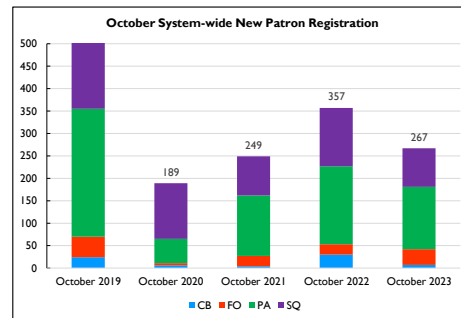
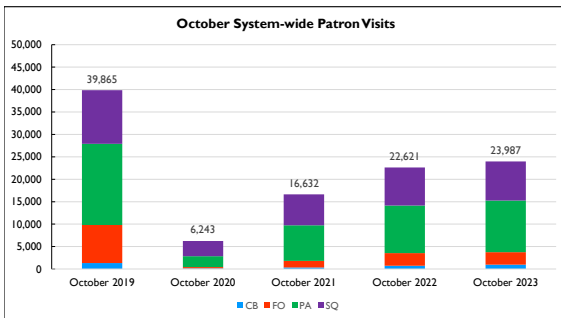
Recommendation:

That the Library Board of Trustees approve the contract with Acila Consulting for owner's representation services on Sequim Library Expansion and Renovation Project.

Patron Visits		
	2023	% of System
Port Angeles	11,500	47.9%
Children	13%	
Sequim	8,736	36.4%
Children	6%	
Forks	2,789	11.6%
Children	9%	
Clallam Bay	962	4.0%
Children	22%	
Total	23,987	100.0%

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

New Patron Registration		
	2023	% of System
PA	139	52.1%
SQ	86	32.2%
FO	35	13.1%
CB	7	2.6%
Total	267	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.

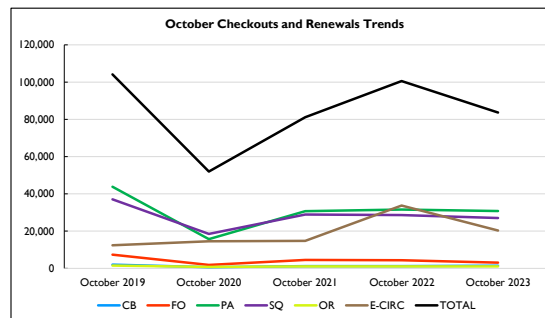
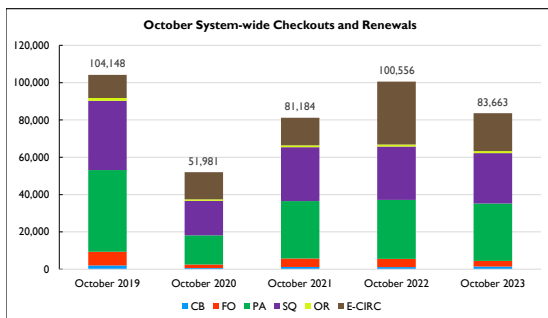
* Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
Port Angeles		
Checkouts	17,503	30.1%
% From Self-Check	79%	
% From Holds	28%	
Renewals	13,247	51.9%
Total	30,750	36.8%
Sequim		
Checkouts	16,185	27.8%
% From Self-Check	81%	
% From Holds	34%	
Renewals	10,846	42.5%
Total	27,031	32.3%
Forks		
Checkouts	2,393	4.1%
% From Self-Check	67%	
% From Holds	34%	
Renewals	650	2.5%
Total	3,043	3.6%
Clallam Bay		
Checkouts	764	1.3%
% From Self-Check	4%	
% From Holds	32%	
Renewals	650	2.5%
Total	1,414	1.7%
Outreach		
Checkouts	928	1.6%
% From Holds	76%	
Renewals	154	0.6%
Total	1,082	1.3%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	20,343	24.3%
Systemwide Totals		
Checkouts	58,116	
Renewals	25,547	
System Total	83,663	

Interlibrary Loan Services	
Items borrowed from other libraries	164
Items loaned to other libraries	109

