NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Board of Trustees Regular Meeting
Thursday, January 25, 2024 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 November 16, 2023
   Approval of minutes for special meeting of December 12, 2023

4. Communications

5. Public Comments

6. Financial Reports: November 2023; December 2023

7. Approval of Vouchers: November 2023; December 2023

8. Unfinished Business
   None

9. New Business
   N.1. Approval of the Revisions to Policy 5.5: Purchasing & Procurement
   N.2. Approval of the Revisions to Policy 5.15: Fiscal Management
   N.3. Approval of the creation of Policy 5.18: Electronic Funds Transfer
   N.4. Approval of the 2024 Capital Budget
   N.5. Approval of Resolution 24-01-01: Authorizing Staff to Transfer Funds
   N.6. Approval of Resolution 24-01-02: Authorizing Disposal of Surplus Equipment and Furniture
   N.7. Approval of All Staff Training Day Closures for 2024
   N.8. 2024 Board of Trustees Meeting Locations and Presentations

10. Reports
   R.1. Monthly Statistics Reports: November 2023; December 2023
   R.2. 2023 Annual Statistics Report
   R.3. Monthly Activity Reports: November 2023; December 2023
   R.4. Highlight Log: November and December 2023

11. Public Comments

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

13. Next meeting: 5:30pm, Thursday, February 22, 2024

14. Agenda items for next meeting

15. Executive session to conclude 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

Date	Time		Location
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.
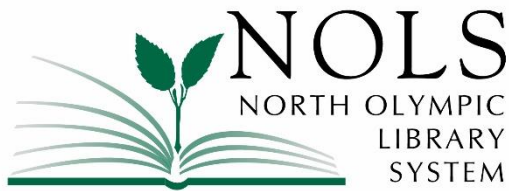
MINUTES

1. Call to order, roll call and introductions
   Board Chair Mark Urnes called the meeting to order at 5:34pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan. Guests: Audra Downs, Union Representative.

2. Approval of agenda
   Request by Mr. Glaude correct the agenda by adding "Adoption of Resolution 23-11-04: Authorizing Levy for 2024" as item N.3.; and to add an item to the agenda, "Approval of Contract with Acila Consulting for Owner's Representation Services" as N.4.
   Motion by Ms. Pelikan to approve the amended agenda. Motion seconded by Mr. Caldwell. Motion carried.

3. Approval of minutes for regular meeting of October 26, 2023
   Motion by Ms. Pelikan to approve the minutes from the October 26, 2023 regular meeting. Motion seconded by Ms. Ross. Motion carried.

4. Communications
   None

5. Public Comments
   None

6. Financial reports: October 2023
   The financial reports for October 2023 were accepted as presented.

7. Approval of vouchers: October 2023
   Motion by Ms. Ross to approve the October 2023 vouchers, numbered #1015 through #1131, in the amount of $518,968.28. Motion seconded by Ms. Pelikan. Motion carried.

8. Unfinished Business
   None

9. New Business
   N.1. Review and discussion of proposed 2024 Operating Budget

   N.2. Public Hearing on the proposed 2024 Operating Budget
   The Chair announced the second public hearing on the 2024 operating budget. There were no public comments. The Chair then closed the public hearing and brought the discussion back to the Board.

Motion by Ms. Pelikan to adopt the 2024 operating budget in the amount of $6,461,050 as presented. Motion seconded by Mr. Caldwell. Motion carried.

N.3. Adoption of Resolution 23-11-04: Authorizing Levy for 2024
Motion by Ms. Ross to adopt Resolution 23-11-04 authorizing the levy for 2024. Motion seconded by Ms. Pelikan. Motion carried.

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
All reports were accepted as presented.

11. Public Comments

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

13. Next meeting: 5:30pm, Thursday, January 25, 2024 at the Port Angeles Main Library

14. Agenda items for next meeting
2024 NOLS Capital Budget

15. Executive session to initiate annual performance review of Executive Director
At 6:54pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director, and that the session was expected to last approximately 30 minutes. No action was taken.

16. (Action on executive session, if any)

At 7:34pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.
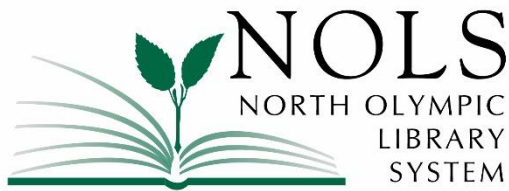
17. Adjournment
There being no further business, the meeting was adjourned by the Chair at 7:35pm.

CERTIFIED AS TRUE AND CORRECT

_____   _____
Chair   Board Secretary

MINUTES

1. Call to order, roll call and introductions
   Board Chair Mark Urnes called the meeting to order at 5:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Bert Caldwell and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan.

2. Approval of agenda
   Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Ross. Motion carried.

3. Public Comments

4. New Business
   N.1.   Approval of a contract between NOLS and Hoch Construction for improvements to the Temporary Sequim Library Space
   Motion by Mr. Miller to approve the contract between NOLS and Hoch Construction. Motion seconded by Ms. Pelikan. Motion carried.

   N.2.   Approval of a contract between NOLS and Olympic Moving & Storage to move the Sequim Library to the Temporary Sequim Library Space
   Motion by Mr. Pelikan to approve the contract between NOLS and Olympic Moving & Storage. Motion seconded by Ms. Ross. Motion carried.

   N.3.   Resolution 23-12-05: Recognizing the Benjamin N. Phillips Fund's contribution to the Sequim Library Expansion and Renovation Project
   Motion by Mr. Miller to approve Resolution 23-12-05. Motion seconded by Ms. Ross. Motion carried.

   N.4.   Resolution 23-12-06: Recognizing Dorothy Deland's contribution to the Sequim Library Expansion and Renovation Project
   Motion by Mr. Caldwell to approve Resolution 23-12-06. Motion seconded by Ms. Pelikan. Motion carried.

   N.5.   Resolution 23-12-07: Recognizing the Friends of Sequim Library's contribution to the Sequim Library Expansion and Renovation Project
   Motion by Mr. Pelikan to approve Resolution 23-12-07. Motion seconded by Ms. Ross. Motion carried.

N.6. Approval of a contract between NOLS and Baker & Taylor for providing collection materials

Motion by Ms. Ross to approve the contract between NOLS and Baker & Taylor. Motion seconded by Ms. Pelikan. Motion carried.

5. Adjournment

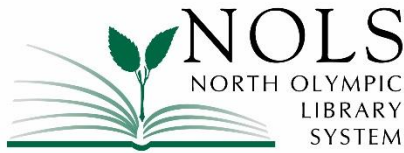There being no further business, the meeting was adjourned by the Chair at 6:20pm

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

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

_____   _____
Chair   Board Secretary

Staff Report

NOLS — NORTH OLYMPIC LIBRARY SYSTEM

Meeting Date:	January 25, 2024
To:	Library Board of Trustees
From:	Finance Manager, Amy Hough
Subject:	Comments on Financial Reports for November 2023

Topic/Issue: Informational comments on monthly financial reports.

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

Discussion:

Revenues:
- Investment Interest of $3,236 is from the two Bode Fund CDs which matured in November. The CDs were not renewed.
- Private Grants and Donations of $22,000 for the Sequim library include generous donations of $10,000 each from the Yelland Family and Vivian Nelson & Charles Mitchell as well as donations of $1,000 from Mike Shonsey & Kathy Jenkins, and from Andy & Kathy Pitts. NOLS is so grateful for their generosity!

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

Account Balances:
Francis Bode Fund CD 9 and Margaret Bode Fund CD 9 matured in November. The proceeds of $221,354 and $238,621, respectively, were not reinvested but added to their fund accounts.

Payroll Account (US Bank 1301) (includes corrections from October Staff Report)
- $347,429 - total payroll and benefit expenses paid in October
- $285,938 - paid in October by electronic transfers, $150 of which was paid to the DOR for Sales and Use Tax (Voucher 1063).

- $341,437 - total payroll and benefit expenses paid in November
- $273,984 - paid in November by electronic transfers, $140 of which was paid to the DOR for Sales and Use Tax (Voucher 1196).

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

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Revenue Report*
November 30, 2023

Operating Revenue				11/12ths is	91.7%
	Budgeted	**Current**	**YTD**	**Difference**	**Percent**
Taxes	4,665,000	296,009	4,639,064	25,936	99.4
Intergovernmental Revenues	-	-	128,176	(128,176)	-
Goods and Services	11,955	1,196	13,779	(1,824)	115.3
Library Fees	10,000	1,178	15,326	(5,326)	153.3
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	41,458	389,904	(169,904)	177.2
Investment Interest (net of fees)	-	3,136	3,136	-	-
Facilities Leases (Short Term)	1,800	63	1,518	283	84.3
Private Grants and Donations	163,500	23,650	362,760	(199,260)	221.9
Other Miscellaneous Revenue	52,200	752	81,379	(29,179)	155.9
Total Miscellaneous Revenues	437,500	69,058	838,697	(401,197)	191.7
Nonrevenues (excise taxes)	750	98	979	(229)	130.5
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	**6,039,685**	**367,538**	**5,636,020**	**403,665**	**93.3**

Capital Revenue					
Timber Revenues (received in 2023)	-	63,425	408,160	-	-
Total Capital Revenue	**-**	**63,425**	**408,160**	**-**	**-**

Grand Total Revenues					
		430,964	6,044,180		

* All amounts are rounded to the nearest dollar.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report[*]
November 30, 2023

			11/12ths is	91.7%
Operating Expenditures	**Budgeted**	**Current**	**Year To Date**	**Difference**	**Percent**
Personnel					
Salaries and Wages	3,138,541	239,169	2,687,084	451,457	85.6
Benefits	1,323,588	102,268	1,072,730	250,858	81.0
Total Personnel	4,462,129	341,437	3,759,815	702,314	84.3
Supplies					
Supplies, Office and Operating	108,275	6,911	110,073	(1,798)	101.7
Fuel	19,300	655	6,927	12,373	35.9
Merchandise for resale	1,800	-	72	1,728	4.0
Collection Materials	480,000	74,246	310,920	169,080	64.8
Small Tools/Equip (<$200)	1,450	70	643	807	44.3
Total Supplies	610,825	81,882	428,634	182,191	70.2
Services					
Professional Services	400,539	5,108	211,755	188,784	52.9
Communication	156,072	31,050	153,402	2,670	98.3
Travel	24,300	2,780	25,872	(1,572)	106.5
Taxes and Operating Assessments	6,000		5,305	695	88.4
Operating Rentals and Leases	9,215		3,786	5,429	41.1
Insurance	114,000		108,666	5,334	95.3
Public Utilities	96,100	6,929	82,236	13,864	85.6
Repair and Maintenance	145,710	7,845	104,123	41,587	71.5
Miscellaneous Services	13,245	285	15,793	(2,548)	119.2
Total Services	965,181	53,997	710,937	254,244	73.7
Intergovernmental Services	800	90	248	552	31.0
Nonexpenditures (excise taxes) [1]	750	81	887	(137)	118.3
Debt Repayment - Sequim Lease	-	6,500	27,965	(27,965)	N/A
Total Operating Expenditures	**6,039,685**	**483,987**	**4,928,486**	**1,139,164**	**81.6**

(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	15,652	67,916	4,134	94.3
Machinery & Equipment	286,775	9,080	131,772	155,003	45.9
Construction of Capital Assets	1,738,285	55,710	622,827	1,115,458	35.8
Total Capital Outlays	**2,285,010**	**80,442**	**967,915**	**1,317,095**	**42.4**
Grand Total All Expenditures	**8,324,695**	**564,429**	**5,896,402**	**2,456,259**	**70.8**

* All amounts are rounded to the nearest dollar.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Account Balances*
November 30, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
Board Designated Accounts	*Board Designated Accounts*				
Fiscal Emergency Reserve [1]	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve [2]	1,603,756	-	63,425	-	1,667,181
Operating Reserve [3]	574,077	-	-	-	574,077
PA Capital Reserve [4]	806,857	-	-	15,652	791,205
Sequim Capital Project Acct. [4]	1,294,865	-	-	62,562	1,232,303
Capital Budget - 2023 [4]	118,329	-	-	9,080	109,250
Total Board Designated Accounts	5,704,903	-	63,425	87,294	5,681,034
Grants and Donations					
NOLS Donations Fund	83,673	-	30	-	83,703
NOLS Materials Fund	14,731	-	-	-	14,731
Francis Bode Materials Fund	23,793	221,354	-	-	245,147
Margaret Bode Materials Fund	26,058	238,621	-	-	264,679
Systemwide Programming Fund	159	-	-	101	58
Port Angeles Donations Fund	7,895	-	52	-	7,947
Port Angeles Friends Donations	29,988	-	-	3,988	26,000
Sequim Donations Fund	41,000	-	203	-	41,203
Sequim Friends Donations	15,519	-	-	719	14,801
Forks Donations Fund	2,241	-	1	75	2,167
Forks Friends Donations	(7)	-	-	-	(7)
Clallam Bay Donations Fund	6,869	-	15	-	6,884
Clallam Bay Friends Donations	853	-	-	147	706
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	538,504	-	23,339	-	561,843
Bookmobile Donations	1,470	-	11	-	1,480
Total Grants and Donations	798,244	459,974	23,650	5,031	1,276,838
Unclaimed Property Account	2,662	141			2,803
Total Designated Cash	6,505,809	460,115	87,075	92,325	6,960,675
Undesignated Cash Operating Funds	2,537,930	803,298			3,341,228
Total WA State Local Investment Pool	9,043,739	1,263,413	87,075	92,325	10,301,902

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.

NOLS
## NORTH OLYMPIC LIBRARY SYSTEM

Account Balances[*]
November 30, 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	(221,354)	1,557	-	-
Margaret Bode Fund CD 9 (11/23 First Fed) [5]	236,942	(238,621)	1,679	-	-
Total Certificates of Deposit	456,738	(459,974)	3,236	-	-
Total Investments	9,500,478	803,438	90,312	92,325	10,301,902
Cash					
Cash Operating Funds					
Cash held by County Treasurer	948,506	(948,506)			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	2,313		2,313	6,000
Payroll Account (US Bank 1301)	200	274,010		274,010	200
Merchant Account (FF 7401)	1,000	(2,155)	2,213	58	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	274,168	2,213	276,381	7,650
Total Cash	956,156	(674,338)	2,213	276,381	7,650
Total Cash and Investments	10,456,633	129,101	92,525	368,706	10,309,552

Notes:

(5) Bequests designated for specific use by donor.

* All amounts are rounded to the nearest dollar.

![NOLS North Olympic Library System logo]
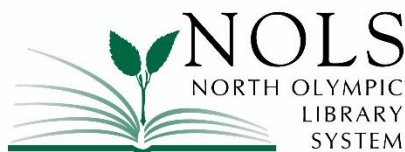
Staff Report

Meeting Date: January 25, 2024
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for December 2023

Topic/Issue: Informational comments on monthly financial reports.

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

Discussion:

Revenues:
- Private Grants and Donations of $5,897 for the Sequim Library Project include generous donations of $2,500 from Douglas & Sherri Smith as well as a donation of $1,000 from Karen Anne Pinell. NOLS is so grateful for their generosity!

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

Account Balances:
Payroll Account (US Bank 1301)
- $345,471 - total payroll and benefit expenses paid in December
- $274,414 - paid by electronic transfers, $235 of which was paid to the DOR for Sales and Use Tax (Voucher 1324).

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

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Revenue Report*
December 31, 2023

Operating Revenue				12/12ths is	100.0%
	Budgeted	**Current**	**YTD**	**Difference**	**Percent**
Taxes	4,665,000	32,680	4,671,744	(6,744)	100.1
Intergovernmental Revenues	-	-	128,176	(128,176)	-
Goods and Services	11,955	508	14,287	(2,332)	119.5
Library Fees	10,000	1,130	16,456	(6,456)	164.6
Miscellaneous Revenues					
Pool Fund Investment Interest	220,000	92,719	482,623	(262,623)	219.4
Investment Interest (net of fees)	-	-	3,136	-	-
Facilities Leases (Short Term)	1,800	55	1,573	228	87.4
Private Grants and Donations	163,500	9,865	372,625	(209,125)	227.9
Other Miscellaneous Revenue	52,200	145	81,525	(29,325)	156.2
Total Miscellaneous Revenues	437,500	102,784	941,481	(503,981)	215.2
Nonrevenues (excise taxes)	750	69	1,048	(298)	139.8
Transfers In	914,480	-	-	914,480	-
Total Operating Revenue	**6,039,685**	**137,171**	**5,773,191**	**266,494**	**95.6**

Capital Revenue					
Timber Revenues (received in 2023)	-	135,527	543,687	-	-
Total Capital Revenue	**-**	**135,527**	**543,687**	**-**	**-**

Grand Total Revenues					
		272,698	6,316,878		

* All amounts are rounded to the nearest dollar.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report*
December 31, 2023

				12/12ths is	100.0%
Operating Expenditures	**Budgeted**	**Current**	**Year To Date**	**Difference**	**Percent**
Personnel					
Salaries and Wages	3,138,541	239,552	2,926,637	211,904	93.2
Benefits	1,323,588	105,919	1,178,649	144,939	89.0
Total Personnel	4,462,129	345,471	4,105,286	356,843	92.0
Supplies					
Supplies, Office and Operating	108,275	12,730	122,803	(14,528)	113.4
Fuel	19,300	1,052	7,979	11,321	41.3
Merchandise for resale	1,800	-	72	1,728	4.0
Collection Materials	480,000	144,830	455,749	24,251	94.9
Small Tools/Equip (<$200)	1,450	-	643	807	44.3
Total Supplies	610,825	158,612	587,246	23,579	96.1
Services					
Professional Services	400,539	14,134	225,889	174,650	56.4
Communication	156,072	14,369	167,771	(11,699)	107.5
Travel	24,300	1,314	27,186	(2,886)	111.9
Taxes and Operating Assessments	6,000	-	5,305	695	88.4
Operating Rentals and Leases	9,215	60	3,846	5,369	41.7
Insurance	114,000	-	108,666	5,334	95.3
Public Utilities	96,100	8,234	90,470	5,630	94.1
Repair and Maintenance	145,710	2,908	107,030	38,680	73.5
Miscellaneous Services	13,245	1,123	16,916	(3,671)	127.7
Total Services	965,181	42,142	753,079	212,102	78.0
Intergovernmental Services	800	-	248	552	31.0
Nonexpenditures (excise taxes) [1]	750	98	985	(235)	131.3
Debt Repayment - Sequim Lease	-	-	27,965	(27,965)	N/A
Total Operating Expenditures	**6,039,685**	**546,323**	**5,474,809**	**592,842**	**90.6**

(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	700	68,616	3,434	95.2
Machinery & Equipment	286,775	6,314	138,086	148,689	48.2
Construction of Capital Assets	1,738,285	37,414	660,241	1,078,044	38.0
Total Capital Outlays	**2,285,010**	**44,428**	**1,012,343**	**1,272,667**	**44.3**
Grand Total All Expenditures	**8,324,695**	**590,750**	**6,487,152**	**1,865,509**	**77.9**

* All amounts are rounded to the nearest dollar.

Account Balances[*]

December 31, 2023

NOLS NORTH OLYMPIC LIBRARY SYSTEM

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
Board Designated Accounts	Board Designated Accounts				
Fiscal Emergency Reserve [1]	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve [2]	1,667,181	-	135,527	-	1,802,709
Operating Reserve [3]	574,077	-	-	-	574,077
PA Capital Reserve [4]	791,205	-	-	700	790,505
Sequim Capital Project Acct. [4]	1,232,303	-	-	37,341	1,194,961
Capital Budget - 2023 [4]	109,250	-	-	6,314	102,936
Total Board Designated Accounts	5,681,034	-	135,527	44,355	5,772,206
Grants and Donations					
NOLS Donations Fund	83,703	-	312	-	84,015
NOLS Materials Fund	14,731	-	26	52	14,706
Francis Bode Materials Fund	245,147	-	-	-	245,147
Margaret Bode Materials Fund	264,679	-	-	-	264,679
Systemwide Programming Fund	58	-	-	1,331	(1,273)
Port Angeles Donations Fund	7,947	-	7	-	7,954
Port Angeles Friends Donations	26,000	-	2,500	3,042	25,457
Sequim Donations Fund	41,203	-	-	40	41,164
Sequim Friends Donations	14,801	-	-	418	14,383
Forks Donations Fund	2,167	-	8	-	2,175
Forks Friends Donations	(7)	-	-	-	(7)
Clallam Bay Donations Fund	6,884	-	3	-	6,887
Clallam Bay Friends Donations	706	-	1,600	212	2,093
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	561,843	-	5,897	-	567,740
Bookmobile Donations	1,480	-	11	-	1,491
Total Grants and Donations	1,276,838	-	10,365	5,095	1,282,108
Unclaimed Property Account	2,803	-			2,803
Total Designated Cash	6,960,675	-	145,892	49,450	7,057,117
Undesignated Cash Operating Funds	3,341,228	(400,660)			2,940,568
Total WA State Local Investment Pool	10,301,902	(400,660)	145,892	49,450	9,997,684

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*

December 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	10,301,902	(400,660)	145,892	49,450	9,997,684
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	561		561	6,000
Payroll Account (US Bank 1301)	200	274,179		274,179	200
Merchant Account (FF 7401)	1,000	(2,518)	2,601	83	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	272,222	2,601	274,823	7,650
Total Cash	7,650	272,222	2,601	274,823	7,650
Total Cash and Investments	10,309,552	(128,438)	148,493	324,273	10,005,334

Notes:

(5) Bequests designated for specific use by donor.

* All amounts are rounded to the nearest dollar.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Voucher Approval for November 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
#1132 through #1283 are approved in the amount of $564,468.52 this 25th day of January 2024.

_____   _____
Trustee   Trustee

_____   _____
Trustee   Trustee

_____   _____
Trustee   Library Director

No.	Claimant	Purpose	Amount
1132	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-2023) - EFT 1033	227,965.42
1133	ADP Tax/Financial Services	(PPE-09-30-2023) Adjustment WA LON, WA-CIT	25.41
1134	ADP, LLC	Payroll Services - Payroll Processing Fee (PPE 09-30-2023)	889.21
1135	AHBL Inc	PO 1518 & 1520 Capital Improvements - PA Driveway Project - PACR	15,652.20
1136	Alliance 2020 Inc	PO 1390 Professional Services - Background Checks	65.12
1137	Amazon.com	Collection Materials	108.36
1138	Amazon.com	Collection Materials	153.02
1139	Amazon.com	Collection Materials	14.12
1140	Amazon.com	Collection Materials	400.25
1141	Amazon.com	Collection Materials	391.60
1142	Angeles Communications	Communications - VOIP	903.04
1143	Angeles Plumbing, Inc.	PO 1415, 1416, 1417, 1418 Repair & Maintenance - PA Plumbing Repair - FAC	1,216.82
1144	Apolito, Kayla	PO 1371 Business Fuel - Nolsy White - NOLS	51.00
1145	Baker & Taylor Entertainment	Collection Materials	322.65
1146	Baker & Taylor Entertainment	Collection Materials	80.50
1147	Baker & Taylor Entertainment	Collection Materials	582.94
1148	Baker & Taylor Entertainment	Collection Materials	485.60
1149	Baker & Taylor Entertainment	Collection Materials	204.62
1150	Baker & Taylor Information	Collection Materials	4,298.14
1151	Baker & Taylor Information	Collection Materials	887.85
1152	Baker & Taylor Information	Collection Materials	2,718.02
1153	Baker & Taylor Information	Collection Materials	5,091.69
1154	Baker & Taylor Information	Collection Materials	5,123.25
1155	Bergs, Angelo	CO 34 Programming - World AIDS Day - Art in the Library (PAFOL)	150.00

No.	Claimant	Purpose	Amount
1156	**Blackstone Audio, Inc.**	Collection Materials	7.95
1157	**Blackstone Audio, Inc.**	Collection Materials	22.94
1158	**Blackstone Audio, Inc.**	Collection Materials	7.95
1159	**Brodart Company**	Collection Materials	148.21
1160	**Brodart Company**	Collection Materials	376.49
1161	**Brodart Company**	Collection Materials	86.08
1162	**Brodart Company**	Collection Materials	423.42
1163	**CENGAGE Learning**	Collection Materials	275.14
1164	**CENGAGE Learning**	Collection Materials	5,065.47
1165	**CENGAGE Learning**	Collection Materials	728.10
1166	**CENGAGE Learning**	Collection Materials	517.59
1167	**Center Point Large Print**	Collection Materials	236.70
1168	**Center Point Large Print**	Collection Materials	237.43
1169	**CenturyLink 300511187 FO**	Communications - Voice - FO	91.07
1170	**CenturyLink 300561130 CB**	Communications - Voice - CB	81.30
1171	**CenturyLink 360-681-7811 468B SQ**	Communications - SQ - Voice	138.70
1172	**CenturyLink Bus. Svcs Acct 80206626**	Communications - POTS	72.63
1173	**CenturyLink Bus. Svcs Acct 89564136**	Communications - Data - CB	2,430.72
1174	**CenturyLink PA 360-457-3125 933B**	Communications - Fax - PA	286.16
1175	**CenturyLink PA 360-457-3125 933B**	Communications - Fax - PA	288.69
1176	**Christmas, Sarah**	PO 1378 Business Fuel - Nolsy White - NOLS	64.24
1177	**Christmas, Sarah**	PO 1401 Business Fuel - Nolsy White - NOLS	45.00
1178	**City of Forks**	Public Utilities - FO	122.91
1179	**City of Port Angeles/Dump**	PO 1522 Public Utilities - Solid Waste - Broken Furniture and Metal Recycle - FAC	19.40
1180	**City of Port Angeles/Orcas Avenue**	Public Utilities - PA	255.12
1181	**City of Port Angeles/Orcas Avenue**	Public Utilities - PA	225.00
1182	**City of Port Angeles/Peabody St.**	Public Utilities - PA	3,609.60
1183	**City of Sequim**	Public Utilities - SQ	1,008.92
1184	**City of Sequim**	Public Utilities - SQ	161.68
1185	**Clallam County Public Works Dept. (Sewer)**	Public Ultilities - CB	56.50
1186	**Clallam County PUD**	Public Utilities - SQ	733.00
1187	**Clallam County PUD**	Public Utilities - SQ2	100.50
1188	**Clallam County PUD**	Public Utilities - CB	573.00
1189	**Clallam County PUD**	Public Utilities - FO	623.00
1190	**Clallam County Treasurer**	OCT 2023 Investment Service Fee paid in NOV - EFT 1040	50.00
1191	**Co-Op Farm & Garden, The**	PO 1402 Maintenance Supplies - Traffic Paint - FAC	34.27
1192	**Danks, John**	Travel - Business - Mileage Reimbursement - IT	503.04
1193	**de Leiris, Sarah**	Travel - Business - Mileage Reimbursement - PA	23.58
1194	**Decker City Hardware**	PO 1475 Maintenance Supplies - Hand Soap - FAC	9.21
1195	**Dept. of Retirement Systems**	PERS and DCP (PPE 10-31-2023) EFT 1034	45,429.21
1196	**Dept. of Revenue - Use/Sales Tax**	October 2023 Sales & Use Tax - EFT 1036	139.69
1197	**Ebsco Information Services**	Collection Materials	5,602.00
1198	**Ebsco Information Services**	Collection Materials	6,750.00

