



Board of Trustees Regular Meeting
Thursday, September 26, 2024 5:30pm
Clallam Bay Branch Library

REMOTE ACCESS

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

PUBLIC COMMENTS

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

LAND ACKNOWLEDGEMENT

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of August 22, 2024
4. Communications
5. Public Comments
6. Presentation – West End Branch Manager Troi Gale and Library Services Specialist Jennifer Smathers offer “A Focus on Clallam Bay”
7. Financial Reports: August 2024

8. Approval of Vouchers: August 2024
9. Unfinished Business
None
10. New Business
 - N.1. Discussion on Branch Hours
 - N.2. Background Information: Budget/Levy/Fiscal Planning (no action)
 - N.3. NOLS 2025 Budget Guidelines
11. Reports
 - R.1. Monthly Statistics Reports: August 2024
 - R.2. Monthly Activity Reports: August 2024
 - R.3. Customer Comments: August 2024
 - R.4. Highlight Log: August 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, October 24, 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

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, October 24, 2024	5:30pm	Regular meeting	Port Angeles
Thursday, November 21 , 2024	5:30pm	Regular meeting	Port Angeles

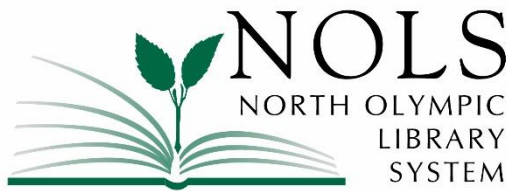
Note: no regular Board meetings scheduled in July or December.

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.



Board of Trustees Regular Meeting
Thursday, August 22, 2024 5:30pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Ian Miller, Cyndi Ross and Bert Caldwell. Library staff present: Executive Director Noah Glaude and Public Services Director Meghan Sullivan.
2. Approval of agenda
Motion by Ms. Ross to approve the agenda as presented. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of June 27, 2024
Motion by Ms. Ross to approve the minutes from the June 27, 2024 regular meeting. Motion seconded by Mr. Caldwell. Motion carried.
4. Communications
None
5. Public Comments
None
6. Financial Reports: June 2024; July 2024
The financial reports for June 2024 and July 2024 were accepted as presented.
7. Approval of Vouchers: June 2024
Motion by Ms. Ross to approve the June 2024 vouchers, numbered #649 through #760, in the amount of \$ 874,627.21. Motion seconded by Mr. Caldwell. Motion carried.

Approval of Vouchers: July 2024
Motion by Mr. Caldwell to approve the July 2024 vouchers, numbered #761 through #885, in the amount of \$1,173,861.09. Motion seconded by Mr. Ross. Motion carried.
8. Unfinished Business
None
9. New Business
 - N.1. Approval of Resolution 24-08-07 Authorizing Disposal of Surplus Equipment and Furniture
Motion by Mr. Miller to approve Resolution 24-08-07. Motion seconded by Ms. Ross. Motion carried.
 - N.2. Election of Officers and Confirmation of Committee Assignments
Motion by Mr. Caldwell to appoint Ms. Pelikan the Board Chair. Motion seconded by Ms. Ross. Motion carried.

Motion by Ms. Pelikan to appoint Mr. Miller the Board Vice Chair. Motion seconded by Ms. Ross. Motion carried.

Board consensus was reached on the following committee assignments:

Finance Committee: Cyndi Ross and Jennifer Pelikan

Personnel Committee: Ian Miller and Jennifer Pelikan

Policy Committee: Bert Caldwell and Mark Urnes

Community Relations (North Olympic Library Foundation): Mark Urnes

Sequim Library Project Team: Bert Caldwell and Cyndi Ross

10. Reports

R.1. Monthly Statistics Reports: June 2024; July 2024

R.2. Monthly Activity Reports: June 2024; July 2024

R.3. Customer Comments: June 2024; July 2024

R.4. Highlight Log: June 2024; July 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, September 26, 2024

14. Agenda items for next meeting

Begin 2025 Budget Creation Process

Library Hours

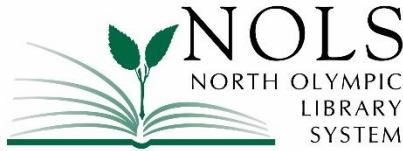
15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:45pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: September 26, 2024
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for August 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 totaled \$3,782 for the month, including \$2,550 for the Sequim Library. Other revenue is within the expected range for this time of year.

Expenditures: Capital construction costs for the Sequim Library Project this month are \$477,167, including a payment of \$421,172 to Hoch Construction. Other expenses are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$294,592 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sale and use tax payments. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in August are \$352,961.

Balances in the Francis Bode Materials Fund, Margaret Bode Materials Fund, Streett Memorial Gift Fund, and SQ Future Library Donations were transferred to the Sequim Capital Fund. The total amount transferred was \$753,099. The "Bookmobile & Outreach Donations" fund name was changed to "Outreach Donations Fund" to align with the naming convention of other branch donation funds.

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



Revenue Report^{*}

August 31, 2024

Operating Revenue				8/12ths is	66.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	40,393	2,881,109	1,857,038	60.8
Grants, Entitlements, Other Payments	31,000	-	93	30,907	0.3
Goods and Services	18,010	777	7,830	10,180	43.5
Library Fees	15,000	1,809	10,879	4,121	72.5
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	63,495	328,014	34,786	90.4
Facilities Leases (Short Term)	1,100	333	1,507	(407)	137.0
Contributions and donations ⁽¹⁾	104,000	4,161	70,619	33,381	67.9
Other Miscellaneous Revenue	102,400	77	12,752	89,648	12.5
Total Miscellaneous Revenues	570,300	68,065	412,892	157,408	72.4
Nonrevenues (excise taxes) ⁽²⁾	800	75	759	41	94.9
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	6,461,050	111,119	3,313,562	3,147,488	51.3

(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.

Capital Revenue

Timber Revenues (received in 2024)	-	38,713	184,390	-	-
Total Capital Revenue	-	38,713	184,390	-	-

Grand Total Revenues	149,832	3,497,952
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Expenditure Report^{*}

August 31, 2024

				8/12ths is	66.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	257,463	2,087,545	1,247,431	62.6
Benefits	1,397,873	95,498	786,897	610,976	56.3
<i>Total Personnel</i>	<i>4,732,849</i>	<i>352,961</i>	<i>2,874,442</i>	<i>1,858,407</i>	<i>60.7</i>
<i>Supplies</i>					
Supplies, Office and Operating	120,600	9,031	76,285	44,315	63.3
Fuel	17,300	584	5,095	12,205	29.5
Collection Materials	480,000	52,836	197,403	282,597	41.1
Merchandise purchased for resale	2,625	-	120	2,505	4.6
Small Tools/Equip (<\$200)	2,650	759	1,921	729	72.5
<i>Total Supplies</i>	<i>623,175</i>	<i>63,210</i>	<i>280,825</i>	<i>342,350</i>	<i>45.1</i>
<i>Services</i>					
Professional Services	347,120	17,732	186,232	160,888	53.7
Communication	222,124	14,639	164,262	57,862	74.0
Travel	28,800	1,762	19,837	8,963	68.9
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	471	4,988	(2,262)	183.0
Insurance	136,800	-	112,012	24,788	81.9
Public Utilities	108,100	6,711	62,582	45,518	57.9
Repair and Maintenance	155,665	4,479	55,200	100,465	35.5
Miscellaneous Services	11,000	115	7,881	3,119	71.6
Dues	5,240	-	3,134	2,106	59.8
<i>Total Services</i>	<i>1,025,426</i>	<i>45,910</i>	<i>622,118</i>	<i>403,308</i>	<i>60.7</i>
<i>Intergovernmental Services</i>	<i>800</i>	<i>24</i>	<i>627</i>	<i>173</i>	<i>78.3</i>
<i>Nonexpenditures (excise taxes)⁽¹⁾</i>	<i>800</i>	<i>102</i>	<i>754</i>	<i>46</i>	<i>94.2</i>
<i>Leases (Sequim temp space)</i>	<i>78,000</i>	<i>13,000</i>	<i>58,500</i>	<i>19,500</i>	<i>75.0</i>
<i>LOCAL Debt Service Costs</i>	<i>-</i>	<i>-</i>	<i>44,589</i>	<i>(44,589)</i>	<i>N/A</i>
Total Operating Expenditures	6,461,050	475,206	3,881,855	2,623,784	60.1

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

*All amounts are rounded to the nearest dollar.