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,882	18.19
SQ	5,496	21.65
FO	818	19.44
CB	246	17.99
OR	822	8.82
Total	12,264	19.19



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

Library Programs		
	Programs/Attendees	% of System
Port Angeles	40/973	51%/47%
Sequim	16/254	20%/12%
Forks	11/661	14%/32%
Clallam Bay	6/51	8%/2%
NOLS	0/0	0%/0%
Virtual	6/113	8%/6%
Total	79/2052	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	44/449	77%/86%
Sequim	0/0	0%/0%
Forks	10/61	18%/12%
Clallam Bay	3/14	5%/3%
Total	57/524	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	39.75	6
Sequim	0	0
Forks	5	1
Clallam Bay	0	0
Outreach	0	0
NOLS	30.5	1
Total	75	8

Community Outreach Events		
	Events/Attendees	% of System
PA	1/201	14%/62%
SQ	3/23	43%/7%
FO	1/65	14%/20%
CB	1/30	14%/9%
OR	1/3	14%/1%
NOLS	0/0	0%/0%
Total	7/322	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	350
Read & Ride (Clallam Transit Buses)	70
Dolly Parton Imagination Library	1304
Library Programs & Outreach	218
Other	0
Total	1942

Outreach Delivery Services	
Home Deliveries	90
New Patrons w/ Delivery Services	2

BookMatch Requests Fulfilled	
Number of Requests	1
Titles Suggested	5

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	1678	1,339	23.7%
Sequim	6	792	480	36.9%
Forks	10	286	155	7.1%
Clallam Bay	7	297	304	27.0%
Total	49	3053	2278	22.2%

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	190	69	5.3%
Sequim	2	194	74	17.1%
Forks	2	53	9	2.1%
Clallam Bay	1	31	20	12.4%
Total	11	468	172	7.4%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	8,815	55.0%
Sequim	5,330	33.3%
Forks	1,239	7.7%
Clallam Bay	636	4.0%
Total	16,020	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,033	55.3%
Sequim	1,501	20.6%
Forks	1,280	17.5%
Clallam Bay	483	6.6%
Total	7,297	100.0%