No.	Claimant	Purpose	Amount
1199	Empower Retirement	EmpDCP 11-2023 (PPE 10-31-2023) - EFT 1035	450.00
1200	Fatbeam LLC	Communications - FO, SQ, PA Internet Services - IT	9,326.84
1201	Fatbeam LLC	Communications - FO, SQ, PA Internet Services - IT	9,326.84
1202	Fire Chief Equipment Co. Inc.	PO 1469, 1470 Repair & Maintenance - SQ & PA Fire Extinguisher Service - FAC	1,493.03
1203	Forks Forum	Collection Materials	85.00
1204	Gale, Troi	Reimbursement - PO 1440 Program Supplies - Outreach	150.39
1205	Glaude, Noah	Travel - Business - Mileage Reimbursement - ADM	557.76
1206	Health Care Authority	Medical (PPE 10-31-2023)	41,335.10
1207	HealthEquity	HSA ER Contribution - November 2023	437.49
1208	HealthEquity	HSA ER Contribution - December 2023	437.57
1209	Hi-Tech Security, Inc.	PO 1471 & 1472 SQ2 Fire Alarm Monitoring & Install	2,689.70
1210	Ingram Library Services	Collection Materials	258.10
1211	Ingram Library Services	Collection Materials	839.67
1212	Ingram Library Services	Collection Materials	640.70
1213	Knight Fire Protection, Inc.	PO 1403 Repair and Maintenance - SQ Extinguishers Annual Service - FAC	151.78
1214	Lent, Shaina E	Travel - Training - Mileage Reimbursement - PA	166.37
1215	Lent, Shaina E	Cell Phone Reimbursement - Jul-Dec 2023 - ADM	120.00
1216	Les Schwab Tires	PO 1443 Vehicle Maintenance - Season Tire Change - Nolsy White - FAC	99.87
1217	Librarica LLC	PO 1528 Technology Maintenance - CASSIE Annual Support Agreement through 12-2024 - IT	2,422.50
1218	McNish Family II LLC	SQ Temp Bldg Lease - December 2023 - SQ CPA	6,500.00
1219	Midwest Tape	Collection Materials	717.82
1220	Midwest Tape	Collection Materials	367.19
1221	Midwest Tape	Collection Materials	452.48
1222	Midwest Tape	Collection Materials	644.41
1223	Midwest Tape	Collection Materials	1,394.78
1224	Miller Signs	PO 1496 Machinery & Equipment - Drop Box Wrap	847.75
1225	Miller, Shane	Personnel Benefits - Tuition Reimbursement - UW Master's Program - IT	7,752.00
1226	Murreys Disposal Company, Inc.	Public Utilities - SQ, PA	617.59
1227	Neah Bay Chamber of Commerce	PO 1535 Dues and Memberships - Neah Bay Chamber Dues - CB	50.00
1228	NewsBank	Collection Materials	6,450.00
1229	NOLS Employee	HRA Reimbursement - SQ	126.08
1230	NOLS Employee	HRA Reimbursement - FO	184.71
1231	NOLS Employee	HRA Reimbursement - PA	34.36
1232	NOLS Employee	HRA Reimbursement - PA	467.70
1233	NOLS Employee	HRA Reimbursement - TS	53.80
1234	NOLS Employee	HRA Reimbursement - SQ	153.71
1235	NOLS Employee	HRA Reimbursement - FAC	1,117.60
1236	NOLS Employee	HRA Reimbursement - PA	106.89
1237	NOLS Employee	HRA Reimbursement - PA	369.74

No.	Claimant	Purpose	Amount
1238	NOLS Employee	HRA Reimbursement - IT	1,750.00
1239	NOLS Employee	HRA Reimbursement - PA	1,750.00
1240	NOLS Employee	HRA Reimbursement - TS	46.77
1241	NOLS Employee	HRA Reimbursement - FO	197.60
1242	NOLS Employee	HRA Reimbursement - ADM	1,469.38
1243	NOLS Employee	HRA Reimbursement - SQ	145.99
1244	North Olympic Library System	September - OCT 2023 Revolving Fund Reimbursement	2,313.48
1245	Office of the Code Reviser	Collection Materials	250.24
1246	Olympic Laundry & Dry Cleaners, Inc.	PO 1389 Professional Services - Laundry - FAC	174.08
1247	OverDrive, Inc.	Collection Materials	190.48
1248	OverDrive, Inc.	Collection Materials	1,053.32
1249	OverDrive, Inc.	Collection Materials	1,093.22
1250	OverDrive, Inc.	Collection Materials	174.40
1251	OverDrive, Inc.	Collection Materials	235.00
1252	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - SQ, FO, PA	1,872.15
1253	Playaway Products LLC	Collection Materials	371.21
1254	Playaway Products LLC	Collection Materials	375.29
1255	Quill Corporation	PO 1365 Office Supplies - Coffee (Coffee Fund) - ADM	50.97
1256	Quill Corporation	PO 1406 Office Supplies - Address Labels - TS	41.33
1257	Rainbow Sweepers, Inc.	PO 1419 Groundskeeping - PA Sweep Parking Lot 11-05-2023 - FAC	244.80
1258	Rasler, Karen	Travel - Business - Mileage Reimbursement - ADM	19.00
1259	Remis Velisque LLC	CO 29 Programming - Oars to Engines (PAFOL/FOSL)	150.00
1260	Sanford Irrigation, Inc.	PO 1461 Repair and Maintenance - PA Irrigation Winterization - FAC	315.52
1261	Seattle University Library	PO 1377 Professional Services - ILL Loan Fees - TS	90.00
1262	Shepherd, Lindsey	CO 35 Programming - World AIDS Day - Art in the Library (PAFOL)	150.00
1263	SHKS Architects	PO 1525 Capital Construction - Basic and Supplemental Services (SQ CPA)	51,317.71
1264	Sound Publishing Inc	PO 1474 Professional Services - RFQ Materials Vendor	61.25
1265	Sound Publishing Inc	PO 1526 & 1530 Professional Services - Legal Notice, Recruitment Ads	88.09
1266	Swains General Store, Inc.	PO 1369 Maintenance Supplies - Utility Tape - FAC	34.72
1267	Swains General Store, Inc.	PO 1410 Maintenance Supplies - Cleaning Supplies - FAC	77.74
1268	The Library Store	PO 1400 Machinery & Equipment - Teen Alcove Couch	3,169.23
1269	Unique Management Services, Inc.	Professional Services - Debt Collection	197.00
1270	Unique Management Services, Inc.	Professional Services - Debt Collection	236.40
1271	United Way of Clallam County	United Way Contributions (PPE 10-31-2023)	185.00
1272	US Bank	Credit Card Services - November 2023	16,035.44
1273	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1274	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1275	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	525.14
1276	Wave Business	Communication - Internet - IT	5,995.35

No.	Claimant	Purpose	Amount
1277	WCIF	Vi/Li/EAP (PPE 10-31-2023)	1,325.79
1278	West Waste & Recycling	Public Utilities - FO/CB	56.43
1279	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-2023) - Dec. Coverage	5,730.12
1280	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 10-31-2023)	2,239.58
1281	WT COX	Collection Materials	25.32
1282	WT COX	Collection Materials	2,544.60
1283	WT COX	Collection Materials	15,019.56
			564,468.52

* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1272

No.	Claimant	Purpose	Amount
1	8th Street Car Wash	PO 1398 Vehicle Maintenance - Pacifica Car Wash - FAC	3.00
2	8th Street Car Wash	PO 1373 Vehicle Maintenance - Car Wash - Ariya - FAC	3.00
3	Adobe Creative Cloud	PO 1458 Technology Services - Creative Cloud - IT	391.55
4	Amazon	PO 1318 Program Supplies - Dia de los Muertos (PAFOL)	(3.99)
5	Amazon	PO 1318 Program Supplies - Dia de los Muertos (PAFOL)	(8.20)
6	Amazon	PO 1318 Program Supplies - Dia de los Muertos (PAFOL)	(2.05)
7	Amazon	PO 1318 Program Supplies - Dia de los Muertos (PAFOL)	34.30
8	Amazon	PO 1318 Program Supplies - Dia de los Muertos (PAFOL)	37.56
9	Amazon	PO 1347 Toner & Ink - PA	314.01
10	Amazon	PO 1347 Toner & Ink - PA	163.86
11	Amazon	PO 1368 Program Supplies - Halloween Pencils (PAFOL)	17.22
12	Amazon	PO 1424 Office Supplies - Folders - ADM	39.09
13	Amazon	PO 1397 Maintenance Supplies - First Aid - Eye Wash - FAC	40.11
14	Amazon	PO 1277 Office Supplies - Materials Processing - TS	154.25
15	Amazon	PO 1374 Machinery & Equipment - Server Storage Card - IT	93.53
16	Amazon	PO 1375 Machinery & Equipment - Server Storage Card - IT	326.39
17	Amazon	PO 1388 Machinery & Equipment - Server Storage Card - IT	258.83
18	Amazon	PO 1387 Machinery & Equipment - Server Storage Card - IT	2,143.94
19	Amazon	PO 1490 Program Supplies - Teen Lit Bags (SP)	58.73
20	Amazon	PO 1288 Office Supplies - Sign Holders - SQ	91.44
21	Amazon	PO 1288 Office Supplies - Tape, Post it Notes - SQ	87.45
22	Amz*Hero Complex Gal	PO 1395 Machinery & Equipment - Art Print PA Alcove (PAFOL)	61.50
23	Arco	PO 1411 Business Fuel - Pacifica - TS	24.19
24	Buena Luz Bakery	PO 1429 Program Supplies - World AIDS Day Panel Snacks (PAFOL)	27.37
25	Canon Direct	PO 1324 Toner & Ink - PA	317.69
26	Canon Direct	PO 1370 Toner & Ink - PA	317.69
27	CCI Solutions	PO 1278 Office Supplies - Media Cases - TS	89.60

No.	Claimant	Purpose	Amount
28	**Central Resturant**	PO 1514 Machinery & Equipment - SQ Front Desk Stool - SQ	471.40
29	**Chalma Mexican Market**	PO 1437 Program Supplies - Confronting Violence (FDF)	31.50
30	**Chick-Fil-A**	PO 1509 Training - Travel - LCW Conference - ADM	12.74
31	**Circle K**	PO 1439 Business Fuel - Blue Prius - NOLS	43.24
32	**Courtyard**	PO 1509 Training - Travel - LCW Conference - ADM	19.73
33	**Courtyard**	PO 1510 Training - Travel - LCW Conference - ADM	117.59
34	**Demco, Inc.**	PO 1404 Office Supplies - Material Processing - TS	168.98
35	**DialMyCalls.com**	PO 1512 Technology Services - Staff ER Contact System	19.99
36	**Double Tree Hotel**	PO 1428 Training - Travel - Insights Conference - ADM	5.95
37	**E-Fax**	PO 1423 Technology Services - HR Fax Service - ADM	36.81
38	**Elm USA**	PO 1408 Office Supplies - Disc Repair Supplies - TS	159.95
39	**Enterprise Rent-A-Car**	PO 1508 Training - Travel - LCW Conference - Rental Car	68.33
40	**Exxon Mobil**	PO 1383 Business Fuel - Pacifica - TS	33.87
41	**Exxon Mobil**	PO 1507 Training - Travel - LCW Conference - Fuel for Rental Car - ADM	24.71
42	**Facebook**	PO 1499 Professional Services - FB Recruitment - NOLS	4.04
43	**Facebook**	PO 1499 Professional Services - FB Sponsored Posts	6.68
44	**Facebook**	PO 1500 Professional Services - FB Recruitment - NOLS	36.05
45	**Facebook**	PO 1500 Professional Services - FB Sponsored Posts	124.93
46	**Forks Outfitters**	PO 1436 Program Supplies - Confronting Violence (FDF)	23.03
47	**Global Industrial**	PO 1382 Office Supplies - Shipping Totes - TS	364.47
48	**Hotel Interurban**	PO 1426 Training - Travel - Insights Conference - ADM	181.87
49	**iFixit**	PO 1343 Tools & Equipment - Maco Driver Kit - IT	49.59
50	**In Graphic Detail**	PO 1446 Professional Services - SQ Temp Location Plan Copies - SQ CPA	10.02
51	**In Graphic Detail**	PO 1446 Professional Services - SQ Temp Location Plan Copies - SQ CPA	21.24
52	**JoAnn Fabrics**	PO 1337 Program Supplies - Dia de los Muertos (PAFOL)	4.34
53	**KCDA Purchasing Cooperative**	PO 1301 Copy Paper - PA	221.21
54	**KCDA Purchasing Cooperative**	PO 1276 Office Supplies - Materials Processing - TS	192.66
55	**KCDA Purchasing Cooperative**	PO 1407 Office Supplies - Material Processing - TS	142.88
56	**KCDA Purchasing Cooperative**	PO 1289 Copy Paper - SQ	105.62
57	**Linktree**	PO 1497 Technology Services - Linktree Subscription	90.00
58	**Logitech**	PO 1348 Machinery & Equipment - Keyboard - IT	119.67
59	**Lower Elwha Food & Fuel**	PO 1367 Business Fuel - Bookmobile - OR	49.95
60	**Lower Elwha Food & Fuel**	PO 1367 Business Fuel - Bookmobile - OR	28.46
61	**Lower Elwha Food & Fuel**	PO 1399 Business Fuel - Nolsy Red - TS	38.85
62	**Magnolia Journal**	PO 1335 Collection Materials	32.58
63	**Microsoft**	PO 1455 Technology Services - MS Cloud Service - IT	886.22
64	**MRSC**	PO 1425 Dues & Memberships - MRSC Rosters Membership - NOLS	135.00
65	**Natalie Anderson**	PO 1392 Machinery & Equipment - Art Print PA Alcove	81.60
66	**NexusTek**	PO 1463 Technology Services - MS Project Licenses - IT	110.00

No.	Claimant	Purpose	Amount
67	**North Olympic Library System**	PO XXX Technology Services - Donation Form Test	1.08
68	**North Olympic Library System**	PO XXX Technology Services - Donation Form Test	0.58
69	**North Olympic Library System**	PO XXXX Technology Services - Donation Form Test - IT	0.55
70	**Oriental Trading Company, Inc.**	PO 1355 Program Supplies - Halloween (PAFOL)	15.54
71	**Oriental Trading Company, Inc.**	PO 1491 Program Supplies - YS Programs (PAFOL)	60.87
72	**Pei Wei**	PO 1509 Training - Travel - LCW Conference - ADM	23.10
73	**PermaCard**	PO 1232 Office Supplies - Overdue Notices - TS	491.77
74	**QFC**	PO 1468 Program Supplies - Halloween Candy (FOSL)	11.99
75	**Quill Corporation**	PO 1385 Toner & Ink - FO	636.56
76	**Quill Corporation**	PO 1386 Toner & Ink - FO	47.77
77	**Quill Corporation**	PO 1391 Office Supplies - Tape, Binder Clips, Calendars	169.62
78	**Redbubble**	PO 1394 Machinery & Equipment - Art Print PA Alcove	38.63
79	**Rite Aid**	PO 1350 Office Supplies - Batteries - PA	34.79
80	**Rite Aid**	PO 1384 Program Supplies - Teen Tuesday (PAFOL)	25.37
81	Rosiethorns88	PO 1393 Machinery & Equipment - Art Print PA Alcove	31.27
82	**Safeway**	PO 1352 Office Supplies - H2O for Disc Repair - TS	37.95
83	**Safeway**	PO 1431 Program Supplies - Fun & Games (PAFOL)	19.97
84	**Safeway**	PO 1466 Program Supplies - StoryCraft - FDF	20.81
85	**Safeway**	PO 1349 Program Supplies - Confronting Violence	41.55
86	**Safeway**	PO 1376 Program Supplies - LWV Listening Session	36.22
87	**Safeway Fuel**	PO 1445 Business Fuel - Chevy Van - NOLS	114.36
88	**Safeway Fuel**	PO 1291 Business Fuel - Nolsy White - NOLS	45.38
89	**Safeway Fuel**	PO 1319 Business Fuel - Nolsy Red - NOLS	56.64
90	**Sealaska Heritage Store**	PO 1414 Collection Materials	229.36
91	**Sequim Museum & Arts**	PO 1359 Collection Materials	27.23
92	**Shell**	PO 1467 Business Fuel - Bookmobile - NOLS	59.40
93	**SHRM**	PO 1422 Dues & Memberships - HR Recertification (3 Year) - ADM	100.00
94	**Stamps.com**	PO 1304 Postage - TS	250.00
95	**Stamps.com**	PO 1305 Postage - TS	250.00
96	**Stamps.com**	PO 1344 Postage - TS	250.00
97	**Stamps.com**	PO 1363 Postage - TS	250.00
98	**Stamps.com**	PO 1379 Postage - TS	250.00
99	**Stamps.com**	PO 1380 Technology Services - Monthly Fee - TS	21.75
100	**Steelcase**	PO 1516 Machinery & Equipment - SQ Office Chair - SQ	1,436.16
101	Stylebooks.com	PO 1492 Technology Services - AP Stylebook Subscription	34.82
102	**Survey Monkey**	PO 1515 Technology Services - Professional Subscription	508.25
103	**Taylor Security & Lock**	PO 1444 Maintenance Supplies - Accessible Door Parts	142.57
104	**The Spanish Group**	PO 1494 Professional Services - Translation Services	149.94
105	**The Spanish Group**	PO 1498 Professional Services - Translation Services	32.90
106	**Tracfone**	PO 1462 Communications - Branch Cell Phones - IT	93.72
107	**UpdraftPlus**	PO 1456 Technology Services - Website Backup - IT	42.00
108	**UpdraftPlus**	PO 1457 Technology Services - Word-Press Plug-ins - IT	70.00
109	**UpdraftPlus**	PO 1459 Technology Services - Cloud Storage Increase	10.00

No.	Claimant	Purpose	Amount
110	**WallyPark Self Park**	PO 1511 Training - Travel - LCW Conference - ADM	50.81
111	**Walmart**	PO 1438 Program Supplies - Halloween Candy (CBFOL)	26.92
112	**Walmart**	PO 1489 Program Supplies - Teen Lit Bags (SP)	25.76
113	**Walmart**	PO 1488 Program Supplies - Teen Lit Bags (SP)	16.86
114	**Walmart**	PO 1480 Office Supplies - Hand Soap, Packing Tape - SQ	56.45
115	**Westside Pizza**	PO 1441 Program Supplies - Game Night (FOSL)	57.40
116	**Westside Pizza**	PO 1442 Program Supplies - Game Night (FOSL)	49.97
117	**WSDOT Good to Go**	PO 1427 Training - Travel - Insights Conference - ADM	5.50
118	**Zoom**	PO 1513 Technology Services - Zoom Services - NOLS	217.49
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
			16,416.96

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

1033	**ADP Tax/Financial Services**	Payroll and Payroll Tax (PPE 10-31-2023)	227,965.42
1034	**Dept. of Retirement Systems**	PERS and DCP (PPE 10-31-2023)	45,429.21
1035	**Empower Retirement**	EmpDCP 10-2023 (PPE 10-31-2023)	450.00
			273,844.63

![NOLS North Olympic Library System logo]

Voucher Approval for December 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
#1284 through #1396 are approved in the amount of $590,837.42 this 25th day of January 2024.

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

No.	Claimant	Purpose	Amount
1284	**ADP Tax/Financial Services**	Payroll and Payroll Tax (PPE 11-30-2023) - EFT 1041	228,763.54
1285	**ADP Tax/Financial Services**	Payroll & Payroll Tax (PPE 11-30-23)-(2) - EFT 1048	112.03
1286	**ADP, LLC**	NOLS	861.92
1287	**AHBL Inc**	PO 1653 Capital Improvements - PA Driveway Project - PACR	700.00
1288	**Alliance 2020 Inc**	PO 1577 Professional Services - Background Checks - NOLS	32.56
1289	**Amazon.com**	Collection Materials	7.61
1290	**Amazon.com**	Collection Materials	96.40
1291	**Angeles Communications**	Communications - VOIP	903.04
1292	**Associated Earth Sciences Inc**	PO 1552 Capital Construction - SQ Geotech Engineering - SQ CPA	1,475.00
1293	**Baker & Taylor Entertainment**	Collection Materials	508.75
1294	**Baker & Taylor Information**	Collection Materials	1,671.04
1295	**Baker & Taylor Information**	Collection Materials	8,675.06
1296	**Baker & Taylor Information**	Collection Materials	460.13
1297	**Brodart Company**	Collection Materials	776.76
1298	**Brodart Company**	Collection Materials	175.27
1299	**Brooker, Ann**	Mileage Reimbursement - Business Travel - SQ	6.88
1300	**CENGAGE Learning**	Collection Materials	198.83
1301	**CENGAGE Learning**	Collection Materials	161.38
1302	**Center Point Large Print**	Collection Materials	236.70
1303	CenturyLink 300511187 FO	Communications - Voice - FO	91.07
1304	CenturyLink 300561130 CB	Communications - Voice - CB	81.30
1305	CenturyLink 360-681-7811 468B SQ	Communications - SQ - Voice	138.70
1306	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	65.67
1307	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	1,368.22

No.	Claimant	Purpose	Amount
1308	City of Forks	South Forks Ave 171	122.91
1309	City of Port Angeles/Orcas Avenue	Public Utilities - PA	266.76
1310	City of Port Angeles/Peabody St.	Public Utilities - PA	5,355.08
1311	City of Sequim	Public Utilities - SQ	156.59
1312	Clallam County Public Works Dept. (Sewer)	Public Ultilities - CB	56.50
1313	Clallam County PUD	Public Utilities - SQ	733.00
1314	Clallam County PUD	Public Utilities - SQ	296.04
1315	Clallam County PUD	Public Utilities - CB	573.00
1316	Clallam County Treasurer	NOV & DEC Investment Pool Service Fee - Paid in DEC 2023 - EFT 1047	100.00
1317	Commercial Filter Sales & Service	PO 1372 Maintenance Supplies - HVAC Filters - FAC	1,368.11
1318	Danks, John	Travel - Business - Mileage Reimbursement - IT	528.59
1319	Decker City Hardware	Maintenance Suppies - Cleaning Supplies - FAC	8.12
1320	Decker City Hardware	PO 1598 Maintenance Supplies - Cleaning Supplies - FAC	28.84
1321	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-2023) - EFT 1042	44,853.70
1322	Dept. of Retirement Systems	PERS and DCP (PPE 06-30-2023-Adj) - EFT 1046	0.01
1323	Dept. of Retirement Systems	PERS (PPE 11-30-2023) - (2) PERS - EFT 1049	12.10
1324	Dept. of Revenue - Use/Sales Tax	November 2023 Sales & Use Tax - EFT 1044	235.17
1325	Dokken, Jaiden	C9 Progamming - Clallam County Poet Laureate (SP)	1,250.00
1326	Empower Retirement	EmpDCP 12-2023 (PPE 11-30-2023) - EFT 1043	450.00
1327	Fatbeam LLC	Communications - CB Internet Services - IT	2,575.45
1328	Glaude, Noah	Cell Phone & Mileage Reimb - ADM	198.60
1329	Haggard & Ganson LLP	PO 1573 Legal Services - Contract Review - ADM	55.00
1330	Health Care Authority	Medical (PPE 11-30-2023)	41,335.10
1331	Hi-Tech Security, Inc.	PO 1649 Maintenance & Repair - CB Security Alarm Monitoring - FAC	351.86
1332	Hoflin, Jonah	Cell Phone Reimbursement - Jul-Dec 2023 - IT	120.00
1333	KCDA Purchasing Cooperative	PO 1604 Maintenance Supplies - Cleaning Supplies - FAC	1,026.92
1334	Les Schwab Tires	PO 1449 Capital Machinery - Winter Tires for Aryia - FAC	1,354.81
1335	Les Schwab Tires	PO 1650 Vehicle Maintenance - Season Tire Change - Westy - FAC	99.87
1336	Markunas, Alex	PO 1569 Business Fuel - Nolsy White - NOLS; Mileage Reimb	194.04
1337	Midwest Tape	Collection Materials	45.24
1338	Midwest Tape	Collection Materials	16,081.38
1339	Midwest Tape	Collection Materials	50,000.00
1340	Miller, Shane	Cell Phone Reimbursement - Jul-Dec 2023 - IT	120.00
1341	Miller, Shane	Personnel Benefits - Tuition Reimbursement - UW Master's Program - IT	2,248.00
1342	Murreys Disposal Company, Inc.	Public Utilities - SQ, PA	617.59
1343	NOLS Employee	HRA Reimbursement - SQ	1,160.00
1344	NOLS Employee	HRA Reimbursements - PA	306.09
1345	NOLS Employee	HRA Reimbursements - TS	656.73
1346	NOLS Employee	HRA Reimbursements - PA	630.04

No.	Claimant	Purpose	Amount
1347	NOLS Employee	HRA Reimbursement - PA	65.04
1348	NOLS Employee	HRA Reimbursements - SQ	877.89
1349	NOLS Employee	HRA Reimbursements - SQ	654.73
1350	NOLS Employee	HRA Reimbursements - PA	530.04
1351	NOLS Employee	HRA Reimbursements - PA	1,119.18
1352	NOLS Employee	HRA Reimbursement - IT	681.32
1353	NOLS Employee	HRA Reimbursements - SQ	179.22
1354	NOLS Employee	HRA Reimbursements - PA	1,070.00
1355	NOLS Employee	HRA Reimbursement - FAC	1,087.16
1356	NOLS Employee	HRA Reimbursements - TS	1,476.47
1357	NOLS Employee	HRA Reimbursements - SQ	1,917.16
1358	NOLS Employee	HRA Reimbursements - CB	1,025.64
1359	NOLS Employee	HRA Reimbursements - ADM	628.70
1360	NOLS Employee	HRA Reimbursements - SQ	413.08
1361	NOLS Employee	HRA Reimbursement - ADM	1,250.78
1362	NOLS Employee	HRA Reimbursement - TS	786.02
1363	NOLS Employee	HRA Reimbursement - PA	176.68
1364	NOLS Employee	HRA Reimbursement - PA	444.30
1365	NOLS Employee	HRA Reimbursement - ADM	289.53
1366	NOLS Employee	HRA Reimbursement - TS	46.85
1367	North Olympic Library System	November - December 2023 Revolvolving Fund Reimbursement	561.46
1368	Olympic Laundry & Dry Cleaners, Inc.	PO 1575 Professional Services - Laundry - FAC	217.60
1369	OverDrive, Inc.	Collection Materials	1,295.58
1370	Pacific Office Equipment, Inc.	Toner & Ink; Copier Repair and Maintenance	1,559.21
1371	Polydoros, Aden	CO 36 Programming - Teen Book Club Author Visit (PAFOL)	350.00
1372	ProQuest LLC	Collection Materials	9,703.45
1373	Public Libraries of Washington	PO 1574 Dues/Memberships - 2024 Membership - Public Libraries of WA - NOLS	1,074.20
1374	Quill Corporation	PO 1588 Office Supplies - Book Tape - SQ	98.99
1375	Rainbow Sweepers, Inc.	PO 1587 Groundskeeping - PA Sweep Parking Lot 12-03-2023 - FAC	244.80
1376	Rasler, Karen	Travel - Business - Mileage Reimbursement - ADM	14.74
1377	Schvetz, Ellen	Travel - Business - Mileage Reimbursement - SQ	23.58
1378	Secretary of State	Collection Materials - WDLC Jan-Dec 2024	54,409.03
1379	Seevers, Dana	Travel - Business - Mileage Reimbursement - SQ	11.79
1380	SHKS Architects	PO 1651 Capital Construction - Basic and Supplemental Services (SQ CPA)	35,938.78
1381	Sound Energy Systems	PO 1578 Repair & Maintenance - PA HVAC Control Maintenance - FAC	1,000.97
1382	Swains General Store, Inc.	PO 1595 & 1585 Maintenance Supplies - FAC	69.53
1383	The Leader	Collection Materials	84.00
1384	Unique Management Services, Inc.	Professional Services - Debt Collection	295.50
1385	United Way of Clallam County	United Way Contributions (PPE 11-30-2023)	185.00

