

Board of Trustees Regular Meeting
Thursday, April 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 March 28, 2024
4. Communications
5. Public Comments
6. Presentation: An Overview of NOLS Collection Management Practices
7. Financial Reports: March 2024
8. Approval of Vouchers: March 2024

9. Unfinished Business

None

10. New Business

- N.1. Approval of Resolution 24-04-03 - Designation of Signature Authority
- N.2. Approval of Resolution 24-04-04 - LOCAL Program Reimbursement Resolution
- N.3. Approval of Resolution 24-04-05 - LOCAL Program Authorizing Resolution
- N.4. Sequim Library Expansion and Renovation Project Verbal Update

11. Reports

- R.1. Monthly Statistics Reports: March 2024
- R.2. Monthly Activity Reports: March 2024
- R.3. Customer Comments: March 2024
- R.4. Highlight Log: March 2024

12. Public Comments

13. Trustee Comments

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

14. Next meeting: 5:30pm, Thursday, May 23, 2024

15. Agenda items for next meeting

16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

Date	Time		Location
Thursday, May 23, 2024	5:30pm	Regular meeting	Port Angeles
Thursday, June 27, 2024	5:30pm	Regular meeting	Port Angeles
Thursday, August 22, 2024	5:30pm	Regular meeting	Clallam Bay
Thursday, September 26, 2024	5:30pm	Regular meeting	Port Angeles
Thursday, October 24, 2024	5:30pm	Regular meeting	Port Angeles
Thursday, November 21 , 2024	5:30pm	Regular meeting	Port Angeles

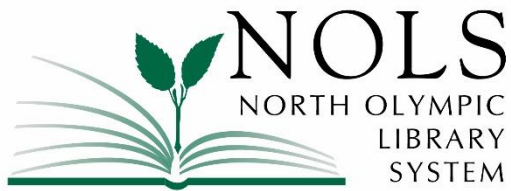
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 3pm 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 5:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Ian Miller, Cyndi Ross and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Manager Shaina Lent.

2. Approval of agenda

Motion by Mr. Caldwell to approve the agenda as presented. Motion seconded by Ms. Ross. Motion carried.

3. Approval of minutes for regular meeting of February 22, 2024

Motion by Ms. Pelikan to approve the minutes from the February 22, 2024 regular meeting. Motion seconded by Mr. Miller. Motion carried.

Approval of minutes for special meeting of March 9, 2024

Motion by Ms. Ross to approve the minutes from the March 9, 2024 special meeting. Motion seconded by Ms. Pelikan. Motion carried.

Approval of minutes for special meeting of March 25, 2024

Motion by Ms. Ross to approve the minutes from the March 25, 2024 special meeting. Motion seconded by Mr. Miller. Motion carried.

4. Communications

None

5. Public Comments

None

6. Financial reports: February 2024

The financial reports for February 2024 were accepted as presented.

7. Approval of vouchers: February 2024

Motion by Ms. Pelikan to approve the February 2024 vouchers, numbered #120 through #231, in the amount of \$544,585.69. Motion seconded by Mr. Miller. Motion carried.

8. Unfinished Business

None

9. New Business

N.1. Approval of Contract with Far West Technologies

Motion by Ms. Pelikan to approve the contract between NOLS and Far West Technologies for the procurement and installation of additional cameras, environmental sensors, card-reader access devices, and related equipment utilizing funds available in the NOLS Capital Fund and PA Capital Fund. Motion seconded by Mr. Miller. Motion carried.

N.2. Approval of Contract with Cerium Networks

Motion by Ms. Ross to approve the contract between NOLS and Cerium Networks to migrate the Library's Microsoft Exchange server and deploy Microsoft Teams Phone utilizing funds available in the NOLS Capital Fund. Motion seconded by Mr. Caldwell. Motion carried.

N.3. Sequim Library Expansion and Renovation Project Verbal Update

10. Reports

R.1. Monthly Statistics Reports: February 2024

R.2. Monthly Activity Reports: February 2024

R.3. Highlight Log: February 2024

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, April 25, 2024

14. Agenda items for next meeting

Collection Management Team Presentation

Update regarding financing the Sequim Library Expansion and Renovation project through the Washington State's Treasurer's LOCAL program

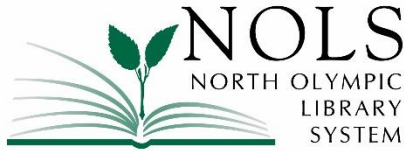
15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:00pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

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

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

- \$2,500 from Port Angeles Friends of the Library
- \$5,000 from Debbie Crumb and Maryann Meersman
- \$2,110.15 from David Sullivan
- \$300 from Amala Kuster
- \$250 from Cecile Moran

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)

- \$292,385 - total payroll and benefit expenses paid in March
- \$292,610 - paid by electronic transfers, \$226 of which was paid to the DOR for Sales and Use Tax (Voucher 275).

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



Revenue Report^{*}

March 31, 2024

Operating Revenue				3/12ths is	25.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	461,889	628,172	4,109,975	13.3
Grants, Entitlements, Other Payments	31,000	-	-	31,000	-
Goods and Services	18,010	1,098	2,942	15,068	16.3
Library Fees	15,000	1,309	4,269	10,731	28.5
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	362,800	41,288	87,270	275,530	24.1
Facilities Leases (Short Term)	1,100	88	510	590	46.4
Contributions and donations ⁽¹⁾	104,000	14,306	58,608	45,393	56.4
Other Miscellaneous Revenue	102,400	927	1,312	101,088	1.3
Total Miscellaneous Revenues	570,300	56,608	147,700	422,600	25.9
Nonrevenues (excise taxes) ⁽²⁾	800	107	286	514	35.7
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	6,461,050	521,011	783,369	5,677,681	12.1
<i>Capital Revenue</i>					
Timber Revenues (received in 2024)	-	17,257	53,494	-	-
Total Capital Revenue	-	17,257	53,494	-	-
Grand Total Revenues		538,268	836,863		

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

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



Expenditure Report[™]

March 31, 2024

	Budgeted	Current	Year To Date	3/12ths is Difference	25.0% Percent
Operating Expenditures					
<i>Personnel</i>					
Salaries and Wages	3,334,976	254,670	757,747	2,577,229	22.7
Benefits	1,397,873	93,794	291,200	1,106,673	20.8
Total Personnel	4,732,849	348,464	1,048,946	3,683,903	22.2
<i>Supplies</i>					
Supplies, Office and Operating	120,600	10,338	21,533	99,067	17.9
Fuel	17,300	771	1,790	15,510	10.3
Collection Materials	480,000	20,340	61,478	418,522	12.8
Merchandise purchased for resale	2,625	(8)	78	2,547	3.0
Small Tools/Equip (<\$200)	2,650	196	411	2,239	15.5
Total Supplies	623,175	31,638	85,290	537,885	13.7
<i>Services</i>					
Professional Services	347,120	16,559	49,767	297,353	14.3
Communication	222,124	11,138	67,377	154,747	30.3
Travel	28,800	3,378	6,466	22,334	22.5
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	-	-	2,726	0.0
Insurance	136,800	-	-	136,800	0.0
Public Utilities	108,100	7,999	26,130	81,970	24.2
Repair and Maintenance	155,665	3,095	18,871	136,794	12.1
Miscellaneous Services	11,000	2,626	4,977	6,023	45.2
Dues	5,240	395	868	4,372	16.6
Total Services	1,025,426	45,190	180,446	844,980	17.6
<i>Intergovernmental Services</i>	800	522	563	237	70.3
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	800	99	248	552	31.0
<i>Leases (Sequim temp space)</i>	78,000	6,662	26,648	51,352	34.2
Total Operating Expenditures	6,461,050	432,575	1,342,141	5,118,909	20.8

(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	52,500	-	13,892	38,608	26.5
Other Improvements	489,000	392	8,932	480,068	1.8
Machinery & Equipment	287,250	1,009	21,798	265,452	7.6
Construction of Capital Assets	-	31,031	91,375	(91,375)	0.0
Total Capital Outlays	828,750	32,432	135,998	692,752	16.4
Grand Total All Expenditures	7,289,800	465,007	1,478,139	5,811,661	20.3

*All amounts are rounded to the nearest dollar.



Account Balances*

March 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>					
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	892,332	-	17,257	-	909,589
Operating Reserve ⁽³⁾	1,382,498	-	-	-	1,382,498
PA Capital Reserve ⁽⁴⁾	397,005	-	-	-	397,005
Sequim Capital Reserve	614,300	-	-	-	614,300
NOLS Capital Fund	420,865	-	-	813	420,052
PA Capital Fund	369,310	-	-	392	368,918
Sequim Capital Fund	1,116,646	-	-	31,227	1,085,419
Total Board Designated Accounts	6,499,975	-	17,257	32,432	6,484,799
<i>Grants and Donations</i>					
Systemwide Programming Fund	4,963	-	-	976	3,988
Francis Bode Materials Fund	245,147	-	-	-	245,147
Margaret Bode Materials Fund	264,679	-	-	-	264,679
Clallam Bay Donations Fund	6,909	-	8	-	6,917
Clallam Bay Friends Donations	1,593	-	-	20	1,573
Forks Donations Fund	2,193	-	28	-	2,221
Forks Friends Donations	1,693	-	-	34	1,659
NOLS Materials Fund	14,807	-	-	-	14,807
NOLS Donations Fund	85,201	-	45	-	85,246
Port Angeles Donations Fund	10,689	-	28	-	10,716
Port Angeles Friends Donations	18,954	-	2,500	1,050	20,404
Sequim Donations Fund	41,230	-	2	5,343	35,888
Sequim Friends Donations	33,779	-	-	98	33,682
Streett Memorial Gift Fund	10,497	-	-	-	10,497
Sequim Future Library Donations	571,793	-	5,550	-	577,343
Bookmobile & Outreach Donations	6,329	-	2,110	-	8,440
Total Grants and Donations	1,320,456	-	10,271	6,545	1,323,207
<i>Unclaimed Property Account</i>	2,803	-	-	-	2,803
Total Designated Cash	7,823,234	-	27,528	38,977	7,810,809
<i>Undesignated Cash Operating Funds</i>	1,459,913	12,425	-	-	1,472,338
Total WA State Local Investment Pool	9,283,147	12,425	27,528	38,977	9,283,147

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*

March 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	9,283,147	12,425	27,528	38,977	9,283,147
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	294,316	-	294,316	200
Merchant Account (FF 7401)	1,000		-	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<i>Total Branch Change Funds</i>	450	-	-	-	450
Total Imprest Accounts	7,650	294,316	-	294,316	7,650
Total Cash	7,650	294,316	-	294,316	7,650
Total Cash and Investments	9,290,797	306,741	27,528	333,293	9,290,797

* All amounts are rounded to the nearest dollar.



Voucher Approval for March 2024

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 #232 through #336 are approved in the amount of \$465,157.54 this 25th day of April 2024.