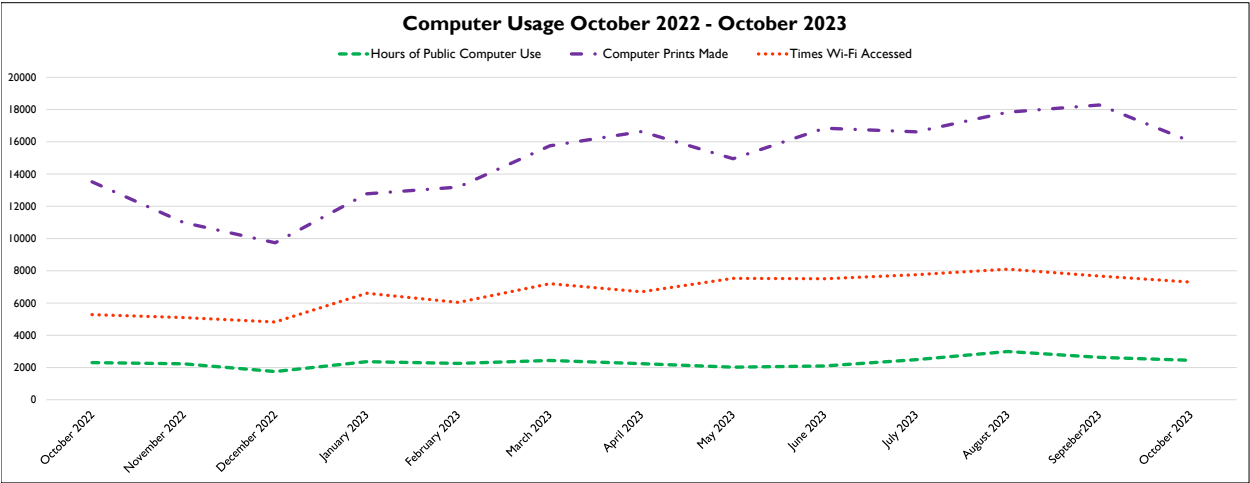
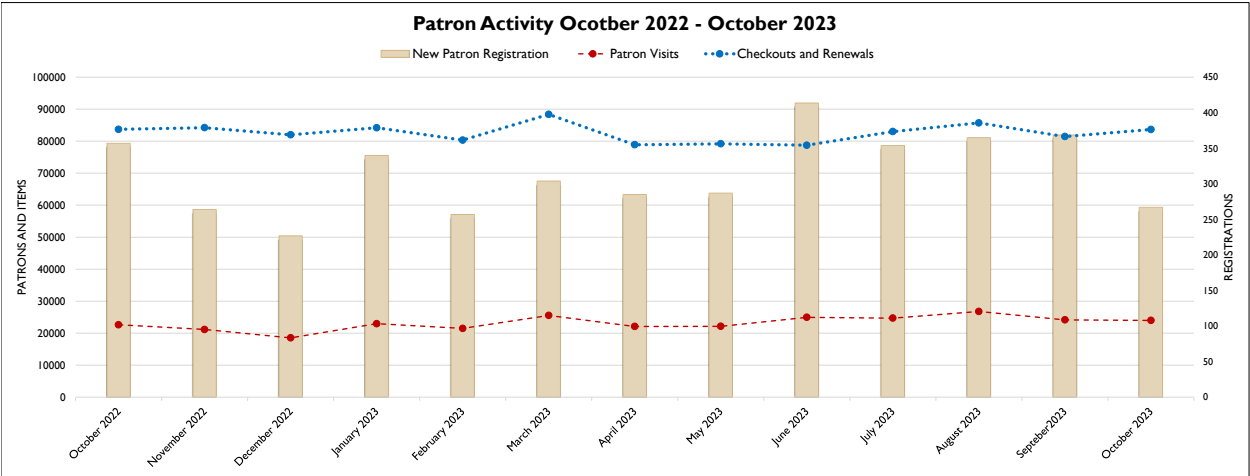
Website Visits	
From outside the Library	19,732
From inside the Library	951
Avg. # of pages visited	2

Facebook Activity	
Followers	5,111
Content Published	46
Reach (unique accounts)	28,994
Reactions/Likes/Comments, etc.	1,133
Link Clicks	651

YouTube Activity	
Subscribers	378
Videos Published	-
Program Recordings	1
Views (lifetime content)	1,075
Watch Time (hours)	51

Instagram Activity	
Followers	1,421
Content Published	74
Reach (unique accounts)	3,968
Reactions/Likes/Comments, etc.	642

Advertising	
Ads Run	7
Reach (unique accounts)	23,685
Objective Reached (link clicks)	899



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: November 16, 2023
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for October 2023

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Over 90 people turned out to enjoy Celtic Harps, Rare Instruments & Wondrous Stories presented by Lisa Lynne and Aryeh Frankfurter. The pair shared music and tales from Sweden and Ireland featuring Celtic harps, rare Swedish nyckelharpa, Ukrainian bandura, cittern, and more. Earlier in the day, nearly 20 people participated in a harp workshop.



Later in the month, Youth Services Librarians Jennifer L. and Clair D. joined First Step Resource Center and Molina Healthcare in a partnership event connecting families with rain boots for kids. The rainy day storytime and other activities was a great success with nearly 70 people in attendance. Molina Healthcare was so impressed by the collaborative effort that they donated \$1000 for youth services at the Port Angeles Main Library.

Other events during the month of October included:

- Battle of the Books outreach – 305 participants
- Kids Book Club reading *The Bat* by Elise Gravel – 23 participants

- In addition to All Staff Training Day early in the month, staff continued to take advantage of weekly professional development activities and reviewed earthquake procedures and preparedness for the Great ShakeOut.