No.	Claimant	Purpose	Amount
1386	US Bank	Credit Card Services - December 2023	24,232.15
1387	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	517.01
1388	Vick Ventures LLC	PO 1652 Professional Services - PA Carpet Cleaning - FAC	4,625.85
1389	Viking Sew & Vac	PO 1586 Maintenance Supplies - Vacuum Roller - FAC	32.59
1390	Wave Business	Communication - Internet - IT	5,995.35
1391	WCIF	Vi/Li/EAP (PPE 11-30-2023)	1,325.79
1392	Weiss, Alisa	Mileage Reimbursement - Business Travel - SQ	23.58
1393	West Waste & Recycling	Public Utilities - FO/CB	56.43
1394	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-2023) - Jan 2024 Coverage	6,170.44
1395	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 11-30-2023)	2,268.28
1396	WT COX	Collection Materials	592.85
			590,837.42

* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1386

No.	Claimant	Purpose	Amount
1	Amazon	PO 1396 Machinery & Equipment - Picture Frames (PAFOL)	37.38
2	Amazon	PO 1396 Machinery & Equipment - Picture Frames (PAFOL)	24.90
3	Amazon	PO 1405 Office Supplies - Material Processing - TS	76.91
4	Amazon	PO 1479 Machinery & Equipment - Peripherals BM - OR	93.53
5	Amazon	PO 1505 Office Supplies - Markers - SQ	43.00
6	Amazon	PO 1527 Program Supplies - Bad Art Night (CBFOL)	106.53
7	Amazon	PO 1529 Toner & Ink - PA	284.07
8	Amazon	PO 1537 Office Supplies - Material Processing - TS	44.67
9	Amazon	PO 1568 Office Supplies - Doorbell - SQ	193.61
10	Amazon	PO 1576 Machinery & Equipment - Laptop Lock - OR	34.81
11	Amazon	PO 1599 Office Supplies - Walter Filter - ADM	44.76
12	Amazon	PO 1602 Office Supplies - Staff Masks - NOLS	66.18
13	Amazon	PO 1606 Technology Supplies - Fiber Optic Cables - IT	28.28
14	Amazon	PO 1620 Program Supplies - Teen Lit Bags (SP)	42.39
15	Amazon	PO 1621 Program Supplies - Kids Book Club (PAFOL)	54.30
16	Amazon	PO 1622 Office Supplies - Hole Punch - FO	30.39
17	Amazon	PO 1623 Program Supplies - Little Hands Art (PAFOL)	148.71
18	Amazon	PO 1624 Toner & Ink - FO	270.31
19	Amazon	PO 1624 Toner & Ink - FO	270.19
20	Amazon	PO 1624 Toner & Ink - FO	255.64
21	Amazon	PO 1625 Program Supplies - Litle Hands Art (PAFOL)	74.50
22	Arco	PO 1550 Business Fuel - Nolsy White - NOLS	50.62
23	Association of Bookmobile & Outreach Svcs	PO 1551 Dues & Memberships - ABOS - NOLS	49.00
24	Canon Direct	PO 1542 Toner & Ink - PA	735.18
25	Canon Direct	PO 1542 Toner & Ink - PA	735.18
26	CCI Solutions	PO 1412 Office Supplies - CD Cases - TS	262.73
27	CDW Direct	PO 1451 Technology Maintenance - PC Storage - IT	29.72

No.	Claimant	Purpose	Amount
28	Chevron	PO 1523 Business Fuel - Pacifica - TS	31.51
29	Chevron	PO 1572 Business Fuel - Pacifica - TS	33.11
30	Chicago Books and Journals	PO 1619 Program Supplies - PLA Early Lit Calendars (PAFOL)	58.73
31	Circle K	PO 1549 Business Fuel - Chevy Van - FAC	61.70
32	Costco	PO 1486 Program Supplies - Movie Matinee (PAFOL)	27.56
33	Costco	PO 1616 Program Supplies - World Aids Day Refreshments (PAFOL)	40.35
34	Costco	PO 1626 Program Supplies - Movie Mattinee (CBFOL)	105.94
35	Costco	PO 1635 Program Supplies - Game/Art Night (FOSL)	32.51
36	Coursera	PO 1477 Training - Multi-Cert. Training Platform - IT	1,995.00
37	Crucial Technology	PO 1421 Machinery & Equipment - Server Hardware - IT	383.24
38	Crucial Technology	PO 1450 Machinery & Equipment - Server Hardware - IT	2,579.87
39	Demco, Inc.	PO 1548 Office Supplies - Archival Boxes - PA	202.56
40	Demco, Inc.	PO 1631 Program Supplies - Bookmarks (PAFOL)	119.70
41	DialMyCalls.com	PO 1638 Technology Services - Staff ER Contact System	14.00
42	eFax Corporate	PO 1600 Technology Services - HR Fax Service - ADM	36.81
43	Evergreen 76	PO 1473 Business Fuel - Nolsy Red - TS	49.01
44	Evergreen 76	PO 1484 Business Fuel - Nolsy Red - TS	49.10
45	Evergreen 76	PO 1533 Business Fuel - Nolsy Red - TS	50.41
46	Evergreen 76	PO 1543 Business Fuel - Nolsy Red - TS	47.96
47	Evergreen 76	PO 1556 Business Fuel - Nosly Red - TS	41.82
48	Evergreen 76	PO 1570 Business Fuel - Nosly Red - TS	44.72
49	Facebook	PO 1612 Professional Services - Advertising - NOLS	87.56
50	Facebook	PO 1612 Professional Services - Recruitment - NOLS	33.77
51	Facebook	PO 1613 Professional Services - Recruitment - NOLS	2.94
52	First Book Marketplace	PO 1413 Program Supplies - Book Magic (FOSL)	97.36
53	Flying Magazine	PO 1501 Collection Materials	35.00
54	Grocery Outlet	PO 1485 Program Supplies - Movie Matinee (PAFOL)	24.67
55	Grocery Outlet	PO 1558 Program Supplies - FriendsGiving (PAFOL)	27.17
56	Interweave Knits	PO 1506 Collection Materials	29.95
57	Jiffy Lube	PO 1495 Vehicle Maintenance - Oil Change Pacifica - FAC	116.18
58	KCDA Purchasing Cooperative	PO 1434 Copy Paper - PA	169.69
59	KCDA Purchasing Cooperative	PO 1502 Copy Paper - FO	790.51
60	KCDA Purchasing Cooperative	PO 1504 Copy Paper - SQ	105.62
61	KCDA Purchasing Cooperative	PO 1540 Office Supplies - Markers, Calendars - PA	250.07
62	KCDA Purchasing Cooperative	PO 1545 Copy Paper - PA	306.06
63	Lincoln Street Station	PO 1448 Program Supplies - Confronting Violence Exhibit Shipping (PAFOL)	661.64
64	Locally Known Cowork	PO 1580 Programming - Space for Book Talk (FOSL)	60.00
65	Longhouse Market & Deli	PO 1554 Business Fuel - Bookmobile - OR	93.19
66	Lower Elwha Food & Fuel	PO 1420 Business Fuel - Nolsy Red - TS	50.00
67	Lower Elwha Food & Fuel	PO 1476 Business Fuel - Bookmobile - OR	43.20
68	Lower Elwha Food & Fuel	PO 1521 Business Fuel - Nolsy Red - TS	44.75

No.	Claimant	Purpose	Amount
69	**Lower Elwha Food & Fuel**	PO 1532 Equipment Fuel - FAC	22.89
70	**Lower Elwha Food & Fuel**	PO 1608 Business Fuel - Bookmobile - OR	32.80
71	**Madison Seating**	PO 1611 Machinery & Equipment - Staff Chair - ADM	574.00
72	**Madison Seating**	PO 1637 Machinery & Equipment - Staff Chair - SQ CPA	574.11
73	**Marathon Petro**	PO 1555 Business Fuel - Bookmobile - OR	49.98
74	**Metsker Maps of Seattle**	PO 1538 Collection Materials	41.73
75	**Michaels**	PO 1634 Program Supplies - Kids Book Club (FOSL)	9.79
76	**Microsoft**	PO 1642 Technology Services - MS Cloud - IT	886.22
77	**National Safety Council**	PO 1618 Training - Defensive Driving - NOLS	52.50
78	**NexusTek**	PO 1645 Technology Services - MS Project Licenses - IT	110.00
79	**North Olympic Library System**	Technology Services - Give WP Test - IT	0.42
80	**Peninsula Dispute Resolution Center**	PO 1603 Training - Mediation Training - ADM	395.00
81	**PLA Conference**	PO 1452 Training - PLA Conference Registration - NOLS	641.00
82	**PLA Conference**	PO 1453 Training - PLA Conference Registration - NOLS	641.00
83	**PLA Conference**	PO 1487 Training - PLA Conference Registration - NOLS	641.00
84	**PLA Conference**	PO 1617 Training - PLA Conference Registration - ADM	347.00
85	**Quill Corporation**	PO 1536 Office Supplies - Material Processing - TS	42.60
86	**Quill Corporation**	PO 1545 Toner & Ink - FO	197.20
87	**Quill Corporation**	PO 1545 Toner & Ink - FO	839.86
88	**Quill Corporation**	PO 1553 Machinery & Equipment - File Organizer for BM	33.71
89	**Rite Aid**	PO 1628 Program Supplies - Tween Book Club (PAFOL)	14.94
90	**Safeway**	PO 1557 Program Supplies - FriendsGiving (PAFOL)	18.98
91	**Safeway**	PO 1562 Office Supplies - H2O for Disc Repair - TS	39.04
92	**Safeway**	PO 1591 Program Supplies - Game Night (FOSL)	62.27
93	**Safeway**	PO 1592 Program Supplies - Game/Art Night (FOSL)	11.97
94	**Safeway Fuel**	PO 1607 Business Fuel - Bookmobile - OR	50.00
95	**Seattle Meter Parking**	PO 1640 Travel - Business - Parking - SQ CPA	0.25
96	**Seattle Meter Parking**	PO 1640 Travel - Business - Parking - SQ CPA	5.00
97	**Shell**	PO 1432 Business Fuel - Bookmobile - OR	57.57
98	**Shell**	PO 1460 Business Fuel - Nosly Red - TS	44.30
99	**Shell**	PO 1579 Business Fuel - Nolsy White - NOLS	53.27
100	**Smartsign**	PO 1641 Maintenance Supplies - Accessible Parking Signs	316.06
101	**Stamps.com**	PO 1430 Postage - TS	250.00
102	**Stamps.com**	PO 1465 Postage - TS	250.00
103	**Stamps.com**	PO 1524 Postage - TS	250.00
104	**Stamps.com**	PO 1534 Postage - TS	250.00
105	**Stamps.com**	PO 1539 Technology Services - Monthly Fee - TS	21.75
106	**Stamps.com**	PO 1560 Postage - TS	450.00
107	**Stamps.com**	PO 1561 Postage - TS	450.00
108	**Stamps.com**	PO 1563 Postage - TS	450.00
109	**Stamps.com**	PO 1564 Postage - TS	150.00
110	**Synology**	PO 1644 Technology Services - Cloud Storage Backup - IT	51.32
111	**The Spanish Group**	PO 1610 Professional Services - Translation Services	28.40

No.	Claimant	Purpose	Amount
112	The Spanish Group	PO 1614 Professional Services - Translation Services	24.99
113	This Old House	PO 1571 Collection Materials	18.00
114	Thrift Books	PO 1435 Program Supplies - Teen Book Club (PAFOL)	79.04
115	Tracfone	PO 1643 Communications - Branch Cell Phones - IT	93.72
116	Uplift Desk	PO 1567 Machinery & Equipment - Staff Desk - SQ CPA	823.19
117	USPS	PO 1609 Postage (SQ Donations)	39.60
118	WA Food Worker Card	PO 1559 Training - Food Handler Permit - NOLS	10.00
119	Walmart	PO 1493 Office Supplies - HDMI Cable - SQ	29.69
120	Walmart	PO 1615 Program Supplies - World Aids Day Refreshments (PAFOL)	40.64
121	Walmart	PO 1627 Progam Supplies - Little Hands Art (PAFOL)	21.82
122	Walmart	PO 1629 Program Supplies - Teen Lit Bags (SP)	38.52
123	Walmart	PO 1630 Program Supplies - Kids Book Club (PAFOL)	36.72
124	Walmart	PO 1633 Program Supplies - Book Talk (FOSL)	86.44
125	WellBefore	PO 1601 Office Supplies - Staff Masks - NOLS	71.20
126	Westside Pizza	PO 1517 Program Supplies - Teen Game Night (FOSL)	57.70
127	Woman's Day	PO 1503 Collection Materials	13.03
128	Zoom	PO 1639 Technology Services - Monthly Fee - NOLS	217.49
			24,232.15

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

1041	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 11-30-2023)	228,763.54
1042	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-2023)	44,853.70
1043	Empower Retirement	EmpDCP 10-2023 (PPE 11-30-2023)	450.00
1048	ADP Tax/Financial Services	Payroll & Payroll Tax (PPE 11-30-23)-(2)	112.03
			274,179.27

Staff Report

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Meeting Date: January 25, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of Revision to Purchasing & Procurement Policy

Attachments: Draft of revised Policy 5.5 Purchasing & Procurement

Topic/Issue: Approval of revision to Policy 5.5: Purchasing and Procurement Policy

Discussion: The Purchasing and Procurement Policy was last updated in 2014. A thorough review and reorganization of the policy has been completed.

The reorganization is meant to clarify when different levels of competitive bidding is required, and provide more detail about how different types of procurement are utilized. Even though many of the added elements simply state requirements of local governments such as NOLS, and the Library would be required to follow those laws if the policy cited them or not, having the information in the policy helps ensure staff handle purchases and procurement properly.

Outside of the public works process and acquiring architectural and engineering services, state law doesn't set specific formal bid limits or requirements for library districts procuring personal services or goods. It's recommended that local governments set their own limits in policy. The current policy calls for informal bids for purchases between $3,000 and $25,000, and formal bids for all purchases above $25,000. Additionally, the current policy requires all purchases over $25,000 be approved by the Board.

The revised policy shifts the informal bid levels to $10,000 to $50,000, and Board approval for purchases over $50,000. Theses limits seem more practical, especially considering inflation the past decade and overall increased cost of goods and services since the policy was first established.

Additional adjustments have been made to the policy to ensure it accurately reflects current practices, positions and information.

Policy Considerations: This policy revision was proposed by the Executive Director and reviewed by the Finance Manager, HR & Business Manager, and Facilities Manager. The Board's Policy Committee and Finance Committee have separately reviewed and approved the revisions.

Fiscal Considerations: No fiscal impacts are anticipated.

Recommended Action: The Board approve revisions to Policy 5.5 as presented.

Staff Report: Approval of revisions to Policy 5.5: Purchasing & Procurement

Purpose

It is the policy of the North Olympic Library System to solicit competition when procuring goods and services. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the Library's procurements while maximizing economic benefits. To this end, the purchasing method for most goods and services shall be based upon a triad of cost, quality, and availability.

General

Procurement procedures of the Library shall be based on guidelines provided in the Revised Code of Washington, the State Auditor's Office, and the Municipal Research Services Center (MRSC) Procurement Policy Guidelines.

Levels of Competitive Bidding

The following are levels of competitive bidding.

1. Minimal Competition
   Some level of competition is recommended but not mandatory. Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the Library at the lowest price possible.

2. Informal Competition
   The Library shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the Library will document in writing its informal competition process for procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified.

3. Formal Competition
   The Library will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation to Bid (ITB), which will describe all project requirements in order for vendors to understand the Library's needs and how responses will be evaluated. The RFP or ITB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be the determination of the lowest, responsive, and responsible bidder.

Types of Procurement
The following are recognized as the primary different types of procurement.

- Public Works
- Personal Services
- Architectural and Engineering Services
- Purchased Goods and Services (not made in connection to a public works project)

1. Public Works
RCW 39.04 defines and governs the laws and regulations for public works projects for the Library. Public works is defined in RCW 39.04.010 as "all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein."

All public works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. Maintenances is further discussed and defined in WAC 296-127-010(7)(a)(iv) as keeping existing facilities in good usable, operation condition when the work is performed by contract. Furthermore, WAC 296-127-101(7)(b)(ii) defines ordinary maintenance, which is not public works, as maintenance work performed by the regular employees of the Library.

The Library must use competitive bidding for public works projects; state statutes do not establish any specific bid limits or specific competitive processes for library districts. The Library established the following limits for public works projects:

- Informal Competition
  Informal competition may be used for public works projects less than $50,000. Contracts for the awarding of these informally competitive projects shall be awarded by the Executive Director.

- Formal Competition
  The formal competition or bidding process will be used for all public works projects equal to or in excess of $50,000. Contracts for the awarding of public works projects using formal competition shall be awarded by the Board of Trustees.

Small Works Rosters
As established in RCW 39.04.155, the Library may undertake public works projects using a small works roster process. Small Works Roster projects must be valued under the limits stabled in the RCW (a cost of $350,000 or less at the time this police was approved).

Prevailing Wage

All public work projects require payment of prevailing wages under 39.12 RCW. Contractors must be told in advance that prevailing wages must be paid to all employees who work on the contract. It is the contractor's responsibility to file a Statement of Intent to Pay Prevailing Wages and applicable affidavits with the Industrial Statistician of the Department of Labor and Industrial Services.

Advertising

For public works projects that do not use the small works roster or require advertising due to state or federal law, the Library will publish a notice at least once in a local newspaper and no less than thirteen days prior to the closing of the bid period. If the advertising is for a public works project, it will include notification that the work is subject to prevailing wages laws.

The Library encourages small, minority, women and veteran owned firms to bid on public works projects, services and purchases. However, the Library does not discriminate against or give preferential treatment to any business.

Responsible Bidders

A responsible or responsive bidder is one who is deemed to be capable of supplying the goods or services requested in a solicitation. Criteria for responsible bidders for public works projects can be found in RCW 39.04.350 and must be adhered to for all public works contracts. A responsible bidder must not be disqualified from bidding under RCW 39.06.010 or 39.12.065(3), certify through a sworn statement or an unsworn declaration under penalty of perjury that they are not a willful violator of labor laws in reference to RCW 49.48.082, and have received training within the past three years provided by the Department of Labor and Industries on the requirements related to public works and prevailing wages, or be exempt from this requirement through prior compliance.

Performance Bonds, Retainage and Close Out

One hundred percent performance bonds are required on all public works projects in excess of one $150,000. On contracts under $150,000, at the option of the contractor as defined in RCW 39.10.210, the Library may retain 10% of the contract amount for a period of 30 days after date of final acceptance, or until receipt of all necessary releases from the department of revenue, the employment security department, and the department of labor and industries and settlement of any liens filed under RCW 60.28, whichever is later. The recovery of unpaid wages and benefits must be the first priority for any actions filed against retainage held by the Library.

Change Orders

A change order is an alteration to a project during construction that is not consistent with the proposal specifications upon which the contract was awarded. In the course of a project, bona fide emergencies may arise and incidental alterations may well be

required. As a general rule, a change order should not be used to remedy defective work or for the loss of a contractor from failure to perform or bankruptcy. A competitive process should be used in such cases.

Phasing
The Library may not break a public works project into separate phases to avoid compliance with RCW 35.22.620, which prohibits the division of a project into units of work or classes of work to keep costs below the bidding threshold, even though those phases are performed at different intervals of time.

Alternative Purchasing Methods
Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the Library may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington state law.

2. Personal Services
Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the Library for the procurement of personal services:

- Minimal Competition
  For purchases under $10,000, including taxes and fees, the Library may use minimal competition

- Informal Competition
  For purchases from $10,000 to $50,000, including taxes and fees, the Library may use informal competition.

- Formal Competition
  For purchases in excess of $50,000, including taxes and fees, the Library must use formal competition. Contracts for the awarding of personal services using formal competition shall be awarded by the Board of Trustees.

3. Architectural and Engineering Services
Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E)

services. All contracts for architectural and engineering services shall be awarded by the Board of Trustees.

4. **Purchased Goods and Services**

   Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the Library. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the Library.

   Library districts have no statutory restrictions on contracting for purchased goods and services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the Library for procurement of purchased services.

   - Minimal Competition
     For purchases under $10,000, including taxes and other fees, the Library may use minimal competition.

   - Informal Competition
     For purchases from $10,000 to $50,000, including taxes and other fees, the Library may use informal competition.

   - Formal Competition
     For purchases in excess of $50,000, including taxes and fees, the Library shall use formal competition. Contracts for the awarding of purchased goods and services using formal competition shall be awarded by the Board of Trustees.

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of goods and services allowed to be exceptions from competitive bidding requirements:

   - Goods and services that meet an emergency requirement (RCW 39.04.030)
   - Original equipment manufacturer repair services
   - Insurance and bonds
   - Utilities
   - Legal services
   - Library materials
   - Advertising
   - Software maintenance and/or support services when procured from the proprietary owner of the software
   - Professional development (conferences, publications, seminars/webinars)
   - Purchases which are clearly and legitimately limited to a single source of supply

- Purchases made through a purchasing contract with the State of Washington or from established governmental price schedules

Competitive bidding requirements may also be waived pursuant to RCW 39.34.030 for purchases in cooperation with other public agencies or purchasing cooperatives, so long as the cooperative purchase was done in a manner consistent with the bidding and procurement requirements of the Library, and the Library has entered into an inter-local agreement with the other public agency or purchasing cooperative.

The Library uses on-call vendors/contractors to complete non-routine maintenance and small repair projects. Frequently the work includes troubleshooting to determine the proper course of action to resolve a building or equipment failure. Vendors and contractors may be selected from the appropriate small works rosters and local vendors can be used as needed for emergency situations.

Ordinary maintenance is not considered a public work and state law does not require a competitive bidding process. This work may be performed under a maintenance contract or on a case-by-case basis. The Library will bid out each contract at no less than every three (3) years to identify potential vendors for all needed categories of maintenance services. WAC 296-127-01 defines ordinary maintenance as any maintenance that is performed on any public property on a regularly scheduled basis (e.g., daily, weekly, monthly, etc., but not less than once a year), to service, check or replace items that are not broken; or work that is not regularly scheduled but is required to maintain an asset so that repair does not become necessary.

~~Purchasing~~ Library Collection Materials
The purchase of library collection materials is complex, involving not only negotiated discounts on purchase prices for different types of materials, but also the vendor's inventory, ability to satisfy orders in a timely manner, ability to accommodate the Library's~~NOLS'~~ electronic ordering and database needs, etc. ~~~~The Library~~NOLS~~ recognizes that it is not cost-effective, nor is it conducive to developing effective working relationships with vendors, to go through an annual competitive bid~~ RFP~~ process. ~~~~However, to assure the prudent expenditure of NOLS' materials budget, a competitive ~~n RFP~~ process, as described above, will be conducted at least every three years.

Grants
For all grants, either federal, state, or privately funded, the Library shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

Purchasing~~Credit C~~cards
~~Credit~~Purchasing cards (e.g. credit, fuel, etc.) are issued to certain staff members who have responsibility for making purchases on a regular basis. Purchasing ~~Credit~~ card use is governed by Policy 5.6.

Government Contracts

Pursuant RCW 39.32.070-090, the Library is authorized to purchase equipment, supplies, furnishings, and other property, without advertising, giving notice, or inviting proposals through federal, state or local government contracts to obtain the best price.

Sole Source Providers

Sole source purchasing is used when, due to unique characteristics of the requested product/service there is only one product or service capable of fulfilling the Library's requirement and only one vendor that sells that product or service. Validation of a vendor as a sole source provider and pre-approval by the Executive Director is required prior to any sole source purchase or acceptance of bid.

Emergencies

Emergency purchasing is used only to avoid immediate hazard to life, to preserve the Library's property, or to prevent significant service disruptions per RCW 39.04.280. In such a situation, the Executive Director or their designee may declare that an emergency situation exists, waive competitive proposal requirements, and award all necessary contracts on behalf of the Library to address the emergency. If a contract is awarded without competitive requirements due to an emergency, written proof of the existence of an emergency must be provided to the Board of Trustees and entered into the recorded minutes no later than one month following the contract's award.

Environmentally Preferable Purchasing Activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the Library is not required to follow the mandates of the state's EPP programs, the Library's intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

Written Contracts

A written contract may be initiated by the Library or by the other party to the agreement. It must be signed by at least one authorized representative from each party. A written contract is always required for the following types of purchases:

- All lease or rental agreements for real property;
- All grants to NOLS;
- All performers, entertainers and speakers receiving a fee, payment or honorarium from NOLS;
- All major construction or capital improvement projects;
- All services with the exception of minor services such as repairs and service where academic credentials or professional expertise are not required;
- Cooperative or consortial purchasing agreements;

- Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware);
- Other contracts/agreements deemed necessary by the Board of Trustees or Executive Director or their designee;
- The transaction for the purchase of goods from a single vendor exceeding $10,000 per year; and
- Library materials purchased under a bulk agreement with a jobber or distributor, such as Baker & Taylor.

Contracts must be completely executed prior to the start of any activity covered under the contract. Retroactive contracting is not permitted unless prior approval is received from the Executive Director or their designee.

This Policy sets forth the requirements and restrictions that govern purchases of goods and services for the North Olympic Library System. The intent of this Policy is to maximize the use of the Library's funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting the Library's needs for goods and services. This Policy is designed to provide sound safeguards, yet allow appropriate decision-making flexibility for the Library staff to function effectively in the public's interest. It is the Library's goal to extend honest, courteous and impartial treatment to all vendors. NOLS recognizes its responsibility for prudent stewardship of public funds, and therefore is committed to following fair and transparent purchasing procedures. Every effort will be made to purchase goods and services locally, in order to support local economies and strengthen NOLS' relationships with local merchants. Additionally, every effort will be made to secure the highest quality goods or services at the most cost-effective price.

Prior to making a purchase for the acquisition of goods or services, NOLS staff must:
a) Ensure that the purchase of goods or services is in accordance with this policy and any applicable grant or donor requirements; and
b) Determine that funding is available in the appropriate budget category.