Expenditure Report - Aug 2024 Expenses

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Expenditure Report^{*}

August 31, 2024

8/12ths is **66.7%**

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	5,973	209,311	(156,811)	398.7
Other Improvements	489,000	51,956	119,977	369,023	24.5
Machinery & Equipment	287,250	72,459	178,147	109,103	62.0
Construction of Capital Assets	-	477,167	1,789,772	(1,789,772)	0.0
Total Capital Outlays	828,750	607,554	2,297,207	(1,468,457)	277.2
Grand Total All Expenditures	7,289,800	1,082,760	6,179,062	1,155,327	84.8



Account Balances*

August 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	1,001,772	-	38,713	-	1,040,484
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	104,560	-	-	63,451	41,109
PA Capital Fund	352,950	-	-	2,271	350,679
Sequim Capital Fund	180,989	753,099	-	555,157	378,931
<i>Total Board Designated Accounts</i>	<i>5,341,093</i>	<i>753,099</i>	<i>38,713</i>	<i>620,878</i>	<i>5,512,026</i>
<i>Grants and Donations</i>					
Systemwide Programming Fund	306	7,500	20	1,283	6,543
Francis Bode Materials Fund	245,147	(245,147)	-	-	-
Margaret Bode Materials Fund	264,679	(264,679)	-	-	-
Clallam Bay Donations Fund	6,922	-	3	26	6,899
Clallam Bay Friends Donations	1,164	-	-	96	1,069
Forks Donations Fund	2,352	-	4	-	2,356
Forks Friends Donations	1,001	-	-	212	789
NOLS Materials Fund	14,817	-	-	-	14,817
NOLS Donations Fund	86,413	(7,500)	542	20	79,435
Port Angeles Donations Fund	11,072	-	9	-	11,081
Port Angeles Friends Donations	12,979	-	-	3,084	9,895
Sequim Donations Fund	35,097	-	3	115	34,984
Sequim Friends Donations	25,149	-	-	608	24,541
Streett Memorial Gift Fund	10,497	(10,497)	-	-	-
Sequim Future Library Donations	231,724	(232,776)	1,051	-	-
Outreach Donations Fund ⁽⁵⁾	7,247	-	-	60	7,187
<i>Total Grants and Donations</i>	<i>956,567</i>	<i>(753,099)</i>	<i>1,632</i>	<i>4,220</i>	<i>199,597</i>
<i>Unclaimed Property Account</i>	<i>2,803</i>	<i>-</i>			<i>2,803</i>
<i>Total Designated Cash</i>	<i>6,300,462</i>	<i>-</i>	<i>40,344</i>	<i>625,099</i>	<i>5,714,425</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,993,578</i>	<i>(367,538)</i>			<i>1,626,041</i>
Total WA State Local Investment Pool	8,294,041	(367,538)	40,344	625,099	7,340,466

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.⁽⁵⁾ Renamed from "Bookmobile and Outreach Donations"

* All amounts are rounded to the nearest dollar.

Account Balances – Aug 2024 Balances

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Account Balances*

August 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	8,294,041	(367,538)	40,344	625,099	7,340,466
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
LOCAL Program Proceeds					
Cash held by Office of the State Treasurer	4,516,677	-	20,698	-	4,537,374
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	115	-	115	6,000
Payroll Account (US Bank 1301)	251	294,541	-	294,592	200
Merchant Account (FF 7401)	1,000	3,367	-	3,367	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	7,701	298,023	-	298,074	7,650
Total Cash	4,524,377	298,023	-	298,074	4,545,024
Total Cash and Investments	12,818,418	(69,515)	40,344	923,172	11,885,490

* All amounts are rounded to the nearest dollar.

Account Balances – Aug 2024 Balances

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Voucher Approval for August 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 #886 through #1004 are approved in the amount of \$1,082,800.90 this 26th day of September 2024.

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

No.	Claimant	Purpose	Amount
886	Acila Consulting LLC	PO 1085 Capital Construction - SQ Project Management	4,958.33
887	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 07-31-2024)	908.35
888	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 07-31-2024) - EFT 1095	247,059.80
889	Alliance 2020 Inc	PO 1059 Professional Services - Background Checks - NOLS	196.97
890	Amazon.com	Collection Materials	10.88
891	Amazon.com	Collection Materials	324.93
892	Amazon.com	Collection Materials	16.32
893	Amazon.com	Collection Materials	298.26
894	Amazon.com	Collection Materials	50.82
895	Angeles Plumbing Inc.	PO 1170 Repair & Maintenance - PA Urinal Repair - FAC	262.95
896	Baker & Taylor	Collection Materials	5,151.15
897	Baker & Taylor	Collection Materials	7,785.00
898	Baker & Taylor	Collection Materials	1,599.02
899	Baker & Taylor	Collection Materials	4,611.79
900	Baker & Taylor	Collection Materials	4,410.60
901	Barclay Melanie	C28 Programming - Introduction to Meditation (PAFOL, FOSL, FOFOL, CBFOL)	300.00
902	Bizy Boys LLC	PO 1074 Repair & Maintenance - PA Lawn Care - FAC	869.49
903	Brodart Company	Collection Materials	56.06
904	Brodart Company	Collection Materials	227.54
905	Brodart Company	Collection Materials	96.21
906	Brodart Company	Collection Materials	315.39
907	CENGAGE Learning	Collection Materials	219.62
908	CENGAGE Learning	Collection Materials	62.70
909	CENGAGE Learning	Collection Materials	525.96
910	CENGAGE Learning	Collection Materials	197.70
911	Center Point Large Print	Collection Materials	30.71

No.	Claimant	Purpose	Amount
912	Center Point Large Print	Collection Materials	197.76
913	Center Point Large Print	Collection Materials	118.34
914	Center Point Large Print	Collection Materials	121.78
915	CenturyLink 300511187 FO	Communications - Voice - FO	90.63
916	CenturyLink 300561130 CB	Communications - Voice - CB	80.86
917	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	155.56
918	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	92.60
919	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	311.12
920	Cerium Networks Inc	PO 1139 Technology Services - Managed Services - IT	1,938.40
921	Cherbib Miriam	PO 1060 Professional Services - Leadership Coaching	350.00
922	Cherbib Miriam	PO 1183 Professional Services - Leadership Coaching	2,150.00
923	City of Forks	Public Utilities - FO	128.56
924	City of Port Angeles/Dump	PO 1031 Public Utilities - Solid Waste - FAC	50.70
925	City of Port Angeles/Dump	PO 1058 Public Utilities - Solid Waste - FAC	36.60
926	City of Port Angeles/Orcas Avenue	Public Utilities - PA	282.38
927	City of Port Angeles/Peabody St.	Public Utilities - PA	4,189.42
928	City of Sequim	Public Utilities - SQ	149.40
929	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
930	Clallam County PUD	Public Utilities - SQ2	787.63
931	Clallam County PUD	Public Utilities - CB	468.56
932	Clallam County PUD	Public Utilities - FO	494.63
933	Clallam County Treasurer	JUL 2024 Investment Service Fee paid in AUG - EFT 1104	50.00
934	Convergence Design and Apparel	PO 1179 Program Supplies - SRP T-Shirts (SP)	589.98
935	Co-Op Farm & Garden	PO 1032 Maintenance Supplies - Cleaner, Goves, Container	23.98
936	D.A. Davidson & Co	PO 1138 Professional Services - Placement Agent Svcs SQ	3,000.00
937	Danks John	Travel - Business - Mileage Reimbursement - IT	97.82
938	Decker City Hardware	PO 1137 Maintenance Supplies - Tarp, Hardware - FAC	17.28
939	Demco Inc.	PO 1168 Machinery & Equip - Shelving Down Payment	64,666.27
940	Dept of Enterprise Services	PO 1144 Training & Conference - DES Training - ADM	220.00
941	Dept. of Retirement Systems	PERS and DCP (PPE 07-31-2024) - EFT 1096	46,757.83
942	Dept. of Revenue - Use/Sales Tax	July 2024 Sales & Use Tax - EFT 1099	273.12
943	Elm USA	PO 1167 Machinery & Equipment - Disc Machine Repair	649.11
944	Empower Retirement	EmpDCP (PPE 07-31-2024) - EFT 1097	450.00
945	Fairchild Floors	PO 1116 Machinery & Equipment - PA Children's Floor Replacement - NOLS	3,667.54
946	Far West Technologies Inc	PO 1161 Capital Improvements - PA/WE Cameras, Sensors, Card Readers - NOLS	46,046.86
947	Fatbeam LLC	Communications - Internet Services Aug - NOLS	11,755.66
948	Ginger's Closet	C26 Programming - Mindful Mending (SP)	600.00
949	Health Care Authority	Medical (PPE 07-31-2024)	45,587.04
950	Hi-Tech Security Inc.	PO 1177 Repair & Maintenance - CB Fire Alarm Monitoring	417.02
951	Hoch Construction Inc	PO 1084 Capital Construction - Sequim Library Expansion	421,724.13
952	Ingram Library Services	Collection Materials	685.23
953	Ingram Library Services	Collection Materials	209.31
954	Ingram Library Services	Collection Materials	327.41