Emily Sly, Library Manager

Monthly Activity Report – October 2023
Page 2

Friday Tech Talk was offered weekly on Friday mornings at the Sequim Branch in October and highlighted online resources available through NOLS. A harp workshop and performance was an absolute delight and staff received a lot of positive feedback from attendees; the program was offered at Olympic Theatre Arts. 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. Sequim staff attended All Staff Training Day at NatureBridge. It's always a great opportunity to connect with staff who work at other branches.

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 provided a brief update about the project at the Sunrise Rotary Club in Sequim; during the month of November, the Sequim Library is the recipient of their monthly Good News Giving program.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Training:

Staff Participated in the following training opportunities:

- All Staff Training Day
- Inclusive Leadership Training through the University of Washington

- Rural Community Leadership Training
- Adult Mental Health First Aid
- Beyond Books Adult Programming
- Libby Magazine – Future of Libraries and Library Career’s Series

West End Programming:

- 600 people engaged with the Confronting Violence National Library of Medicine exhibit during its time at Forks Peninsula Community College. There were many positive comments shared regarding the impact of the exhibit and having something like this available in the Forks region.
- For the “Confronting Violence Documentary, Discussion and Panel” there were 21 people in attendance. Ana Trusty from M.i.A. Mujeres in Action who helped produce the documentary and also shared her story in “El Poder de contarlo” participated on the panel. Staff were present from Mariposa House and local community members also participated on the panel. Community members in attendance asked for more educational programs that centered civic engagement.
- Youth Services programs including STEAM Stations, Build it!, and Game Lounge continued at both West End branches in October.
- Family Movie Matinee continued to provide an enriching program on a Friday afternoon in Clallam Bay.
- Anime & Manga Club provided a fun and interactive space for 4 teens.
- Battle of the Books for 4th Graders commenced, reaching 65 4th graders at Forks Elementary School.
- Public Services Specialists Dianne and Angeles as well as Librarian Mary took turns offering Family Storytimes in Forks.



West End Outreach:

- Librarian Mary conducted a pop-up library at the Senior Center in La Push.
- Librarian Mary held StoryCraft sessions at the after-school drop-in programs at the Blue Shed Youth Center in La Push and the Hoh Tribal Library.

Facilities Department

Brian Phillips, Facilities Manager

In October, NOLS bid a sad adieu to Facilities Tech 2 Steve Teufert. Steve joined the Facilities Port Angeles team in February 2021, immediately impacting the library with his great sense of humor and wide-ranging set of skills. Steve did some great work for NOLS and he will be missed! The recruitment for his replacement is underway.

Meanwhile, Facilities Tech 2 Jeff Clark, also based in Port Angeles, has been promoted to Facilities Lead. Jeff will take on more responsibility in his new role, including the coordination of NOLS' fleet maintenance, training duties, and other leadership responsibilities. Congratulations, Jeff. Great work!

Port Angeles Library: Tested backflow assemblies for potable water, fire sprinklers and irrigation systems; serviced fire extinguishers; winterized irrigation system; repaired book cart; repaired file cabinet; cleaned damage from fireworks set off in book drop room; repaired sink; adjusted front doors; cleaned roof drains; checked yard and parking lot drains; removed graffiti; cleaned chairs; mowed lawn.

Sequim Library: Serviced fire extinguishers; removed outdoor Sanikan and stage shade cloth for the winter; repaired countertop; replaced overhead lights; trimmed trees.

Sequim Library Project: Reviewed door handle and lock functions; procured construction management services.

Forks and Clallam Bay Libraries: Replaced burned out light bulbs; touched-up wall paint; serviced fire extinguishers; cleaned parking lot drains; swept parking lots; cleaned carpet spots; mowed lawn in Clallam Bay.

Vehicles: Repaired Pacifica tire.

Other: Staff attended Fall All Staff Training Day; Sustainability Team meeting; passed city inspection of annex storm drain system; performed routine checks for emergency lights, flashlights, and first aid kits.

Outreach Services: Bookmobile and Delivery Services

Kristin Overbey, Community Outreach Lead

During the month of October, 90 deliveries were made and 2 new patrons registered for Outreach Delivery Services. There were 928 items checked out and 154 items renewed for Outreach Delivery patrons.