Definition of terms
Call for Bids. A call for bids is a special procedure for generating competing offers from different bidders looking to obtain an award of business activity in capital projects or the sale of goods. In a Call for Bids, the qualified bidder who bids the lowest price receives the award.
Request for Proposals (RFP). A Request for Proposals is an invitation for suppliers to participate in a bidding process to submit proposals on a specific service or array of services. In an RFP process, several additional criteria, such as professional qualifications, relevant experience, and responsiveness to the Library's needs, are taken into consideration in determining the selected bidder.
Request for Quotations or Quotes (RFQ). A Request for Quotations is an invitation to vendors or service provider to submit price quotations for specified goods or services.

Written Contracts

A written contract may be initiated by NOLS or by the other party to the agreement. It must be signed by at least one authorized representative from each party. A written contract is always required for the following types of purchases:

a) All lease or rental agreements for real property;
b) All grants to NOLS;
c) All performers, entertainers and speakers receiving a fee, payment or honorarium from NOLS;
d) All major construction or capital improvement projects;
e) All services with the exception of minor services such as repairs and service where academic credentials or professional expertise are not required;
f) Cooperative or consortial purchasing agreements;
g) Maintenance and licensing agreements (except licenses and/or maintenance agreements for standardized, non-customized, software or hardware);
h) Other contracts/agreements deemed necessary by the Board or Library Director or his/her designee;
i) The transaction for the purchase of goods from a single vendor exceeding $10,000 per year; and
j) Library materials purchased under a bulk agreement with a jobber or distributor, such as Baker & Taylor.

Contracts must be completely executed prior to the start of any activity covered under the contract. Retroactive contracting is not permitted unless prior approval is received from the Library Director or his/her designee.

Sub-dividing purchases that otherwise would require either a bidding process and/or a written contract, in order to avoid those processes, is not allowed.

Contracts valued at more than $25,000 should be approved as to form by an attorney and reviewed by NOLS' insurance carrier's Risk Management Department, at the discretion of the Library Director or his/her designee.

Approval of the Library Board of Trustees is required for:

a) All contracts valued at $25,000 or more in a single calendar year;
b) All contracts that span more than one calendar year and require budgeted expenditures in excess of $25,000 in any one year;
c) All real property transactions (acquisitions and disposals); and
d) Any other contract or agreement which by statute must be approved by the governing body of the District.

Contracts not required to be approved by the Library Board may be awarded and approved by the Library Director. Contracts with a value of $1,500 and less, including performer contracts, may be signed by the Branch Manager or Department Head, providing prior approval has been received from the Director or his/her designee.

Formal bids
A formal bid process is required for purchases of goods in excess of $25,000. In addition, certain purchases require formal bidding in accordance with RCW. NOLS Branch Managers and Department Heads are responsible for understanding bid requirements, and receiving approval from the Library Director or his/her designee prior to initiating any purchase requiring a formal or informal bid process.

NOLS must maintain records of solicitations, responses, contracts, and other documents related to any purchase made through a formal bid process and must make them available for public inspection and disclosure. The file will be retained according to the Washington State Archives' Local Government Common Records Retention Schedule.

A formal bid process will include detailed specifications, the Call for Bids, the Bid Response Form and any other associated documents. The call for bids will be published at least once in the County's legal newspaper of record. Information for bidders will be posted on the NOLS website.

The bid award will be made to the lowest qualified bidder.

Informal Bids/Quotes
An informal bid/quote process is required for the purchase of goods valued between $3,000 and $25,000. Solicitation of Informal Bids/Quotes may be made in person or by mail, telephone, fax, or e-mail. Responses must be in writing and may be faxed, e-mailed, or may be represented by pages from published catalogs, published advertisements, or other written documents. Reasonable effort must be made to solicit bids/quotes from at least three vendors, and solicitation of local vendors is encouraged.

The bid award will be made to the lowest qualified bidder.

NOLS will use an informal proposal process to solicit written bids/quote for services under $3,000 whenever it is believed the process will result in a broader response and/or better price.

Requests for Proposals/Qualifications
Except as exempted below, acquisition of services anticipated to be in an amount exceeding $25,000 requires a formal request for proposals or qualifications (RFP/RFQ). In addition, certain services may require an RFP/RFQ by statute, grant, or other requirements. NOLS Branch Managers and Department Heads are responsible for understanding bid requirements, and receiving approval from the Library Director or his/her designee prior to securing any service requiring a formal or informal RFP/RFQ process.

Services expected to cost between $3,000 and $25,000 require an informal proposal process to be followed. Reasonable effort must be made to solicit bids/quotes from at least three vendors,

and solicitation of local vendors is encouraged. Service is awarded based on criteria including but not limited to, the proposal that best meets the District's needs, qualifications, and price.

NOLS will use an informal proposal process to solicit proposals for services under $3,000 whenever it is believed the process will result in a broader response and/or better quality proposal.

Attorney and insurance services, including bonding, are exempt from the bidding or RFP/RFQ procedures required under this policy unless they are otherwise required by statute.

NOLS will maintain solicitations, responses, contacts, and other documents related to any services acquired through the RFP/RFQ process, and make them available for public inspection and disclosure. The file will be retained according to the Washington State Archives' Local Government Common Records Retention Schedule.

An RFP/RFQ will include instructions to proposers, specifications, scope of work, and other requirements. A sample contract may be included. The RFP/RFQ will be published at least once in the County's legal newspaper of record. Information for proposers will be posted on the NOLS website.

Credit cards
Credit cards are issued to certain staff members who have responsibility for making purchases on a regular basis. Credit card use is governed by Policy 5.6.

Purchasing Library Materials
The purchase of library materials is complex, involving not only negotiated discounts on purchase prices for different types of materials, but also the vendor's inventory, ability to satisfy orders in a timely manner, ability to accommodate NOLS' electronic ordering and database needs, etc. NOLS recognizes that it is not cost-effective, nor is it conducive to developing effective working relationships with vendors, to go through an annual RFP process. However, to assure the prudent expenditure of NOLS' materials budget, an RFP process, as described above, will be conducted at least every three years.

Sole source purchases
Solicitation of formal bids, informal bids/quotes, and/or an RFP/RFQ for goods or services may be dispensed with in cases where the purchases are clearly and legitimately limited to a single source of supply, or when special facilities or market conditions are involved. Terms may be established by direct negotiation. Sole source is not intended to limit a purchase to a particular brand or vendor unless no other brand/vendor is able to supply goods or services that meet specifications of a business nature required by NOLS. In the case of purchase of goods or services that otherwise would require a formal bid or request for proposals, the purchase must receive prior approval by the Library Director or his/her designee. The approval of a purchase of goods or services as sole source does not alter contract requirements.

Government Contracts

To obtain the benefits of volume purchases or reduce administrative expenses when procuring similar goods or services, the Library may utilize a process commonly known as "piggybacking". When "piggybacking" off of another government's contract (King County Directors Association (KCDA), for example), NOLS forgoes its normal quote process and instead adopts the prices in another governmental entity's contract with a vendor. The Library may also use the selection process of another local government to negotiate a contract with the vendor selected by that government. The term of the Library's contract with a vendor selected in this way becomes independent of the other government's contract term.

Cooperative purchasing

NOLS is committed to joining with other libraries and units of local, state, or federal government in cooperative or consortial purchasing plans pursuant to RCW 39.34 or any other authorizing statute to the extent permitted by state law. Cooperative purchasing agreements shall provide that each of the participating entities shall be separately invoiced by the vendors or service providers for purchases made under such plans and that NOLS shall not be obligated for any purchases other than those required for its own use and supplied pursuant to its request.

Emergency Purchases

When there is evidence of imminent or existing danger to persons or property, emergency purchases that do not comply with the terms of this policy may be authorized by the Library Director or his/her designee. The Director shall document the reason for the emergency purchases in writing and inform the Library Board of Trustees at their next regularly scheduled Board meeting.

Exclusions

This Policy does not apply to the following:
    a) Insurance;
    b) Dues and memberships in trade or professional organizations;
    c) Advertisements;
    d) Postage;
    e) Petty cash purchases;
    f) Utility services;
    g) Copyrighted materials, patented materials, art and artistic services;
    h) Employee benefits;
    i) Legal Services;
    j) Fees and costs of job-related travel, seminars, registration and training; and
    k) Procurement, transfer, sale or exchange of goods or services between NOLS and other governmental entities or nonprofit organizations.

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Staff Report

Meeting Date:	January 25, 2024
To:	Library Board of Trustees
From:	Noah Glaude, Executive Director
Subject:	Approval of Revision to Fiscal Management Policy
Attachments:	Draft of revised Policy 5.15 Fiscal Management

Topic/Issue: Approval of revision to Policy 5.15: Fiscal Management Policy

Discussion: The Fiscal Management Policy was last updated in 2016. A thorough review and reorganization of the policy has been completed. The reorganization shifts the sections focused on the Library's revenue to the beginning of the policy, followed by budgeting, general funds, reserves and finally financial reporting.

New information has been added about what financial tools are available to NOLS to manage debt and investments, but the most significant changes regard the Undesignated Cash Operating Fund and the Fiscal Emergency Reserve.

The policy no longer refers to the action to fund the first four months of the year, before significant property tax revenue is received, as "funding the float." Instead, the revised policy states that in January each year, the Executive Director will ensure the Undesignated Cash Operating Fund is not less than 33% of the budgeted operational expenditures, to ensure adequate funding is available until the year's tax revenues are received. The Executive Director will recommend how much should be transferred in or out of the Undesignated Cash Operating Fund, and from which accounts.

The revised policy also no longer states that the Fiscal Emergency Reserve is to be used for "funding the float." Instead, the Fiscal Emergency Reserve will be kept at a level that is approximately equal to three months of operating costs, based on what has been budgeted in the current year's budget for personnel, utilities, communications and supplies (excluding collection materials).

Several other additional adjustments have been made to the policy to ensure it accurately reflects current practices, positions and information.

Policy Considerations: This policy revision was proposed by the Executive Director and reviewed by the Finance Manager and HR & Business Manager. The Board's Policy Committee and Finance Committee have separately reviewed and approved the revisions.

Fiscal Considerations: As of December 31, 2023, the Fiscal Emergency Reserve is $1,307,019. If the revised Fiscal Management policy is not approved, specifically the language regarding the Fiscal Emergency Review, and the Fiscal Reserve were to be brought up to four months of 2024 operating expenses, $846,664 would need to be transferred into the reserve. The Fiscal Emergency Reserve has not been increased since established in 2016, which has caused it's balance to become pretty far out of line with the current policy.

If the proposed policy revision is approved, no transfer to the Fiscal Emergency Reserve will be required. Three months of the designated 2024 operating expenses (personnel, communications, utilities, and supplies) is $1,301,562, very close to the amount currently in the Fiscal Emergency Reserve. The Board could transfer the $5,500 out of the reserve, or just leave it knowing operating costs will likely increase in 2025.

The fund transfers being recommended to the Board in January 2024 have been calculated as if the Board will approved the Fiscal Management policy revision. If the policy revision is not approved, the fund transfers on the January 25 Board meeting agenda will need to be reassessed.

Recommended Action: The Board approve revisions to Policy 5.15 as presented.

Purpose

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

~~Budget,~~ Revenue~~s and Expenditures.~~

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

Although library services are primarily funded through property taxes and timber revenue, the Library will seek information on alternative funding from multiple sources, e.g. grants, partnerships and fees.

All Library fees and charges will be approved by the Board in Policy 4.2,

Debt Management

As a junior taxing district, the Library has a few options in determining the method of taking on debt. Those include short term loan obligations, limited tax general obligation or "councilmanic" bonds, unlimited tax general obligation or "voted" bonds, and other types of debt including leases, as well as intergovernmental and Local Option Capital Asset Lending (LOCAL) loans. Long-term debt is only to be used to finance capital improvements and should never be used to support current operations.

Investments

Pursuant RCW 43.250, the Library will participate in the Washington State Local Government Investment Pool (LGIP) and adopt their Investment Policy. The Executive Director or Finance Manager will recommend other investment opportunities to the Board for approval. Staff will regularly review investments to ensure compliance with any direction from the State Auditor's Office.

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

~~Current year operations are funded from current year revenues. Permitted exceptions include, but are not limited to, transferring funds between fund accounts or the incurring of debt. As a~~

~~policy the Library will stay within its projected resources (revenues and reserves) and not incur debt for operational purposes.~~
~~The Library maintains long-term budget sustainability based on projected expenditure commitments and compensation practices that are consistent with long-term revenue projections.~~
~~The Library's Reserve funds are a fiscal resource to stabilize and ensure long-term library sustainability. As a general rule reserves will not be used as a substitute for budget reductions to meet economic challenges. Use of reserve funds to support operating budget deficit will be approved by the Board only in accordance with NOLS' established reserve and fiscal management policies and strategies.~~

Annual Budget

The Board will adopt and maintain a balanced annual Operating Budget. Library staff will prepare an annual budget based on anticipated revenues and expenses, and present it to the Board for approval. The process will follow an established calendar and include a public hearing for the final reading. The annual levy for tax collection purposes must be set and sent to the Clallam County Assessor by November 30 of each year. ~~Current year operations are funded from current year revenues. Permitted exceptions include, but are not limited to, transferring funds between fund accounts or the incurring of debt. As a policy the Library will stay within its projected resources (revenues and reserves) and not incur debt for operational purposes.~~

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

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

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

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

Amended or revised budgets may be adopted by the Board as needed.
~~Fees and charges will be established through Board action.~~

Undesignated Cash Operating Fund
This fund is used to carry out the Library's normal operations and maintenance activities. While the Library budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters. The minimum beginning balance for the fund in January each year should not be less than 33% of budgeted operational expenditures to ensure adequate funding to maintain services between property tax collections. The Board delegates the responsibility of maintaining an adequate fund balance to the Executive Director to maintain

sufficient cash available for the operational needs of the Library. A fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to Board Designated Reserve Accounts.

Reserve Accounts

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

The Library will maintain the following Board Designated Reserve Accounts:

- *Fiscal Emergency Reserve* – – designated as a reserve resource to be used in the event of a significant fiscal emergency as declared by the Board, including events such as the need to fund the Undesignated Cash Operating account, payout a substantial portion of the workforce, weather widespread tax default, or respond to significant natural catastrophe or civil disruption. The Fiscal Emergency Reserve will be funded to a level that represents ~~approximately~~ approximately ~~four~~ three months of ~~-~~operating expenses based on what has been budgeted for the current year's personnel, utilities, communications, and supplies (excluding collection) expenses.

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

- *Operating Reserve* – serves as a holding account for funds set aside to augment annual revenues in deficit budget years, when operations and maintenance costs exceed expected revenues. Funding and use of Operating Reserves will be authorized by the Board in keeping with established reserve and fiscal management strategies.

- *NOLS Capital Reserve* - serves as a receiving account for timber revenues. Funds in this account are utilized to support capital projects.

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- *NOLS Capital* ~~*Budget Reserve*~~ *Fund* - designated as a reserve resource for maintaining and enhancing capital infrastructure. Funds may be designated, at Board direction, to support capital replacement or enhancement projects at any NOLS facility.

- ~~*Port Angeles Capital Reserve*, designated as a reserve resource for capital projects at the Port Angeles Main Library. (This account was originally funded from a sinking fund established for this purpose in conjunction with the bond that funded construction of the Port Angeles facility).~~

- ~~*Technology Reserve* - designated as a reserve resource to address significant planned or unplanned technology needs or projects.~~

- **~~Branch/Facility~~** *Capital Project Accounts* - may be created at need to receive and disburse funds for capital projects at various Library locations~~.~~ (~~e.g.~~e.g. *Port Angeles Capital Reserve or* Sequim Capital Project Account)~~.~~.

- ~~*Operating Reserve account* - serves as a holding account for funds set aside to augment annual revenues in deficit budget years, when operations and maintenance costs exceed expected revenues. Funding and use of Operating Reserves will be authorized by the Board in keeping with established reserve and fiscal management strategies.~~

- ~~*The Capital Budget account* - serves as a receiving account for timber revenues. Funds in this account are utilized to support projects designated in the approved Capital Budget for the year following receipt of the revenues.~~

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

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

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

Expenditure Certification and Disbursement Systems Controls
Pursuant to RCW 42.24.080, the Finance Manager is designated to certify all claims made against the Library for payment. The Executive Director or designee shall certify payments in the absence of the Finance Manager.

To provide guidelines for receiving, handling, reporting and disposition of cash, check, and electronic receipts and other petty cash funds held by the Library, staff will follow Cash Management Policy 5.7, Electronic Fund Transfer Policy 5.18, and related procedures.

The Library shall establish and maintain control systems for each major disbursements process, including payroll and accounts payable, as well as controls over transactions from initiation to payment, account monitoring, and fraud protection.

Duties shall be segregated to ensure that there is appropriate separation from assets by those empowered to approve expenditures. These include signatories not having access to the ability to print checks or access the Library's accounts. Duties for authorization, reconciliation, recording, asset inventory, surplusing and other accounting duties shall be delegated among the Administrative staff to ensure compliance.

Financial Reporting

The Library will follow the prescribed Budget, Accounting, and Reporting System (BARS) as outlined by the Washington State Auditor's Office.

The Library's financial reporting will be on a cash basis. Financial reports will be submitted to the Board at their regular public meetings.

Whenever required by the Washington State Auditor's Office, the Library will participate in audits and budget for those activities accordingly.

Operating Funds.

In order to insure the cash flow needed to maintain operations during months where property tax receipts are low (generally January through April), without the need to borrow money, the *Undesignated Cash Operating Fund* will be funded at the beginning of each fiscal year, at a minimum balance equivalent to at least four months of operating costs, based on the total Operating Budget for that year.
In order to ensure the ability to so fund the *Undesignated Cash Operating* fund, the balance of the *Fiscal Emergency Reserve* will never be depleted below an amount equivalent to approximately four months of operating expenses.
Upon declaring a need for fiscal resources to address a significant emergency having effects that cannot be addressed through the existing budget, the Board may take action to release cash reserves for purposes of meeting fiscal obligations and/or ensuring continuity of operations and services.

Administrative Responsibilities.

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

Board Responsibilities

Washington State Law (RCW 27.12.210) authorizes the Board of Trustees to undertake all actions necessary for the orderly and efficient management and control of the Library's finances. The Board has responsibility for the following:

1. Assist with budget development and approve annual Operating and Capital budgets;

2. Regularly review financial reports;

3. Approve voucher payments;

4. Regularly review reserve balances and strategies;

5. Approve transfer of funds among Board designated accounts as needed;

6. Participate in the ~~bi-annual~~ State audit process~~;~~.

7. Review this fiscal management policy periodically, and amend it as deemed appropriate.

<u>Administrative Responsibilities</u>
<u>The Board expects the Executive Director and designees to carry out the following responsibilities:</u>

1. <u>Establish a budget system and administer the budget process.</u>

2. <u>Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.</u>

3. <u>Establish and maintain a strategic fiscal management plan.</u>

4. <u>Develop and manage fiscal practices that support reserve strategies established by the Board.</u>

5. <u>Administer a cash-flow system as an anticipatory approach to budgeting, and meet the Library's expenditure needs for future operations, including bill management.</u>

6. <u>Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).</u>

7. <u>Furnish the Board appropriate financial reports on a monthly basis.</u>

Staff Report

Meeting Date: January 25, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of New Electronic Funds Transfer Policy

Attachments: Draft of New Policy 5.18 Electronic Funds Transfer

Topic/Issue: Approval of revision to Policy 5.18: Electronic Funds Transfer Policy

Discussion: The Washington State Auditor has recommended that NOLS implement an Electronic Funds Transfer (EFT) policy that contains the elements outlined in BARS Manual 3.8.11.

EFT policies utilized by other local governments in Washington State were used as examples to create a new EFT policy for NOLS, Policy 5.18.

The proposed policy clarifies that NOLS uses EFT for the transmittal of payroll direct deposits, payroll services, tax payments, and other employer-paid benefit payments such as retirement, health, and disability insurance programs.

To prevent fraud, EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.

Policy Considerations: This policy revision was proposed by the Finance Manager and reviewed by the Executive Director and HR & Business Manager. The Board's Policy Committee and Finance Committee have separately reviewed and approved the revisions.

Fiscal Considerations: All fiscal considerations are outlined above. There are no known costs associated with implanting this policy.

Recommended Action: The Board approve the creation of Policy 5.18 as presented.

Purpose

The North Olympic Library System uses Electronic Fund Transfers (EFT) for the transmittal of payroll direct deposits, payroll services, tax payments, and other employer-paid benefit payments such as retirement, health, and disability insurance programs. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.

Protocols

To promote the safety of Library funds in the EFT environment, the following procedures will be adhered to:

1. The procedure to initiate, approve, and record an EFT payment is subject to the same financial policies, procedures, and controls that govern disbursements made by any other means;

   - Review of the transfer will be done by the Finance Manager or their designee who will not be entering or initiating the transfer.
   - There are always two approval signatures from authorized check signers.
   - The EFT Voucher Number will be assigned from the EFT Voucher Number Log per standard procedure.
   - Reconciliation of bank activity to the General Ledger will be performed in a timely manner with all exceptions resolved.

2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.

3. All EFT payments should be initiated by secure computer-based systems;

   - Known vendor portals include ADP, Washington State Department of Retirement Systems, Empower and Washington State Department of Revenue.

4. The Finance Manager shall serve as primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal

NOLS Policy 5.18: Electronic Fund Transfers

control standards. In addition, the administrator shall ensure approval and maintenance of user system IDs, user permissions, including authorized representatives and their associated transfer limits. The HR & Business Manager has authority serve as the backup administrator.

5. EFT payments are limited to transfers for payroll, payroll benefits, sales and use tax payments, and safety deposit box fees. No other vendor payments may be made via an electronic funds transfer without written authorization of both the Executive Director and Finance Manager.

6. Employee-requested changes to direct deposit information must be completed by the employee though their ADP account, or the employee must submit a hard copy request form to the Finance Manager or HR and Business Manager. Under no circumstances will account changes be authorized by telephone or email alone.

7. Changes to vendor EFT account information must be processed using the EFT Authorization Form. The vendor/requestor must be contacted directly by phone, using contact information in the master vendor file, to confirm any payment instruction changes. Under no circumstances will account changes be authorized by email or written request only.
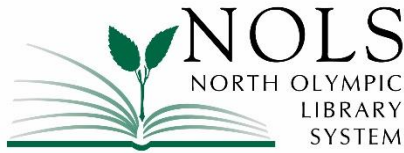
NOLS Policy 5.18: Electronic Fund Transfers

Staff Report

Meeting Date: January 25, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approving the Capital Budget for Fiscal Year 2024

Attachment(s):   Proposed 2024 Capital Budget

Topic/Issue: Adoption of the 2024 Capital Budget in the amount of $828,750. NOLS revenues supporting this budget include $435,250 from the NOLS Capital Reserve (NCR) and $393,500 from the Port Angeles Capital Reserve (PA CR).

Policy Considerations: In accordance with [NOLS Policy 5.15: Fiscal Management](#), a Capital Budget is adopted in January of each fiscal year, to provide for maintenance and improvement of the Library's capital infrastructure.

The Board's Finance Committee has reviewed and approved the proposed 2024 Capital Budget, and the proposed funding sources.

Fiscal Considerations: The Capital Budget Fund is primarily funded through revenue transfers from Library reserve accounts, but in some years may also include funding from Capital Project, Gift, or Donation funds, or other special revenue sources (such as grants). In 2024, revenue allocations are proposed from the NCR and the PACR. For accounting purposes, NCR and PACR funds which are budgeted for Capital Budget purposes will be transferred to the Capital Budget Fund for expenditure.

The NCR serves as the repository for the Library's timber revenues. Timber revenues can be volatile and the amount received can fluctuate dramatically from year to year. Since capital projects tend to be somewhat more discretionary and/or scalable than operating expenses, in years of low timber revenues capital improvement plans can be adjusted as appropriate to the revenues available. This methodology allows NOLS to effectively address capital maintenance and improvement needs, while reducing reliance in the Operating Budget on the less predictable timber revenue stream. By customary practice, expenditures in the Capital Budget that are funded from the NCR, generally do not exceed the known timber revenues from the preceding year. In 2023, NOLS received $543,687 in timber revenue, $108,437 more than is budgeted to be used from the NCR in 2024.

The Port Angeles Capital Reserve (PACR) was established as a sinking fund in 1997, as a conditional requirement related to the bonds that funded construction of the Port Angeles building. The Board-designated purpose of this reserve is to support significant, large scale, PA infrastructure maintenance, replacement, and improvement. The 2024 Capital Budget includes $393,500 of expenditures to be funded through the PACR; that amount has therefore been allocated as revenue

in the 2024 Capital Budget. The PACR is a substantial, but finite, reserve. The PA building is now over twenty-five-years-old, and costly projects that will need to be addressed over the next few years (such as replacement of the building HVAC system and roof) will significantly deplete this reserve in coming years.

To better preserve PACR funds for their intended purpose, routine Port Angeles capital expenses, such as furniture and equipment are funded by NCR allocations to the Capital Budget, just as they are for other branches and facilities.

The following tables summarize account and budget information pertinent to the 2024 Capital Budget.

Timber Revenues Summary

2023 Timber Revenues (added to NOLS Capital Reserve (NCR))	$543,687
2024 Proposed Capital Budget Revenues from NCR	$435,250
Difference (will remain unused in NCR)	$108,437

NOLS Capital Reserve Summary

NOLS Capital Reserve (NCR) balance as of 12/31/23	$1,802,709
Return of Unspent 2023 Capital Budget allocations	$102,936
Proposed transfer of NCR funds to 2024 Capital Budget Account	$435,250
NOLS Capital Reserve balance after transfer of funds *(does not include any projected timber receipts for 2024)*	$1,470,395

PA Capital Reserve Summary

PA Capital Reserve balance as of 12/31/23	$790,505
Proposed expenditure of PA CR funds to support 2024 PA Capital Budget projects	$393,500
PA Capital Reserve balance after expenditure of designated funds	$397,005

It is unlikely that the full amounts budgeted for capital projects in 2024 will be expended. This is a common occurrence that happens for several reasons:

- project needs or priorities change as the year progresses;
- competing project timelines or scheduling/availability of staff or contractors results in implementation delays for identified projects;
- alternative revenue sources, such as grants or donations, are secured for some projects;
- actual costs vary from conservatively budgeted estimates;
- funds budgeted for emergency/contingency use are not needed.

Discussion: As always, the Management Team played a key role in the development of this 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 analyze capital

maintenance and improvement needs in their respective branch/department, work with Facilities, IT, and Administrative staff to develop cost estimates, and finally work together to jointly review and finalize the Capital Budget.

Buildings and Structures: The budgeted total in this category is $52,500. $43,500 of this total is projected for funding through the PA Capital Reserve.

In July 2022, the NOLS Board of Trustees approved a $181,525 contract with the Department of Enterprises Services (DES) to switch all of the Port Angeles Building's florescent lighting (interior and exterior) to LED. A full report about the project and contract can be found on page 75 of the [July 2022 Board Packet](). The DES and their subcontractor completed the project in 2023, but NOLS did not receive a final invoice in 2023. To ensure there is enough funds to cover the final invoice, $37,000 is being carried over into 2024.

Additional lighting improvements have been budgeted in Forks and Port Angeles to improve safety and lighting around artwork.

A server room air conditioning unit needs to be replaced in Forks. The unit is located on the ground near the parking lot and has sustained damage. A replacement was first budgeted in 2021, but the project was put on hold because there was a possibility IT could upgrade the server cooling equipment internally instead and the AC unit could be removed. That did not happen, so with the $8,000 budgeted, a new unit will be installed on the wall or roof to reduce the chance of it being damaged again.