No.	Claimant	Purpose	Amount
955	Ingram Library Services	Collection Materials	748.49
956	Ingram Library Services	Collection Materials	275.23
957	KCDA Purchasing Cooperative	PO 1028 Maintenance - Cleaner, Tissue, Towels - FAC	1,552.05
958	KCDA Purchasing Cooperative	PO 1083 Maintenance Supplies - Cleaner, Gloves, Tissue	228.08
959	Luis's Lawn Care	PO 1117 & 1124 Buildings and Structures & Groundskeeping - FO Exterior Painting& Sidewalk Cleaning	6,625.00
960	Markunas Alex	PO 1067 Professional Services - IT Consultant - IT	2,537.50
961	Materials Testing & Consulting Inc	PO 1092 Capital Construction - Soil & Concrete Special Inspection - SQ CPA	10,030.00
962	McNish Family II LLC	SQ Temp Bldg Lease - Aug 2024 - SQ CPA	6,662.09
963	McNish Family II LLC	SQ Temp Bldg Lease - Sept 2024 - SQ CPA	6,662.09
964	Midwest Tape	Collection Materials	914.51
965	Midwest Tape	Collection Materials	20,594.76
966	Midwest Tape	Collection Materials	330.34
967	Midwest Tape	Collection Materials	632.79
968	Midwest Tape	Collection Materials	595.18
969	NOLS Employee	HRA Reimbursements - PA	1,076.92
970	NOLS Employee	HRA Reimbursement - SQ	583.92
971	NOLS Employee	HRA Reimbursements - TS	48.07
972	NOLS Employee	HRA Reimbursement - SQ	155.98
973	NOLS Employee	HRA Reimbursement - PA	1,245.19
974	North Olympic Library System	July Revolving Fund Reimbursement	114.95
975	Olympic Laundry & Dry Cleaners Inc.	PO 1054 Professional Services - Laundry - FAC	176.21
976	Olympic Printers Inc	PO 1180 Machinery & Equipment - Posters for Display Board	74.05
977	Olympic Springs Inc	PO 1068 Operating Rentals - SQ Temp Water Service	107.21
978	OverDrive Inc	Collection Materials	748.45
979	OverDrive Inc	Collection Materials	689.39
980	OverDrive Inc	Collection Materials	134.99
981	Pacific Office Equipment, Inc.	Copier Repair & Maintenance - PA, SQ, FO, CB	1,134.10
982	Peninsula Daily News	Collection Materials	436.80
983	Playaway Products LLC	Collection Materials	195.99
984	Rainbow Sweepers Inc.	PO 1046 Capital Improvements - Parking Lot Striping WE	3,638.10
985	Rainbow Sweepers Inc.	PO 1055 Groundskeeping - PA Lot Sweeping 07-14-24	245.03
986	RJ Services Inc.	PO 1160 Capital Improvements - Storm Drain Cleanout	2,270.57
987	Schvetz Ellen	Travel - Business - Travel Reimb - SQ	30.42
988	SHKS Architects	PO 1126 Capital Construction - SQ Expansion & Renovation	40,454.29
989	Spartan Plumber	PO 1125 Repair & Maintenance - Forks Urinal Repair	601.27
990	Sullivan Meghan	PO 1091 Program Supplies - Bookmobile Parade - BMOR	59.97
991	Summit Law Group	PO 1156 Legal Services - Labor and Employment - ADM	2,048.00
992	Swains General Store Inc.	PO 1030 Maintenance Supplies - Spray, Ear Plugs, Cleaner, Saw	104.70
993	Unique Management Services Inc.	Professional Services - Debt Collection	354.60
994	Unique Management Services Inc.	Professional Services - Debt Collection	502.35
995	United Way of Clallam County	United Way Contributions (PPE 07-31-2024)	160.00
996	US Bank	Credit Card Services - Aug 2024	15,903.54

No.	Claimant	Purpose	Amount
997	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
998	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	532.35
999	WCIF	Vi/Li/EAP (PPE 07-31-2024)	1,299.57
1000	West Waste & Recycling	PO 1115 Solid Waste - FO Yard Debris Disposal - FAC	5.00
1001	West Waste & Recycling	Public Utilities - FO & CB	56.43
1002	West Waste & Recycling	PO 1163 Solid Waste - FO Yard Debris Disposal - FAC	5.00
1003	WSCCCE - WPAS, Inc	Dental Premiums (PPE 07-31-2024) - SEPT Coverage	6,170.44
1004	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 07-31-2024)	2,315.34
			1,082,800.90

*** Detail - NOLS Revolving Fund Account -- Voucher #974**

2365	NOLS Patron	Patron Refund	26.98
2366	NOLS Patron	Patron Refund	14.99
2368	NOLS Patron	Patron Refund	12.98
2369	NOLS Patron	Patron Refund Donation	20.00
EFT 1094	First Federal	Safe Deposit Box Rent	40.00
			114.95

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #996**

1	8th Street Car Wash	PO 1012 Vehicle Maintenance - Nissan Ariya Car Wash - FAC	5.00
2	8th Street Car Wash	PO 1002 Vehicle Maintenance - Car Wash Pacifica - FAC	5.00
3	AbeBooks.com	PO 739 Collection Materials - NOLS	(87.11)
4	AirBnB	PO 1014 Travel Training - ARSL Lodging - NOLS	483.51
5	Alaska Airlines	PO 1050 Travel Training - ALSC 2024 Flight - NOLS	396.19
6	Alaska Airlines	PO 1134 Training & Conference - ALSC Flight - NOLS	389.20
7	Alaska Airlines	PO 1003 Travel Training - ARSL Flight - NOLS	647.95
8	Amazon	PO 949 Machinery & Equipment - Shirt Rack, Suction Cups	46.69
9	Amazon	PO 949 Office Supplies - Dry Erase Board, Cleaning Spray - ADM	7.13
10	Amazon	PO 1039 Small Tools & Equip - External Hard Drive - ADM	87.11
11	Amazon	PO 969 Toner & Ink - PA	139.32
12	Amazon	PO 969 Office Supplies - Archival Newspaper Boxes - PA	228.60
13	Amazon	PO 1005 Toner & Ink - PA	139.32
14	Amazon	PO 969 Toner & Ink - PA	239.58
15	Amazon	PO 969 Office Supplies - AAA Batteries - PA	7.93
16	Amazon	PO 1005 Office Supplies - Desk Fans - PA	43.00
17	Amazon	PO 983 Office Supplies - Paper Cups, Acrylic Sign Holder	56.59
18	Amazon	PO 1010 Maintenance Supplies - Fire Extinguisher, AED, First Aid Stickers - FAC	36.76
19	Amazon	PO 1040 Program Supplies - Teen Lit Bags August (SP)	39.16
20	Amazon	PO 1051 Office Supplies - 2 Desk Lamps - ADM	71.86
21	Amazon	PO 1130 Office Supplies - Face Masks, File Folders - ADM	84.54

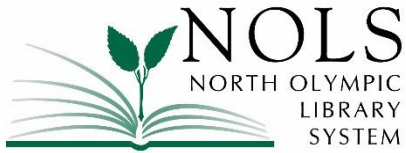
No.	Claimant	Purpose	Amount
22	Amazon	Amazon Prime Purchased in Error (Charged on previous statement)	(16.32)
23	Amazon	PO 1136 Program Supplies - Kids Book Club (PAFOL)	130.40
24	Amazon	PO 967 Office Supplies - Water Filters, Envelopes, Sticky Notes	65.63
25	Amazon	PO 897 Machinery & Equipment - Shelf Labels - OR	97.96
26	Amazon	PO 1149 Machinery & Equipment - Dual Label Printer - IT	381.15
27	Amazon	PO 1150 Machinery & Equipment - 3 Barcode Scanner - IT	169.89
28	Amazon	PO 1153 Machiner & Equipment - 3 Label Printer - IT	370.29
29	Amazon	PO 1154 Machinery & Equipment - 5 Receipt Printer - IT	1,309.20
30	Amazon	PO 979 Technology - RAM Desktop Memory -2 - IT	78.98
31	Amazon	PO 936 Maintenance Supplies - Key Card Reader Cards	17.21
32	Amazon	PO 942 Maintenance Supplies - Security Camera Signage	40.28
33	Amazon	PO 936 Maintenance Supplies - Key Reader FOBS - FAC	29.38
34	Amazon	PO 1017 Small Tools & Equip - WE Leaf Blower - FAC	163.33
35	Amazon	PO 1017 Small Tools & Equip - Battery and Charger - FAC	140.46
36	ARSL	PO 1013 Training & Conference - ARSL Conference Fee - NOLS	390.00
37	Association of Bookmobile & Outreach Svcs	PO 816 Training & Conference - Conference Registration Refund	(400.00)
38	Canva	PO 970 Printing - SQ Project Rack Card (SQDF)	115.00
39	Chevron	PO 1071 Business Fuel - Pacifica - TS	30.37
40	Circle K	PO 1006 Business Fuel - Transit Van - NOLS	58.10
41	Costco	PO 1048 Program Supplies - Barbie Watch Party (FOSL)	43.34
42	Costco	PO 1047 Program Supplies - Barbie Watch Party (FOSL)	112.22
43	Costco	PO 1105 Program Supplies - Barbie Watch Party (PAFOL)	13.99
44	Dell Financial Services LLC	PO 1004 Toner & Ink - PA	221.06
45	Dollar Tree	PO 1104 Program Supplies - Barbie Watch Party (PAFOL)	10.86
46	Dropbox	PO 1152 Technology Services - DropBox Essentials - ADM	21.77
47	Dungeness Kids	PO 1063 Program Supplies - Summer Book Club for Tweens	130.67
48	E-Fax	PO 1129 Technology Services - Online Fax Service - ADM	36.84
49	Elm USA	PO 1037 Office Supplies - Material Processing Supplies - TS	831.95
50	Exxon Mobil	PO 1041 Business Fuel - Bookmobile - OR	75.30
51	Exxon Mobil	PO 1061 Business Fuel - Bookmobile - OR	45.72
52	Facebook	PO 1118 Professional Services - Sponsored Posts - NOLS	28.40
53	First Book Marketplace	PO 1009 Program Supplies - Kids Book Club (FOSL)	37.57
54	Forks Outfitters	PO 1119 Program Supplies - Clallam Bay Fundays Dance Party (CBFOL)	65.63
55	Forks Outfitters	PO 1120 Program Supplies - Open Mic (FOFOL)	6.49
56	Forks Outfitters	PO 1066 Program Supplies - Barbie Watch Party (FOFOL)	17.77
57	Home Depot	PO 1101 Small Tools & Equip - Leaf Blower, Battery, Charger - FAC	368.07
58	Home Slice Pizza	PO 1077 Program Supplies - SRP Super Smash Bros (FOFOL)	73.26
59	Home Slice Pizza	PO 1075 Program Supplies - Barbie Watch Party (FOFOL)	84.25
60	KCDA Purchasing Cooperative	PO 968 Printer Paper - PA	191.64
61	KCDA Purchasing Cooperative	PO 968 Office Supplies - Index Cards, Legal Pads, Folders - PA	19.42
62	KCDA Purchasing Cooperative	PO 1069 Printer Paper - SQ	100.57