Former Community Outreach Specialist (COS), Kristin, was promoted into the new Community Outreach Lead position. Onboarding and training activities have continued for both

Laureen and Kristin in their new positions. Recruitment is underway for the open COS position.

Kristin attended the ABOS (Association of Bookmobile and Outreach Services) Conference, virtually this year. There was a lot of tangible information about public library operations with Outreach Deliveries, Pop-up Libraries and Bookmobile services.

In October, Community Outreach staff supported programming at NOLS branches and in the community including: the 3rd Annual Indigenous Peoples Day Poetry Reading at ʔaʔkʷustəŋáwtxʷ House of Learning; It's All Fun and Games and Graphic Poetry Workshop at the PA Main Library; and a Library Information Session at The Lodge in Sequim.

Also in October, the Bookmobile and staff explored Clallam County with a soft launch of some Bookmobile route stops, a community event, and a lot of learning!

- Librarian Mary G, WE Library Manager Troi and Public Services Director Meghan conducted a trial run of the bookmobile stop at the Three Rivers Fire Station in La Push. They checked out one book; practiced the opening and closing procedures; and met with the Fire Commissioner.
- Kristin, Laureen, and Meghan staffed the inaugural Bookmobile route stop to Jamestown S'Klallam Tribal Center in Blyn. This soft launch had 8 attendees, including excited Jamestown S'Klallam Tribal Library Staff.
- Mary, Kristin, and WE PSS Arriana visited Neah Bay for a trial run of the Bookmobile.



- Despite not being announced, we had 30 visitors and 26 checkouts, mostly from the Boys and Girls Club.

- Kristin and Lauren brought the Bookmobile to the Lower Elwha Klallam Tribe Halloween Celebration - total of 200 interactions and lots of fun!



Information Technology (IT) Department

Shane Miller, Information Technology Manager

October proved to be an exciting month for NOLS IT, marked by the completion of significant projects and the initiation of new ones. Various branches underwent multiple site visits, serving purposes ranging from routine support and maintenance to advancing specific projects.

A notable highlight in October was the involvement of IT in the Fall All Staff Training Day. Collaborating with the ASTD planning team, IT ensured seamless technological support for the event. We are pleased that the day unfolded smoothly, and IT is already thinking of ways to enhance tech implementation for future ASTD events.

On the Bookmobile front, the IT Team wrapped up a Tech User Guide version 3.0 with pictures and details about tech to help staff go through Bookmobile operations smoothly. As the Bookmobile is now active in the community, the IT team is equipped with remote tools to support staff at any location with internet.

IT Systems Administrator Alex finished a 6 week training series on Microsoft's Office365 administration tools in prep to migrate our environment from Office 2016 to Office365 in 2024.

In October, work was continued on a project to develop a group of placards, or advertising banners for the NOLS catalog. The banners will highlight a group of library special collections, including items found in the archive room, maps, vertical files, and microfilm. The placards will

be configured to show the advertising banner when a user searches the catalog for a variety of connected terms and phrases.

One of the focuses for the IT team in October was the project to organize and search for replacements for our events management and room reservation systems. In 2024, each of the systems will be discontinued and work is being completed to find a good software replacement. The work included the creation of a staff survey that will be used to ask questions about the current system. The data from the survey will then be used during the selection process to help find a new system that is more dynamic and staff friendly than the current one in place.

IT made significant strides in infrastructure and monitoring during the month of October. One of the key accomplishments was the successful transition of the majority of Forks and Sequim networks to the new Fatbeam connections. Patrons in Forks noticed increased Wi-Fi speeds immediately.

Technical Services Department

Erin Shield, Collection Services Manager

October ushered in a new position in the department – Technical Services Lead. This restructuring of the former Acquisitions Lead will have additional troubleshooting and task responsibilities related to Cataloging, Interlibrary Loan, and other areas of Technical Services. Wendy Oak was promoted into the new AL position which created an open TSS position to be filled in November.