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

No.	Claimant	Purpose	Amount
232	Acila Consulting LLC	PO 354 & 355 Construction of Capital Assets - Owner's Rep & Bid Ad	15,037.74
233	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-29-2024) - EFT 1062	243,265.71
234	ADP Tax/Financial Services	FEB 29 2024 PPE Payroll - EFT 1066	2,051.42
235	ADP Tax/Financial Services	06-30-2020 FED-FICA ER - EFT 1068	2,095.67
236	ADP, LLC	Payroll Services - Payroll Processing Fee (PPE 1-31-2024)	928.85
237	AHBL Inc	PO 362 Capital Improvements - PA Driveway Project - PA	392.00
238	Alliance 2020 Inc	PO 270 Professional Services - Background Checks	33.54
239	Amazon.com	Collection Materials	132.69
240	Amazon.com	PO 284 - Prime Membership - TS; Collection Materials	409.31
241	Amazon.com	Collection Materials	627.63
242	Angeles Communications	Communications - VOIP	2,428.11
243	Baker & Taylor	Collection Materials	3,178.39
244	Baker & Taylor	Collection Materials	2,632.04
245	Baker & Taylor	Collection Materials	2,587.34
246	Baker & Taylor	Collection Materials	5,373.30
247	Bates, Diane	Training - Travel - WLA Conference in Spokane	272.68
248	Blackstone Audio, Inc.	Collection Materials	252.20
249	Brodart Company	Collection Materials	115.88
250	Brodart Company	Collection Materials	153.59
251	CENGAGE Learning	Collection Materials	307.00
252	CENGAGE Learning	Collection Materials	596.18
253	Center Point Large Print	Collection Materials	236.70
254	CenturyLink 300511187 FO	Communications - Voice - FO	0.23
255	CenturyLink 300561130 CB	Communications - Voice - CB	81.32
256	CenturyLink 360-681-7811 468B SQ	Communications - SQ - Voice	150.39
257	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.90

No.	Claimant	Purpose	Amount
258	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	307.40
259	Cherbib, Miriame	PO 269 Training - Leadership Coaching - NOLS	2,625.00
260	City of Forks	Public Utilities- FO	128.56
261	City of Port Angeles/Dump	PO 262 Utilites - Solid Waste - SQ Temp Location - FAC	56.13
262	City of Port Angeles/Dump	PO 357 Public Utilities - Solid Waste - Broken Furniture/ Lumber Recycle - FAC	24.40
263	City of Port Angeles/Orcas Avenue	Public Utilities - PA	307.75
264	City of Port Angeles/Peabody St.	Public Utilities - PA	4,953.23
265	City of Sequim	Public Utilities - SQ	183.06
266	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
267	Clallam County PUD	Public Utilities - SQ2	235.35
268	Clallam County PUD	Public Utilities - FO & CB	1,327.24
269	Clallam County Treasurer	FEB 2024 Investment Service Fee paid in MAR - EFT 1073	50.00
270	Co-Op Farm & Garden, The	PO 308 Maintenance Supplies - Wash Hose - FAC	17.63
271	Dahlquist, Leanne	PO 337 Business Fuel	25.01
272	Danks, John	Travel - Business - Mileage Reimbursement - IT	48.24
273	Decker City Hardware	PO 387 Maint Supplies - Batteries - FAC	14.11
274	Dept. of Retirement Systems	PERS and DCP (PPE 02-29-2024) - EFT 1063	46,227.33
275	Dept. of Revenue - Use/Sales Tax	February 2024 Sales & Use Tax - EFT 1060	225.76
276	Desmarais, Corrina	Travel - Business - Mileage Reimb - SQ	23.32
277	Dokken, Jaiden	C06 - Programming - Open Mic 3/19/24 - FO	100.00
278	Empathy Studios LLC	PO 352 Training and conference - Homeless Trainings	859.00
279	Empower Retirement	EmpDCP 03-2024 (PPE 02-29-2024) - EFT 1064	450.00
280	Fatbeam LLC	Communications - Internet Services - SQ	3,152.66
281	Forks High School	Collection Materials	45.00
282	Hartnagel Building Supply	PO 363 Maintenance Supplies - Mech Supplies - FAC	38.84
283	Health Care Authority	Medical (PPE 02-29-2024)	44,159.69
284	Hillis Clark Martin & Peterson	PO 332 Legal Services - Consultation - LOCAL Financing SQ - ADM	476.00
285	Hi-Tech Security, Inc.	PO 264; 259 Maint & Repair - Fire & Security Alarm Monitoring - FAC	1,097.72
286	Hi-Tech Security, Inc.	PO 391 & 392 Maint & Repair - SQ Fire Alarm Monitoring	449.76
287	Hoflin, Jonah	PO 246 Business Fuel - Nolsy White - NOLS	34.80
288	Hunt, Paula	CO 09 - Programming - Art in the Library (PAFOL)	150.00
289	Ingram Library Services	Collection Materials	339.32
290	Ingram Library Services	Collection Materials	255.96
291	KCDA Purchasing Cooperative	PO 243 Maintenance Supplies - Cleaning Supplies - FAC	1,192.31
292	KCDA Purchasing Cooperative	PO 258 Maintenance Supplies - First Aid Supplies - FAC	334.02
293	KCDA Purchasing Cooperative	PO 278 Maintenance Supplies - Cleaning Supplies - FAC	209.41
294	KCDA Purchasing Cooperative	PO 366 Maintenance Supplies - Cleaning Supplies - FAC	151.60
295	LeMay Mobile Shredding	PO 335 Professional Services - Annual Shredding - ADM	150.00
296	Les Schwab Tires	PO 368 & 369 Repair & Maint - Seasonal Tire Switch - FAC	122.67
297	McNish Family II LLC	SQ Temp Bldg Lease - APR 2024 - SQ CPA	6,662.09

No.	Claimant	Purpose	Amount
298	Midwest Tape	Collection Materials	348.49
299	Midwest Tape	Collection Materials	542.77
300	Midwest Tape	Collection Materials	1,113.80
301	Murreys Disposal Company, Inc.	Public Utilities - SQ & PA	670.76
302	NOLS Employee	HRA Reimbursement - TS	236.31
303	NOLS Employee	HRA Reimbursement - ADM	130.26
304	NOLS Employee	HRA Reimbursement - TS	549.00
305	NOLS Employee	HRA Reimbursement - TS	48.07
306	OCLC, Inc.	PO 266 Technology Services - EZ Proxy Server License	731.71
307	Olympic Laundry & Dry Cleaners, Inc.	PO 263 Professional Services - Laundry - FAC	174.24
308	Olympic Printers, Inc.	PO 227 Office Supplies - #10 Window Envelopes - NOLS; PO 271 Printing - Posters for Sequim Move	340.85
309	OverDrive, Inc.	Collection Materials	134.99
310	OverDrive, Inc.	Collection Materials	1,024.38
311	OverDrive, Inc.	Collection Materials	566.49
312	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - PA & SQ	949.38
313	Paypal	Merchant account service fee	34.47
314	Playaway Products LLC	Collection Materials	223.21
315	Port Angeles High School	Collection Materials	50.00
316	Port Angeles Lockworks	PO 330 Capital Expense - SQ Temp Space Keys - SQ CPA	92.57
317	Quill Corporation	PO 175 Office Supplies - Book Tape - SQ	115.33
318	Rainbow Sweepers, Inc.	PO 341 Groundskeeping - PA Parking Lot Sweeping 03-10-24 - FAC	244.80
319	Rasler, Karen	Travel - Business - Mileage Reimbursement - ADM	26.80
320	SHKS Architects	PO 342 Capital Construction - Sequim Library Expansion (SQ CP)	14,587.13
321	Sly, Emily	Travel - Business - Mileage Reimb - SQ	120.60
322	Summit Law Group	PO 360 Legal Services - Labor and Employment - ADM	4,756.00
323	Swains General Store, Inc.	PO 256 Machinery & Equipment - Shop Vac - FAC	272.82
324	Swains General Store, Inc.	PO 303 Maintenance Supplies - Restroom Supplies - FAC	90.28
325	Swains General Store, Inc.	PO 346 Maintenance Supplies - Cleaning Supplies - FAC	126.66
326	The Home Depot Pro	PO 244 Maintenance Supplies - Cleaning Supply - FAC	493.85
327	Unique Management Services, Inc.	Professional Services - Debt Collection	167.45
328	United Way of Clallam County	United Way Contributions (PPE 02-29-2024)	165.00
329	US Bank	Credit Card Services - March 2024	24,751.63
330	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
331	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	517.11
332	WCIF	Vi/Li/EAP (PPE 02-29-2024)	1,393.59
333	West Waste & Recycling	Public Utilities- FO & CB	56.43
334	Williams, Diane	CO 22 Programming - Art in the Library - Signs (PAFOL)	300.00
335	WSCCCE - WPAS, Inc	Dental Premiums ER (PPE 02-29-2024) - April Coverage	5,902.16
336	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 02-29-2024)	2,311.44
			465,157.54

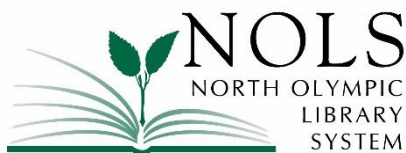
No.	Claimant	Purpose	Amount
* Detail - NOLS US Bank Credit Card Purchases -- Voucher #329			
1	8th Street Car Wash	PO 234 Vehicle Maintenance - Car Wash Pacifica - FAC	3.00
2	8th Street Car Wash	PO 267 Vehicle Maintenance - Car Wash Pacifica - FAC	5.00
3	Alaska Airlines	PO 164 Training - IUG Conference - NOLS	108.10
4	Alaska Airlines	PO 197 Training - PLA - NOLS	69.00
5	Alaska Airlines	PO 197 Training - PLA - NOLS	398.10
6	Alaska Airlines	PO 312 Training - Library Council of WA - ADM	286.20
7	Amazon	PO 157 Technology Supplies - Staff Headsets - NOLS	92.51
8	Amazon	PO 159 Tools & Equipment - Space Heater - FAC	196.01
9	Amazon	PO 178 Machinery & Equipment - Server Hard Drives - IT	283.08
10	Amazon	PO 196 Machinery & Equipment - Sign Holders - OR	65.46
11	Amazon	PO 196 Office Supplies - Binder, Clipboard - OR	45.00
12	Amazon	PO 225 Program Supplies - Teen Book Club SRP (PAFOL)	130.50
13	Amazon	PO 232 Program Supplies - PAHS Book Club (PAFOL)	90.24
14	Amazon	PO 242 Toner & Ink - PA	168.36
15	Amazon	PO 274 Program Supplies - Book Club (PAFOL)	24.91
16	Amazon	PO 274 Program Supplies - Teen Lit Bags (SP)	17.99
17	Amazon	PO 276 Program Supplies - Teen Lit Bags (SP)	38.09
18	Amazon	PO 277 Program Supplies - Kids Book Club (PAFOL)	163.00
19	Amazon	PO 316 Office Supplies - Frame - ADM	40.01
20	Amazon	PO 316 Office Supplies - Wall Calendar & Clock - ADM	43.55
21	Amazon	PO 317 Office Supplies - White Board - ADM	236.48
22	Amazon	PO 320 Office Supplies - Date Stamp - ADM	27.17
23	Amazon	PO 96 Office Supplies - Labels & Pens - PA	50.36
24	American Library Association	PO 315 Professional Services - Recruitment Listing - ADM	798.00
25	Arco	PO 261 Business Fuel - Nolsy White - NOLS	27.03
26	ARRL	PO 235 Collection Materials - NOLS	25.54
27	Canon Direct	PO 228 Toner & Ink - SQ	572.36
28	Chevron	PO 252 Business Fuel - BOS - OR	86.15
29	Chevron	PO 280 Business Fuel - Nolsy Red - NOLS	50.29
30	Circle K	PO 254 Business Fuel - Transit Van - FAC	53.29
31	Costa Design	PO 321 Training - Library Council of WA - ADM	14.26
32	Costco	PO 281 Program Supplies - Teen Programs (FOSL)	75.90
33	Costco	PO 282 Program Supplies - Game Night (FOSL)	21.67
34	Costco	PO 309 Machinery & Equipment - Storage Racks For SQ2 - SQ CPA	196.00
35	Crown Plaza	PO 314 Training Travel - PLW - ADM	478.80
36	Delta Air	PO 166 Training - IUG Conference - NOLS	218.10
37	Demco, Inc.	PO 279 Program Supplies - YS Bookmarks (PAFOL)	101.23
38	DoorDash	PO 321 Training - Library Council of WA - ADM	36.90
39	DoorDash	PO 321 Training - Library Council of WA - ADM	34.39
40	Double Tree Hotel	PO 321 Training - Library Council of WA - ADM	10.53
41	Double Tree Hotel	PO 321 Training - Library Council of WA - ADM	11.59
42	Double Tree Hotel	PO 322 Training - Library Council of WA - ADM	773.75