No.	Claimant	Purpose	Amount
63	Lakeshore Learning	PO 1056 Program Supplies - Wooden Blocks & Accessories (PAFOL)	1,600.46
64	Library Juice	PO 1027 Training & Conference - Catalog Training - NOLS	250.00
65	Lower Elwha Food & Fuel	PO 933 Business Fuel - Bookmobile - OR	37.64
66	Lower Elwha Food & Fuel	PO 984 Business Fuel - Bookmobile - OR	39.91
67	Lower Elwha Food & Fuel	PO 1073 Business Fuel - Bookmobile - OR	11.75
68	Lower Elwha Food & Fuel	PO 1095 Business Fuel - Chevy Van - NOLS	50.00
69	McPhee's Grocery	PO 1107 Program Supplies - Barbie Watch Party (PAFOL)	5.98
70	Michael's Store	PO 1029 Program Supplies - Barbie Watch Party (PAFOL)	3.80
71	Microsoft	PO 1146 Technology Services - A5 Licenses - IT	1,200.19
72	Microsoft	PO 1155 Technology Services - Azure Standard - IT	84.60
73	Nintendo	PO 1021 Program Supplies - Teen Game Night (FOSL)	4.33
74	Oxford Suites	PO 939 Travel Training - Municipal Finance Bootcamp Hotel	(48.76)
75	Pay Pal	PO 1096 Machinery & Equipment - Hard Drive Crusher - IT	430.00
76	Price Ford	PO 1035 Vehicle Maintenance - Transit Van Maintenance - FAC	111.97
77	QFC	PO 1064 Program Supplies - Discovery Club (FOSL)	3.34
78	Quill Corporation	PO 1036 Office Supplies - Scotch Tape, Painters Tape - SQ	111.17
79	Quill Corporation	PO 1036 Office Supplies - Canned Air - SQ	14.93
80	Safeway	PO 948 Program Supplies -- Teen Movie Night (PAFOL)	41.63
81	Safeway	PO 1042 Program Supplies - Teen Lit Bags August (SP)	53.97
82	Safeway	PO 1062 Program Supplies - Tweens Book Club, Teen Game Night (FOSL)	17.98
83	Safeway	PO 1015 Office Supplies - Distilled Water for Disc Repair	13.00
84	Safeway Fuel	PO 1065 Business Fuel - Red Subaru - NOLS	41.17
85	Sequim Electronics	PO 1049 Program Supplies - Barbie Watch Party (FOSL)	27.21
86	Shell	PO 945 Business Fuel - Chevy Van - NOLS	79.25
87	Shell	PO 1097 Business Fuel - Chevy Van - NOLS	114.42
88	Smartsign	PO 953 Maintenance Supplies - WE Parking Lot Sign Refund	(151.97)
89	Stamps.com	PO 934 Postage - TS	250.00
90	Stamps.com	PO 999 Postage - TS	250.00
91	Stamps.com	PO 1008 Postage - TS	250.00
92	Stamps.com	PO 1034 Postage - TS	250.00
93	Stamps.com	PO 1044 Technology Services - Monthly Service Charges - TS	21.77
94	Stamps.com	PO 1043 Postage - TS	250.00
95	Stamps.com	PO 1070 Postage - TS	250.00
96	Target	PO 1121 Program Supplies - Youth Sensory Toys (CBDF)	26.34
97	UpdraftPlus	PO 1151 Technology Services - Wordpress Storage - IT	10.00
98	Uplift Desk	PO 1011 Machinery & Equipment - Two File Cabinets OR Office	596.77
99	WA Food Worker Card	PO 965 Training & Conference - Food Handler's Test	10.00
100	WA Food Worker Card	PO 1033 Training & Conference - Food Handlers Test	10.00
101	WallyPark Self Park	PO 1148 Travel Training - PNLA Airport Parking - PA	179.64
102	Walmart	PO 1133 Program Supplies - SRP (PAFOL)	50.25
103	Walmart	PO 1135 Program Supplies - SRP (PAFOL)	56.18

No.	Claimant	Purpose	Amount
104	Westside Pizza	PO 964 Program Supplies - Teen Movie Night (PAFOL)	62.09
105	Westside Pizza	PO 1106 Program Supplies - Barbie Watch Party (PAFOL)	65.56
106	WFOA	PO 1052 Training & Conference - Excel Webinar - ADM	50.00
107	Wilder Auto Center	PO 1141 Vehicle Maintenance - Prius Oil Change & Maintenance - FAC	96.57
108	WSDOT Good to Go	PO 1016 Travel Training - Tacoma Narrows Bridge Toll	5.50
109	Zoom	PO 1147 Technology Services - Zoom Workplace Business Monthly	239.47
			15,903.54

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

1095 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 07-31-2024)	247,059.80
1096 Dept. of Retirement Systems	PERS and DCP (PPE 07-31-2024)	48,134.22
1097 Empower Retirement	EmpDCP (PPE 07-31-2024)	450.00
		295,644.02



Staff Report

Meeting Date: September 26, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Overview of NOLS' 2025 Budgeting Process

Attachments: Policy 5.15: Fiscal Management
2025 Fiscal Factors Overview

TOPIC/ISSUE:

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

BACKGROUND/ DISCUSSION:

NOLS' Budget/Levy Development Process

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

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

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

POLICY CONSIDERATIONS:

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

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

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

FISCAL CONSIDERATIONS:

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

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



Policy 5.15 Fiscal Management

Adopted by the Library Board of Trustees:
10/27/2016; 1/25/2024

Purpose

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

Revenue

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

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

All Library fees and charges will be approved by the Board in [Policy 4.2](#).

Debt Management

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

Investments

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

Annual Budget

The Board will adopt and maintain a balanced annual Operating Budget. Library staff will prepare an annual budget based on anticipated revenues and expenses, and present it to the Board for approval. The process will follow an established calendar and include a public hearing for the final reading. The annual levy for tax collection purposes must be set and sent to the Clallam County Assessor by November 30 of each year.

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

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

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

Undesignated Cash Operating Fund

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

Reserve Accounts

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

The Library will maintain the following Board Designated Reserve Accounts:

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

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

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

- **NOLS Capital Reserve** - serves as a receiving account for timber revenues. Funds in this account are utilized to support capital projects.
- **NOLS Capital Budget Fund** - designated as a reserve resource for maintaining and enhancing capital infrastructure. Funds may be designated, at Board direction, to support capital replacement or enhancement projects at any NOLS facility.
- **Capital Project Accounts** - may be created at need to receive and disburse funds for capital projects at various Library locations (e.g. *Port Angeles Capital Reserve or Sequim Capital Project Account*).

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

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

Grants and Donations

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

Expenditure Certification and Disbursement Systems Controls

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

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

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

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

Financial Reporting

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

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

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

Board Responsibilities

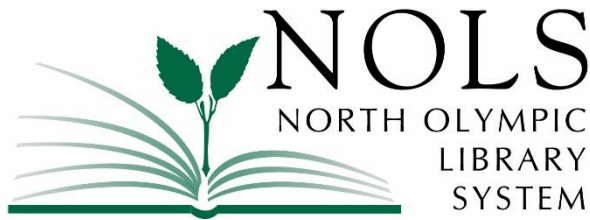
Washington State Law (RCW 27.12.210) authorizes the Board of Trustees to undertake all actions necessary for the orderly and efficient management and control of the Library's finances. The Board has responsibility for the following:

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

Administrative Responsibilities

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

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



Fiscal Factors Overview:

NOLS Levy, Budget, and Fiscal Outlook

Updated: September 2024

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

TRANSPARENCY AND GOOD STEWARDSHIP

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

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

LIBRARY LEVY BACKGROUND

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

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

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

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

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

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

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

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

The inflation rate as of August 2024 is 3.1%, which means local governments in Washington with populations 10,000 or greater do not need to adopt a resolution of substantial need in order to receive the full 1% increase as allowed by law.