1546 physical items were processed and available for customers in the month of October. 149 print materials were repaired. 225 media items were resurfaced or repaired to extend their lives, including many “preemptive strikes” on holiday titles that will be popular in the next couple of months. 95 physical donations were made and added to the collection. 786 totes were moved between NOLS’ branches by the couriers, and another 19 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 164 InterLibrary Loan requests for NOLS’ patrons and 109 loans out to other libraries.

Technical Services staff participated training, webinars, tasks and meetings related to All Staff Day Committee, Mental Health First Aid, ILS Team, Health and Safety Committee, PA Circulation Dept., interviews for two positions in Tech Services – Tech Services Lead and Tech Services Specialist, Polaris meeting, Management Team, SQ Library project, and Web Team.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- Management Team meeting
- All Staff Training Day planning meetings and additional planning tasks in preparation for the October All Staff Training Day
- Equity, Diversity and Inclusion team meeting
- Meeting with Peninsula Behavioral Health about Mental Health First Aid Trainings
- Meeting with Miriame Cherbib of Speaking Justice about EDI and leadership training for 2024

Recruitments:

- Youth Services Librarian I – FO & CB
- Temporary Public Services Specialist – FO & CB
- Technical Services Lead – TS
- Community Outreach Lead – PA
- Community Outreach Specialist – PA
- Technical Services Specialist – TS
- Facilities Lead – FAC
- Public Services Specialist – PA
- Public Services Specialist – SQ
- Public Services Specialist – FO & CB
- Facilities Technician 2 – FAC

New Hires:

- None

Separations:

- Steve Teufert – Facilities Technician 2 – FAC

Financial Operations

Amy Hough, Finance Manager

Significant meetings/events and projects this month:

- Submitted the annual Unclaimed Property Report to WA Department of Revenue
- Submitted Quarterly L&I Report
- Participated in Management Team meetings and All Staff Training Day
- Worked on 2024 Personnel Budget

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

News Releases & Articles:

- 7 news releases were sent.
 - 4 new programs: National Library of Medicine travelling exhibit about domestic violence and accompanying events; legislative listening session for young voters; author talk and book signing with Matt Kracht, writer of *OMFG, Bees!* and the *Dumb Birds* field guides; and U.S. Coast Guard and Rescue Boat Crews history talk with author John Kopp.
 - 3 ongoing programs.

Social Media:

- Posted 125 pieces of content across Facebook, Instagram, and YouTube.
- Several paid ads ran in October to promote guest musicians and author talks, library card benefits, and recruitment for multiple vacancies. The ads were shown more than 58K times and reached a wide audience within Clallam County of more than 23.6K individuals. This helped build general awareness about the Library in addition to promoting specific events and positions.
- The most popular organic posts showcased Banned Books Week with a booklist that was shared 29 times; photos of a special Storytime with First Step Family Support Center and free rain boots provided by Molina Healthcare (1.4K reach, 85 reactions, 10 comments, 10 shares); and photos of NOLS staff members dressed up for Halloween, gaining a reach of 2.2K and 108 reactions.



Marketing staff engaged in professional development opportunities that included topics of accessible design, website design, strategic marketing planning, and earthquake preparedness.

Public Service Director's Report

Meghan Sullivan, Public Services Director

Significant meetings/events and projects this month:

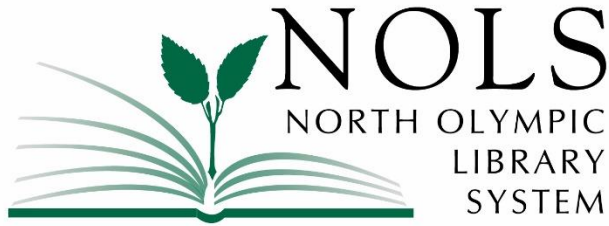
- Participated in recruitment activities for the Community Outreach Lead, West End Youth Services Librarian I, and West End Temporary Public Services Specialist (PSS) positions.
- Participated in onboarding and orientation activities for Kristin O, in the Community Outreach Lead (CO Lead) position.
- Participated in activities for preparation of the 2024 Operational Budget and Work Plans.
- Attended the Port Angeles Friends of the Library monthly board meeting.
- Site visits to the Forks Library.
- Participated in Bookmobile activities including community partner meetings; soft launch of routes in the Blyn, La Push, and Neah Bay communities; collection maintenance tasks; weekly email updates for NOLS staff; and training and onboarding of staff.
- Participated in NOLS All Staff Training Day activities.
- Attended the 3rd Annual Indigenous Peoples Day Poetry Reading program.
- Routine Branch Manager, Management Team, Outreach Services, Youth Services, Health & Safety Team, ILS Team, Programming Team, Port Angeles Staff, and One-on-One meetings.
- Continued committee work 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:

- Provided ADA Facility Site Survey update at the All Staff Training Day
- Joined the Washington Library Council, attended first meeting in Clarkston, WA
- 2024 Budget preparation
- Sequim Library Expansion and Renovation Project
 - Preparing RFP for an Owner's Representative during construction
 - Planning temporary space setup and preparing permit for occupancy
 - Explored financing options further with financial adviser
 - Collection layout planning in renovated library
 - Meetings with architects to refine design and make final selections
 - Permitting
- Community Outreach Lead and Technical Services Lead recruitment activities
- West End Youth Services Librarian recruitment activities
- Development of 2023 work plans
- Attended Uptown Arts District meeting
- Routine Branch Manager and Management Team Meetings



Highlight Log

October 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.

10/06/2023 – Sequim

A patron came up to the front desk to ask who was the acting Branch Manager. Emily had just stepped out so I told her I could help. She went on to absolutely RAVE about Viktor (working in SQ today). She said Viktor's calm attitude, soft spoken voice and troubleshooting skills are amazing. To quote: 'If I owned a company, I would steal them!'

10/07/2023 – Port Angeles

Offering stickers to a kiddo today at the circ desk when the child exclaimed, "CANDY CORN STICKERS!!!! I tried candy corn at school and I LOVED IT SO MUCH!!!!". Finally, a child appreciated the candy corn stickers!

10/09/2023 – Sequim

Seven enthusiastic patrons attended the inaugural Friday Tech Talk at the Sequim Branch last week, featuring Libby and Hoopla. Following an overview of what these resources offer, Patrick and I assisted patrons with downloading apps and getting accounts set up. Everyone left happy!

10/10/2023 – Clallam Bay

During a Neah Bay visit there were many positive interactions, including:

The Neah Bay Chambers were enthusiastic to hear that the Poet Laureate is interested in coming to Neah Bay and is seeking local contacts. The Chambers ended up brainstorming ways to collaborate with NOLS and the Poet Laureate for a program in early Spring 2024.

Makah Senior Center lunch participants were thrilled to see the Resilience Bags. Within five minutes of one person viewing the contents, the remaining six kits were claimed.

Makah Senior Center lunch participants shared how hard it is to return their items to NOLS while loving Library services (especially the new Native Non-Fiction). When I shared that there was progress underway for setting up an external book drop at the Community Gym, there were a couple people excitedly clapping.

10/12/2023 – Sequim

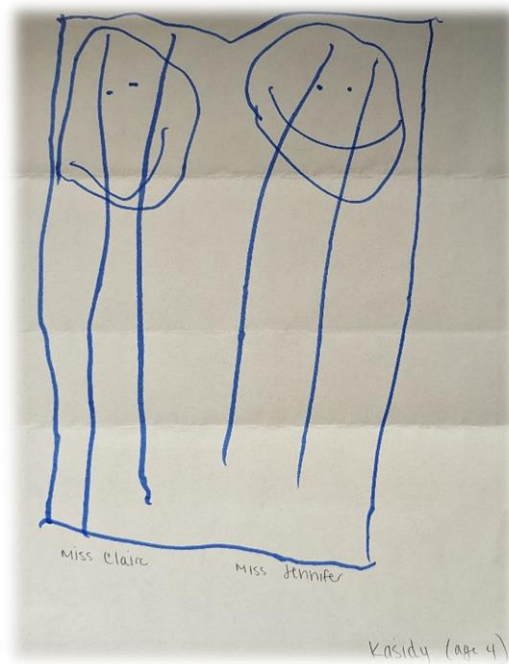
Patron raved about last night's Harp Program as she checked out at the front desk. "It was hands down the best program you've ever offered, and I've been to a lot of programs." She was inspired to get back into playing music after attending the workshop and concert.