Other Improvements: The budgeted total in this category is $489,000. Of this total, $357,000 will be funded through the PA Capital Reserve.

In 2023, a Facility Accessibility Survey was competed in Clallam Bay, Forks and Port Angeles to identify what actions could be taken to bring each library building up to current ADA standards and improve general accessibility for all users. Library staff are continuing to review the findings and develop a comprehensive strategy to respond to the survey's recommendations, but the general plan is to first take action on many of the simpler issues that can be resolved internally with staff and resources already on hand. To support this first round of action, $5,000 for facility accessibility improvements is being proposed.

The more significant facility accessibility improvements, which will likely require consultants, engineers or architects to develop possible solutions, will continue to be analyzed and responses planned as staff capacity allows, but significant funding will likely not be needed in 2024. If these plans change, staff will return to the Board with new budget requests or an amended Capital Budget.

New safety and security measures will be added in Clallam Bay, Forks and Port Angeles. Similar equipment will be installed in Sequim when the renovation of the building is compete in 2025. The cost of the Sequim equipment will come from the Sequim Library Expansion and Renovation fund.

The new equipment includes $95,000 for exterior and lobby surveillance cameras at the three facilities (including the Annex building in Port Angeles), $14,000 for environmental sensors (vape detectors) in all public restrooms, and $15,000 to add keycard access to four to six doors at each facility.

All of the equipment will utilize the same software for easier setup, training, use and control of the system. Equipment and software was piloted in Port Angeles in 2023 to ensure the selected products will meet the Libraries' needs well.

Developing new procedures is a part of current staff work plans for 2024, and the Library's policies on surveillance cameras, keys and privacy will be reviewed and updated before new equipment is fully in use (NOLS Policy 5.1.6 and 5.11)

In 2023, $25,000 was budgeted to begin assessing issues with the Port Angeles Library's parking lot and sidewalks. Drainage issues in the parking lot have been identified for years, and sections of it are now beginning to fail. Additionally the facility accessibility survey conducted last year identified issues with portions of the sidewalk grade and accessible parking spots.

NOLS hired AHBL Engineering in 2023 to investigate the issues and develop a recommendation. AHBL has observed the site, conducted drilling to explore subsurface conditions, completed lab testing and engineering analyses, and will soon complete a design report. Based on preliminary findings shared with NOLS, $350,000, funded through the PA Capital Reserve, has been included in the 2024 Capital Budget to continue work on this important infrastructure project. Once the final report is received, grant funding options may also be explored for this project.

Machinery and Equipment: The budgeted total for this category, $287,250, is funded through the NOLS Capital Reserve account. As is usual, many machinery and equipment expenditures are directed toward maintaining, upgrading, improving and licensing NOLS' information technology network, hardware, software, systems, and peripheral devices. This category also provides funding for routine purchase/replacement of library furnishings and equipment for all branches and departments.

Significant items include:

- $43,000 for network equipment and security software. Maintaining and upgrading IT infrastructure is critical to maintain services and protect data. For the equipment purchases planned in 2024, NOLS expects to be reimbursed at least $7,000 through the federal E-Rate program.

- $8,000 is budgeted for a UPS battery back-up and power protection project – a carryover from the 2022 and 2023 Capital Budget. Less was budgeted in 2024 than in 2023 because this project is scalable and focus in 2024 will be getting equipment installed on critical machines.

  Computer equipment subject to power fluctuations, brown-outs and spikes can become damaged. Also, data loss can occur as those power events take place. While NOLS' servers and highest-priority systems are protected by battery backup systems which also provide power conditioning, almost none of the staff or patron systems have any protection. As such,

when the Library predicts a power event due to a storm or other reason, staff mobilize management at each site to shut down and physically unplug computer equipment. Of course, many power events are not predictable. Also, some of those that are predictable occur at times when there isn't staff available to disconnect the equipment. In addition to protection, proper battery back-ups also improve and enhance service because many power events are very brief and the batteries maintain continuous power to the equipment during those brief events. So, in addition to protection of the equipment, the UPS systems also maintain greater availability of NOLS staff and services for patrons.

- $25,000 is budgeted to implement and certify multi-factor authentication (MFA) and acquire hardware authentication devices for all staff – another carryover from the 2022 and 2023 Capital Budget. MFA has become a vital foundational cornerstone of IT security. It is a means of augmenting passwords with the use of a hardware device that displays a code for the staff to input along with the standard username and password. It has become so important that it is becoming mandated by some insurance providers. A consultant is a good fit for this project because it will be done more quickly; it will provide a third-party certification that it has been done correctly, which will provide good legal foundation in the event an insurable event does arise; and it will engender better adoption and acceptance among staff. That last reason is a consideration because MFA does impose an additional requirement on the employee.

- $20,000 total has been budgeted for staff cell phones and laptops – carryover from 2023. NOLS will provide new cell phones to managers, who are exempt from FLSA and occasionally need to work outside business hours and respond to emergencies. Using NOLS phones and service will improve cyber security concerns, while making handling public records requests simpler, ensuring personal data is not accessed. For the same reasons, laptops will be provided to managers, IT staff, and Marketing staff. The 2024 Operating Budget includes funds to cover the service for these devices.

- $30,000 total for public and staff computer workstations. Many public and staff computers are nearing their end of life. Additionally, all computers in 2025 will need to be upgraded to Windows 11, which will require equipment improvements. Funds are made to replace parts and computers as needed, but IT is developing a comprehensive upgrade for computers systemwide. New computer and software setups will be piloted within a couple departments before a larger systemwide replacement of devices is planned for in 2025.

- $20,000 to replace each library branch's main copier/printer/fax machines. Many of the Library's main work horse copiers/printers are past their service life or have other technical issues. For example, the main machine in Port Angeles is over 13 years old and parts are no longer available to fix problems. The staff printer in Sequim and public printer in Forks stopped working in September 2023. Temporary replacements are now in place at both of those locations.

   A team of NOLS staff are currently completing an inventory of all copiers and printers across the system, collecting staff feedback, and will develop a plan for replacing equipment as needed and making the equipment more reliable, consistent across locations and easier to maintain. The amount budgeted in 2024 is based on very preliminary estimates of the needs. The

amount could be lower if NOLS decides to lease some equipment, or higher if additional needs are identified.

- $12,000 for meeting room reservation and program registration software. The software the Library currently utilizes is being phased out by its parent company and will no longer work after August 2024. Switching to a software that provides more intuitive, user-friendly experience, has long been a goal, so the forced switch is not unwelcome. A team of NOLS staff has been investigating options, collecting staff feedback, and narrowed their recommendation to two options. The $12,000 would cover implementing the most expensive option – one-time fees for setting up and customizing the software, training staff, and importing data from the existing software. Ongoing annual costs would be included in future Operating Budgets.

- $20,000 for public chair and table replacements in Clallam Bay and Forks, including meeting room tables and chairs. In the meeting rooms, tables that are lighter, more flexible and easier for patrons and staff to move are needed. Additionally, less bulky furniture will address accessibility issues in the spaces and improve layouts.

- $20,000 is budgeted for exterior book return containers to be placed at sites the bookmobile will visit. Three were purchased in 2022 and three more were budgeted for in 2023 but not purchased due to project setbacks.

- Lastly, there is a contingency of $25,000 as insurance against unanticipated or emergency repair/replacement needs in facilities or technology. Some needs of this type inevitably arise every year, and having a designated contingency fund greatly facilitates staff ability to respond promptly and appropriately.

Construction of Capital Assets: While there is nothing in the 2024 Capital Budget in this category for the Board to approve, in May 2021 the Board of Trustees approved $2 million for the Sequim Expansion and Renovation Project. Work on the project began in 2022. The budget for the project will be tracked separately from the annual Capital Budget. The Sequim Expansion and Renovation Project budget requests and updates will be presented at major decision points and milestones.

Recommendation/Alternatives for Consideration: The Board may request more information before adopting the budget, or request that staff make changes to the proposed Capital Budget or the proposed revenue sources.

Action/Motion: *That the Library Board approve the Capital Budget for fiscal year 2024 as presented, in the amount of $828,750.*

2024 Capital Budget - *DRAFT*

594.72.60			2023 Budget ***	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	2024 Budget
				Branches				**Departments**						**NOLS**	
		Revenue													
		From Capital Budget Account	324,325											435,250	435,250
		From Port Angeles Capital Reserve (PA CR)	222,400			393,500									393,500
		Total Revenues	546,725	-	-	393,500	-	-	-	-	-	-	-	-	435,250	828,750
594.72.60		*Capital Outlays*														
		62.0110 · Buildings and Structures														
		Air Conditioner Replacement			8,000											8,000
		LED Light Conversions*	182,000			37,000										37,000
		Lighting Improvements	2,000		1,000	1,500									-	2,500
		Interior Painting				5,000										5,000
		Subtotal – Buildings and Structures	187,900	-	9,000	43,500	-	-	-	-	-	-	-		-	52,500
		63.0100 · Other Improvements														
		Facility Accessibility Improvements													5,000	5,000
		Surveillance Cameras and Software*	12,000	25,000	25,000	45,000										95,000
		Safety & Security Improvements for Public Restrooms*	4,500	7,000	7,000	-										14,000
		Facility Keycard Access		3,000	3,000	9,000										15,000
		Storm Drain Pumping				7,000										7,000
		Parking Lot & Sidewalk Repaving and Repair	25,000			350,000										350,000
		Parking Lot Restriping**	7,500	1,600	1,400	-	-									3,000
		Subtotal – Other Improvements	72,050	36,600	36,400	411,000	-	-	-	-	-	-	-		5,000	489,000
		64.0010 · Machinery & Equipment														
		Network Security Software*	5,000							10,000						10,000
		Networking Equipment*	10,000							33,000						33,000
		Servers **	6,500							6,500						6,500
		UPS Battery Back-up and Power Protection*	25,000							8,000						8,000
		Multi-factor Authentication*	25,000							25,000						25,000
		Staff Cell Phones*	5,000												5,000	5,000
		Staff Laptops*	15,000												15,000	15,000
		Computer Workstation (staff) **	2,500							20,000						20,000
		Computer Workstation (public) **	2,000							10,000						10,000
		Monitors **	450							7,500						7,500
		Self-Check Touchscreen Monitors		650	650	1,300	1,300									3,900
		Workhorse Copier/Printer/Fax		5,000	5,000	5,000	5,000									20,000
		Printers **	500							500						500
		Receipt Printers **	450							450						450
		Dymo Label Printer **	300				450			300						750

2024 Capital Budget - *DRAFT*

		2023 Budget ***	Branches				Departments						NOLS System	2024 Budget
			CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL		
	Computer Mounts **	100							100					100
	Monitor Arms **	200				300		200						500
	Document Scanner					500								500
	Barcode Scanners **	300	700	700	900	900			300					3,500
	Misc. Tech Items (keyboards, webcams, etc.) **	1,000				150			1,000					1,150
	Bookmobile Tech	6,000								1,000				1,000
	Meeting Room Reservation & Program Registration Software												12,000	12,000
	Translation System with Interpreter Monitor												1,000	1,000
	Cameras						2,000			1,500			2,000	5,500
	Recycling and Trash Cans				500									500
	Walk off Mats				1,000									1,000
	Vacuum **	750						750						750
	Steam cleaner							1,200						1,200
	Shop Vac with High Places Kit	750						750						750
	Battery powered leaf blower							400						400
	Staff Desks	4,200								3,000				3,000
	Staff Chairs	500			1,000		1,000			1,200				3,200
	Public Chair & Table Replacements *	1,000	5,000	5,000										10,000
	Meeting Room Tables & Chairs*	4,500	5,000	5,000										10,000
	Staff Area Storage	2,000		1,500										1,500
	Shelving Carts	2,000								3,000				3,000
	Display Cart/Unit*	5,000			5,000									5,000
	Signage and Display Equipment*	5,000			250					500			5,000	5,750
	Digital Signage Equipment		250	250	250									750
	Art Rails*	2,000	1,000	1,000	500									2,500
	Pop-up Library Kits*	1,500											1,500	1,500
	Off-site Book Return Bins*	20,000								20,000				20,000
	Vehicle Roadside Emergency Kits and Tire Inflators	600											600	600
	Undesignated Contingency Repair/Replacement **	25,000											25,000	25,000
	Subtotal – Machinery & Equipment	286,775	17,600	19,100	15,700	8,600	3,000	3,100	122,850	30,200	-	-	67,100	287,250
65.0100 · Construction of Capital Assets		-												-
						-								-
	Subtotal – Construction of Capital Assets		-	-	-	-	-	-	-	-	-	-	-	-
	Total Capital Outlays	546,725	54,200	64,500	470,200	8,600	3,000	3,100	122,850	30,200	-	-	72,100	828,750

* Budgeted for in 2023, but project not completed/funding not used in 2023

** Included in capital budget annually

**** 2023 Expenditure subtotals reflect 2023 expenditures as budgeted in the approved budget, **not** subtotals/totals of the figures in the 2023 column (2023 expenditures eliminated in the 2023 budget have been/will be removed)*

Date: January 25, 2024
To: Library Board of Trustees
From: Noah Glaude, Library Executive Director
Subject: Approval of Resolution 24-01-01: Authorizing Transfer of Funds

Attachments: Resolution 24-01-01: Authorizing Transfer of Funds

Topic: End-of-Year/Start-of-Year financial reconciliation, accounting calculations, and approval to transfer funds to reflect account management adjustments.

Discussion: Transfer of funds between accounts as part of financial reconciliation done at the end of one fiscal year and the start of the new one, is a routine accounting task. For purposes of clarity, transparency, and established best practice, these transfers are documented in a staff report to the Board and formally approved by the NOLS Board by written resolution.

In any given year, account adjustments may be required to address fiscal management needs in any or all of the following areas:

1. Transfers-into or out of Undesignated Cash Operating funds to ensure operating funds are available during the early months of the year when tax revenues are not yet available.

2. Transfers-out of unspent revenues from Undesignated Cash Operating funds to any designated reserve account.

3. Transfers-in from reserves as approved in the Operating Budget.

4. Transfers-in from reserves to fund approved Capital Budget expenditures.

5. Transfers-out of budgeted-but-unspent funds from the Capital Budget account to Capital Reserves.

6. Transfers in or out of any account to any other account to address a variety of fiscal management/reserve strategies.

All of NOLS' funds (except those held in CDs or other investments) reside in the same large "bucket" of the WA State Local Investment pool. Transfers "between" funds are therefore conceptual in nature, but important to support clear tracking and accounting of designated allocations.

The 2024 transfer calculations are explained below.

Transfer(s) between Undesignated Cash Operating Fund and Operating Reserve
The Undesignated Cash Operating Fund is used to carry out the Library's normal operations and maintenance activities. While the Library budgets on a calendar year (January-December), tax revenue is received primarily in the second and fourth quarters. The minimum beginning balance for the fund in January each year should not be less than 33% of budgeted operational expenditures to ensure adequate funding to maintain services between property tax collections. The Board delegates the responsibility of maintaining an adequate fund balance to the Executive Director to maintain sufficient cash available for the operational needs of the Library. A fund balance in excess of the January minimum may be used for current-year expenditures or may be transferred to Board Designated Reserve Accounts.

Calculation of the transfer amount required to bring the Undesignated Cash Operating Fund for 2024 is as follows:
- The 2023 ending balance of the Undesignated Cash Operating Fund is $2,940,568.
- 33% of the 2024 Operating Budget ($6,461,050) is $2,132,147.
- The ending balance in Undesignated Cash Operating Fund exceeds the amount needed.

Therefore, for 2024, it is recommended that $808,421 be transferred out of the Undesignated Cash Operating Fund to Operating Reserves.

Transfer from Operating Reserve to Undesignated Cash Operating Fund
This is the transfer-in amount authorized in the 2024 Operating Budget – the amount by which expenditures exceeded available revenues from other sources.

Due to the Undesignated Cash Operating Fund being adjusted to $2,132,147 in January 2024, and $5,464,257 in revenue is expected through December 2024, a transfer from the Operating Reserve is not needed to ensure there are enough funds in the Undesignated Cash Operating Fund to cover budgeted 2024 operating expenditures ($6,461,050)

For 2024, the recommended transfer from the Operating Reserve to the Undesignated Cash Operating Fund is $0.

Transfer from NOLS 2023 Capital Budget to NOLS Capital Reserve
This is the amount from the NOLS 2023 Capital Budget that was unspent in 2023 and is being returned to the NOLS Capital Reserve.

For 2024, the recommended transfer from the 2023 Capital Budget Fund to the NOLS Capital Reserve is $102,936.

Transfer from NOLS Capital Reserve to NOLS Capital Budget Fund
This is the amount needed to fund the Capital Budget expenses for 2024 (with the exception of designated PA Capital expenditures ($393,500).

For 2024, the recommended transfer from the NOLS Capital Reserve to the NOLS Capital Budget Fund is $435,250.

Transfer from PA Capital Reserve to PA Capital Budget Fund
This is the amount needed to fund the PA Capital Budget expenses designated in the 2024 Capital Budget. In previous years, a transfer out of the PA Capital Reserve to the Capital Budget Fund wasn't made. Instead, PA Capital expenses were funded directly out of the PA Capital Reserve.

To clarify what funds the Board has approved to spend utilizing the PA Capital Reserve, it is recommended that a PA Capital Budget Fund be established to hold the funds that have been approved to be expended in the current budget year.

For 2024, the recommended transfer from the PA Capital Reserve to PA Capital Fund is $393,500.

Transfer from NOLS Capital Reserve to Sequim Capital Reserve
At the May 2023 Board of Trustees meeting, the Board discussed setting up a reserve account for the Sequim Library Expansion and Renovation Project. The reserve would act as a contingency during the construction phase of the project. When the project is complete, the Board could decide to keep the funds in the reserve for future maintenance of the new facility, or designate the funds for other Library facility needs.

The construction cost estimate for the Sequim Library Expansion and Renovation Budget is $6,143,000. A 10% contingency would be $614,300.

It is recommended that a Sequim Capital Reserve be established and that $614,300 be transferred from the NOLS Capital Reserve to the Sequim Capital Reserve.

Policy Considerations: The proposed transfers are in keeping with the provisions of Policy 5.15: Fiscal Management. Approval of fiscal transfer by resolution is a best practice recommended by the State Auditor's Office.

Fiscal Considerations: Budget funds to be transferred from reserves into Undesignated Cash Operating Fund and Capital Budget accounts were previously approved by the Board at the time these budgets were adopted.

The following charts show the anticipated impacts on the various accounts if the recommended transfers are approved:

Anticipated Impact on Undesignated Cash Operating Fund	
Undesignated Cash Operating Fund 12/31/23	$2,940,568
Transferred from Undesignated Cash Operating Fund to Operating Reserve	$808,421
Transferred from Operating Reserve to Undesignated Cash Operating Fund to balance 2024 Operating Budget	$0
Undesignated Cash Operating Fund 1/31/24	$2,132,147
Anticipated Impact on NOLS Operating Reserve	
Operating Reserve 12/31/23	$574,077
Transferred from Undesignated Cash Operating to Operating Reserve	$808,421
Transferred from Operating Reserve to Undesignated Cash Operating Fund to balance 2024 Operating Budget	$0
Operating Reserve 1/31/24	$1,382,498

Anticipated Impact on NOLS Capital Reserve	
NOLS Capital Reserve 12/31/23	$1,802,709
Transferred from NOLS 2023 Capital Budget fund to NOLS Capital Reserve	$102,936
Transferred from NOLS Capital Reserve to Capital Budget Fund	$435,250
Transferred from NOLS Capital Reserve to new Sequim Capital Reserve	$614,300
NOLS Capital Reserve 1/31/24	$856,095

Anticipated Impact on PA Capital Reserve	
PA Capital Reserve 12/31/23	$790,505
Transfer from PA Capital Reserve to PA Capital Budget Fund	$393,500
PA Capital Reserve Available 1/31/24	$397,005

Anticipated Impact on NOLS 2024 Capital Budget Fund	
NOLS Capital Budget Fund 12/31/23 *(Did not exist)*	$0
Transfer from NOLS Capital Reserve to NOLS Capital Budget Fund	$435,250
PA Capital Reserve Available 1/31/24	$435,250

Anticipated Impact on PA Capital Fund	
PA Capital Fund 12/31/23 *(Did not exist)*	$0
Transfer from PA Capital Reserve to PA Capital Budget Fund	$393,500
PA Capital Fund 1/31/24	$393,500

Anticipated Impact on new Sequim Capital Reserve	
Sequim Capital Reserve 12/31/23 *(Did not exist)*	$0
Transferred from NOLS Capital Reserve to Sequim Capital Project Contingency Fund	$614,300
Sequim Capital Reserve 1/31/24	$614,300

Recommendation/Alternatives: That the Library Board of Trustees approve Resolution 24-01-01, authorizing transfer of funds as follows:

Amount of Transfer	Transfer From	Transfer To
$808,421	Undesignated Cash Operating	Operating Reserve
$102,936	NOLS 2023 Capital Budget	NOLS Capital Reserve
$435,250	NOLS Capital Reserve	NOLS Capital Budget Fund
$393,500	PA Capital Reserve	PA Capital Budget Fund
$614,300	NOLS Capital Reserve	Sequim Capital Reserve

Alternatively, the Board could designate that transfers out to reserves be directed to different reserve accounts. The transfer proposals discussed above are in keeping with the Fiscal Management Policy, and have been approved by the Finance Committee.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Authorizing Transfer of Funds between NOLS accounts

Whereas, transfer of funds between accounts for purposes of financial reconciliation and fiscal management is a routine accounting task; and

Whereas, for purposes of clarity, transparency, and established best practice, the NOLS Board formalizes approval of funds transfers by written resolution; and

Whereas, transfers are required to fund planned expenditures in the 2024 Operating Budget and 2024 Capital Budget; and

Whereas, transfers are also required to establish a capital reserve fund for the Sequim Library Expansion and Renovation Project;

Now therefore be it resolved: that the Board authorizes staff to transfer funds between accounts as indicated below:

Amount of Transfer	Transfer From	Transfer To
$808,421	Undesignated Cash Operating	Operating Reserve
$102,936	NOLS 2023 Capital Budget	NOLS Capital Reserve
$435,250	NOLS Capital Reserve	NOLS Capital Budget Fund
$393,500	PA Capital Reserve	PA Capital Budget Fund
$614,300	NOLS Capital Reserve	Sequim Capital Reserve

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 25th day of January 2024.
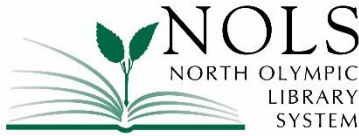
_____
Chair

_____
Trustee

_____
Trustee

_____
Trustee

_____
Trustee

Attested by:

_____
Secretary to the Board
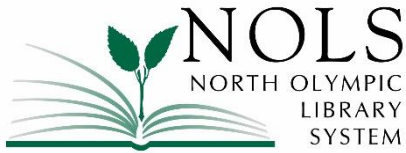
Staff Report

Meeting Date:	January 25, 2024
To:	Library Board of Trustees
From:	Brian Phillips, Facilities Manager
Subject:	Approval of Resolution 24-01-02 Authorizing Disposal of Surplus Equipment and Furniture
Attachment:	Resolution 24-01-02

Topic/Issue: Disposal of surplus items.

Discussion: The items to be disposed through surplus are the two carports located at the main entrance to the Sequim Library building. The carports were purchased and installed in October 2020, during the pandemic when all North Olympic Library System buildings were closed to the public. The carports were used to provide shelter to library patrons using curbside services available during that time at the library's front entrance. Curbside service was discontinued in 2022 and the carports have not been needed since. Because the Sequim Library is now slated to be renovated and expanded in 2024/25, the carports must be removed before renovation work is expected to begin in March 2024.

The surplus carports will be donated to a local non-profit where they will be put to further use.

Policy Considerations: Washington State law requires public agencies to dispose of public property at fair market value through auction, private sale, a broker, or agent, or through donation to defined agencies or organizations. This action is consistent with NOLS Policy 5.9 governing the library's disposal of property.

Fiscal Considerations: The two carports originally cost 4,783.75. The items to be disposed through surplus are no longer of value to NOLS.

Recommendation: The Library Board of Trustees approve Resolution 24-01-02, approving surplus and disposal of items no longer needed by NOLS.

Resolution 24-01-02

Library Board of Trustees
North Olympic Library System

Authorizing Disposal of Surplus Equipment and Furniture

Whereas, the North Olympic Library System has found that it no longer needs certain items of equipment and furniture; and

Whereas, the Library desires to dispose of the following items in an appropriate manner: two (2) carports located at the main entrance of the Sequim Library.

Now therefore be it resolved: To declare surplus and dispose of items listed above in a manner consistent with NOLS policy and state law.

To avoid any conflict of interest, real or perceived, Library staff, members of the Board of Trustees, and the immediate family members of staff and Board members are not permitted to purchase items that are removed from the Library's inventory.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this day of January 25, 2024.

_____   _____
                Chair   Trustee

_____   _____
               Trustee   Trustee

_____
               Trustee

Attested by: _____
                                                       Secretary to the Board

![NOLS North Olympic Library System logo]

Meeting Date: January 25, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of All Staff Training Day closures for 2024

Topic/Issue: Closure of all NOLS libraries on April 18, 2024 and October 10, 2024, for annual All Staff Training days.

Policy considerations: The staff development days are an annual endeavor at NOLS, and are codified in the NOLS HR Policy Manual.

Fiscal implications: Training day costs were included in the 2024 Operating Budget.

Discussion: Staff development is an identified priority for NOLS. The All Staff Training Days are mandatory events for all full-time and part-time staff. A staff committee is responsible for planning training days, including developing the agenda, researching and contracting with speakers, scheduling staff trainers, arranging refreshments, and developing team-building activities. The committee strives to address identified and timely training needs, and is responsive to staff suggestions. The committee's goals are to:

- Create a greater connection among staff system-wide, to support a shared vision of the NOLS mission

- Increase awareness of evolving library trends and current issues

- Provide practical knowledge and skills training to benefit to NOLS and all NOLS employees

- Provide insight into the functions of all departments within the organization.

In past years, on of the All Staff Training Days has been held at NatureBridge in Olympic National Park. In 2024, the goal is to hold the spring All Staff Training Day at the Port Angeles Library and the hold the fall All Staff Training Day at an alternative location, possibly on the West End.

Board members are welcome to observe or participate in any part of the training days. Please notify the Executive Director if you plan to attend.

Motion: That the Board approve closing all NOLS Libraries for staff training on Thursday, April 18, 2024, and Thursday, October 10, 2024.