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

NOLS' 2024 levy rate stands at 29¢ per \$1000 of the AV of all the property in the county. The Library's total property tax revenues may also include separate "add on" amounts for new construction and levy refunds, but in the context of NOLS' overall revenue/budget picture, the amounts of these potential add-ons are minor. Various factors, such as a dramatic drop in assessed valuation, could change the projected trajectory for levy and levy rates in the future. Generally speaking, however, if the present trend of an increasing AV continues, the one percent (1%) cap on year-to-year levy growth will be the pertinent limiting factor for NOLS' budgeting and levy calculation for coming years, and the Library's levy rate will experience ongoing compression.

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

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

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

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

Key elements of The 2012 Plan included:

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

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

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

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

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

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

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

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

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

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

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

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

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

The 2018 Library levy was \$4,105,381. This figure exceeded and replaced NOLS' previous "highest lawful levy" (HLL) figure of \$4,082,156, and became the new HLL growth limiting factor for the Library District. Levy capacity banked in prior years has been fully utilized. In 2019, therefore, the District received only a 1% levy growth over the 2018 levy (plus add-ons for new construction and refunds). In 2020, this resulted in a tax levy, including add-ons for new construction valuation, of \$4,435,000. The District's 2020 levy rate was 43¢ per \$1,000 of assessed valuation. The levy rate dropped to 41¢ per \$1,000 of assessed valuation in 2021, then to 37.6¢ per \$1,000 of assessed valuation in 2022 and dropped further to 31¢ per \$1,000 of assessed valuation in 2023.

The District's 2024 levy rate stands at 29¢ per \$1,000 of assessed valuation. The gradual erosion of the levy rate, as a result of the 1% growth limitation began in 2018, continued through 2024, and is expected to continue in 2025, and beyond. Operating reserves, which have been carefully maintained, will play an increasingly critical revenue role in future budgets.

The following table depicts AV and NOLS property tax levy for 2011 through 2025.

Year	Taxable Assessed Value (AV) of County	% change from previous year's AV	Levy Limiting Factor	NOLS Levy	% change from previous year's levy
2025	Currently Unknown	Currently Unknown	1% growth	Estimate \$4,761,194	Estimate 1%
2024	\$16,054,804,180	7%	1% growth	\$4,714,054	1%
2023	\$14,967,504,004	22.3%	1% growth	\$4,632,383	1%
2022	\$11,968,220,628	12.2%	1% growth	\$4,505,352	1%
2021	\$10,660,588,245	8.1%	IPD or 1% growth	\$4,397,988	1%
2020	\$9,863,835,562	9.1%	1% growth	\$4,308,000	1%
2019	\$8,321,650,465	8.7%	1% growth	\$4,207,459	1%
2018	\$8,319,296,313	8.1%	HLL w/banked capacity	\$4,105,381	6%
2017	\$7,697,314,552	5.0%	HLL w/banked capacity	\$3,848,657	7%
2016	\$7,329,150,449	3.7%	1% growth	\$3,593,574	1%
2015	\$7,064,518,822	0.9%	Statutory Maximum	\$3,551,460	.74%
2014	\$7,004,800,000	-2.2%	Statutory Maximum	\$3,517,400	(-4.37%)
2013	\$7,165,800,000	-5.0%	Statutory Maximum	\$3,550,000	(-4.67%)
2012	\$7,540,600,000	-9.1%	Statutory Maximum	\$3,770,000	(-6.3%)
2011 (levy lid lift)	\$8,292,700,000	3.3%	Statutory Maximum	\$4,146,378	45%

LIBRARY BUDGET BACKGROUND

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

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

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

OTHER FISCAL RESOURCES AND STRATEGIES

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

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

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

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

Development and publication of an updated fiscal business plan is one of NOLS' current strategic initiatives. NOLS has been laying the groundwork for a new fiscal business plan for several years. Fiscal and accounting practices and policies have been clarified or improved, and better understanding of financial resources, commitments, processes, and strategies has been cultivated. These preliminary activities provide a foundation for development of a new fiscal business plan to guide NOLS through the next three to five years.

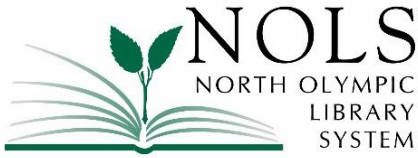
MORE INFORMATION

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

Budgets are drafted with input from and involvement of Library staff. As part of NOLS' budget development process, public hearings on the operating budget are held in October and November each year, and the capital budget is reviewed at the regular January meeting; public comment is always welcomed. Copies of the NOLS' Operating and Annual Budgets, and the annual Budget Glance document are available on the library's webpage. Narrative's discussing the budgets presented to the Board for approval can be read in the Board Packets for October, November (Operating) and January (Capital).

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

If you have questions or comments, please contact the Executive Director at Director@nols.org or 360.417.8500 x 7717.



Staff Report

Meeting Date: September 26, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Adoption of 2025 Budget Guidelines

Topic/Issue:

Review and adoption of the 2025 Budget Guidelines.

Background:

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

Policy Considerations:

The Finance Committee reviewed the 2025 Guidelines and has approved them for submittal to the Board.

Fiscal considerations:

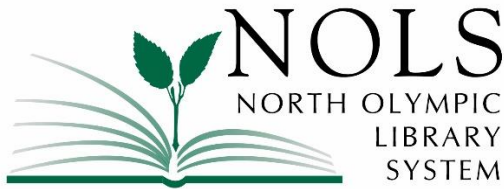
The budget guidelines affirm and establish guiding principles for budgeting. Specific fiscal considerations are addressed in the budget itself.

Alternatives Considered:

The Board may request additional information and/or may propose changes, prior to adopting the 2025 Budget Guidelines.

Recommendation:

That the Board move to adopt the 2025 Budget Guidelines as presented (or amended).



2025 BUDGET GUIDELINES *DRAFT*

With the 2025 Operating and Capital Budget, the Library Board of Trustees will be a responsible steward of the Library's public and private funds, and manage NOLS resources prudently.

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

*Adopted by the NOLS Board of Trustees
Proposed for adoption on September 26, 2024*



NORTH OLYMPIC LIBRARY SYSTEM STRATEGIC ROADMAP

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

VALUES

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

CORE SERVICES

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

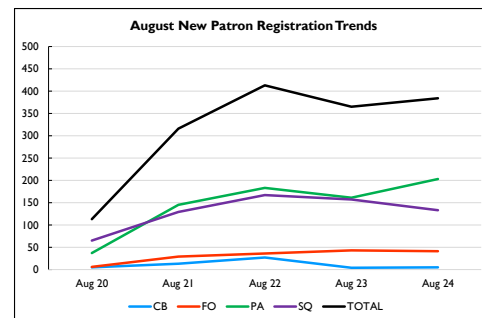
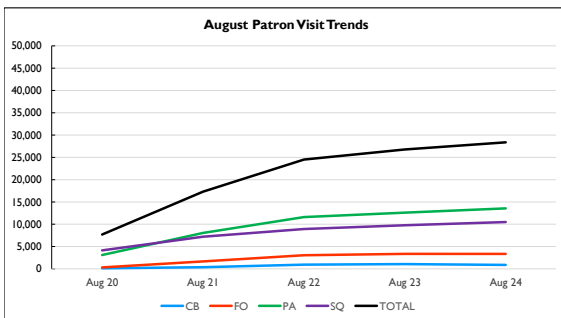
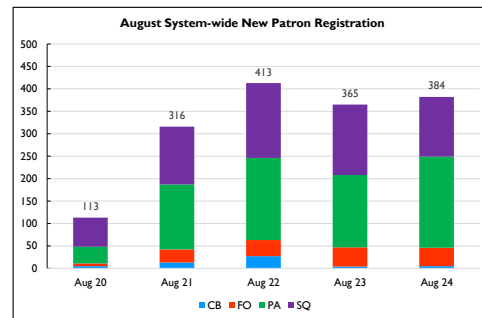
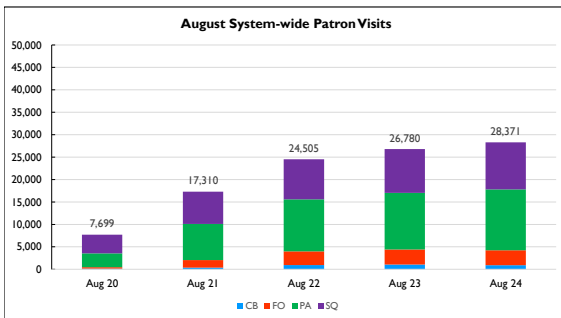
STRATEGIC INITIATIVES 2021-2024

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

Patron Visits		
	2024	% of System
Port Angeles	13,557	47.8%
Children	14%	
Sequim	10,495	37.0%
Children	7%	
Forks	3,339	11.8%
Children	8%	
Clallam Bay	896	3.2%
Children	15%	
Bookmobile	84	0.3%
Total	28,371	100.0%

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

New Patron Registration		
	2024	% of System
PA	203	52.9%
SQ	133	34.6%
FO	41	10.7%
CB	5	1.3%
BOS	2	0.5%
Total	384	100.0%



* Due to COVID-19, all NOLS locations were closed in August 2020, but curbside service was offered.