10/17/2023 – Clallam Bay

A couple of patrons stopped by to browse through the books. At the end of their visit they expressed their thanks, and with a smile gave a \$50 donation for youth programming here at the Clallam Bay Branch!

10/17/2023 – Port Angeles

Jennifer L. and I received a letter that included this wonderful portrait of us from our storytime friend Kas, age 4.

**10/19/2023 – Port Angeles**

This morning at the circulation desk, a kiddo informed me that he is planning to be a Mantis Shrimp for Halloween. He said he will visit and show us how it turned out!

10/19/2023 – Sequim

Last night an elementary school kiddo recognized me from my previous workplace. At the end of checking out books she said, "I need to check out one more thing...a hug!" So I gave her a quick side hug and asked when it was due back and she said next time she sees me at the library. It was very sweet!

10/20/2023 – Port Angeles

Overheard coming from the family restroom while someone was washing their hands was part of a song we sing each week at Preschool Storytime, "I Love My Body" by Mother Moon: "I love the way I look when I look in the mirror, I stand a little closer just to see a little clearer. Who is that? It's me!"

10/20/2023 – Forks

A new patron came into the library to look for a book she'd seen another day and wanted to look at. When she found out I spoke Spanish she signed up for a card and told me how happy it made her to see the Puerto Rican flag and the book "Aun cantan los coquies," which is a picture book about surviving Hurricane María.

10/19/2023 – Port Angeles

A photo of Jeff C. from Facilities in front of the PA building appeared in the PDN following last week's solar eclipse.



Jeff Clark, facilities technician for the North Olympic Library System, wears special glasses to observe Saturday's partial eclipse of the sun in front of the Port Angeles Public Library. The annular eclipse was visible as a "ring of fire" for a swath of watchers across Oregon to Texas and Mexico, was visible on the North Olympic Peninsula at about 80 percent with a large portion of the solar disc obscured by the Moon. (Keith Thorpe/Peninsula Daily News)

10/24/2023 – Clallam Bay

Had a patron come in who was super thankful the computers were back up and running. Patron wanted staff to know much they appreciated our efforts (I let them know it was Lumen, but said thank you anyway :D). Thank you to Shane for passing along updates!

10/25/2023 – Port Angeles

Overheard a little reader at self-check say, "Momma, why does it beep when we scan the books?" Their Momma then replied, "That's the sweet sound of books being checked out to take home and read together!" They left giggling and talking about their haul of picture books.

10/26/2023 – Port Angeles

Molina Healthcare and First Step Family Resource Center partnered with NOLS to give away rain boots to pre-registered families. NOLS provided the space and a storytime. Molina was so excited and impressed by the partnership event, and our Youth Services staff,--they donated \$1000 for youth services at Port Angeles Library.

10/26/2023 – NOLS

My personal highlight this week was when one of the girls at the monthly StoryCraft at the Hoh Tribal Library called me Auntie. Also, we checked out 26 items at the soft launch of the bookmobile in Neah Bay, mostly to the Boys and Girls Club.

10/26/2023 – Port Angeles

This week, I had an excellent telephone conversation with a patron named Glenn from Forks. He reached out to express his enthusiasm about the enhanced internet speeds at the Forks branch and specifically wanted to chat with a member of the IT team. Glenn shared his delight at the noticeably faster download speeds, referring to them as "zippy," and expressed gratitude for the network upgrade.

10/31/2023 – Port Angeles

MANTIS SHRIMP ALERT! My Mantis Shrimp friend from a previous highlight log made good on his promise to visit the library to show off his Mantis Shrimp costume! He even power punched the book scanner and knocked it over on accident!