No.	Claimant	Purpose	Amount
43	E-Fax	PO 285 Technology Services - Online Fax Service - ADM	36.84
44	Elm USA	PO 224 Office Supplies - Material Processing - TS	102.24
45	Exxon Mobil	PO 230 Business Fuel - Pacifica - TS	27.67
46	Facebook	PO 293 Professional Services - Sponsored Posts - NOLS	4.99
47	Facebook	PO 294 Professional Services - Sponsored Posts - NOLS	52.23
48	First Book Marketplace	PO 181 Program Supplies - SRP Prize Books (SP)	133.29
49	First Book Marketplace	PO 182 Program Supplies - SRP Prize Books (SP)	420.63
50	Forks Outfitters	PO 295 Program Supplies - Snacks (FOFOL)	13.99
51	Four Star Plastics	PO 160 Maintenance Supplies - Bio-Hazard Bags - FAC	67.94
52	Good-Dilla	PO 321 Training - Library Council of WA - ADM	21.38
53	Growmail	PO 248 Printing & Postage - SQ Project Postcards (SQDF)	2,716.99
54	Growmail	PO 248 Printing & Postage - SQ Project Postcards (SQDF)	1,986.88
55	Hotel Ruby	PO 302 Training - WLA - NOLS	354.91
56	HRDQStore.com	PO 283 Training Supplies - ASTD Training Materials - NOLS	3,180.81
57	Innovative Interfaces	PO 163 Dues & Memberships - IUG Membership - NOLS	125.00
58	Innovative Users Group	PO 185 Training - IUG Conference Fee - NOLS	580.00
59	KCDA	PO 168 Copy Paper - PA	144.32
60	KCDA	PO 211 Copy Paper - SQ	106.81
61	KCDA	PO 239 Office Supplies - Book Tape - PA	57.45
62	Lower Elwha Food & Fuel	PO 165 Business Fuel - BOS - OR	19.61
63	Lower Elwha Food & Fuel	PO 167 Business Fuel - BOS - OR	43.06
64	Lower Elwha Food & Fuel	PO 198 Business Fuel - BOS - OR	48.31
65	Lyft	PO 319 Training - Library Council of WA - ADM	24.99
66	Lyft	PO 319 Training - Library Council of WA - ADM	11.75
67	Lyft	PO 319 Training - Library Council of WA - ADM	30.38
68	Mango Tree	PO 321 Training - Library Council of WA - ADM	22.64
69	Microsoft	PO 338 Technology Services - MS Cloud Server - IT	887.01
70	MRSC	PO 272 Training - Financial Reporting Webinar - ADM	140.00
71	Ohana Kitchen	PO 313 Training - PLW Meals - ADM	6.61
72	Ohana Kitchen	PO 313 Training - PLW Meals - ADM	28.49
73	Outfitters Grind	PO 301 Program Supplies - Gift Card Prize (CBFOL/FOFOL)	40.00
74	Panda Express	PO 321 Training - Library Council of WA - ADM	16.24
75	Peterson's Automotive	PO 174 Vehicle Maintenance - Bookmobile - FAC	222.19
76	Safeway	PO 180 Office Supplies - Material Processing - TS	39.07
77	Secure By Design	PO 260 Technology Services - Ninite Subscription, Annual	600.00
78	Shell	PO 238 Business Fuel - Bookmobile - OR	62.05
79	Shell	PO 298 Business Fuel - Bookmobile - OR	55.85
80	Shell	PO 304 Business Fuel - Chevy Van - NOLS	115.55
81	ShureStep	PO 268 Machinery & Equipment - Step Stool - OR	149.97
82	Stamps.com	PO 225 Technology Services - Monthly Fee - TS	21.77
83	Swains General Store, Inc.	PO 310 Program Supplies - Art Hanging Materials (PAFOL)	30.36

No.	Claimant	Purpose	Amount
84	The Spanish Group	PO 257 Professional Services - Translation Services (PAFOL)	55.98
85	Tracfone	PO 339 Communications - Branch Cell Phones - IT	93.80
86	Uline	PO 195 Machinery & Equipment - A-Frame Sign - OR	96.76
87	Uline	PO 305 Capital Construction - Chair Mats SQ2 - SQ	232.43
88	Uline	PO 306 Capital Construction - Floor Mats SQ2 - SQ	1,081.22
89	Uprinting	PO 236 Printing - SQ Project Bookmarks (SQDF)	212.70
90	Uprinting	PO 237 Printing - SQ Project Student Bookmarks (SQDF)	166.83
91	Uprinting	PO 292 Printing - SQ Project Postcards Post Production Chrg (SQDF)	89.07
92	USPS	PO 171 Postage - TS	250.00
93	USPS	PO 172 Postage - TS	250.00
94	USPS	PO 226 Postage - TS	250.00
95	USPS	PO 251 Postage - TS	250.00
96	USPS	PO 253 Postage - TS	250.00
97	USPS	PO 265 Postage - TS	250.00
98	UW Foster School of Business	PO 300 Training - Professional Development - NOLS	375.00
99	UW Foster School of Business	PO 300 Training - Professional Development - NOLS	375.00
100	UW Foster School of Business	PO 300 Training - Professional Development - NOLS	375.00
101	VistaPrint.com	PO 229 Program Supplies - Poetry Walks (PAFOL)	153.81
102	Wally Park	PO 323 Training - Library Council of WA - ADM	147.23
103	Walmart	PO 275 Program Supplies - Teen Lit Bags (SP)	44.52
104	Washington Library Association	PO 299 Training - WLA Conference Fee - NOLS	395.00
105	Washington State Ferries	PO 311 Training - PLW Transportation - ADM	17.90
106	Washington State Ferries	PO 311 Training Travel - PLW - ADM	17.90
107	WellBefore	PO 286 Office Supplies - Staff Masks - NOLS	88.84
108	WFOA	PO 273 Dues & Memberships - WFOA Dues - ADM	75.00
109	Zoom	PO 318 Technology Services - Zoom One - ADM	239.47
			24,751.63

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

1062	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-29-2024)	243,265.71
1063	Dept. of Retirement Systems	PERS and DCP (PPE 02-29-2024)	46,227.33
1064	Empower Retirement	EmpDCP 10-2023 (PPE 02-29-2024)	450.00
1066	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-29-2024)	2,051.42
			291,994.46



Staff Report

Meeting Date: April 25, 2024
To: Library Board of Trustees
From: Executive Director, Noah Glaude
Subject: Designation of Signature Authority Resolution 24-04-03

Topic/Issue

Routine update of NOLS signature authority designations.

Policy Considerations

The Board customarily designates signature authority by resolution, which is consistent with state law and Library policy. The resolution form used for this authorization process designates certain signature authorities by position title, and certain other authorities by position title and individual name.

The Designation of Signature Authority form also includes a section to designate those staff who are authorized to conduct business with Clallam County on behalf of NOLS. This section was added to NOLS' signature authority resolution in order to be responsive to County protocols.

Fiscal Considerations

This resolution documents staff assignments that require purchasing contracting, or fiscal authority; other policies and agreements define the parameters under which such authorized fiscal assignments must be carried out.

Discussion

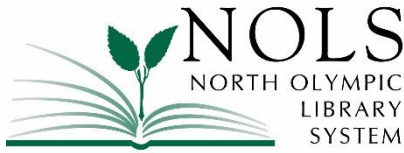
Signature authorities must be updated periodically to reflect new or changing work assignments, and/or job titles. This resolution 24-04-03, updates and voids the previous Signature Authority Resolution, 22-03-02. Also reflected in the resolution are recent hires, promotions, retirements, and changes in work assignments.

Recommendation/Alternatives for Consideration

That the Library Board of Trustees approve Resolution 24-04-03, which designates staff authority to make purchases, contract for goods and services, and transact Library business of specified types.

Action/Motion

That the Board approve Resolution 24-04-03 as presented.



Resolution 24-04-03

Library Board of Trustees
North Olympic Library System

Designation of Signature Authority

Whereas, the Board of Trustees of the North Olympic Library System has the power to permit the certification of the receipt of labor, services, and materials; enter into contracts and transact business of all types and acquire valuable property; and

Whereas, the day-to-day operation of the Library system requires, and RCW 27.12.210 permits the Board of Trustees to employ, such assistants as may be necessary to conduct the business of the library system;

Therefore be it resolved, that the Board of Trustees of the North Olympic Library System authorize the following employees, as designated by position title, to conduct Library transactions as indicated below:

AUTHORIZATION BY POSITION TITLE

	Certifying budgets and levy	Certifying payroll	Contracting with service and labor providers and vendors	Purchasing library collection materials	Purchasing library supplies
Executive Director	X	X	X	X	X
Public Services Director	X	X	X	X	X
Information Technology Manager			X		X
Collection Services Manager			X	X	X
Facilities Manager		X	X		X
Finance Manager			X		X
HR & Business Manager			X		X
Library Manager			X	X	X
Branch Operations Manager			X		X
Marketing & Communications Mgr.			X		X
Technical Services Specialist				X	X
Technical Services Lead				X	X
Administrative Operations Specialist 2					X
Librarian 1 & 2				X	X
Library Services Specialist					X
Community Outreach Lead					X
Community Outreach Specialist					X
Public Services Lead					X
Facilities Tech 1 & 2					X
Facilities Lead					X
IT Specialist 2 & 3					X
IT Systems Administrator					X
Marketing Lead					X

And be it further resolved, that the Board of Trustees of the North Olympic Library System authorize the following employees, as designated by name, to conduct transactions as indicated below:

AUTHORIZATION BY EMPLOYEE NAME

	Authorized to conduct business with Clallam County on behalf of NOLS	Signing ALL Imprest checking account checks	Signing Imprest checking account checks EXCEPT payroll	Purchasing library supplies
Noah Glaude, Executive Director	X	X		
Meghan Sullivan, Public Services Director	X	X		
Amy Hough, Finance Manager	X		X	
Shaina Lent, HR & Business Mgr.	X		X	
Melissa Renell, Administrative Operations Specialist 2			X	

And be it further resolved, that signatures of record for employees so authorized will be kept on file by the Executive Director;

And be it further resolved, that in addition to the above authorizations, employees who have executed a Credit Card Agreement and been issued an authorized library credit card are permitted to make a variety of purchases within the transaction limits assigned to the issued card, according to the terms of Policy 5.6 (Credit Card);

And be it further resolved, that Resolution 22-03-02, dated March 24, 2022, is now void.