* Due to COVID-19, all NOLS facilities were only open for limited service in August 2021.

*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation of the Sequim Branch Library.

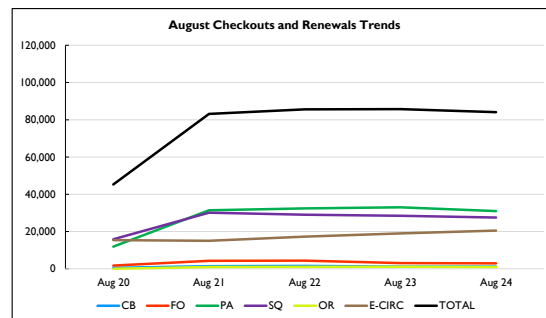
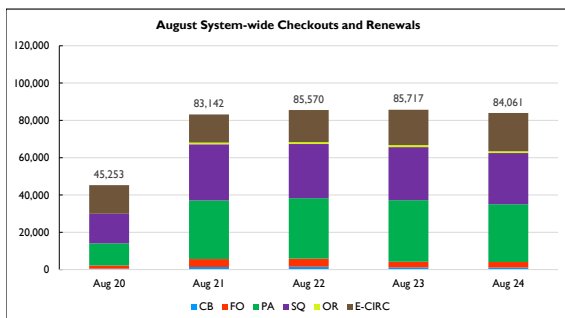
*In August 2024, the Clallam Bay and Forks Branch Libraries reduced hours, 1-2 hours every day, due to staffing restraints.

Checkouts & Renewals		
	2024	% of System
Port Angeles		
Checkouts	18,179	30.5%
% From Self-Check	81%	
% From Holds	28%	
Renewals	12,811	52.5%
Total	30,990	36.9%
Sequim		
Checkouts	17,024	28.5%
% From Self-Check	79%	
% From Holds	34%	
Renewals	10,458	42.9%
Total	27,482	32.7%
Forks		
Checkouts	2,401	4.0%
% From Self-Check	34%	
% From Holds	32%	
Renewals	502	2.1%
Total	2,903	3.5%
Clallam Bay		
Checkouts	636	1.1%
% From Self-Check	9%	
% From Holds	25%	
Renewals	502	2.1%
Total	1,138	1.4%
Outreach		
Checkouts	885	1.5%
% From Holds		
Renewals	36	0.1%
Total	921	1.1%
Bookmobile		
Checkouts	55	0.1%
% From Holds	42%	
Renewals	70	0.3%
Total	125	0.1%
Electronic Circulation (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	20,502	24.4%
Systemwide Totals		
Checkouts	59,682	
Renewals	24,379	
System Total	84,061	

Interlibrary Loan Services	
Items borrowed from other libraries	169
Items loaned to other libraries	106

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	5,040	19.17
SQ	5,740	21.54
FO	769	21.06
CB	159	13.18
OR	749	12.75
BOS	53	8.55
Total	12,510	19.87



* Due to COVID-19, all NOLS locations were closed in August 2020, but curbside service was offered.

* Due to COVID-19, all NOLS facilities were only open for limited service in August 2021.

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*In August 2024, the Clallam Bay and Forks Branch Libraries reduced hours, 1-2 hours every day, due to staffing restraints.

Library Programs		
	Programs/Attendees	% of System
Port Angeles	15/426	29%/66%
Sequim	9/90	17%/14%
Forks	18/77	35%/12%
Clallam Bay	7/26	13%/4%
NOLS	0/0	0%/0%
Virtual	3/25	6%/4%
Total	52/644	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	29/291	73%/83%
Sequim	0/0	0%/0%
Forks	11/58	28%/17%
Clallam Bay	0/0	0%/0%
Total	40/349	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	53.75	6
Sequim	3	1
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	33.25	1
Total	90	8

Community Outreach Events		
	Events/Attendees	% of System
PA	1/426	17%/38%
SQ	3/661	50%/59%
FO	2/30	33%/3%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	6/1117	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	329
Read & Ride (Clallam Transit Buses)	53
Dolly Parton Imagination Library	1,358
Library Programs & Outreach	300
Clallam County Correctional Facility	73
Total	2113

Outreach Delivery Services	
Deliveries/Pickups	85
New Patrons w/ Delivery Services	5

BookMatch Requests Fulfilled	
Number of Requests	3
Titles Suggested	15

Bookmobile	
Routine Stops	10
Special Stops	1
Appearance (e.g. parade)	2
Miles Traveled	765

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	2206	2,002	33.1%
Sequim	6	968	569	40.7%
Forks	10	312	162	7.0%
Clallam Bay	5	282	460	55.5%
Total	47	3768	3194	30.1%

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	187	350	25.0%
Sequim	2	136	36	7.7%
Forks	2	100	15	3.3%
Clallam Bay	1	0	0	0.0%
Total	11	423	401	16.1%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	8,054	54.8%
Sequim	5,074	34.5%
Forks	1,175	8.0%
Clallam Bay	406	2.8%
Total	14709	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,921	57.7%
Sequim	1,623	19.0%
Forks	1,578	18.5%
Clallam Bay	411	4.8%
Total	8,533	100.0%

Website Visits	
From outside the Library	18,675
From inside the Library	757
Avg. # of pages visited	2

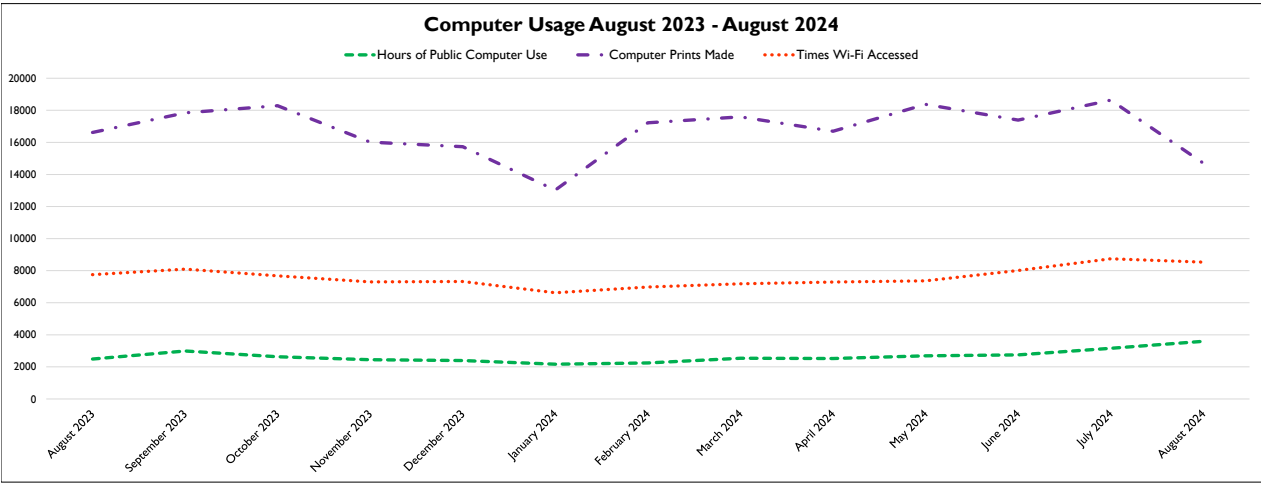
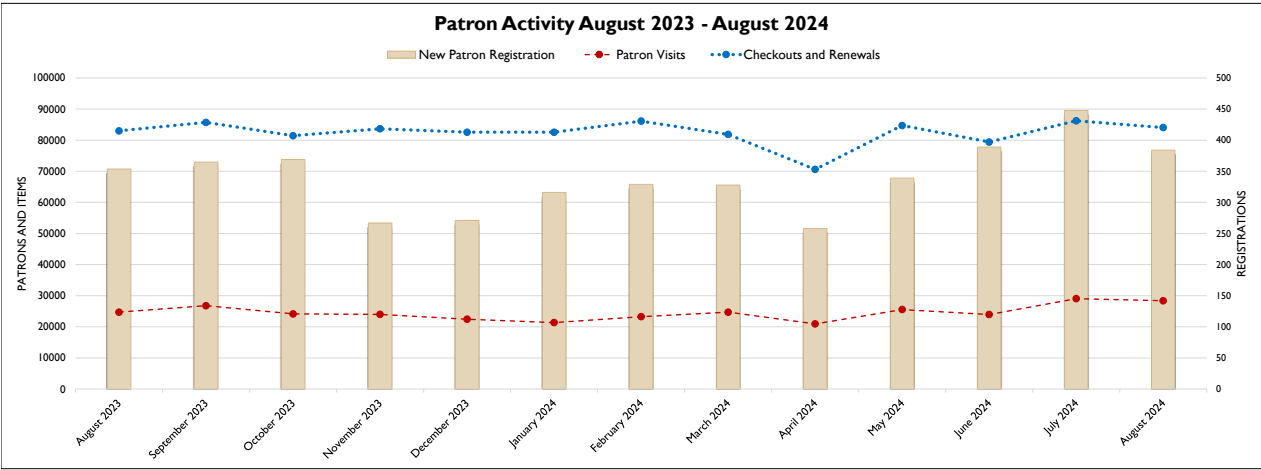
*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation fo the Sequim Branch Library.