NOLS
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Patron Visits

	2023	% of System
Port Angeles	10,833	48.3%
Children	13%	
Sequim	8,439	37.6%
Children	6%	
Forks	2,457	11.0%
Children	5%	
Clallam Bay	697	3.1%
Children	15%	
Total	22,426	100.0%

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

New Patron Registration

	2023	% of System
PA	149	55.0%
SQ	87	32.1%
FO	22	8.1%
CB	13	4.8%
Total	271	100.0%

November System-wide Patron Visits

November System-wide New Patron Registration

November Patron Visit Trends

November New Patron Registration Trends

* 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	17,985	30.7%
% From Self-Check	*77%*	
% From Holds	*28%*	
Renewals	12,899	54.0%
Total	**30,884**	**37.4%**
Sequim		
Checkouts	15,919	27.1%
% From Self-Check	*80%*	
% From Holds	*35%*	
Renewals	9,886	41.4%
Total	**25,805**	**31.3%**
Forks		
Checkouts	2,653	4.5%
% From Self-Check	*80%*	
% From Holds	*30%*	
Renewals	536	2.2%
Total	**3,189**	**3.9%**
Clallam Bay		
Checkouts	780	1.3%
% From Self-Check	*4%*	
% From Holds	*33%*	
Renewals	536	2.2%
Total	**1,316**	**1.6%**
Outreach		
Checkouts	937	1.6%
% From Holds	*111%*	
Renewals	39	0.2%
Total	**976**	**1.2%**
Electronic Circulation *(WA Anytime Library/Overdrive & Hoopla checkouts do not renew)*		
Checkouts	20,388	24.7%
Systemwide Totals		
Checkouts	58,662	
Renewals	23,896	
System Total	**82,558**	

Interlibrary Loan Services	
Items borrowed from other libraries	167
Items loaned to other libraries	87

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	**Avg Days to Fill**
PA	5,059	17.79
SQ	5,519	21.48
FO	788	19.75
CB	257	19.93
OR	1,086	9.24
Total	12,709	0.00
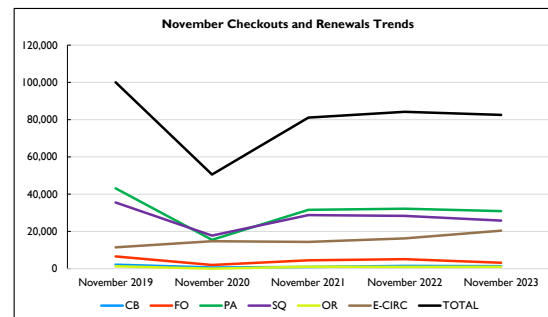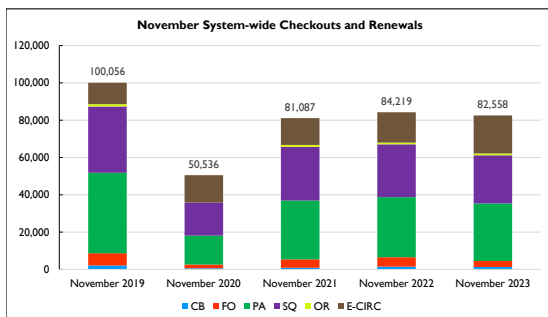
November System-wide Checkouts and Renewals

November Checkouts and Renewals Trends

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

Library Programs

	Programs/Attendees	% of System
Port Angeles	30/346	50%/52%
Sequim	16/251	27%/38%
Forks	7/29	12%/4%
Clallam Bay	4/19	7%/3%
NOLS	0/0	0%/0%
Virtual	3/24	5%/4%
Total	60/669	100%/100%

Public Meetings

	Meetings/Attendees	% of System
Port Angeles	34/247	67%/69%
Sequim	0/0	0%/0%
Forks	14/100	27%/28%
Clallam Bay	3/10	6%/3%
Total	51/357	100%/100%

Proctor Exams Administered

Port Angeles	0	0.0%
Sequim	0	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	0	100%/100%

Volunteers

	Volunteer Hours	# of Volunteers
Port Angeles	42	6
Sequim	0	0
Forks	0.5	1
Clallam Bay	0	0
Outreach	0	0
NOLS	22.75	1
Total	65	8

Community Outreach Events

	Events/Attendees	% of System
PA	6/87	32%/32%
SQ	0/0	0%/0%
FO	5/37	26%/13%
CB	8/151	42%/55%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	19/275	100%/100%

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	121
Read & Ride (Clallam Transit Buses)	70
Dolly Parton Imagination Library	1380
Library Programs & Outreach	210
Other	0
Total	1781

Outreach Delivery Services

Home Deliveries	89
New Patrons w/ Delivery Services	1

BookMatch Requests Fulfilled

Number of Requests	3
Titles Suggested	16

General Public Computer Use *(excludes Special Computer Use)*

	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	1752	1,432	25.1%
Sequim	6	759	463	35.2%
Forks	10	271	135	6.2%
Clallam Bay	7	217	192	16.4%
Total	49	2999	2222	21.4%

Special Computer Use *(ADA, Express, Microfilm, Scanner)*

	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	148	92	7.0%
Sequim	2	200	76	17.4%
Forks	2	89	10	2.4%
Clallam Bay	1	0	0	0.0%
Total	11	437	178	7.6%

Computer Prints Made

	# of Prints	% of System
Port Angeles	8,203	52.1%
Sequim	5,795	36.8%
Forks	1,202	7.6%
Clallam Bay	532	3.4%
Total	15,732	100.0%

Laptop Checkouts *(For Use on Library Property Only)*

Port Angeles	3
Sequim	0
Forks	0
Clallam Bay	0
Total	3

Wi-Fi Access

	Wi-Fi Accessed	% of System
Port Angeles	4,117	56.2%
Sequim	1,354	18.5%
Forks	1,425	19.5%
Clallam Bay	427	5.8%
Total	7,323	100.0%

Website Visits

From outside the Library	19,090
From inside the Library	652
Avg. # of pages visited	2

Facebook Activity

Followers	5,134
Content Published	50
Reach (unique accounts)	24,772
Reactions/Likes/Comments, etc.	1,364
Link Clicks	890

YouTube Activity

Subscribers	383
Videos Published	-
Program Recordings	1
Views (lifetime content)	1,055
Watch Time (hours)	43

Instagram Activity

Followers	1,433
Content Published	75
Reach (unique accounts)	1,438
Reactions/Likes/Comments, etc.	551

Advertising

Ads Run	6
Reach (unique accounts)	11,453
Objective Reached (link clicks)	4,530
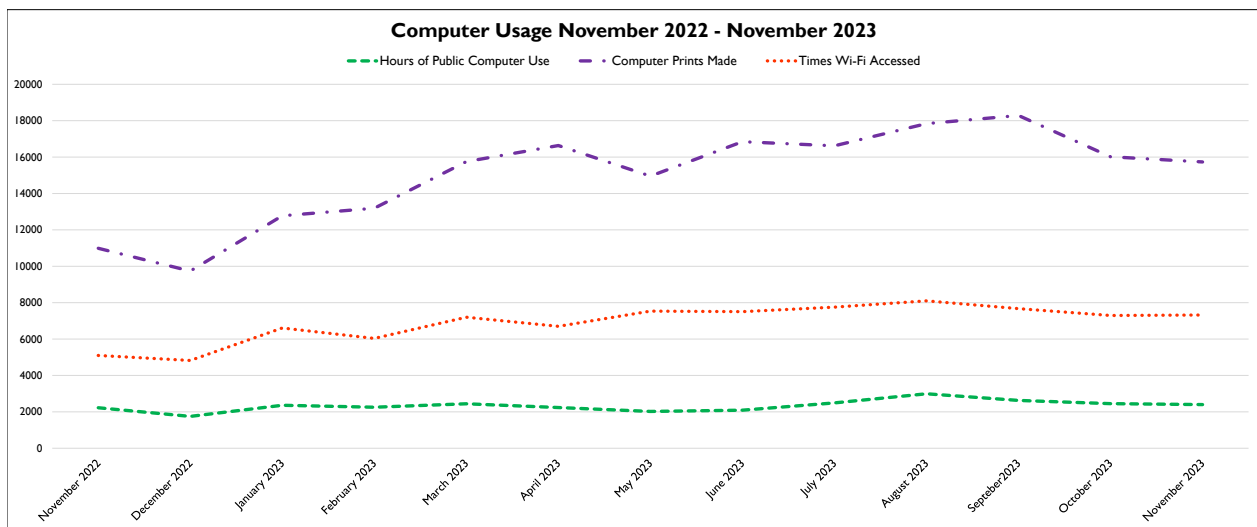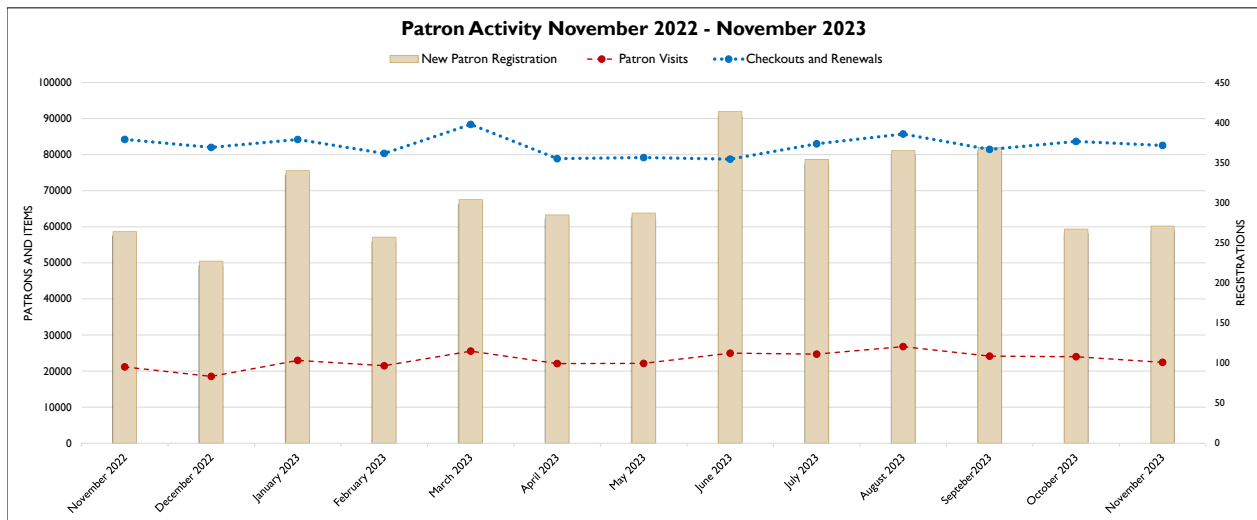
Patron Activity November 2022 - November 2023

Legend: New Patron Registration · Patron Visits · Checkouts and Renewals

(Bar and line chart showing Patrons and Items on the left axis (0–100000) and Registrations on the right axis (0–450) from November 2022 to November 2023.)

Computer Usage November 2022 - November 2023

Legend: Hours of Public Computer Use · Computer Prints Made · Times Wi-Fi Accessed

(Line chart showing values from 0 to 20000 from November 2022 to November 2023.)

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.

Patron Visits		
	2023	**% of System**
Port Angeles	10,337	48.4%
Children	13%	
Sequim	8,065	37.8%
Children	6%	
Forks	2,392	11.2%
Children	6%	
Clallam Bay	551	2.6%
Children	12%	
Total	21,345	100.0%

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

New Patron Registration		
	2023	**% of System**
PA	166	52.5%
SQ	119	37.7%
FO	28	8.9%
CB	3	0.9%
Total	316	100.0%

December System-wide Patron Visits

December System-wide New Patron Registration

December Patron Visit Trends

December New Patron Registration Trends

* 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	16,708	31.1%
% From Self-Check	80%	
% From Holds	26%	
Renewals	13,869	53.9%
Total	**30,577**	**38.5%**
Sequim		
Checkouts	15,578	29.0%
% From Self-Check	61%	
% From Holds	35%	
Renewals	10,649	41.4%
Total	**26,227**	**33.0%**
Forks		
Checkouts	2,311	4.3%
% From Self-Check	74%	
% From Holds	28%	
Renewals	547	2.1%
Total	**2,858**	**3.6%**
Clallam Bay		
Checkouts	582	1.1%
% From Self-Check	4%	
% From Holds	35%	
Renewals	547	2.1%
Total	**1,129**	**1.4%**
Outreach		
Checkouts	881	1.6%
% From Holds	71%	
Renewals	106	0.4%
Total	**987**	**1.2%**
Electronic Circulation *(WA Anytime Library/Overdrive & Hoopla checkouts do not renew)*		
Checkouts	17,690	22.3%
Systemwide Totals		
Checkouts	53,750	
Renewals	25,718	
System Total	**79,468**	

Interlibrary Loan Services

Interlibrary Loan Services	
Items borrowed from other libraries	141
Items loaned to other libraries	90

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds

	Requests Fulfilled	Avg Days to Fill
PA	4,366	18.73
SQ	5,483	19.84
FO	647	20.80
CB	201	17.39
OR	699	12.40
Total	11,396	18.97
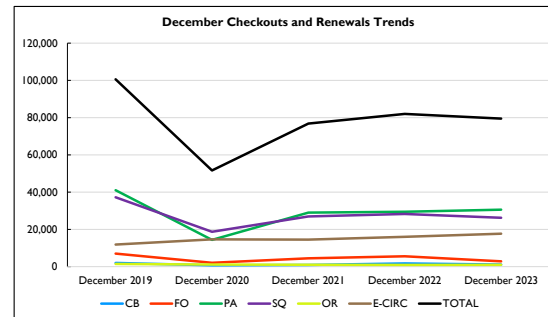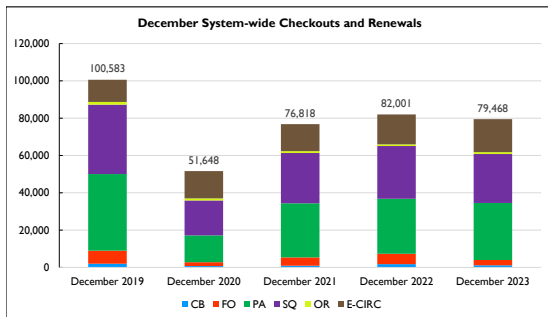
December System-wide Checkouts and Renewals

December Checkouts and Renewals Trends

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

Library Programs

	Programs/Attendees	% of System
Port Angeles	15/309	29%/48%
Sequim	17/209	33%/32%
Forks	12/100	23%/15%
Clallam Bay	3/3	6%/0%
NOLS	0/0	0%/0%
Virtual	5/25	10%/4%
Total	52/646	100%/100%

Public Meetings

	Meetings/Attendees	% of System
Port Angeles	25/281	61%/75%
Sequim	0/0	0%/0%
Forks	14/88	34%/23%
Clallam Bay	2/8	5%/2%
Total	41/377	100%/100%

Proctor Exams Administered

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

Volunteers

	Volunteer Hours	# of Volunteers
Port Angeles	37	6
Sequim	0	0
Forks	6.5	2
Clallam Bay	0	0
Outreach	0	0
NOLS	38	1
Total	82	9

Community Outreach Events

	Events/Attendees	% of System
PA	2/73	50%/32%
SQ	0/0	0%/0%
FO	2/157	50%/68%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	4/230	100%/100%

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	213
Read & Ride (Clallam Transit Buses)	30
Dolly Parton Imagination Library	1389
Library Programs & Outreach	168
Other	0
Total	1800

Outreach Delivery Services

Home Deliveries	85
New Patrons w/ Delivery Services	2

BookMatch Requests Fulfilled

Number of Requests	1
Titles Suggested	5

General Public Computer Use *(excludes Special Computer Use)*

	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	1513	1,225	22.7%
Sequim	6	741	385	30.8%
Forks	10	296	176	8.5%
Clallam Bay	7	210	231	21.9%
Total	49	2760	2018	20.6%

Special Computer Use *(ADA, Express, Microfilm, Scanner)*

	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	181	81	6.5%
Sequim	2	234	59	14.3%
Forks	2	73	11	2.6%
Clallam Bay	1	0	0	0.0%
Total	11	488	151	6.8%

Computer Prints Made

	# of Prints	% of System
Port Angeles	6,008	46.1%
Sequim	5,433	41.7%
Forks	1,083	8.3%
Clallam Bay	501	3.8%
Total	13,025	100.0%

Laptop Checkouts *(For Use on Library Property Only)*

Port Angeles	3
Sequim	0
Forks	0
Clallam Bay	0
Total	3

Wi-Fi Access

	Wi-Fi Accessed	% of System
Port Angeles	3,786	57.2%
Sequim	1,259	19.0%
Forks	1,201	18.1%
Clallam Bay	378	5.7%
Total	6,624	100.0%

Website Visits

From outside the Library	17,882
From inside the Library	745
Avg. # of pages visited	2

Facebook Activity

Followers	5,141
Content Published	38
Reach (unique accounts)	16,094
Reactions/Likes/Comments, etc.	744
Link Clicks	1,068

YouTube Activity

Subscribers	390
Videos Published	-
Program Recordings	1
Views (lifetime content)	808
Watch Time (hours)	47

Instagram Activity

Followers	1,436
Content Published	48
Reach (unique accounts)	1,307
Reactions/Likes/Comments, etc.	1,598

Advertising

Ads Run	2
Reach (unique accounts)	4,078
Objective Reached (link clicks)	5,407
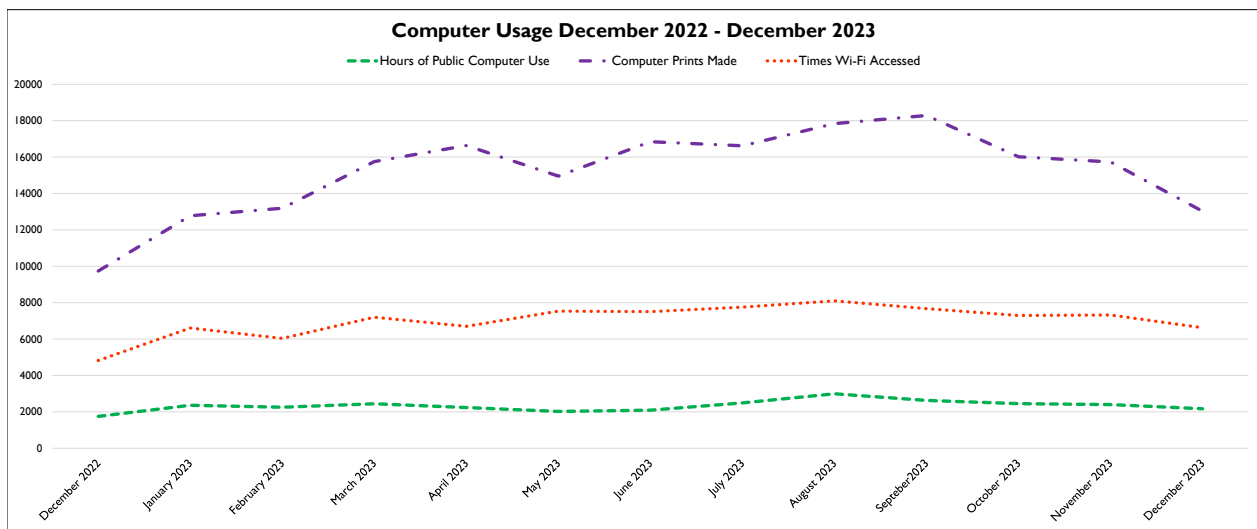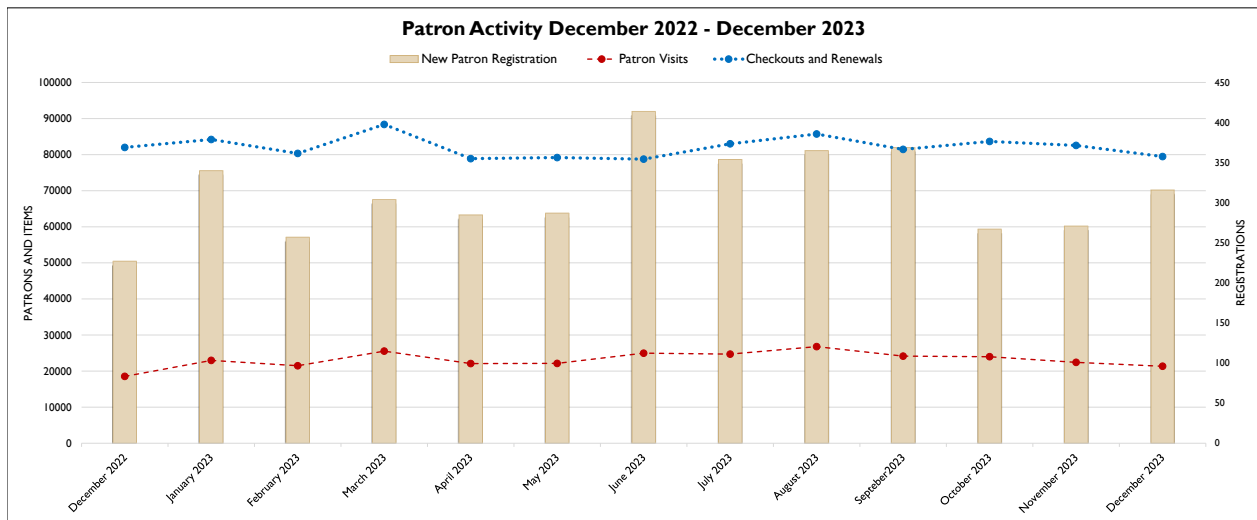
Patron Activity December 2022 - December 2023

Legend: New Patron Registration · Patron Visits · Checkouts and Renewals

Computer Usage December 2022 - December 2023

Legend: Hours of Public Computer Use · Computer Prints Made · Times Wi-Fi Accessed

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.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM
www.nols.org

Patron Visits

	2023	% of System
PA	135,378	47.9%
SQ	104,432	37.0%
FO	33,243	11.8%
CB	9,501	3.4%
Total	282,554	100.0%
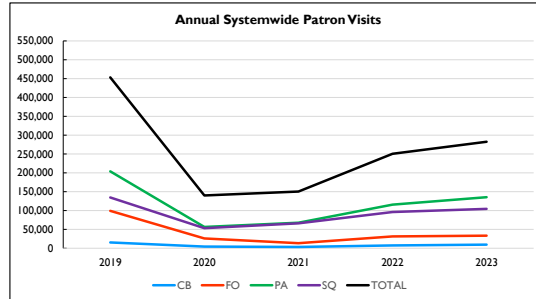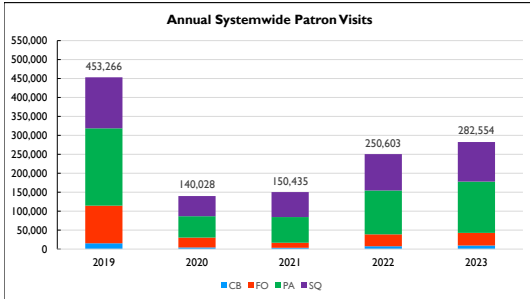
Annual Systemwide Patron Visits

Annual Systemwide Patron Visits

* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021.

* When only curbside serivce was offered, each curbside interaction was counted as a patron visit.

Clallam Bay Branch Library - Patron Visits

Forks Branch Library - Patron Visits

Port Angeles Main Library - Patron Visits

Sequim Branch Library - Patron Visits
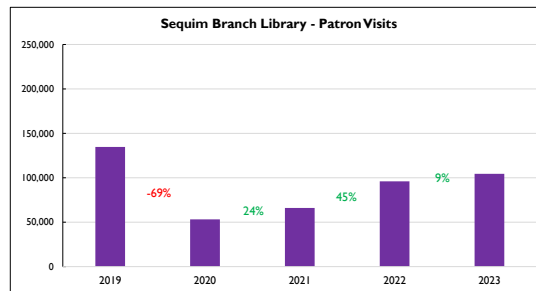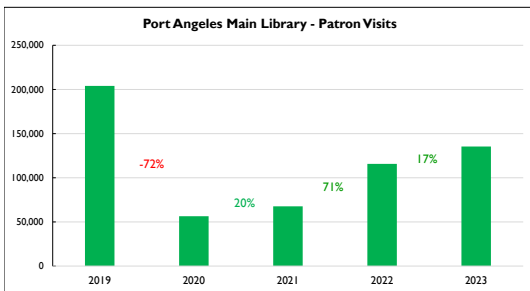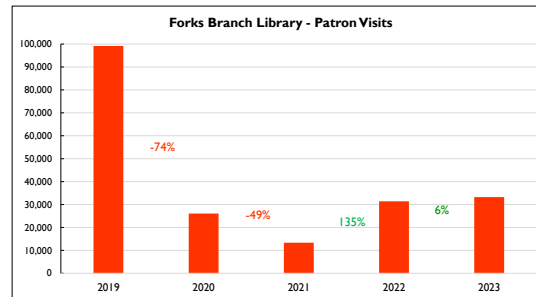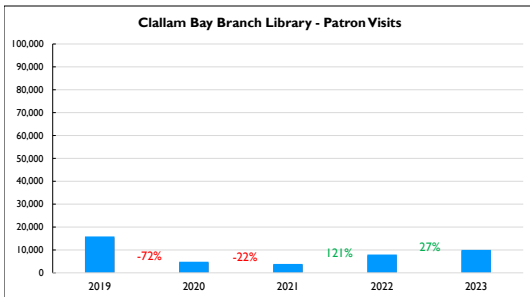
Checkouts & Renewals

	2023	% of System
PA	372,106	37.8%
Self	79%	
SQ	325,002	33.0%
Self	79%	
FO	39,654	4.0%
Self	40%	
CB	16,492	1.7%
Self	5%	
OR	12,404	1.3%
E Circ	219,957	22.3%
Total	985,615	100.0%
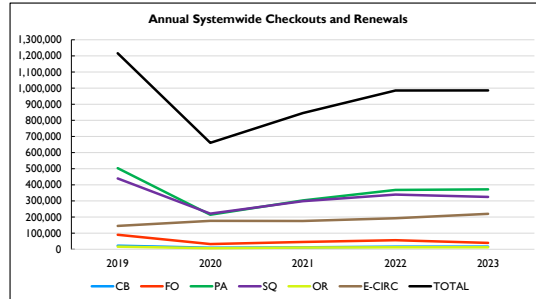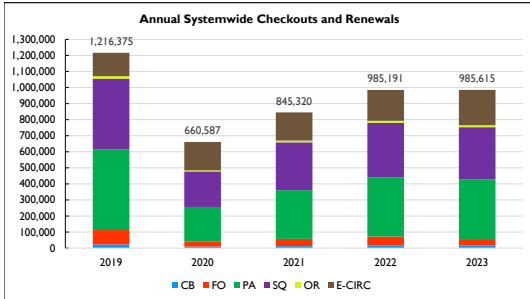
Annual Systemwide Checkouts and Renewals

Annual Systemwide Checkouts and Renewals

* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021.