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

Chair

Trustee

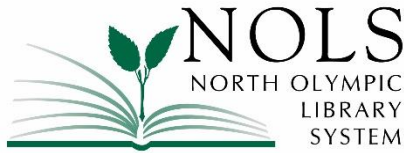
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff Report

Meeting Date: April 25, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of LOCAL Program Resolutions 24-04-04 and 24-04-05

Attachments: WA State Treasurer LOCAL Program Credit Approval Letter
LOCAL Program Reimbursement Resolution 24-04-04
LOCAL Program Authorizing Resolution 24-04-05

Topic/Issue:

Approval of a Reimbursement Resolution and an Authorizing Resolution. Both are required for NOLS to participate in the Office of the Washington State Treasurer's LOCAL Program and obtain the financing required for the Sequim Library Expansion and Renovation Project.

Background:

At the April 27, 2023, Board of Trustees meeting, it was decided that if additional project funding was needed after the construction contract went out to bid, NOLS would pursue non-voted general tax obligation bonds to ensure the Library has enough funding for the total cost of the project.

To access the bond market, staff identified the [Washington State Treasurer's Office LOCAL Program](#) as a convenient tool well suited for the Sequim Library Project. With support from financial and legal advisors, and after preliminary meetings with LOCAL Program staff to ensure the program is appropriate for the Library's situation, a credit application and Notice of Intent was submitted on March 4, 2024.

On March 25, 2024, Hoch Construction was awarded the Sequim Library Expansion and Renovation Project construction contract. Finalizing a contract with Hoch allowed the Library to make a significant update to the total project cost estimate, increasing it to \$10,642,821.

On March 29, 2024, the Library's LOCAL Program application materials were updated to reflect the increased project cost estimate, increasing the Library's financing request to \$4,492,021. On April 4, 2024, the Office of the State Treasurer approved financing for up the Library's full request, with a 20-year term.

Discussion:

The Office of the State Treasurer's LOCAL program is a cost effective way for Washington municipalities to finance equipment or real estate projects, inclusion property acquisition and construction of facilities. LOCAL financing is structured as a financing contract (lease) through the State Treasurer. Since 1999, the program has financed nearly 900 projects around the state with school districts, fire districts, cities, counties, hospital districts, etc.

The State Treasurer's brief overview of the LOCAL program structure:

- Participants enter into a financing contract (lease) with the Office of the State Treasurer (OST)
- OST pools the various lease agreements across all LOCAL participants and packages them as a security called a Certificate of Participation (COP)
- COPs are similar to municipal bonds in that they are structured with regular principal and interest payments and sold to investors
- Investors that purchase the COP are guaranteed a fixed income stream from the lease payments throughout the life of the financing contract
- The local agency retains ownership of the property throughout the term of the lease
- The LOCAL Program requires participants to have a general obligation pledge and the ability to levy property taxes
- Minimum borrowing threshold of \$10,000 per lease/contract
- Maximum borrowing amount is decided on a case-by-case basis, based on the borrower's non-voted debt capacity and ability to repay the lease
- The length of each financing contract is based upon the useful life of the asset:
 - For real estate transactions, the maximum term is 25 years
- Property financed on a tax-exempt basis is subject to IRS tax law restrictions regarding private business use
- Funds are generally available three times per year, in February, June and October

Benefits of Participation in the Local Program:

- The LOCAL Program allows participants access to the national tax-exempt market through a competitive bid process, regardless of the size of their financing contract
- By pooling with the State's Aa1 rated COP issuances, LOCAL participants are able to take advantage of the State's very low tax-exempt interest rates
- Local agencies participating in the LOCAL Program receive significantly reduced issuance costs
- State agencies pay the basic fixed costs of the pooled financing program, including legal fees (bond and disclosure counsel), municipal advisor fees, and credit rating fees

- Because of the pooled approach, the cost of issuance for local agencies is limited to the incremental cost of their participation:
 - Escrow fees (if applicable)
 - Title insurance & municipal advisor fees
 - Local agency counsel
- The LOCAL Program is user friendly, as OST manages all technical aspects of the program, including:
 - General administration
 - Structuring
 - COP Issuance
 - IRS tax law compliance
 - Continuing disclosure
- To reduce costs and increase efficiency, the LOCAL Program uses standardized documents and a set repayment schedule

To complete the LOCAL Program application process, participate the early June bond sale, and receive funding in late June 2024, the Office of the State Treasurer requires the following documents by May 4, 2024:

- **Reimbursement Resolution:** *Required if the agency plans to seek reimbursement of early expenditures*
- **Authorizing Ordinance or Resolution:** *Authorizes the financing of the property through the LOCAL Program and specifies the number of agency representatives required to execute the financing*
- **Certificate of Authorizing Ordinance or Resolution:** *Certifies a true copy of the resolution/ordinance*
- **Opinion of Local Agency Counsel:** *Verifies the authority of the local agency to execute the contract*
- **Local Agency Counsel Escrow Letter:** *Requests that the opinion of the local agency counsel be held in escrow until the dated date of the transaction.*
- **Certificate of Incumbency:** *Certificate from the county auditor or ESD identifying the governing officials and their terms of service*
- **Local Agency Financing Lease & Memo:** *Establishes the contractual obligations of the local agency in the transaction*
- **Local Agency Site Lease & Memo:** *Provides the collateral for the financing lease*
- **Tax Certificate:** *Acknowledgement by the local agency that it understands and will comply with applicable IRS regulations.*
- **Construction Contract**
- **Request for Release of Proceeds:** *Submitted with invoices & Proof of Payment*
- **Invoices & Proof of Payment:** *Submitted with the Request for Release of Proceeds*

Only the *Reimbursement Resolution* and the *Authorizing Resolution* need to be approved by the NOLS Board of Trustees. All other LOCAL Program documents will be completed and signed by the Executive Director or Board Chair.

Policy Considerations:

The [NOLS Fiscal Management Policy](#) must be followed for this project.

To ensure NOLS is also in alignment with all state and federal laws, the Library’s bond counsel, Dan Gottlieb of Hillis Clark Martin & Peterson P.S., has reviewed the required resolutions and all other agreements, documents, and forms required to receive financing.

The Office of the State Treasurer ensures the financing meets IRS tax law compliance.

Fiscal Considerations:

Below is the Total Sequim Library Expansion and Renovation Project Cost Estimate and Revenue Estimate, as of March 25, 2024:

		Construction Cost	\$6,887,000
Estimated Soft Costs	Construction Sales Tax		\$612,943
	Architecture and Engineering Fees		\$1,316,387
	Owner's Representative		\$79,825
	Geotech Consulting		\$41,182
	Land Survey		\$11,813
	Hazmat Consulting		\$12,250
	Special Inspections		\$30,000
	Permits and Fees		\$89,880
	Bid Ads & Public Notices		\$6,000
	LEED Certification		\$100,000
	Commissioning		\$43,500
	Furniture, Fixtures and Equipment		\$450,000
	Change Orders / Contingency		\$688,700
		Soft Cost Total	\$3,482,480
Temp Location Costs	2-Year Lease		\$151,465
	Construction Improvements to Space		\$45,000
	Security System		\$2,200
	Permits and Fees		\$1,100
	Professional Moving IN to Temp Location		\$43,576
	Professional Moving OUT of Temp Location		\$25,000
	Misc. Equipment		\$5,000
			Temp Space Cost Total
		Total Project Cost	\$10,642,821
Revenue	NOLS Funds Allocated		\$2,614,300
	Department of Commerce Grants		\$2,206,500
	Bequests, Donations and Grants		\$1,330,000
	Non-voted General Obligation Bonds		\$4,492,021
		Total Revenue	\$10,642,821

Based on this cost estimate and funding NOLS already has available for the project, \$4,492,021 of the \$10,642,821 total project cost will need to be financed through the LOCAL Program.

The LOCAL Program financing will be paid back over 20 years, primarily utilizing annual DNR timber revenue the Library receives. From 2019 through 2023, the average annual amount NOLS has collected in timber revenue is \$414,764.

The exact interest rate NOLS will pay will not be known until the State Treasurer completes the bond sale in early June 2024. The Borrowing Scenario Summary chart below provides an estimate of the costs NOLS could face if interest rates remain similar to what they are now, plus a half percentage point, to keep the estimate conservative. The Library’s financial advisor has advised that the rates in the 4/2/24 borrowing scenario estimate are competitive.

State of Washington 2024B COP North Olympic Library District Borrowing Scenario Summary Interest Rates as of 3/28/2024 + 0.50%					
\$4,492,021 Project Deposit					
Term	All-in TIC	Total Net D/S	Average Annual Net D/S	Avg Annual Net D/S after Capl Period	12/1/2024 Net D/S
10-Year Base Case	3.39%	\$5,373,204	\$537,320	\$537,500	\$107,179
10-Year w/Cap. Interest	3.39%	\$5,398,500	\$539,850	\$550,806	\$0
20-Year Base Case	4.08%	\$6,662,458	\$333,123	\$332,974	\$107,208
20-Year w/Cap. Interest	4.08%	\$6,716,250	\$335,813	\$341,316	\$0

Prepared by Piper Sandler 4/2/2024

Lease payments are due on June 1 and December 1. Payments will be made to the State Treasurer by electronic funds transfer. Payments will be applied first to the Interest Component, and then to the Principal Component, similar to a mortgage.

In the event NOLS fails to make any payment due under the Financing Lease, pursuant RCW 39.94.030(1), the State Treasurer will withhold an amount sufficient to make the payment from NOLS share of State revenues or other amounts authorized or required by law to be distributed by the State to NOLS.

NOLS will have the option to prepay the debt and may be able to refinance the loan after 10 years. Since the Library is continuing to work with community partners to conduct fundraising efforts for the Sequim Library Expansion and Renovation Project, and Library staff is also seeking additional grant opportunities, the Board of Trustees should periodically review its options to reduce the debt quicker than scheduled.

Once funds are available through the LOCAL Program, proceeds can be sent directly from the Treasurer to the Library’s vendors, or as a reimbursement to NOLS for project expenditures.

Recommendation:

That the Library Board of Trustees adopt Reimbursement Resolution 24-04-04 as presented.

That the Library Board of Trustees adopt Authorizing resolution 24-04-05 as presented.