Facebook Activity	
Followers	5,533
Content Published	43
Reach (unique accounts)	16,321
Reactions/Likes/Comments, etc.	1,004
Link Clicks	297

YouTube Activity	
Subscribers	410
Videos Published	-
Program Recordings	1
Views (lifetime content)	913
Watch Time (hours)	26

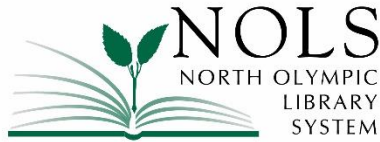
Instagram Activity	
Followers	1,574
Content Published	42
Reach (unique accounts)	1,709
Reactions/Likes/Comments, etc.	528

Advertising	
Ads Run	1
Reach (unique accounts)	3,472
Link Clicks	179



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.
- April 2024 - The Sequim Branch Library began operating out of a temporary location during the expansion and renovation for the Sequim Branch Library.
- April 2024 - All branches closed one day for an All Staff Training Day.
- July - August 2024 - The Clallam Bay and Forks Branches reduced their hours during the entire month of June, due to staffing limitations.



Monthly Activity Report

Meeting Date: September 26, 2024
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for August 2024

Port Angeles Main Library

Meghan Sullivan, Public Services Director

Programming during the month of August included:

- Family Storytime – 110 participants at 4 events
- Discovery Club – 28 participants at 1 event
- Children's Theatre Preview with Port Angeles Community Players – 52 participants
- Tween Programming:
 - Cartoon Drawing Workshop with Aron Nels Steinke – 38 participants



- Wednesday Movie Matinee:
 - August 21: Bill and Ted's Excellent Adventure – 5 participants
 - August 28: Black Panther – 5 participants
- Jigsaw Puzzle Contest – 25 participants
- Teen Lit Bags – 35 participants
- Mindful Mending with Ginger's Closet – 10 participants

- End of Summer Popsicle Party – 136 participants



- Intro to Meditation with Melanie Barclay – 5 participants
- Northstar Digital Literacy Computer Class – 7 participants
- Second Wednesday Book Group reading *Fight Night* by Miriam Towe – 5 participants
- Wednesday Evening Book Group reading *Bee People and the Bugs They Love* by Frank Mortimer – 5 participants
- Community members were invited to view the Billy Frank JR. Statue Model on display August 19-24 in the Port Angeles Main Library. The model is a copy of the clay model made by renowned Chinese American sculptor Haiying Wu as he developed his vision for a stature of the late Nisqually leader.
- Eco Art in the Library ended August 24. Throughout the summer many patrons and community members explored this special exhibition that featured more than 20 local artists.

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

- Youth Services Librarian, Jennifer L. joined the Bookmobile in the Joyce Daze Parade where NOLS received a second place ruby red ribbon for Community Services.
- Public Services Specialist, Audra D., attended the Pacific Northwest Library Association Conference in Juneau, AK.
- Youth Services Librarian, Jennifer L. attended the Port Angeles School District Back-to-School Fair at Jefferson Elementary. She engaged with 426 people of all ages, passed out NOLS pencils, and shared information about NOLS and upcoming Fall programs.

- Adult Services Librarian, Adrienne L. provided staff support at a special Bookmobile stop at the Beaver Farmers Market. More than 30 people came aboard to explore, check out items, and compliment NOLS on a job well done.
- Youth Services Librarian, Clair D., began purchasing materials for programs starting in September that are part of two Table Top Role Playing Grants awarded to NOLS. These programs are made possible by the Institute of Museum and Library Services through the Library Services and Technology Act, with funding administered by the Washington State Library, a division of the Office of the Secretary of State.

Sequim Branch Library

Emily Sly, Library Manager

The Summer Reading Program came to an end in August, but not before some great programs of the summer took place. Bugs for Breakfast was a fun finale to the weekly Discovery Club program. Beekeeping with Mark Urnes was popular, along with Teen Games Night, Intro to Meditation and the last Summer Family Storytime. The virtual Aging Well program featured WSU Clallam County Extension teaching about Small Batch Cooking and Baking. By mid-August, it was back-to-school time. The Sequim Branch had outreach tables at Sequim Middle School Timberwolf Days and the Back-to-School Fair at Boys and Girls Club.

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

Sequim Expansion and Renovation Project – Concrete work, including the storage building concrete slab and framing was completed. North access road grading took place, along with grading around the building. Marketing Team worked on developing a project newsletter and fundraising appeal, to be sent in September.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- Pacific Office Equipment workers and NOLS IT staff successfully installed new staff printers in both Forks and Clallam Bay. This new equipment will allow staff to provide patrons with quicker printing and faxing services.
- Staff continued their learning throughout the month, engaging in the following trainings and professional development opportunities.

Programming:

- PSS staff member Arriana hosted Super Smash Bros. Ultimate tournament with Coach Camarena, which was a great success. Families from Joyce, Neah Bay, and Port Angeles attended the event.
- There was an amazing ice cream party, with the kids in Clallam Bay having a blast dancing and playing games!
- The Forks Barbie Watch Party was a fun escape, and the color pink was enjoyed by the 10 movie watchers.
- The Forks Intro to Meditation program by Melanie Barclay had 4 attendees.
- The Clallam Bay End of Life Ready Workshop was an educational experience for the 5 participants.
- The Forks Nature Journaling program with North Olympic Land Trust was a pleasant way to end the day. The mushrooms at the Elk Creek Conservation Area were ready to be discovered, and one young naturalist found much to write about.

Community Visits:

- The end-of-summer Discovery Club at the Alder Grove mobile home community had 15 attendees.
- Despite the rain and wind, over 250 visitors stopped by the NOLS table at this year's Makah Days – an increase of 50% over last year! More than 200 books were distributed and elders and kids alike enjoyed participating in the 10 question Makah trivia contest/history lesson.



Outreach Services: Bookmobile and Delivery Services

Meghan Sullivan, Public Services Director

Delivery Services

During the month of August, 85 deliveries were made and 5 new patrons registered for Outreach Delivery Services. There were 885 items checked out and 36 items renewed for Outreach Delivery patrons.

Bookmobile Services

During the month of August, there were 84 visitors across 10 routine Bookmobile Stops, 2 cancelled Stops, and 1 special stop. Eight Take & Makes were handed out across these stops. The Bookmobile also appeared in 2 parades this month. There were 2 Outreach Services programs with a total of 40 participants. At these programs, Summer Reading Program T-Shirts were awarded to participants who completed their 30 days of reading.

The Bookmobile participated in the Joyce Daze parade along with Public Services Staff, Management Team staff, and family members. NOLS was awarded a second place ruby red ribbon in the Community Services category. Fun comments overheard included; “I Love Libby!” “Yay Library!” “That’s my Librarian!” “Biblioteca, Biblioteca” and many people reminiscing about the former Clallam County Bookmobile and how great it is to have one again.



The Bookmobile participated in the Beaver Farmers Market for the second time this summer. More than 30 people came aboard to explore, check out items, and compliment NOLS on a job well done with the Bookmobile. Port Angeles Adult Services Librarian, Adrienne L., helped staff the event. She noted that, “We welcomed many tourists and locals alike to come on board and check out the space. A visitor from Vancouver, Canada was overjoyed at the idea of a library on wheels.”

The Bookmobile was unexpectedly taken out of service at the end of August for maintenance repairs. Outreach staff, in collaboration with the Public Services Director, and input from other NOLS staff, created a temporary service model to continue to provide library services to our Neah Bay stops in August as well as still participate in the Makah Days Grand Parade with West End Public Staff.



In early August, Outreach Services and NOLS bid farewell to Community Outreach Lead, Kristin Overbey. We appreciate all her contributions to strengthening Delivery Services and launching Bookmobile Services.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Stormwater basins in parking lot were pumped out; HVAC troubleshooting; replaced AED batteries and pads; removed dead ground cover from parking lot islands; cleaned picnic tables; removed graffiti; mowed lawn.

Sequim Library Project: Approved door hardware submittal; approved COP I; ongoing field test and special inspections for concrete work; registered property with Energy Star online energy tracking tool required for LEED certification of the project.

Sequim Temporary Library: Cleaned sidewalks; reported roof leak to property management (seems to be fixed now).

Forks Library: Painted Forks exterior and pressure washed sidewalks; repaired faulty electrical circuit; repaired urinal.

Clallam Bay Library: Installed overhead light lens covers above front desk.

Vehicles: Bookmobile was damaged while in use and a repair estimate has been obtained; the Pacifica van heating system was repaired.

Other: Removed IT surplus to storage in preparation for disposal and to free up space in the IT server room; donated surplus toy train to Mariposa House in Forks; drafted the department's 2025 work plan and budget.