Clallam Bay Branch Library - Checkouts and Renewals

Forks Branch Library - Checkouts and Renewals

Port Angeles Main Library - Checkouts and Renewals

Sequim Branch Library - Checkouts and Renewals

Outreach - Checkouts and Renewals

E-Circulation - Checkouts
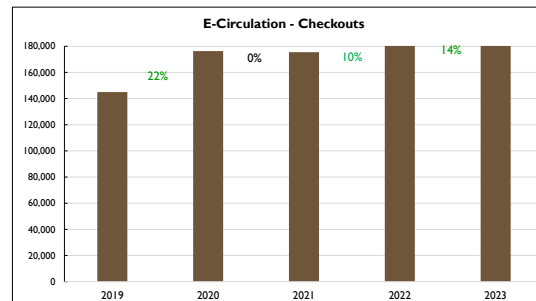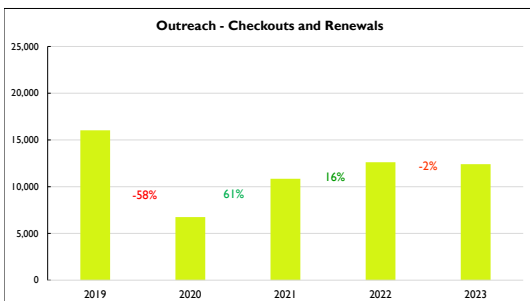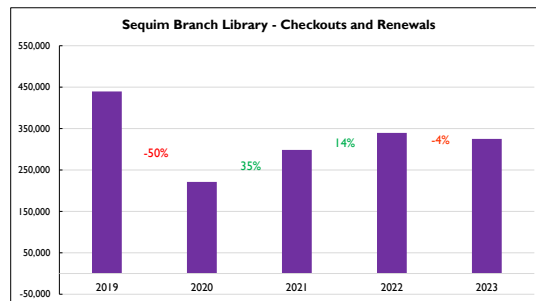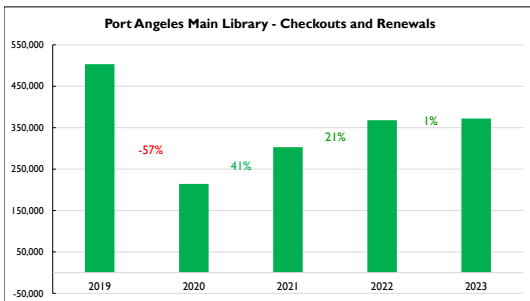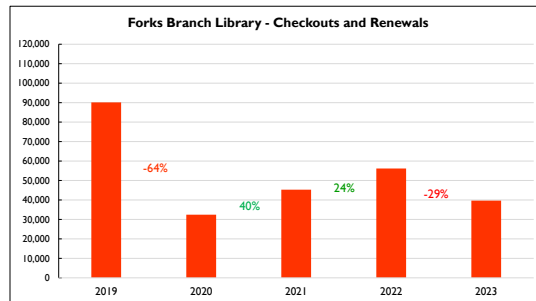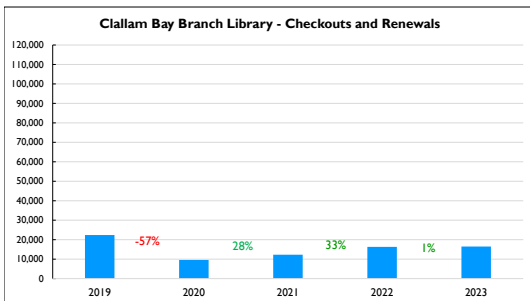
* Unlike other branch circulation data, e-circulation does not include renewals.

New Patron Registration

	2023	% of System
PA	2068	54.0%
SQ	1309	34.2%
FO	353	9.2%
CB	99	2.6%
Total	3829	100.0%
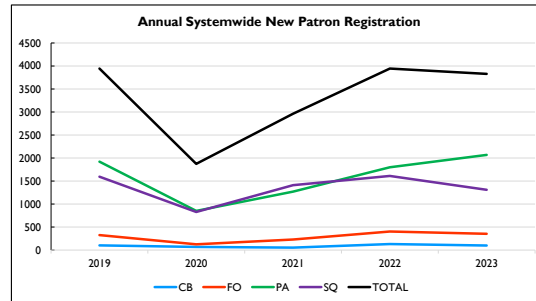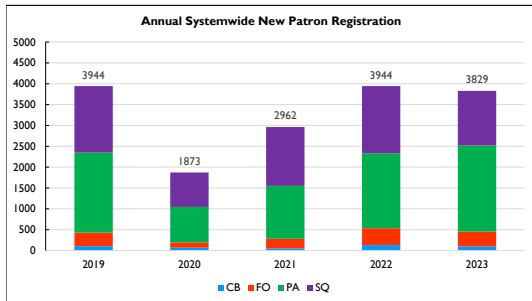
Annual Systemwide New Patron Registration

Annual Systemwide New Patron Registration

* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021.

*Registration remained available through the Library's website.

Clallam Bay Branch Library - New Patron Registration

Forks Branch Library - New Patron Registration

Port Angeles Main Library - New Patron Registration

Sequim Branch Library - New Patron Registration
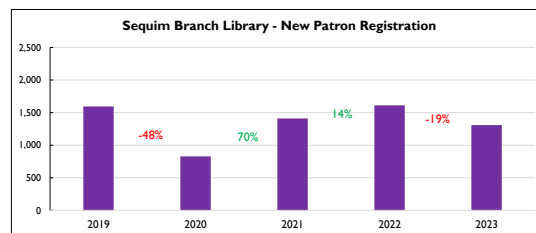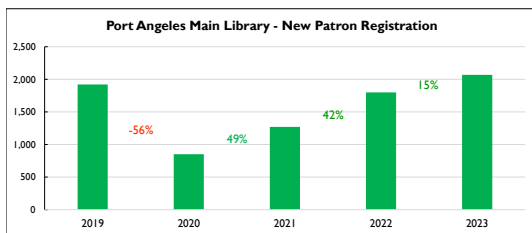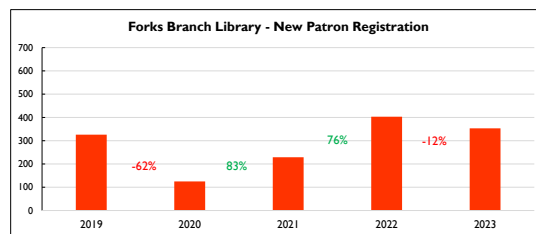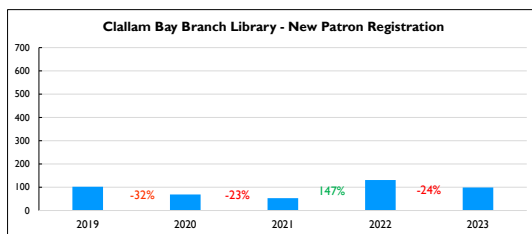
Library Programs

	Programs/Attendees	% of System
PA	285/7579	40%/54%
SQ	138/2566	19%/18%
FO	148/2402	21%/17%
CB	70/322	10%/2%
NOLS	3/200	0%/1%
Virtual	75/991	10%/7%
Total	719/14060	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	99,689	53.1%
SQ	65,291	34.8%
FO	16,551	8.8%
CB	6,142	3.3%
Total	187,673	100.0%

Wi-Fi Access

System-wide Total	86,359

Volunteers

	Volunteer Hours	# of Volunteers
PA	563.5	64
SQ	13.75	2
FO	40.98	16
CB	0	0
OR	21	1
NOLS	286.5	10
Total	925.73	93

Public Meetings

	Meetings/Attendees	% of System
PA	415/4792	67%/80%
SQ	0/0	0%/0%
FO	139/869	22%/15%
CB	69/310	11%/5%
Total	623/5971	100%/100%

The Sequim Library meeting room has remained closed to the public since 2020.

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	15,350	21%
SQ	5,771	37%
FO	2,464	9%
CB	2,755	22%
Total	26,340	20%

Website Visits

From outside the Library	227,900
From inside the Library	11,595
Avg. # of pages visited	2

Outreach Services

Deliveries to the Homebound	1,082
New Patrons w/ Delivery Services	30

Interlibrary Loan Services

Items borrowed from other libraries	2,253
Items loaned to other libraries	1,241
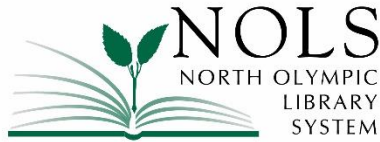
Monthly Activity Report

Meeting Date: January 25, 2024
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for November 2023

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Author and artist Matt Kracht, was a great hit with his presentation "The Birds and the Bees!" Over 60 participants eagerly attended the engaging session during which he talked about his books and answered questions. Afterwards, books were available to purchase with many patrons waiting happily to have him sign their copies. Over 100 books were sold.

Other events during the month of November included:
- Battle of the Books discussions – 100 participants

- Kids Book Club– 11 participants

- LEGO® Build It! – 46 participants

- BeTween Books & Crafts – 13 participants

- Teen Lit Bags – 37 participants

- Teen Tuesdays:
    - Teen Game Club – 5 participants
    - Teen Advisory Board – 4 participants
    - Teen Book Club – 6 participants
    - Teen Writing Club – 6 participants

- History Talk featuring author John Kopp and his book *From Oars to Engines: The Rescue Boat Crews of the U.S. Life-Saving Service and U.S. Coast Guard* – 18 participants

- Friends+giving: Community Swap and Share – 8 participants

- NorthStar Digital Computer Class – 3 participants

- Wednesday Movie Matinee:
    - November 15: *Knives Out* – 3 participants
    - November 22: *Smoke Signals* – 4 participants

- Second Tuesday Book Group reading *Less* by Andrew Sean Greer – 4 participants (Participants had also all read *The All Girls Filling Station* by Fannie Flagg and wished to discuss it in time available)

- Wednesday Evening Book Group reading *Afterlife* by Julia Alvarez – 6 participants

- Baby, Toddler, and Preschool Storytimes – 335 participants at 16 events

The group of staff working on book donations in Port Angeles recently added a new member. Public Services Specialists Viktor G. and Sarah d., along with assistance from Librarian Sarah M., sort donated material based on condition and other factors. Books received may be added to the collection, added to the Tiny Olympic Library, given to the Port Angeles Friends of the Library, or given to Clallam County Correctional Facilities.

Librarian Sarah M. was recently accepted as a peer mentor in the Washington Library Association's Mentorship Program. Due to the high amount of interest from applying mentees, Sarah was assigned two mentees in the Western Washington region.

Librarians Adrienne L. and Sarah M. led a class tour and library orientation for a dozen ESL students from Peninsula College. Public Service Specialist Audra D. assisted by opening a number of new library accounts for many of the students.

Sequim Branch Library
Emily Sly, Library Manager

Storytime moved inside the library (on Tuesdays at 9:30am before open hours) in November and families with small children welcomed the indoor location as we transitioned to late fall weather. Other programs for youth included Teen Advisory Board (TAB), Teen Board Game and Art Night, Kids Book Club, Book Magic Book Club, and Battle of the Books Discussion

Groups at Sequim area elementary schools.

Programs for adults included *From Oars to Engines: The Rescue Boat Crews of the U.S. Life-Saving Service and U.S. Coast Guard*, Intentional Aging, and two 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 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. KSQM invited Emily to be on an afternoon radio show, providing project updates through a radio interview with host Susan Sorensen.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- Public Services Specialist Dave M. and Public Services Lead Jennifer S. have been approving meeting room reservations and streamlining processes for both Forks and Clallam Bay Branches.

- Staff engaged in the following professional development opportunities:
  - Bloodborne Pathogen Training
  - Canva & Design for Libraries
  - Ignite your Learning: Make Notes Work for You (ARSL)
  - Reimaging the Role of Resilience
  - Living Our Values Out Loud: Programs that Walk the Talk (sustainability webinar)

Programming:

- The Clallam Bay and Forks Game Lounge and Build programs were well attended and were a pleasant surprise for some new Forks patrons.

- PSS Angles B. and PSS Dianne B. provided Family Storytime in Forks. The Family

Storytime scheduled the day after Thanksgiving was cancelled due limited staffing.

West End Outreach:

- Librarian Mary G. made four visits to Neah Bay with the Bookmobile and one visit to Parent Night at the Makah Headstart. One of the Headstart families found the Bookmobile the following week at the Senior Center and the Boys and Girls Club and have become regular visitors.
- Children at the Hoh Tribal Library and the Boys and Girls Club of the Makah Nation listened to the story "Leaf Man" and enjoyed making their own leaf pictures.
- Librarian Mary visited the ESL class at Peninsula College and introduced adult students to downloadable e-audiobooks on the Libby app.
- The monthly pop-up library at the Quileute Senior Center continues as do bi-weekly Bookmobile visits to the Three Rivers Fire Station.
- 4th Graders at Forks Elementary School enjoyed reading and discussing George Lopez's book "Chupacarter" with Mary and one of the students recognized her from the visit to his mom's ESL class.
- Public Services Specialist Dave M. made two Outreach deliveries to West End patrons.

New Staff & Retirements:

- David L's first day as day a part-time Public Service Specialist was November1.

Facilities Department
Brian Phillips, Facilities Manager

I'm very pleased to announce the hire of Kirby Hawn to fill the vacant Facilities Tech 2 position based at the Port Angeles Library. Kirby brings to NOLS a strong background in building and grounds keeping maintenance, as well as mechanical maintenance. We're very happy to have Kirby join our team. Welcome to NOLS, Kirby!

Port Angeles Library: Completed HVAC controls maintenance; Public Services area dimmer switch completion; repaired restroom faucet; installed new YA couch; installed art in YA alcove and helped set-up World AIDS Day event; cutback heathers from walkway; swept parking lot and raked up mountains of leaves.

Port Angeles Library Driveway Rehabilitation Project: Received geotechnical findings report from engineers showing that substrata below driveway is inadequate to support typical driveway usage; met with engineering consultants to discuss paving options plus measures to divert

groundwater away from driveway; feasibility to improve accessibility of repaved surfaces was also discussed; next step is to design improvements and develop a construction budget.

Sequim Library: Assembled new chairs; repainted curb at front entrance for improved visibility;

Sequim Library Project: Temporary location improvements – call for bids released; temp location security alarm system installed; Owner's representative/construction manager selection.

Forks and Clallam Bay Libraries: touch-up wall paint; clean carpet areas; replace burned out lights bulbs; sweep lots; cleanout storm drains.

Vehicles: Winter tire installations; purchased all-weather tires for Ariya; washed bookmobile.

Other: Recruitment for vacant Fac Tech 2 position; drafted Facilities work plan for 2024; confirmed snow removal vendors for each location; checked emergency lights, first aid kits, and fire extinguishers.

Outreach Services: Bookmobile and Delivery Services
Kristin Overbey, Community Outreach Lead

Outreach Delivery Service
During the month of November, 89 deliveries were made and 1 new patron registered for Outreach Delivery Services. There were 937 items checked out and 39 items renewed for Outreach Delivery patrons.

Programming Support
Community Outreach Specialist, Laureen, supported the "Birds and the Bees" program with author, Matt Kracht. See the Port Angeles Main Library section for more details about this awesome event!

CO Lead, Kristin, led the "Friends + Giving" program at the Port Angeles Main Library. This program was highly anticipated by NOLS Staff, as it is unique to explicitly have a younger adult (non teen) targeted age group. Staff has received many requests and comments from younger adults looking to make friends in a safe and relaxed environment, especially from people who are new to town. Adult Services and Programming team at Port Angeles met and discussed some holes in the schedule, and were excited to take the opportunity to build something in hopes to fill this open niche in the community.

The success of the program is well exemplified by the five people that arrived toward the beginning of the program. They enjoyed autumnal themed coloring book pages while listening to music and drinking apple cider and tea. The vibes were excellent, and folks exchanged phone numbers at the end of the night to keep in touch about other community events and their shared interests!

Big shout out to the Marketing team for creating a logo and description designed to appeal to that age group.

Some participants shared with staff that they felt specifically included because of the way the program was described and advertised. One attendee was openly beyond the age bracket, and asked Library staff ahead of time if they could attend (to which we said absolutely!) but they were still grateful for the appeal to this age group.

Kristin will be working on creating a shared document using the information from this program, so that other NOLS Library staff can utilize it as a tool and easy jumping-off point to repeat the program, or something similar, in the future!

Bookmobile Outreach Services
The Bookmobile has continued to serve Clallam County with limited disruptions due to inclement weather, road conditions, and staffing. For the month of November, there were 10 Bookmobile stops with approximately 60 visitors.

The Bookmobile visits to Neah Bay have provided consistency for Librarian Mary's fantastic Outreach initiatives:
- "Story Craft" programming at Makah Boys and Girls Club
- Book deposit collection with the Makah Boys and Girls Club. Students take turns visiting the Bookmobile in groups with a Boys & Girls club staff member. They each get to pick a book to add to their deposit collection that is checked out on an Educator card and stays in the B&G club for about a month, until it's time to refresh again! Students read these books during their free time, and if they finish with homework early.

- "Technology in the Community" Outreach at the Makah Senior Center.

There has been increasing patronage at Neah Bay Bookmobile stops as well. There are even some super fans – repeat patrons that visit every week that the Bookmobile is in town!

Weekly Bookmobile update emails have been going out to All Staff and the Library Board of Trustees. These are set to continue through the end of 2023. Beginning in 2024, narrative reporting will continue to be highlighted monthly, here in the Monthly Activity Report.

Information Technology (IT) Department
Shane Miller, Information Technology Manager

In an effort to improve performance and keep up with the growing technical capacity needs of the library, the IT team completed some hardware upgrades on our self-hosted servers. The goal in mind was to first improve our overall email performance, then to add to or give room for performance growth on some of the virtual servers that run our core services. First, we added some upgraded storage hardware that are smaller and perform better than the current hard drives. While working on the first upgrade we assessed if there were any other upgrades we could make and determined we could upgrade the Random Access Memory (RAM). We purchased some upgraded RAM and installed it successfully. After completing the upgrades staff with large email accounts noticed a performance increase.

The Web Team worked to publish a large collection of events in November, including a page for a discussion on the book *Boys in the Boat* by Daniel James Brown.

Now that the Bookmobile is fully operational, one of our IT members, IT Systems Administrator Alex M., took the opportunity to join on a trip to Blyn in order to assess the

technical needs of the Bookmobile at a real location. During this tech "audit" he timed how long it takes to setup the IT equipment, identified ways to improve, and conducted a Wi-Fi mapping test to gauge cellular Wi-Fi signal range. Continued testing and tech purchases have taken place for the Bookmobile

The IT team worked to prepare and train staff on the tech equipment setup used during the World AIDS Day - Art in the Library opening ceremony. The event was in-person at the Port Angeles Main Library and available for people to view over Zoom. The setup included the use of a sound system, web cam for video, and computer connections to stream performances.

In Forks, the public printer failed and the IT team responded quickly with a new printer that was purchased during early COVID. With our computer program, we went through all of the configuration settings in detail to ensure patrons get consistently charged correctly, prints are coming out as expected, and at an adequate speed.

IT contributed to the Beanstack work group that met to discuss the 2024 Summer Reading Program and reading challenges. The team developed a plan to create a series a patron challenges that will be available via our Beanstack portal where patrons can win virtual badges and participate is some fun reading challenges. The team developed a training plan to provide staff with information on how to manage areas of Beanstack in preparation for the Summer Reading Program.

New internet circuits from Fatbeam were activated on the West End and services were migrated to them, providing faster and more reliable access.

Technical Services Department
Erin Shield, Collection Services Manager

A Technical Services Specialist position was filled in November by Sarah C. The position was opened due to Wendy O's promotion to Technical Services Lead. Sarah started some training sessions in November but was mostly still required in Circulation due to staffing needs. December will bring her full time into Technical Services. Welcome, Sarah!

November is also the month where most ordering for collection materials comes to a temporary stop. End of the year invoicing, accounting, and receiving is thick and fast the first two weeks of December in order to prepare for the next ordering cycle. A lot of materials are rushing in!

1062 physical items were processed and available for customers in the month of November. 94 print materials were repaired. 118 media items were resurfaced or repaired to extend their lives. 81 physical donations were made and added to the collection. 718 totes were moved between NOLS' branches by the couriers, and another 21 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 167 InterLibrary Loan requests for NOLS' patrons and 87 loans out to other libraries.

Technical Services staff participated in training, webinars, tasks and meetings related to All Staff Day Committee, ILS Team, Health and Safety Committee, Collection Management Team, PA Circulation Dept., interviews for SQ Public Services positions, Puget Sound Collection Development, Management Team, SQ Library project, and Web Team.

Administrative Operations Department

Human Resources
Shaina Lent, HR & Business Manager

Significant meetings, events, and projects Shaina attended and worked on this month:
- Management Team meeting
- All Staff Training Day planning meeting
- Insights HR Conference put on by NOLS' background check vendor, Alliance2020
- Aperture EQ Leadership & Supervisor Training offered through Enduris
- Facilitated Insurance Open Enrollment
- Facilitated Annual United Way Campaign

Recruitments:
- Community Outreach Specialist – PA
- Public Services Specialist – PA
- Public Services Specialist – SQ
- Public Services Specialist – FO & CB
- Facilities Technician 2 – FAC
- Youth Services Librarian 1 – FO & CB
- On-Call Public Services Assistant – West End & East End
- Shelver – PA

New Hires:
- David Leach – Public Services Specialist – FO & CB

Promotions/Transfers:
- Jeff Clark – Facilities Lead – FAC
- Sarah Christmas – Technical Services Specialist – TS

Separations:
- None

Marketing and Communications
Karyn Bocko, Marketing and Communications Manager

News Releases & Articles:
- 8 news releases were sent.
  - 1 special event – World AIDS Day: Art in the Library
  - 5 new programs
  - 2 ongoing programs
- KSQM 91.5 FM host Susan Sorensen spoke with Sequim Library Manager Emily Sly on Giving Tuesday, November 28. Susan extended an invitation for ongoing appearances.
- The Sequim Gazette article "Library construction delayed a few months: Contractor bidding to open in 2024" ran on the front page November 29.
- The monthly NOLS "Off the Shelf" article by Emily Sly in the Sequim Gazette featured a behind-the-scenes information about the Sequim Library move preparation.

Social Media:
- Posted 132 pieces of content across Facebook, Instagram, and YouTube.
- People were excited about the first post on November 13 announcing the Bookmobile route stops. This had a reach of over 3K and had 70 reactions. NOLS will post weekly route stop updates to social media on Sundays at noon. The imagery uses a bright yellow background, large text, and the Bookmobile illustration as featured on the limited-edition library card. This graphic, as opposed to varying photos, will help patrons more easily identify route stop information in NOLS social media feed.

BOOKMOBILE   BIBLIOBÚS

NEAH BAY   Tuesday, Nov. 14
LA PUSH   Wednesday, Nov. 15
BLYN   Thursday, Nov. 16

NOLS.org/Bookmobile

- The post with the farthest reach – to 5.2K accounts across Facebook and Instagram – in November was a paid ad for the World AIDS Day: Art in the Library opening event. Posts with the farthest organic reach were the Bookmobile route post mentioned above, followed by Bad Art Night photos, and a recruitment post with staff photos.
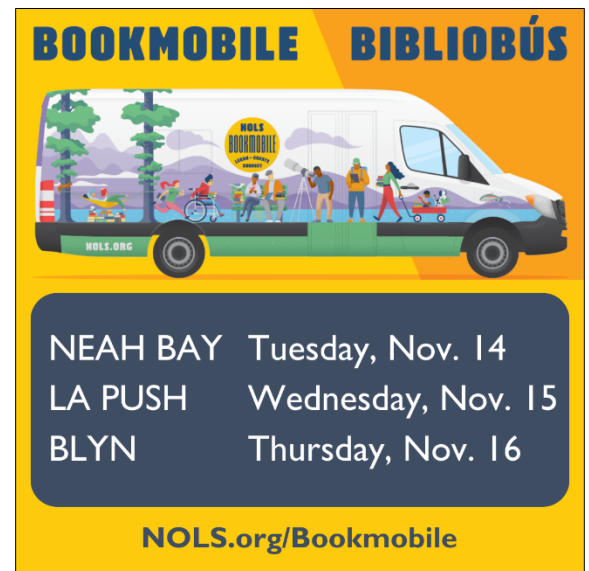
- The post with the most engagement in November was a meme encouraging people to share opinions on books that didn't live up to high expectations. It reached 3K accounts, and had 111 reactions, 21 comments, and 6 shares across Facebook and Instagram.

Meetings and Trainings:

- Karyn met with Uptown Arts District partners twice for strategic planning.
- Marketing staff engaged in the following professional development opportunities: Librarian's Guide to Homelessness, de-escalation training, cognitive disabilities and user experience, Canva design, and Patron Point advanced email techniques.

Financial Operations
Amy Hough, Finance Manager

- Amy participated in Management Team Meetings.
- Completed the Department of Retirement Services audit.
- Actions in ADP:
    - Created a new report to easily capture required data for the Labor & Industries quarterly report and payment.
    - Created a new pay code for donated sick leave and a new deduction code for the new ROTH retirement contribution, and set up employees with them.
    - Updated the PERS calculation to exclude income from the 457 match and donated sick leave.

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 Specialist and West End Public Services Specialist positions.
- Participated in preparation activities for the 2024 Operational Budget and Work Plans.
- Attended the Port Angeles Friends of the Library Annual Board Meeting.
- Site visits to the Forks Library and temporary location for the Sequim Library.

- Continued activities to operationalize Bookmobile service including community partner meetings; soft launch of routes in the Blyn, Three Rivers, and Neah Bay communities; collection maintenance tasks; weekly email updates for NOLS staff; and training and onboarding of staff.
- Conducted a test of the phone and text notification system, Dial My Calls, for staff notifications in the event of inclement weather building delays or closures.
- Launched a revised NOLS Bloodborne Pathogen Training curriculum required for all NOLS staff on an annual basis.
- Participated in the Year 2 Kick-Off Meeting for the Co-Designing Trust grant with the National Science Foundation and University of Washington iSchool.
- Attended Monthly Washington State Libraries Deputy/Assistant Director Meeting.
- Attended Monthly Youth Leaders Meeting for Washington State Library.
- Attended Wraparound Services at Forks Peninsula College Campus.
- Completed committee work for the Public Library Association Annual Conference Committee. This committee reviews and selects PLA programs for the 2024 ALA Annual Conference.
- Routine Branch Manager, Management Team, Outreach Services, Youth Services, Health & Safety Team, Collection Management Team, ILS Team, Programming Team, Beanstack Team, Port Angeles Staff, and One-on-One meetings.

Director's Report
Noah Glaude, Executive Director

Significant meetings/events and projects this month:
- Finalized the 2024 Operating Budget and prepared the 2024 Capital Budget
- Presented at the 2023 North Olympic Peninsula Energy Futures Convening meeting in Blyn about the solar and battery backup plans for the Sequim Library
- Presented at a Sequim Sunrise Rotary meeting
- Attended Uptown Arts District strategic planning meeting
- Developed new On-Call Public Services Assistant Position
- Continued work on the Sequim Library Expansion and Renovation Project
    - Finalized contract and brought Owner's Representative on board
    - Requested bids for temporary space contractor
    - Submitted permit for the temporary space
    - Refined the collection layout plan
    - Met with architects to refine design
- Community Outreach Specialist and Facilities Technician 2 recruitment activities
- Met with AHBL engineers about the Port Angeles Library Parking lot
- Development of 2024 work plans
- Routine Branch Manager and Management Team Meetings
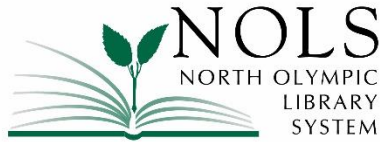
Monthly Activity Report

Meeting Date: January 25, 2024
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for December 2023

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The World AIDS Day: Art in the Library event drew 101 attendees (80 in person, 21 online). The show featured live performance pieces and a poetry reading by Clallam County Poet Laureate, Jaiden Dokken. This event re-started the Art in the Library program with the art installation to remain on display until the end of February 2024.