State of Washington
STATE FINANCE COMMITTEE

MIKE PELLICCIOTTI, *Chair*
State Treasurer

JAY R. INSLEE
Governor

DENNY HECK
Lieutenant Governor

April 04, 2024

Noah Glaude, Executive Director
North Olympic Library
2210 South Peabody Street
Port Angeles, WA 98362

Dear Noah Glaude:

RE: Credit Approval

We have received the financial documentation provided by North Olympic Library in the context of including the library district in a state of Washington Certificate of Participation financing. North Olympic Library is approved for financing in an amount not to exceed \$4,492,021.00, finance term 20 years, contingent on meeting certain criteria related to the specific real estate project.

Funding is also contingent on the following:

- No material changes in the financial condition of the library district
- Completion of all items on the checklist

We look forward to working on your behalf.

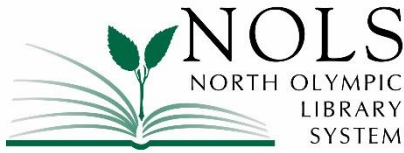
Sincerely,

Mike Pellicciotti
Washington State Treasurer

DocuSigned by:
A handwritten signature in black ink, appearing to read "Jason Richter".
4C1AFB974557498...

Jason Richter
Deputy State Treasurer

cc: Jennifer White, Clallam County Treasurer, Clallam County



Reimbursement Resolution

Section 1. The North Olympic Library System (the “Local Agency”) reasonably expects to reimburse the expenditures described herein with the proceeds of a financing contract to be entered into by the Local Agency (the “Reimbursement Obligation”).

Section 2. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations are for expansion and remodel of the Sequim Branch Library.

Section 3. The expenditures with respect to which the Local Agency reasonably expects to be reimbursed from the proceeds of Reimbursement Obligations will be made from the Sequim Capital Fund.

Section 4. The maximum principal amount of Reimbursement Obligations expected to be issued for the property described in Section 2 is \$4,492,021.

Adopted by the Board of Trustees of the North Olympic Library System at their regular meeting held this 25th day of April, 2024.

Chair

Trustee

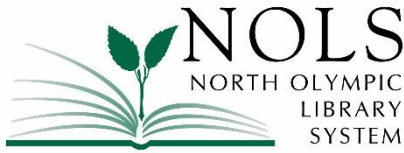
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Authorizing Resolution

The Authorization for the acquisition of real property and execution of a financing contract, site lease and related documentation relating to the acquisition of said **REAL PROPERTY**.

WHEREAS, North Olympic Library System (the “Local Agency”) has executed a Notice of Intent to the Office of State Treasurer, in the form attached hereto as Annex 1 (the “NOI”), in relation to the financing of the improvement and betterment (collectively, the “improvement”) of the Property, as defined below, under the provisions of RCW 39.94; and

WHEREAS, it is deemed necessary and advisable by the Board of Trustees of the Local Agency that the Local Agency improve the real property identified on Annex 1 attached hereto (“Property”); and

WHEREAS, it is deemed necessary and advisable by the Board of Trustees of the Local Agency that the Local Agency enter into a Local Agency Site Lease with the Washington Finance Officers Association in the form attached hereto as Annex 2 to facilitate the financing of the Property;

WHEREAS, it is deemed necessary and advisable by the Board of Trustees of the Local Agency that the Local Agency enter into a Local Agency Financing Lease with the Office of the State Treasurer, in the form attached hereto as Annex 3 (the “Local Agency Financing Lease”), in an amount not to exceed \$4,492,021, plus related financing costs, in order to finance the improvement of the Property;

WHEREAS, the Local Agency will undertake to improve the Property on behalf of and as agent of the Washington Finance Officers Association (the “Corporation”) pursuant to the terms of the Local Agency Financing Lease, and in accordance with all applicable purchasing statutes and regulations applicable to the Local Agency; and

WHEREAS, the Local Agency desires to appoint the individuals set forth in Annex 4 as the representatives of the Local Agency in connection with the improvement of the Property and execution of the Local Agency Financing Lease (each an “Authorized Agency Representative”);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees as follows:

Section 1. The individuals holding the offices or positions set forth in Annex 4 are each hereby appointed as a representative of the Local Agency in connection with the acquisition of the Property and execution of the Local Agency Financing Lease and all other related documents. A minimum of one Authorized Agency Representative shall be required to execute any one document in order for it to be considered duly executed on behalf of the Local Agency.

Section 2. The form of the Local Agency Site Lease attached hereto as Annex 2 is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Site Lease, in substantially the form attached hereto with such changes as may be approved

by the Authorized Representatives, to facilitate the improvement of the Property and financing of the improvement of the Property.

Section 3. The form of the Local Agency Financing Lease attached hereto as Annex 3 is hereby approved and the Authorized Agency Representatives are hereby authorized and directed to execute and deliver the Local Agency Financing Lease, in an amount not to exceed \$4,492,021, plus related financing costs, and in substantially the form attached hereto with such changes as may be approved by the Authorized Representatives, for the acquisition of the Property and financing of the acquisition of the Property.

Section 4. The Local Agency hereby authorizes the acquisition of the Property as agent of the Corporation in accordance with the terms and provisions of the Local Agency Financing Lease.

Section 5. The Authorized Representatives are hereby authorized to execute and deliver to the Office of State Treasurer all other documents, agreements and certificates, and to take all other action, which they deem necessary or appropriate in connection with the financing of the Property, including, but not limited to, any amendment to the NOI, any tax certificate and any agreements relating to initial and ongoing disclosure in connection with the offering of securities related to the financing.

Section 6. This resolution shall become effective immediately upon its adoption.

Adopted by the Board of Trustees of the North Olympic Library System at their regular meeting held this 25th day of April, 2024.

Chair

Trustee

Trustee

Trustee

Trustee

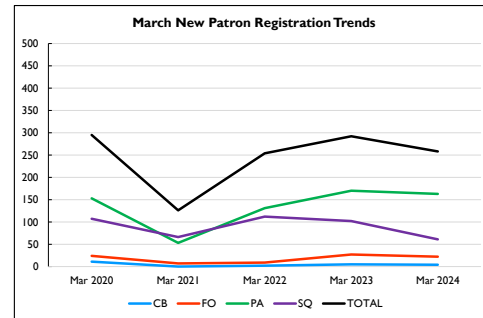
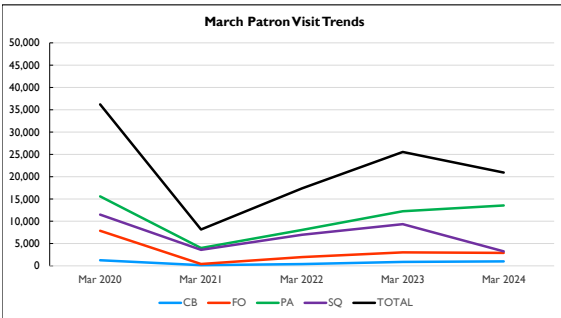
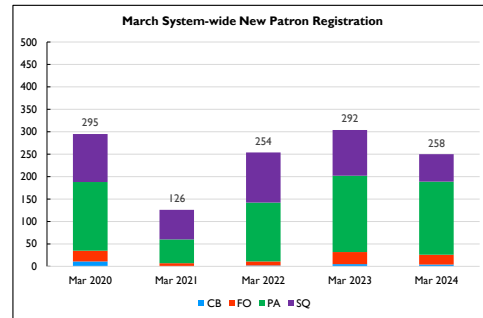
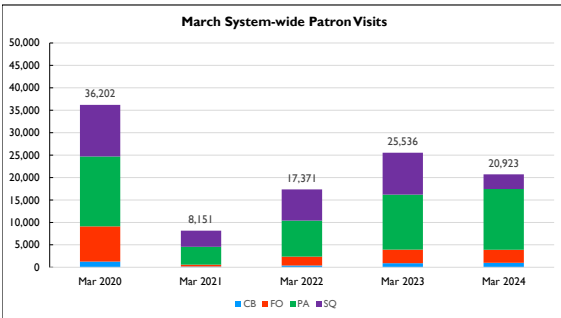
Attested by:

Secretary to the Board

Patron Visits		
	2024	% of System
Port Angeles	13,546	64.7%
Children	14%	
Sequim	3,254	15.6%
Children	6%	
Forks	2,908	13.9%
Children	5%	
Clallam Bay	995	4.8%
Children	21%	
Bookmobile	220	1.1%
Total	20,923	100.0%

*Door sensors count objects less than 47" as children.

New Patron Registration		
	2024	% of System
PA	163	63.2%
SQ	61	23.6%
FO	22	8.5%
CB	4	1.6%
BOS	8	3.1%
Total	258	100.0%



* Due to COVID-19, all NOLS locations were closed in March 2021, but curbside service was offered.

* Due to COVID-19, all NOLS facilities were only open for limited service in March 2022.

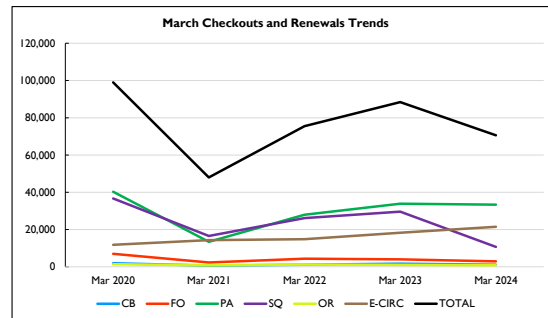
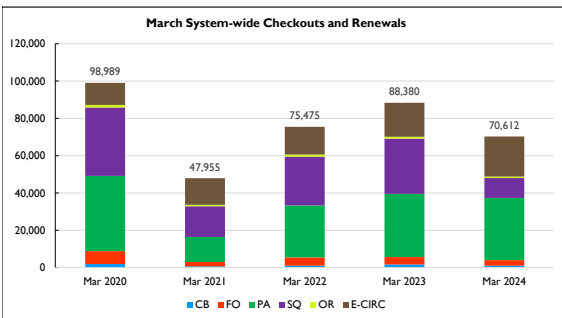
* The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.

Checkouts & Renewals		
	2024	% of System
Port Angeles		
Checkouts	19,237	36.3%
% From Self-Check	79%	
% From Holds	24%	
Renewals	14,132	80.5%
Total	33,369	47.3%
Sequim		
Checkouts	8,346	15.7%
% From Self-Check	80%	
% From Holds	44%	
Renewals	2,312	13.2%
Total	10,658	15.1%
Forks		
Checkouts	2,436	4.6%
% From Self-Check	27%	
% From Holds	25%	
Renewals	479	2.7%
Total	2,915	4.1%
Clallam Bay		
Checkouts	590	1.1%
% From Self-Check	10%	
% From Holds	38%	
Renewals	479	2.7%
Total	1,069	1.5%
Outreach		
Checkouts	720	1.4%
% From Holds		
Renewals	79	0.4%
Total	799	1.1%
Bookmobile		
Checkouts	264	0.5%
% From Holds	10%	
Renewals	84	0.5%
Total	348	0.5%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	21,454	30.4%
Systemwide Totals		
Checkouts	53,047	
Renewals	17,565	
System Total	70,612	

Interlibrary Loan Services	
Items borrowed from other libraries	159
Items loaned to other libraries	128

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,548	14.68
SQ	3,678	23.46
FO	617	20.73
CB	225	8.16
OR	855	9.18
BOS	35	6.54
Total	9,958	17.65



* Due to COVID-19, all NOLS locations were closed in March 2021, but curbside service was offered.
 * Due to COVID-19, all NOLS facilities were only open for limited service in March 2022.
 * The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	41/362	53%/42%
Sequim	8/229	10%/26%
Forks	16/50	21%/6%
Clallam Bay	6/30	8%/3%
NOLS	2/86	3%/10%
Virtual	4/112	5%/13%
Total	77/869	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	39/736	67%/88%
Sequim	0/0	0%/0%
Forks	13/76	22%/9%
Clallam Bay	6/24	10%/3%
Total	58/836	100%/100%

Proctor Exams Administered		
Port Angeles	0	#DIV/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	43.25	6
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	31.75	1
Total	75	7

* The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.

Community Outreach Events		
	Events/Attendees	% of System
PA	2/228	29%/79%
SQ	0/0	0%/0%
FO	3/23	43%/8%
CB	2/39	29%/13%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	7/290	100%/100%

Read & Return and Program/Outreach Distributions		
Tiny Olympic Libraries (CB, FO, PA, SQ)		267
Read & Ride (Clallam Transit Buses)		60
Dolly Parton Imagination Library		0
Library Programs & Outreach		40
Clallam County Correctional Facility		203
Total		570

Outreach Delivery Services		
Deliveries/Pickups		86
New Patrons w/ Delivery Services		-

BookMatch Requests Fulfilled		
Number of Requests		9
Titles Suggested		46

Bookmobile		
Routine Stops		19
Special Stops		-
Appearance (e.g. parade)		-
Miles Traveled		1,178

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	32	2151	1,648	23.0%
Sequim	6	285	142	10.6%
Forks	10	343	218	9.7%
Clallam Bay	5	250	273.23	34.4%
Total	53	3029	2281.813	19.8%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	201	203	15.1%
Sequim	2	64	21	4.6%
Forks	2	85	13	2.9%
Clallam Bay	1	0	0	0.0%
Total	11	350	236.53	9.9%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	11,799	70.7%
Sequim	2,815	16.9%
Forks	1,147	6.9%
Clallam Bay	933	5.6%
Total	16694	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	0
Sequim	3
Forks	2
Clallam Bay	0
Total	5

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,498	61.7%
Sequim	681	9.3%
Forks	1,642	22.5%
Clallam Bay	471	6.5%
Total	7,292	100.0%

Website Visits	
From outside the Library	19,422
From inside the Library	704
Avg. # of pages visited	2

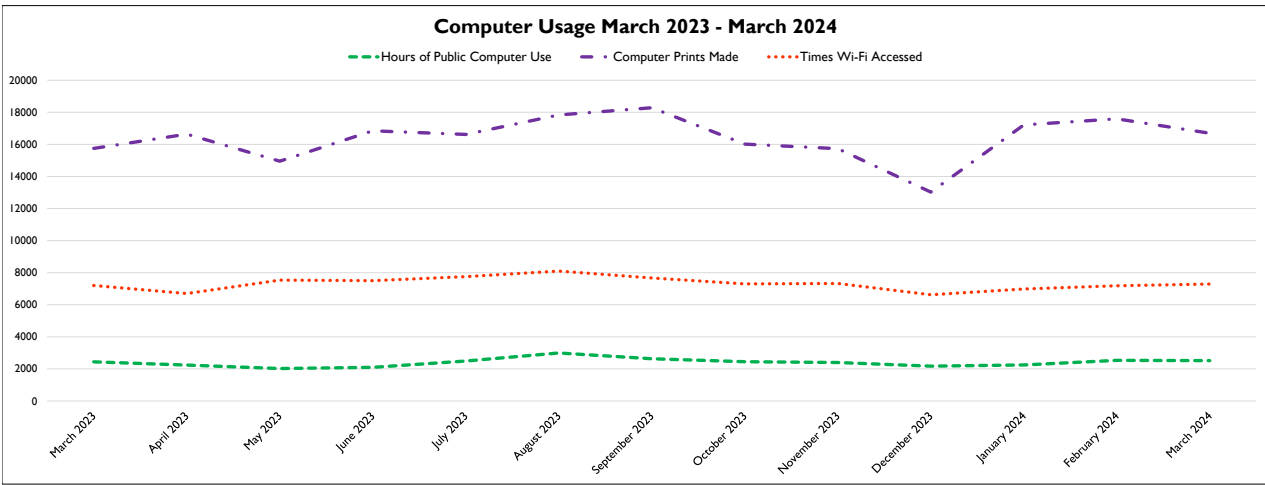
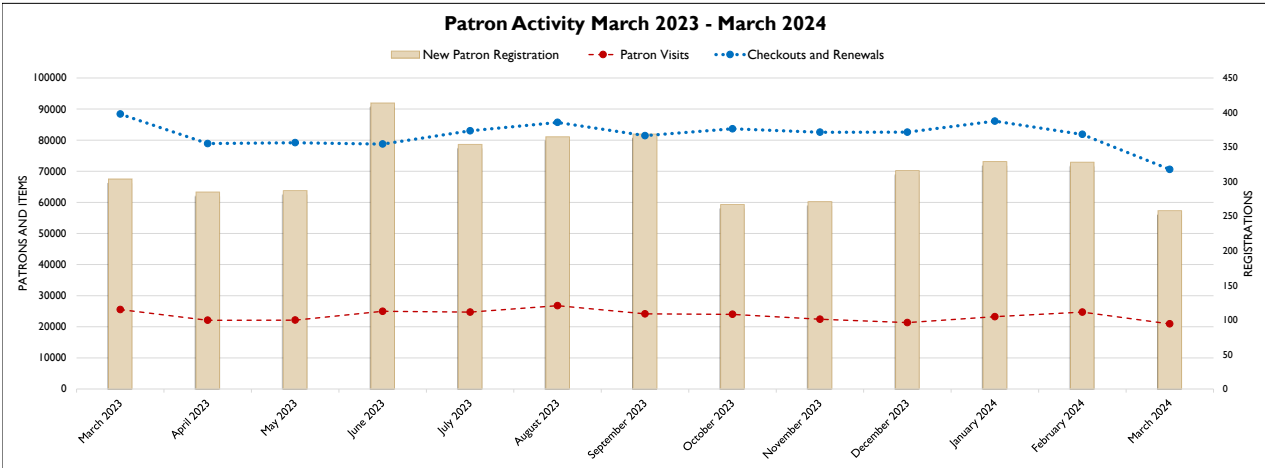
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Facebook Activity	
Followers	5,283
Content Published	59
Reach (unique accounts)	38,999
Reactions/Likes/Comments, etc.	2,065
Link Clicks	736

YouTube Activity	
Subscribers	403
Videos Published	-
Program Recordings	1
Views (lifetime content)	1,225
Watch Time (hours)	75

Instagram Activity	
Followers	1,487
Content Published	98
Reach (unique accounts)	1,907
Reactions/Likes/Comments, etc.	753

Advertising	
Ads Run	7
Reach (unique accounts)	8,379
Link Clicks	600



Significant Events During the Past 13 Months:

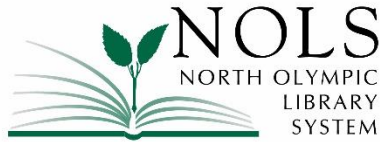
February 2023 - Hours were limited at all branches for several days, due to inclement weather.

May 2023 - Bookmobile makes first pop-up visits.

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

January 2024 - Hours were limited at all branches for one week of January, due to inclement weather.

March 2024 - The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.



Monthly Activity Report

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

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Programming during the month of March included:

- Baby, Toddler, and Preschool Storytimes – 423 participants at 18 events
- Head Start Storytimes – 41 participants in 3 classes
- Family Puppet Workshop – 6 participants
- Battle of the Books Final Trivia – 194 participants



- Kids Book Club– 15 participants
- LEGO® Build It! – 53 participants
- Strawbees Pop Up steam kit – 9 participants
- BeTween Books & Crafts – 14 participants
- Teen Lit Bags – 34 participants

- Teen Tuesdays:
 - Teen Game Club – 9 participants
 - Teen Advisory Board – 8 participants
 - Teen Book Club – 5 participants
 - Teen Writing Club – 6 participants
- Port Angeles High School Book Club – 10 participants
- Wednesday Movie Matinee:
 - March 20: *A Beautiful Day in the Neighborhood* – 10 participants
 - March 27: *The Wizard of Oz* – 9 participants
- Art in the Library opening reception with North Olympic History Center – 40 participants
- Zine Workshop and Write-In with Clallam County Poet Laureate Jaiden Dokken – 2 participants
- Craft Café – 3 participants
- Olympic National Park Winter Perspectives: Olympic Hiking Trails and Tales presented by Craig Romano – 71 participants in-person, 52 online
- Jigsaw Puzzle Contest – 29 participants
- Northstar Digital Literacy Computer Class – 4 participants
- Second Wednesday Book Group reading *Hold Still* by Sally Mann – 4 participants
- Wednesday Evening Book Group reading *Prodigal Summer* by Barbara Kingsolver – 4 participants



Other activities Port Angeles staff were involved in during the month of March included:

- Youth Services Librarian Jennifer L. and Community Outreach Specialist Hannah S. connected with 150 community members at the annual Kids Fest event.
- Youth Services Librarian Jennifer L. and Community Outreach Specialist Lauren S. connected with almost 80 people at the Jefferson Elementary Literacy Night and registered 17 new library card holders.
- Executive Director Noah and Librarian Sarah M. were interviewed by NPR for a segment on Clallam County History, related to the county's status as one of the last true bellweathers.

Sequim Branch Library

Emily Sly, Library Manager

March was Moving Month!

The last day open at the Sequim Branch was Saturday, May 9. Many patrons were stocking up on reading material before the 3-week closure. The Sequim Library Send-Off Celebration held on the library's last open day made for a wonderful last day. So many people stopped by to see the library one last time, check out books, and say hi. The Board met at the Send-Off and also toured the Temporary Location.



March Programs included: Yarn Circle, Storytime, Drop-in Tech Help, Second Saturday Book Discussion, Teen Advisory Board (TAB), and Teen Board Game and Art Night. The Battle of the Books Final Competition was held in Port Angeles, with Sequim's Helen Haller Elementary being the winning team. Librarians Corrina and Charlotte attended the Sunshine Festival at Carrie Blake Park on the first Saturday of March offering a fun activity and sharing information about the library.

Sequim Expansion and Renovation Project –

Sealed construction bids for the project were opened in Port Angeles. Emily was a guest on KSQM sharing information about the upcoming move to the Temporary Location. Final work was completed on the Temporary Location.