Other events during the month of December included:

- Battle of the Books discussions – 83 participants

- Kids Book Club – 28 participants

- LEGO® Build It! – 53 participants

- BeTween Books & Crafts – 14 participants

- Port Angeles High School Book Club – 6 participants

- Teen Lit Bags – 37 participants

- Teen Tuesdays:
    - Teen Game Club – 6 participants

- o   Teen Advisory Board – 4 participants
- o   Teen Book Club – 6 participants

- Crossword Competition – 14 participants

- Wednesday Movie Matinee:
  - o   December 20: *Singin' In the Rain*
  - o   December 27: *Wild*

- Second Tuesday Book Group – 3 participants

- Wednesday Evening Book Group – 8 participants

- Baby, Toddler, and Preschool Storytimes – 212 participants at 10 events

- Little Hands Art – 75 participants at 2 events

Sequim Branch Library
Emily Sly, Library Manager

December programs for youth included Storytime, Teen Advisory Board (TAB), Teen Board Game and Art Night, Kids Book Club, and Book Magic Book Club, Battle of the Books Discussion Groups at Sequim area elementary schools. The Sequim Branch also welcome three 5th-grade class visits to the library before open hours.

The Boys in the Boat movie premiere was the talk of Sequim this fall, with Sunrise Rotary and Sequim High School Interact Club students working to bring a premiere to the town before the December 25 release date. NOLS gave away 50 copies of the book and hosted an evening book discussion at Locally Known Cowork. Other programs for adults included Intentional Aging and two 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, Chamber of Commerce meeting and completed interviews for the On-Call PSA position and Shelver position in PA.

Sequim Expansion and Renovation Project – Noah, Emily and PSS staff Alisa W. and Jessica R. spent time at Workpoint and Watson Show Room in Seattle to look at proposed furniture options at, try out the options and give feedback to narrow furniture selection choices. Noah, Emily, Brian and Shane continued planning for the temporary space.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Programming

- Routine monthly youth programs were hosted including Storytime, Game Lounge, Build it!, Movie Matinee, and Anime & Manga club reaching a total of 47 participants.

- Forkestra played in front of the Forks Library Fireplace providing an enriching singalong to 28 individuals.

- Daria Hunt provided a therapeutic art workshop that reached 13 individuals.

- The Crossword Contest had 3 participants who were overjoyed.
- Bad Art Night was offered in both Clallam Bay and Forks to 10 participants between the two branches.

Outreach:

- Troi and two volunteers attended the Forks Elementary School Winter Craft Fair and provided an engaging creative activity reaching over 100 individuals.
- Troi attended the Grinch Movie community event and provided an interactive activity for 55 kids.

New Staff & Retirements:

- Ludmila H., long time Forks Shelver, was promoted into an On-Call Public Services Assistant
- The Youth Services Librarian position was posted for recruitment
- Interviews for an additional On-Call Public Services Assistant were conducted

Facilities Department
Brian Phillips, Facilities Manager

Port Angeles Library: Extensive carpet cleaning; resolved exterior lighting software issue; hung white board in Youth Services office; replaced drinking fountain filter; repaired toilet; replaced used fire extinguisher; swept parking lot; assisted setting up several Living Room displays.

Sequim Library: Assembled new desk and office chair; check emergency lights and supplies.

Sequim Library Project: Hired contractor for temporary library location improvements and secured building permit for that location; met with design team to discuss outdoor furnishings;

had first onsite meeting with construction manager, Marlo Dowell; reviewed commissioning specifications.

Forks and Clallam Bay Libraries: Repaired Forks roof leak; cleaned carpets; cleaned parking drains; changed burned out overhead lights; changed HVAC filters; replaced drinking fountain filters; checked emergency lights and first aid kits.

Vehicles: Tested Toyota Prius wagon for warranty brake issue (issue not present); had Nissan Ariya recall work done; put winter tires on red Subaru Forester; repaired Chrysler Pacifica van wiring that had been chewed on by a rodent; cleaned several cars and the bookmobile.

Other: Our new PA Library-based Facilities Tech 2, Kirby H., started in mid-December – training underway; several staff took time away from work for the holidays; final draft of 2024 work plan.

Outreach Services: Bookmobile and Delivery
Kristin Overbey, Community Outreach Lead

Outreach Delivery Services
During the month of December, 85 deliveries were made and 2 new patrons registered for Outreach Delivery Services. There were 881 items checked out and 106 items renewed for Outreach Delivery patrons.

Bookmobile Outreach Services
- 12/7/23 Jamestown Tribal Library Visit – 6 patrons visited the bookmobile parked amongst the magical holiday lights!
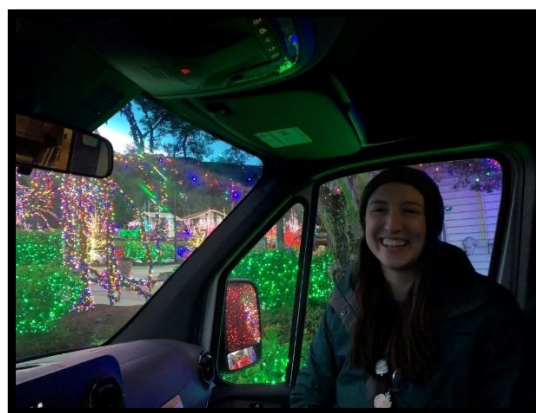
- On-site interviews for the open Community Outreach Specialist position were conducted, which included a meet and greet with existing COS and Community Outreach Lead staff, as well as a tour of the Outreach Services office and the Bookmobile, in addition to the standard interview.

- Seasonal and winter holiday books were flying off the Bookmobile shelves!

Information Technology (IT) Department

Shane Miller, Information Technology Manager

December offered many opportunities for the IT team to support fun programming events that were happening in the library around the holidays. It also saw a few projects enter into new phases, as well as the completion of other projects.

Work was completed to examine viable options to replace our meeting room reservations and event management software Evanced. In 2024, our current system, Evanced, will stop being supported and we are working to find a good replacement. Multiple product demos were attended and information was gathered in hopes of getting a recommendation together for management in the first half of January. Ultimately, a new system will be selected to replace Evanced and the replacement team will move into the staff and public training phase of the project.

The IT team assisted Noah with a large patron record clean up by running custom SQL code to be able to delete certain patron record sets. This required a careful process of running tests in our testing environment in order to ensure the correct patron records were changed.

Configuration issues with the public printing software came up at Sequim and Forks, after work was done to swap out the printer last month. A successful effort was made to standardize and document the correct configuration to fit patron needs at each branch.

In December, the Web Team worked to publish a wide range of new events and information for the public, including content for the 2024 Olympic National Park speaker series, storytimes, and the Aging Well event series that explores topics for people who want to live well while aging. A group of web archiving tasks were completed as we moved into 2024.

IT completed migration of all branches from the old Internet circuits to the new Fatbeam circuits. Patrons and staff at Forks and Clallam Bay in particular are enjoying much faster Internet access. IT continues to monitor performance and fine-tune the network equipment.

Technical Services Department

Erin Shield, Collection Services Manager

December is the month when ordering for 2023 collection materials comes to a temporary stop. The fiscal year rollover is a software reset to be able to enter new fund lines and start ordering against 2024. The rollover was successful and ordering resumed prior to the December holiday weekend.

783 physical items were processed and available for customers in the month of December. 139

print materials were repaired. 52 media items were resurfaced or repaired to extend their lives. 91 physical donations were made and added to the collection. 694 totes were moved between NOLS' branches by the couriers, and another 22 totes were distributed by couriers to Outreach patrons. Tech Services staff filled 141 InterLibrary Loan requests for NOLS' patrons and 90 loans out to other libraries.

2023 introduced more than 14,000 physical items into the collection and more than 3,400 materials were repaired and circulated. Couriers delivered over 9,000 totes around the county. NOLS loaned in excess of 1,200 materials to other libraries and borrowed more than 2,200. Physical material donations added to the collection topped 1,100. How generous Clallam County residents are!

Other 2023 highlights include:
- New staff: Jan S., Courier and Sarah C., Technical Services Specialist
- Promotion: Wendy O., Technical Services Lead
- New all-electric courier vehicle
- New book binder to facilitate print repairs
- Project Kellogg Collection: Finished organizing and repackaging into archival-safe containers
- Recataloging projects completed
- Re-organized archive room drawers
- Project: Scanned old scrapbook and 100+ year old high school annual
- Updated genre labels on materials
- Volunteer Connee continues mending materials with dedication and conscientiousness.

In December, Technical Services staff participated in trainings, webinars, tasks and meetings related to All Staff Day Committee, ILS Team, Health and Safety Committee, Collection Management Team, interviews for Public Services positions, Management Team, and Web Team.

Administrative Operations Department

Human Resources
Shaina Lent, HR & Business Manager

Significant meetings, events, and projects Shaina attended and worked on this month:
- Management Team meeting
- All Staff Training Day planning meeting
- Facilitated Annual United Way Campaign
- Labor-Management meeting with GEU Officers

Recruitments:

- Community Outreach Specialist – PA
- Youth Services Librarian 1 – FO & CB
- On-Call Public Services Assistant – West End
- On-Call Public Services Assistant – East End
- Shelver – PA

New Hires:

- Kirby Hawn – Facilities Technician 2 – FAC

Promotions and Transfers:

- Jennifer Fodge – Public Services Specialist – PA
- Dana Seevers – Public Services Specialist – SQ
- Karen Short – On-Call Public Services Assistant – SQ & PA

Separations:

- None

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

Email Marketing - Notices

- Testing of "Notice" emails and SMS text messages using the Patron Point platform began on December 19 with a group of 15 staff members.
- Notice messages include: 1) Hold ready for pickup. 2) Hold reminder. 3) Auto renewal. 4) Materials almost due. 5) Materials overdue. 6) Second overdue notice. 7) Account blocked.
- The Notice emails are designed similarly to a responsive HTML newsletter, and scale to desktop or mobile view. Sections of dynamic content are personalized to reflect the patron's materials, including a cover image, author, title, due date, etc.

SMS text messages are also personalized with one of the seven messages noted above and a unique link that opens the HTML Notice message in a web browser. This is a significant improvement over the current Notice messages that have no personalized information.

- IT Manager Shane Miller has been integral in the project by interfacing with Patron Point tech support, and adjusting script, job processing, etc., as needed. Collection Services Manager Erin Shield has contributed significantly by providing solutions to optimize cover image and catalog data display.
- Testing will continue in January while Patron Point support assists with several adjustments and troubleshooting to ensure a successful rollout to patrons set for February 5.
- Next steps for NOLS with the Patron Point platform include creating a system-wide monthly newsletter, a Sequim Expansion and Renovation Project newsletter, and a new library card holder welcome series.
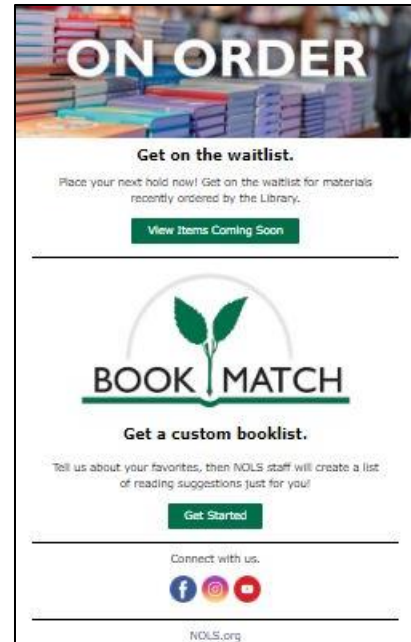
News Releases & Articles:
- 6 news releases were sent.
  - Announcement of donations to name Sequim Library children's spaces and LEED certification.
  - 2024 Perspectives Speaker Series in collaboration with Olympic National Park.
  - 3 new programs/events.
  - 1 ongoing program.
- The Sequim Gazette article "Library to move to temporary space in March" ran on the front page December 20.
- The Peninsula Daily News article "Sequim Library expansion draws donations from local community" ran on the front page December 28.
- The monthly NOLS "Off the Shelf" article by Emily Sly in the Sequim Gazette featured the *Boys in the Boat* book giveaway and discussions, and read-alike suggestions. The book giveaway was also mentioned briefly in The Seattle Times December 18 article, "The enduring pull of 'Boys in the Boat' in Sequim."

Promotional Partnership:

Following a successful Field Arts & Events Hall performance ticket giveaway to NOLS card holders in November, the organizations partnered together again in December to offer card holders 80 tickets total. Patrons selected their preferred performance time and seats for *The*

Queen's Cartoonists Holiday Hurrah: Yule Love It and *Linus and Juicy present Vince Guaraldi's "A Charlie Brown Christmas."*

Social Media:

- Posted 89 pieces of content across Facebook, Instagram, and YouTube.
- Across platforms, popular posts in December included the Art from the Heart workshop with local artist Daria Hunt (100 engagements), and the Crossword Contest winner announcement with event photos (99 engagements, 177 photo views/clicks). Another popular post was a photo of Port Angeles staff who, by chance, all wore flannel shirts one day, and provided "flannel-inspired" recommendations from grunge CDs to woodworking magazines (94 engagements). NOLS followers were also interested in content about the Bookmobile, book recommendations, and the Little Hands Art program.
- The post with the farthest reach – to 2.6K accounts across Facebook and Instagram – was about the Field Arts & Events Hall *"A Charlie Brown Christmas"* ticket giveaway collaboration.
- A 2023 NOLS Wrapped video, inspired by Spotify's Wrapped campaign, tallied NOLS digital checkouts. It was played nearly 600 times as an Instagram reel and Facebook video, with an average 10-second view time.

Meetings and Trainings:

- Karyn and Facilities Manager Brian Phillips met with North Olympic History Center to plan for an upcoming Art in the Library exhibition.
- Marketing staff engaged in the following professional development opportunities: Adobe Illustrator techniques, Web Team/WordPress training, online outreach, and a webinar about rural libraries helping communities thrive.

Financial Operations
Amy Hough, Finance Manager
- Amy participated in Management Team Meetings.
- Met with the Department of Retirement Services regarding the audit results.
- Actions in ADP:
    - Added new codes in ADP for employee and employer HSA contributions.
    - Set up codes for the new Section 125 cafeteria plan deductions.

Public Service Director's Report
Meghan Sullivan, Public Services Director
- Participated in recruitment activities for the Community Outreach Specialist (COS) position.

- Participated in preparation activities for the 2024 Capital Budget and Work Plans.
- Continued activities to operationalize Bookmobile service including community partner meetings; soft launch of routes in the Blyn, Three Rivers, and Neah Bay communities; collection maintenance tasks; weekly email updates for NOLS staff; and training and onboarding of staff.
- Attended Labor-Management Meeting with GEU Officers.
- Site visit to Forks Library.
- Attended the Art in the Library, World AIDS Day Program at the Port Angeles Library.
- Met with Ann Chastain, Clallam County Emergency Management, to discuss how NOLS can help support CCEM's 2024 "Prepare in a Year" program with community members.
- Attended Monthly Washington State Libraries Deputy/Assistant Director Meeting.
- Attended Monthly Youth Leaders Meeting for Washington State Library.
- Completed committee work for the Public Library Association 2024 Conference Scholarship Jury.
- Routine Branch Manager, Management Team, Outreach Services, ILS Team, Programming Team, and One-on-One meetings.

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:
- 2024 Capital Budget preparation
- Development of 2024 work plans
- Continued work on the Sequim Library Expansion and Renovation Project
    - Furniture sit test
    - Review bid documents
    - Review commissioning plan
    - Prepare sign permit for temporary site
    - Meet with architects to refine exterior children's area
    - Recognize significant donors
    - Prepare EV charging grant
    - Finalize contract with temporary space contractor
- Community Outreach Specialist recruitment activities
- Labor-Management meeting with GEU Officers
- Cleaning up old expired patron accounts
- Kicked off system-wide printer replacement project
- Routine Branch Manager and Management Team Meetings

![NOLS North Olympic Library System logo]
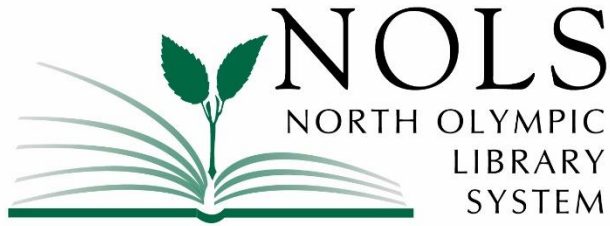
The Highlight Log provides an intranet location for NOLS staff to share uplifting anecdotes and patron comments. It was created in 2016 to provide an emotional counter-balance to the DE Log, which is used to track and document disruptive events in that occur in the library. It provides an interesting glimpse into community perceptions about the Library. The following is a list of Highlights logged during the past month.

11/01/2023 – Sequim

After many months of building up a core crew, six teens attended the Sequim November Teen Advisory Board meeting to make scratch bookmarks and plan a writing contest for teens in the Spring!

11/04/2023 – Port Angeles

A new couch for the Teen alcove was delivered today and has already been in use during the after school rush! Teens have been asking for a couch for a while and got to weigh in on color selection.

11/06/2023 – Port Angeles

There was a large turnout for the author talk with Matt Kracht on Saturday in PA! Shout to to Kayla, Laureen and Sarah M for organizing and executing such an exciting program. The line for the book signing went across the living room. As Matt left he shouted to library staff "You're all awesome!" To which Sarah d replied "So are you!" :) :)

11/08/2023 – Clallam Bay

Two of our young patrons left the library only to come back in with a wallet that was on the ground in the parking lot. It was filled with money and they were concerned and hoped it found its rightful owner. It was promptly returned since it belonged to a visiting NOLS employee. Great kids!

11/04/2023 – Port Angeles

Another win from the recent author visit with Matt Kracht: local independent bookseller Odyssey was on site to sell copies of Matt's books. At least 126 individual copies were sold before and after the event at NOLS-- Matt's publicist just reported that those sales are higher than when Matt visited Powell's in Portland, OR!

11/13/2023 – Port Angeles

Late last week I made a same-day tech appointment to help a patron, who is a returning/nontraditional student at Peninsula College, get oriented in Gale databases, Newsbank, and the library catalog. She was thrilled at the time (*I can do this at home? for FREE?!*) and very impressed with the resources available at the library.

She later dropped off a handmade thank-you card. She signed off with, "You opened up a whole new world to me." Gold stars to all the teams that keep databases and public computers up and running

11/16/2023 – Port Angeles

During a class visit for Battle of the Books at Queen of Angels, students found out that the book we had read (Chupacarter by George Lopez) was the first in a series and that the third book is coming out early next year. Students with birthdays in early 2024 raised their hands to tell me they would be asking for the book as a present!

11/16/2023 – Port Angeles

While wrapping up a college class's library visit this morning, a student received a phone call from his mom telling him to ask about tax help at the library. I wrote down the web site info and a reminder for her to check back in January for updated drop-in and appointment times, and I let the student know about the other community locations that host AARP. Tax season is a-comin'!

11/20/2023 – Forks

A parent and child were playing in the children's area which was wonderful to see. Ludmila went over later and commented how clean they left it.

11/21/2023 – Clallam Bay

At my son's conference his teacher asked who picks the Battle of the Books books.   She said "They do a wonderful job. I have really been enjoying reading them and the kids like them too." She also mentioned really enjoying last year's books too.

11/20/2023 – Sequim

I had the pleasure of filling in for Charlotte at a Battle of the Books visit to Helen Haller Elementary today. One student said his favorite character in the book was the main character's grandma: "Honestly, she's the GOAT. If you're a gamer, you know what that means." (If you're not a gamer, it means the Greatest Of All Time.)

11/17/2023 – Clallam Bay

The kids who frequent the library after school have been improving so much in remembering rules, cleaning up after themselves, reminding each other about volume and sharing. It has been wonderful to see such a marked improvement.

One of the kiddos played his harmonica for Dave and I at the circ desk. He's just learning but sounded so good! He had been very shy when he first started coming to the library and it has been a real pleasure watching him come out of his shell to share and be social with us over the months.

A patron moved all of the copies of the *Forks Forum* to the reading table and spent hours poring over them. Kudos to Dianne for rearranging the newspaper archives in such a way that they are more visible and accessible to patrons!

A patron commented on her great appreciation of the traumatic brain injury literature that we provided and said that she and a family member are both benefiting from it so much. She had it with her and I could see all the flagged pages and notes. She also was very thankful for help in getting materials together to help her family member re-learn how to read and do math.

Upon handing a patron their next book they said "You always select the best books for me. I'll remember you my whole life." I said that I'd always remember them too. We were both smiling broadly and I've smiled many times since just recalling our exchange.

11/21/2023 – Port Angeles
Four of the regular participants at Teen Tuesdays moved to Port Angeles just within the last six months! Two of them moved here just two months ago--and started coming to the program last month. It's very cool to see how this program is helping them in real time to make new friends.

11/21/2023 – Port Angeles
Two young patrons recognized each other, each of them checking out books at the self checkout. One was extremely enthusiastic about their book selections and said, "just stocking up for Thanksgiving break!"

11/27/2023 – Port Angeles
A patron stopped by the front desk and complimented the "majestic" Jade plant in the NW Alcove. He was so impressed he later returned to the floor to take pictures to share.

11/28/2023 – Port Angeles
A patron was picking up all their holds and exclaimed "So many books! It's like Christmas came early! I love this library."

12/01/2023 – Port Angeles
Rave Review for Kids Librarian, Jennifer L. A patron stopped by the desk and commented on how much she enjoyed Jennifer's storytime. Great presentation, very engaging!

12/01/2023 – Forks
Programs today are busy! Most amount of storytime participants in months and so much bubbles excitement. Now there are echoes through the building of teen's laughter and joy at Game Lounge (with gentle noise reminders being offered, as needed).

12/01/2023 – Port Angeles
One of our regular patrons requested help learning how to use the microfilm computer. He was looking for his father's obituary that he believed would have been in the daily news in the fall of 1974. He could not recall the exact day of his father's death, and he was feeling hopeless and saddened by not knowing more; he served in the military and was overseas when his dad died.

I was able to look his father up on the Washington State Digital Archives and find his death certificate with the

date of his passing, which the patron then used to pinpoint when his father's obituary was printed in the PDN. Audra was able to help him get a copy printed to take home. Having those two pages in his hands was so important to him. He came to the desk after he had his pages printed to let me know how much he appreciated all the help and he shared a little story about his dad.

12/02/2023 – Port Angeles

14 patrons are elbow-deep in crosswords at the first Crossword Competition! The first patron in the door (as well as several others) brought their own favorite pencils, some brought special erasers, and one pair even brought their own pencil sharpener! These are serious puzzlers.

12/02/2023 – Port Angeles

The daughter of the patron who had a medical event during storytime earlier this week dropped by to let NOLS staff know that their father is doing much better. They wanted to especially thank Jennifer, Annie and Noah for their support during the event.

12/02/2023 – Forks

The local Girl Scout Troupe had a meeting at the Forks library today. Before their meeting started, they gifted us a box of Samoas (Mmmm). At the end of the meeting, they gave us the Christmas ornaments they made while here.

12/02/2023 – Sequim

Yesterday evening, an employee from Sherwood Assisted Living delivered us a box of Pane d'Amor cookies as a thank you on behalf of all the happy library patrons living there.

12/02/2023 – Port Angeles

The opening event for World AIDS Day: Art in the Library brought in 80 attendees in person and 21 on zoom! One person in attendance shared with me that they were involved in awareness programs for HIV/AIDS in the 1980's and were not supported by the community at that time. It was very touching to hear their story and see how much this event meant to them.

12/06/2023 – Sequim

At Book Magic for 4th-7th graders, attendees made snow dough and chatted about their favorite books as of late. Lots of friend-making and exciting chatter about winter. They took home the book for next month and promised to come back to talk about it and tell all their friends to come too!

12/06/2023 – Port Angeles

I overheard a tween-aged patron ask their mother what HIV was after noticing it on the "Sacred Clown Medicine Chest" art piece that is part of the World AIDS day art installation. Mom then explained what HIV and AIDS stood for, what is is, how it is transmitted and that, "people who have it are people just like you and that it is nothing to be scared of." Her explanation of HIV and AIDS was accurate and compassionate; she was awesome!

12/18/2023 – Port Angeles

Two patrons appreciated the World AIDS Day Art this morning, "This is just wonderful! Oh my, look at this texture in this painting! A hand sewn bear?! I am so glad to see this out in the library, this is just fabulous!" They

went on to gush about the Espanol collection. It was very wonderful to have so much joy and positive energy coming from two people so early in the morning!

12/16/2023 – Forks

Wonderfully busy day at the West End. Daria's art program was a big success and the Forkestra packed them in today. Just a perfect day to work at a library.

12/19/2023 – Port Angeles

Six teens came (during their winter break!) to meet author Aden Polydoros at Teen Book Club today! Everyone asked questions, even those who haven't yet read one of Aden's books. As one teen was leaving they told me how much they had enjoyed it and suggested an author for the spring visit. Another teen is excited to brag about having "insider knowledge" to their friends at school who all like Aden's books.

12/21/2023 – Port Angeles

Peter Duppenthaler brought in fresh baked cookies for the library staff this morning. Oatmeal Cranberry, they look delicious!

12/17/2023 – Port Angeles

CO Lead, Kristin, led the "Friends + Giving" program at the Port Angeles Main Library. This program was highly anticipated by NOLS Staff, as it is unique to explicitly have a younger adult (non teen) targeted age group. Staff have received many requests and comments from younger adults looking to make friends in a safe and relaxed environment, especially from people who are new to town.

Adult Services and Programming team at Port Angeles met and discussed some holes in the schedule, and were excited to take the opportunity to build something in hopes to fill this open niche in the community. (Thank you Sarah M, Adrienne, and Kayla for your ideas and guidance! Especially the "Friendsgiving" inspired theme, and hand turkeys!)

The success of the program is well exemplified by the five people that arrived toward the beginning of the program. They enjoyed autumnal themed coloring book pages while listening to music and drinking apple cider

and tea. The vibes were excellent, and folks exchanged phone numbers at the end of the night to keep in touch about other community events and their shared interests!

Big shout out to the Marketing team for creating a logo and description designed to appeal to that age group. Some participants shared with staff that they felt specifically included because of the way the program was described and advertised. One attendee was openly beyond the age bracket, and asked Library staff ahead of time if they could attend (to which we said absolutely!) but they were still grateful for the appeal to this age group.

Kristin will be working on creating a shared document using the information from this program, so that other NOLS Library staff can utilize it as a tool and easy jumping-off point to repeat the program, or something similar, in the future!

12/22/2023 – Port Angeles
Little Hands Art was a fun success! There were a total of 75 children (0-5) and their caregivers in attendance between the two sessions. Art stations included finger painting, marker dots, and playdough. Many caregivers thanked us for offering the program and children left happy!

12/22/2023 – Port Angeles
Upon arrival at the Sequim branch, couriers are met daily by smiling faces of circ staff who declare "Oh I'm so happy to see you" or "Yay you are here finally. We were so bored." "Thank you for bringing us something to do." Couriers Rule but Circ Staff Rocks!!

12/26/2023 – Clallam Bay
Returning calls after the holiday break and one patron gushed about how much they love NOLS, how responsive we are, how great the librarians have been, and how much they appreciate Noah and the leadership. She went on for about 2 minutes, so well done all!