The move from Sequim Ave to Washington St:

- All Sequim holds were moved to Port Angeles to be available for the duration of the closure and returned to Sequim Temp Location before opening.
- Bookmobile service was offered for the duration of the closure on Mondays 10-2, Thursdays, 10-noon and Saturdays 10-2, in the JCPenney parking lot.
- Work began on Sunday, March 10 with IT and Facilities staff disassembling computers and moving staff desks from the meeting room. Sequim staff packed up and labeled everything except the collection.
- Moving Carts were delivered March 15. Staff began loading carts with collection materials in late morning and all of the collection was loaded onto carts by the end of the weekend. Wow!
- March 18 – 21. Shelving was disassembled at the Sequim Branch and installed at Temporary Location. Book carts, furniture and boxes moved.
- Staff started shelving materials onto the shelves on Friday, March 22. Everything was on the shelf by the end of the weekend. Wow!
- March 25 –30. Sequim staff unpacked boxes, settled into the space and developed new procedures. Facilities staff completed numerous projects to get the building ready. IT set up all staff and public computers and printers, did a lot of trouble-shooting and had everything working and ready to go by opening!
- Friday, March 29 – Sequim staff held a training day walking through many new procedures together, celebrating a successful move and putting the final touches on the building before reopening to the public on April 1.



West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- Public Service Specialist Dave and On-call Public Service Assistant Ludmila started shifting the Nonfiction collection at the Forks Branch to redistribute the collection more evenly.
- Public Service Specialist Dianne attended the 2024 Washington Library Association Conference in Spokane.
- Staff also participated in the following trainings:
 - Being an Approachable Adult
 - Ornerly Teens
 - Mental Health First Aid Prework
 - PSCD World Languages Collection Meeting
 - UW's Foundations of Diversity & Inclusion
- Several Staff members from Port Angeles and Sequim worked at both Clallam Bay and Forks Branches throughout the month to support staffing levels. West End staff enjoyed getting to know more of their colleagues!
- All West End Staff continue to attend and contribute to their many system wide work groups and teams.
- Library Manager was able to meet with representatives of Jefferson County Immigrations Rights Advocates to assess future partnership opportunities to better serve the growing Hispanic population in Forks.

Programming:

- Community Outreach Specialist Laureen performed Forks monthly Family Storytime to six participants.
- Art, Angst, and Acoustic Open Mic Night, Game Lounge, Build it!, Anime & Manga, Teen Advisory Board and Movie Matinee were also offered in Forks.
- Forks Bad Art Night for Adults had a milestone with the highest attendance and all new attendees for this month's program.
- Forks had two new programs Business and Coffee with the Center of Inclusive Entrepreneurship and First Time Homebuyer Presentation from Emily Queen at Forks Avenue Real Estate. Patrons provided feedback regarding these programs being a highlight while also being incredibly helpful.
- Clallam Bay Branch offered the monthly Drop-in Tech Help, Bad Art Night for Adults, Game Lounge, Build it!, and Movie Matinee.
- Community Outreach Lead Kristin performed Clallam Bay monthly Storytime.

Community Visits:

- Library Manager Troi and Poet Laureate Jaiden Dokken visited Neah Bay and provided a poetry workshop and Library pop-up to 17 participants.

- Library Manager Troi provided a presentation to 22 community members in collaboration with the Neah Bay Chamber of Commerce regarding Library Services and Resources. Public Services Specialist provided check-out and new card registration at the event. Feedback was received that the presentation was incredibly informative and offered support to small business owners.
- The Pop-Up Library at the Quileute Senior Center was attended by 15 people. Participants were informed that this program will be replaced by Bookmobile visits starting in April.
- Library StoryCraft at the Blue Shed Youth Center was switched to early release day so as not to conflict with other activities. 7 children participated.
- Library Manager Troi was able to attend a Workforce Challenges Meeting with representatives and consultants from the City of Forks.

Recruitments:

- Recruitments for an Adult Services Library Services Specialist and Youth Services Library Services Specialist progressed.
- Jennifer Smathers, current West End Public Services Lead and long-term NOLS employee, was promoted into the Adult Services Library Services Specialist position and started April 1st.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Removed six public computer tables for use in the Sequim Library temporary location; replaced floor outlet lids; cleaned drain basins in parking lot and landscape; trimmed trees; cleaned-up planting beds; edged and mowed lawns.

Port Angeles Library Accessible Pathways Project: Worked with consultants at AHBL, Inc. to finalize preliminary plans for parking lot repaving, sidewalk construction, outdoor holds lockers, and related accessibility improvements at the Port Angeles Library; submitted WA Dept. of Commerce Library Capital Improvements Project grant application and supporting documents.

Sequim Library Project: Set-up temporary library and helped move Sequim Library items into temporary space. This entailed completing temp space renovations, passing a building inspection, distributing keys to staff, moving the bookdrops, hauling some furniture and assorted items, organizing storage space, installing the library sign, and innumerable related tasks. It also involved shutting down the Sequim Library and preparing it for construction work to begin in April.

Forks Library: Repaired wall damage; washed windows; washed north exterior brickwork; cleaned carpet spots.

Other: Removed winter tires from vehicles; cleaned bookmobile.

Outreach Services: Bookmobile and Delivery Services

Kristin Overbey, Community Outreach Lead

Outreach Delivery Services

- 86 deliveries/pick-ups in March. No new Outreach Delivery patrons
- 720 items checked out and 79 items renewed for Outreach Delivery patrons
- **THROW BACK!** Circa 1976 - The person in the photo is Debbie Crumb, who started out as an Outreach Clerk in 1975 but then moved into other positions at NOLS. Thank you to the Sequim patron who brought their Sequim Library scrapbook to the Sequim Library building send-off party in March!



NOLS Outreach Delivery Service via Chevy Vega - circa 1976

Bookmobile Outreach Services

- 220 Bookmobile visitors in March.
 - 117 were over the 9 Bookmobile visits in Sequim, which occurred over 3 weeks during the Sequim Branch closure and move! Record Sequim day was Saturday, March 23 with 27 Bookmobile visitors.
 - One Sequim patron who received the postcard mailer about the Sequim move was motivated to 'finally!' come and sign up for a library card on the Bookmobile!



- 31 participants across 2 programs – monster-themed StoryCraft at Neah Bay Makah Boys & Girls Club (15) and paper airplane themed books and activities at Jamestown S’Klallam Tribe Youth Center (16).
 - Youth patrons enjoyed the monster theme, one Kindergartener read a loud and everyone was very impressed! Fifth graders helped distribute craft materials and also participated.



“RAWR!” Two youth with crafts at Makah Boys & Girls Club in Neah Bay.

- **NEW STOP!** The Bookmobile had an amazingly positive first visit to The Market at Port Angeles Food Bank! **20 visitors** including Market customers, staff and volunteers! The staff at The Market have been so incredibly warm and welcoming and did lots of promotion on social media prior to the visit. The Bookmobile is tentatively scheduled for monthly visits on the third Fridays each month. Next confirmed visit: Friday, April 19.



Library staff and Patron signing up for new Library Card on Bookmobile during first visit to The Market!

- **CONNECT THE COUNTY!** Bookmobile staff are regularly supporting patrons with downloading and familiarizing themselves with Libby and Hoopla. Patrons are seeking

Information Technology (IT) Department

Shane Miller, Information Technology Manager

The focus in March for the IT department was the Sequim Library move. The IT department played a pivotal role in facilitating the smooth transition of the Sequim Branch Library to its temporary location. Systems Administrator John D. coordinated the relocation of essential network infrastructure. This involved dismantling, transporting, reassembling, and reconfiguring networking equipment to securely function in the new environment. Additionally, Bryan and Jonah and John packed and then set up staff workstations and public computers, configuring software, peripherals and ensuring optimal functionality. The team worked hard to troubleshoot the various technical challenges that arose during the move.

March also marked the onset of conference season as staff members embarked on various professional engagements and networking opportunities. The IT department provided crucial assistance to support these staff members by equipping them with essential tools and assistance. This involved tasks such as setting up laptops, configuring hotspots, enabling remote computer access, offering demonstrations and various other measures aimed at fostering a seamless and productive environment for our attending staff.

Web & Digital Systems Coordinator Bryan J. worked with the Beanstack implementation team to help organize the digital component of the 2024 Summer Reading Challenge. Beanstack is the Library's reading tracking app. The Beanstack Team has also started to develop staff training ideas to help teach everyone how to answer questions from patrons about the summer reading program.

In March, Bryan continued to lead the project of moving to Communico, the Library's new meeting room reservation and event management system. Initially, room reservations will be accepted for the Port Angeles Carver Room and Coffey Room, the Jim and Nikki Klahn Meeting Room in Forks, and the Clallam Bay Community Meeting Room.

Working closely with Noah and Meghan, John and Shane began to work with Cerium Networks on the implementation of a new phone system, and email server migration to the Cloud.

Technical Services Department

Erin Shield, Collection Services Manager

973 physical items were processed and available for customers in the month of March. 207 print materials were repaired. 207 media items were resurfaced or repaired to extend their lives. 68 physical donations were made and will be added to the collection. 428 totes were moved between NOLS' branches by the couriers, as well as 19 Outreach deliveries. Tech Services filled 159 InterLibrary Loan requests for NOLS' patrons and 128 loans out to other libraries.

Highlight from new cataloger, Sarah C: “In March, I enrolled in a four-week cataloging course. The weekly readings, discussion posts, and exercises helped reinforce my previous cataloging training, and I was able to interact with classmates from across the globe. For the final project, I created a MARC record for the book *Elwha: A River Reborn* by Lynda V. Mapes using a copy of the book from our collection. This experience was very valuable, and I look forward to continuing my cataloging journey.” ILL highlight: A book was renewed for a patron who was just thrilled that she could keep and finish reading a book she was enjoying. Acquisitions highlight: Selectors’ carts were ordered on average within 2 days from submission in March.

Wendy has taken on the task of undeleting items that have been found or returned. Mark has been scouring CD collection to mend cases and resurface scratched discs. Jan was pleased to receive feedback on the tote tag survey from staff. Cindy is enjoying an online classes for LEAP with step-by-step opportunities to practice. And the cataloging changes in authority records, consistency improvements that will make cataloging and accessibility easier for staff and patrons.

In March, Technical Services staff participated in trainings, webinars, tasks and meetings related to grants, Sequim Building move, All Staff Day Committee, NOLS Gear Team, ILS Team, EDI Team, Public Library state statistics, Management Team, and Web Team.

Work Group Highlights

All Managers

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

- **Web Team:** The team worked to publish a collection of pages to highlight upcoming programs and events. Information was posted for a Rainbow Reads book discussion event for teens as well as a Pride Family dance party. A web submission form was created for our Eco Art exhibit at the Port Angeles Library this summer.

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
- HR Manual Update Project with HR Consultants

Recruitments:

- Administrative Operations Specialist 2 – ADM
- Youth Services Library Services Specialist – WE
- Adult Services Library Services Specialist – WE
- IT Specialist 2 – IT
- IT Specialist 3 – IT
- Marketing Lead – ADM
- Public Services Lead – WE

New Hires:

- None

Separations:

- Karen Rasler – Administrative Operations Specialist 2 – ADM

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

Email Marketing – Notices via Patron Point

- 11,799 email notices were sent in March, and achieved an average read ratio of 73%.

Media

- Emily Sly appeared on the KSQM Sassy Susan show on March 4 to discuss the Sequim Library project.

News Releases & Articles:

- 10 news releases were sent.
 - 2 new programs.
 - 7 ongoing programs.
 - 1 about the Sequim Library project.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette focused on the Sequim Library move to the temporary location, and was written by Emily Sly.
- Articles about the Sequim Library project ran in the Sequim Gazette March 6, 13, and 20, and as a news brief March 27. It was a photo feature in the Peninsula Daily News on March 19.
- The March issue of Seniors Sunset Times included an article about NOLS Friends of the Library groups. Writer John Kendall interviewed several Friends representatives and NOLS staff.



Social Media:

- Posted 165 pieces of content across Facebook, Instagram, and YouTube.
- NOLS highlighted the Sequim Library project several times in March. The month's top three posts were about behind-the-scenes moving progress (combined Facebook and Instagram reach of 35K accounts, 759 reactions). Additionally, a Sequim Library Temporary Location preview video tour was played 1,418 times.
- Other popular posts include NOLS-designed "Twilight Book Covers as Birds" memes (277 reactions; 19 shares) and a boosted reel for the Eco Art in the Library's call for art (played 12K times; 31 shares).

Meetings and Projects:

- Meetings with Uptown Arts District, Communico, and Patron Point.
- Coordinated installation and reception for "Signs & Designs" Art in the Library with the North Olympic History Center.

Financial Operations

Amy Hough, Finance Manager

- Participated in Management Team Meetings
- Attended the Annual Financial Reporting Webinar by MRSC
- Attended the Revenue Advisory Committee meeting

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated in recruitment activities for the West End Adult Library Services Specialist and Youth Library Services Specialist.
- Continued activities to operationalize Bookmobile service including community partner meetings; collection maintenance tasks; and staff training.
- Participated in moving activities for the Sequim Temporary Library move including supporting Bookmobile Service.
- Attended Friends of Clallam Bay Quarterly meeting.
- Participated in project activities for new phone system and Communico implementation.
- Site visits to Clallam Bay Library, Forks Library, and Sequim Temporary Library.
- Attended monthly ARSL Membership Committee Meeting.
- Attended bi-monthly United Way of Clallam County Team DEI Meeting.
- Routine Branch Manager, Management Team, Outreach Services, Adult Services Team, Youth Services Team, ILS Team, Beanstack Team, SQ Branch, All Staff, and One-on-One meetings.

Executive Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Sequim Library Expansion and Renovation Project
 - Open-ended sealed bids and completed related processes
 - Developed contract with Hoch Construction
 - Sequim Library Closing Event
 - Moving Sequim Library to Temporary Location
 - Preparing Temporary Location to open
 - Reviewing final furniture, fixture and equipment orders
 - Applied for Washington State Treasurer's LOCAL Program and coordinate response to questions with bond counsel and financial advisors
- Coordinated contract with Cerium Networks for Microsoft Exchange migration to cloud and new phone system
- Continued coordination of a system-wide printer replacement project
- Assisted with install of Signs & Designs exhibit at the Port Angeles Library and the Art in the Library event
- Assisting with planning and preparation for new meeting room and program registration software, Communico
- Assisted Northwest Public Broadcasting with a story about Clallam County as a bellwether county
- As a member, attended Clallam County's new Revenue Advisory Committee
- Participated in recruitment efforts for the Marketing Lead position
- Attended Washington Library Association Conference in Spokane
- Routine Branch Manager, Collection Management and Management Team Meetings



Customer Comments

March 2024

The following comments were received by the Library during the months of March 2024. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

Comment:

I think you should make the check out time for DVD series for 4 discs or if the running time of a series is equal to 5 discs or more, the check out time should be 3 weeks. I feel that the check out system reminders is a little aggressive - people with special needs effected brains feel rights are being infringed on by the reminders and shorter check out times.

Response:

Thanks Thank you for sharing your concerns.

Currently, DVDs with one or two discs check out for one week. If no other patrons have holds on the item, the item will renew automatically for one additional week, up to two times.

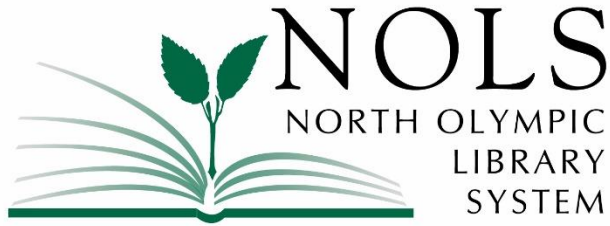
DVDs with three discs or more check out for two weeks. If no other patrons have holds on the item, the item will renew automatically for two weeks, up to two times.

An almost overdue notice is automatically sent via email, text message, or phone 3 days before an item is due. Overdue notices are then sent when an item is 10 days overdue, 17 days overdue, and 30 days overdue.

Setting loan periods is definitely a balancing act – the Library wants patrons to have enough time to read, watch or listen to an item, while at the same time we want to ensure materials remain available for other patrons and that holds queues do not remain too high.

The Library's Collection Management Team will consider your suggestions when they meet later this spring. In the meantime, please know that if you need more time to finish an item, NOLS does not charge overdue fines, so you can keep items as long as you need without fines being charged.

If you have any questions or would like to discuss further, please let me know.



Highlight Log
March 2024

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.

03/04/2024 – Port Angeles

Patron was elated to discover that the new art exhibit featured their family and the sign (Swanson's Blacksmith) that they had donated the history center. They were impressed with the accuracy and information listed on the display and took pictures to share with their family! They also asked me to pass along that their great grandfather went from being a blacksmith to the CEO of a local bank!

03/05/2024 – Outreach

We had 19 visitors to the bookmobile in Neah Bay. This on a day with no programs. Several elders brought their grandchildren to choose books for read-aloud. Patrons are very happy to be able to put books on hold and pick them up from the Bookmobile. A couple of patrons are going to try Libby and Hoopla.

03/05/2024 – Forks

At the Business and Connections program I was talking about library services and both of the presenters mentioned that they use Hoopla. They both said that they have canceled their Netflix accounts and really enjoy using Hoopla.

03/06/2024 – Port Angeles

A patron formerly from a big city complimented NOLS on our ILL team and the size of our large print collection. Said the ILL team works much faster and the large print collection is much bigger than where she came from.

03/06/2024 – Port Angeles

A patron asked about the Signs and Designs exhibition, they did not realize that the signs were all around them! I showed them the display cases and pointed out the signs located on the walls in the living room, they were amazed by all the history. I could hear him laughing to himself as he examined the items and read the descriptions.

03/07/2024 – Port Angeles

A patron approached me while I was shelving to express their love for the library. They are a regular Sequim patron, but occasionally visit the PA branch. They were impressed with the variety of materials, and "even found some new authors".

03/07/2024 – Port Angeles

An older patron commented on all the kids doing puzzles at the BeTween Books & Crafts event. "That is so cool!"

03/08/2024 – Port Angeles

Two patrons in a row at the front desk made comments on how much they love the library.

03/08/2024 – Sequim

14 attendees for our final Teen Board Game and Art Night in the current building! Lots of new friends and pizza eating and chaotic Muffin Time. Bittersweet! Some of the teens came from Port Angeles hoping to meet new people



03/09/2024 – Port Angeles

Another amazing puzzle program! 29 patrons (9 teams) came out for the puzzle program today. Many repeat puzzle patrons and a mix of first timers. Some patrons met new people through forming a team. One couple learned of the event through Instagram. The winning team (same team as last month) completed their puzzle in 51 minutes. Four teams in total finished their puzzle in under an hour.

There was A LOT of enthusiasm after learning about the continuation for this program throughout the year. Additionally, multiple patrons walking by commented on their interest in joining next time.

03/11/2024 – Forks

We had a record breaking 9 for Bad Art Night and they were all first timers! Everyone had a fun time with "This was great!" expressed all around!

03/12/2024 – Outreach

Planning for my StoryCraft at the Boys & Girls Club in Neah Bay is always a challenge because of the k-5 grade range. I ask the 5th graders to volunteer reading aloud to the littles and they love it. Today a kindergartner read aloud and we were all quite impressed. Also, the fifth graders were just as interested in making monster puppets as the little ones.

03/15/2024 – Port Angeles

At the opening event for the Signs & Designs exhibit on Friday night in PA, several "old-timers" shared stories after the feature presentation. One of audience members revealed he was the artist who hand-painted the Downtown Hotel sign currently hanging in the middle of the Library, as part of the exhibit. He also shared how he originally painted the large red goose on the side of Family Show Store downtown. It was fun to hear everyone sharing bits of history about the area.

03/16/2024 – Outreach

It was a beautiful day on the bookmobile at the Sequim temporary location. Two patrons (one adult, one youth) came specifically to check out the bookmobile. They also participated in the PA Lego program earlier in the day AND were wearing their Find Your Voice summer reading shirts!

03/18/2024 – Port Angeles

A patron included this comment on a Suggest It! Form: "You folks run the greatest library on the planet!"

03/20/2024 – Port Angeles

Right as the Wednesday Matinee program was getting started, a patron who just happened to be walking by, popped in and said, "This is SO cool!"

03/21/2024 – Port Angeles

Feeling Questions received at the front desk during the "Signs and Designs" exhibit so far:

- "Is this sign for sale?"
- "Where are the signs?" (because people don't notice signs!)
- The most popular question has definitely been "Is this dress the original" (as shown in the photo)?
- "Is this all through the library? I'm going to walk around and check it out?"
- 2 different people asked about donating their own historical signs. I gave them the info for the historical society.

03/21/2024 – Port Angeles

Last week, a patron was shown how to access Libby. Today, she came in, very excited to show me that she had successfully downloaded her first book.

03/22/2024 – Port Angeles

Two siblings interested in Minecraft books talking as they left the kids section to check out their finds:

Sibling 1: I'll PAY you!

Sibling 2: Nothing you can do will get this book out of my hands!

03/22/2024 – Port Angeles

Sequim patron picking up their holds: "Can I tell you how glad I am you have this service for us Sequim people?"

03/22/2024 – Port Angeles

Battle of the Books Final Trivia was attended by 194 people! Teams answered three rounds of trivia... and they knew their books so well, we had a four-way tie! A pre-planned tiebreaker question just wasn't hard enough, and to break the now two-way tie, Charlotte and I ended up needing to come up with two more questions on the spot. Turning in their answers for the final question, students from each team were literally shaking with nerves and anticipation... In an extremely close race that went well into over-time, The Blue Titans from Helen Haller Elementary took home the trophy! YS librarians saw lots of good sportsmanship, teamwork, and excitement about reading. Huge thanks to Annie D. for being our photographer, Cookie Queen, and helping on the clean-up crew!!

03/23/2024 – Outreach

Twenty-seven (27) patrons visited the bookmobile today! Many of the Sequim regular patrons have continued to express their gratitude for the bookmobile on site the last few weeks. Many items have been checked out including books, DVD's, and CD's.

Today we had multiple comments like, "this is my first time on a bookmobile!", and, "I was a former bookmobile driver!" Special shout-out to Dana, Ellen, & Charlotte for working on board the BOS today! It's an exciting time.

03/25/2024 – Sequim

We heard a knock on the door of the SQ temp building and when opened we were greeted by Betty, our patron who brings us freshly baked cookies every Groundhogs Day. She brought us a plate of her 'everything cookies' to get us through the move. Delightful!

03/26/2024 – Port Angeles

Last night's Computer Class was attended by 4 newcomers! They each expressed their gratitude for having the space to get more comfortable using technology and their own devices.