Technical Services Department

Erin Shield, Collection Services Manager

In August, Mark, Jan, and Kim started work on “The Microfilm Project”. NOLS is working with Newspapers.com to get most of the local newspapers - currently only available on microfilm - to full digitization by the beginning of 2025. This will provide better access of content for patrons and staff and will also preserve content that is in danger of being lost due to the certain obsolescence of the microfilm format. The microfilm needs to be thoroughly inventoried and accounted for prior to being shipped out. It’s a huge undertaking as much of the information in the catalog and on the content is outdated, inconsistent, or incorrect. The work will continue into September.

1358 physical items were processed and available for customers in the month of August. 221 print materials were repaired. 91 media items were resurfaced or repaired to extend their lives. 27 physical donations were made and will be added to the collection. 819 totes were moved between NOLS’ branches by the couriers, plus 21 more for Outreach deliveries. Tech Services filled 169 InterLibrary Loan requests for NOLS’ patrons and 106 loans out to other libraries. Selectors’ carts averaged a 2-day turnaround from submission to on-order in August. Thanks again for the speedy ordering, Acquisitions!

Jennifer F. was able to connect people outside NOLS’ service area to resources within their own library districts. Mark is pleased that the newly-serviced disc repair machine came back slightly quieter. Sarah C. has been cataloging many festive Fall-themed picture books, including several related to Halloween and Día de los Muertos. She’s excited for the kids and families who will be able to enjoy the season by checking out these fantastic books in NOLS’ collection! Wendy is enjoying learning some new workflows. Jan enjoyed her coworkers homemade zucchini bread and appreciates Facilities help in troubleshooting some vehicle maintenance issues. Cindy is thankful that serials renewals are getting closer to being done.

In August, Technical Services staff participated in trainings, webinars, tasks and meetings related to Health & Safety Committee, Circulation, All Staff Day Committee, ILS Team, EDI Team, Management Team, and Web Team.

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

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

- Management Team meeting
- All Staff Training Day planning meeting
- Equity, Diversity, and Inclusion Team meeting
- Labor Management Meetings

Recruitments:

- Public Services Specialist – SQ
- Community Outreach Specialist – PA
- IT Systems Administrator – IT

New Hires:

- Darrian Kirksey – Public Services Specialist – WE
- Katie Hooper – Public Services Specialist – PA
- Danielle Giroux – On-Call Public Services Assistant – PA, SQ

Separations:

- Patrick Driggers – Public Services Specialist – SQ
- Kristin Overbey – Community Outreach Lead – PA
- Amanda Zeigler – Public Services Specialist – SQ

Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

Digital Signage – Marketing Specialist Jessica S. has created NOLS' first slideshow managed through the cloud-based Communico Broadcast system. The slideshow will populate with room reservation data and update in real time. Display will start on the screen outside of the Carver Room in September, and then will be implemented in branches.

Sequim Capital Campaign Appeal – Marketing Lead Margaret G. is spearheading a fundraising campaign mailing to be sent to Sequim donors and patrons in September. Jessica S. is providing marketing support and graphic design. Margaret is completing in-house video editing and working with SHKS Architects and Cascadia Films (pro bono) to create two videos for a campaign landing page.

Email Marketing –

- E-Newsletter: Sent to 19,519 library cardholders and 38% of recipients read it.
- Notices: 15,304 were sent with an average read rate of 65%.

News Releases & Articles:

- 6 news releases were sent.
- The article “Local kids create comics with Portland cartoonist” about was published August 7 in the Sequim



SEQUIM GAZETTE. PHOTOS BY MATTHEW NASH
Cecily Erickson watches as cartoonist Aron Nels Steinke draws her as an anthropomorphic red fox character similar to those found in his “Mr. Wolf’s Class” books. She was one of 20-plus children to participate on July 31 in a lesson through the North Olympic Library System in Sequim on how to make your own comic books. It was fun, Cecily said, and her mom added that she makes a lot of comics at home, too.

Local kids create comics with Portland cartoonist

BY MATTHEW NASH
Sequim Gazette

Sequim teens created their own cute anthropomorphic characters and comic books last week, with some help from Portland-based comic book writer/artist Aron Nels Steinke.

Birds, cats, dogs, and reptiles came to life on children’s pages as Nels Steinke — author of the Scholastic imprint Graphix graphic novel series “Mr. Wolf’s Class” — shared his methods and tips for creating his books with about 20 children on July 31 in the Olympic Peninsula Academy gym. “If you want to start making books, start simple,” Steinke said of making mini-comics, folded and cut sheets of paper.

He drew 12-year-old Cecily Erickson as a red fox character at her suggestion, and gave her character descriptions with the other children’s suggestions, such as her hobbies.

Erickson said it was fun and she was able to keep the drawing for her wall at home.

Steinke, a former elementary school teacher, showed his sketch pages from “Mr. Wolf’s Class” and some pages from his new book “Speechless” coming out in 2025.

“They didn’t have graphic novels like today when I was a kid,” he said.

Steinke added that comic



Ruby Sly-Hobson holds a puppet of Mr. Wolf while introducing herself during a lesson on how to make a comic book from cartoonist Aron Nels Steinke, who created the Mr. Wolf character after his time as a teacher.



John John Audrain reads “Mr. Wolf’s Class” during a make-your-own comic session from cartoonist Aron Nels Steinke.

books weren’t allowed in his classrooms as a child growing up, and he wondered how much better a reader he’d be sooner if he had something like “Dog Man” earlier in life.

The Summer Reading Program “Read, Renew, Repeat” goes through Aug. 24, with grand prize drawings held at each NOLS branch on Aug. 27. Free programs continue, including a game night for teens from 6-7:30 p.m. Friday, Aug. 9, in the Sequim Temporary Library. For more information, visit nols.org/srp.

Gazette. The article reported on the Summer Reading Program event with Aron Nels Steinke, author and illustrator of the “Mr. Wolf’s Class” series.

- A photo taken of the Billy Frank Jr. statue model while on display at the Port Angeles Main Library ran on the front page of the August 21 Peninsula Daily News.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette written by librarian Corrina D. shared the benefits of reading books in the large print format.



Financial Operations

Amy Hough, Finance Manager

- Attended an Intermediate Excel (Complex Functions) Webinar
- Attended Management Team Meetings
- Participated in meetings discussing donation work flows and the 2025 budget

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated in recruitment activities for a Community Outreach Specialist and two Sequim Public Services Specialist positions.
- Continued activities to support Bookmobile service including attending the Joyce Daze Parade; facilitating community partner meetings to discuss potential new future route stops; leading a pivot in the Bookmobile service design model to accommodate the Bookmobile being out of service for repairs; and related collection maintenance tasks.
- Participated in project activities with Cerium Networks for Microsoft Exchange migration to cloud and new phone system.
- Attended GEU and MEU Labor Management meetings.
- Attended IT Department Meetings.
- Site visit to Sequim Library.
- Attended the Recompete Grant Awards Announcement with WE Library Manager, Troi Gale.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, and One-on-One meetings.

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Acting as the interim IT Manager
- Sequim Library Expansion and Renovation Project
 - Development of signage and wayfinding design package
 - Review of final furniture, fixture and equipment orders
 - Weekly Owner, Architect and Contractor (OAC) meetings
- Continued coordination of a system-wide printer replacement project
- Assessment of staffing needs across the system
- In partnership with ArtsWA, coordinated display of Bill Frank Jr. statue in the Port Angeles Library
- Coordinated Management Team meeting in Sekiu with presentations from County Commissioner Mike French and Clallam Bay Slip Point Lighthouse Keepers
- Participated in recruitment activity for the Community Outreach Specialist position
- Participated in Joyce Daze Parade
- Participated in Labor-Management meetings with GEU and MEU units
- Attended Clallam County Revenue Advisory Committee meeting
- Attended a meeting with Clallam County Law Library committee members
- Routine Branch Manager, Collection Management and Management Team Meetings

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

Suggestion - Even with hearing aids, it is difficult for me to comprehend. When you purchase DVDs, if you have the option, please select media with Closed Caption. Thank you for helping hearing impaired.

Response:

Thank you for your interest in the NOLS collection. NOLS strives to make the collection as accessible as possible to a wide range of people's needs. A majority of the DVDs that are purchased are the only copy available – meaning there isn't an option of purchasing with or without closed captioning. It's what the vendor, distributor, and publisher offer. NOLS would certainly opt for Closed Caption if there was a purchasing decision point. Many of the DVDs in NOLS' collection come with the option of subtitles.

You can find titles with Closed Caption or subtitle options by choosing "Show Edition" when searching the catalog. There will be a small icon in the "Physical Description" part of the display that indicates it is Closed Caption. Unfortunately, this does not always appear and there might be more options that don't yet have this icon. Library Staff will look into a system-wide clean-up to help ensure this icon is present when applicable.

8) **Grantchester: season 9**

SeriesMasterpiece theatre
Pub. Date2024
Physical Desc2 videodiscs (400 minutes) : sound, colour ; 12 cm

DVD

Checked Out

Show Edition

2 copies, 5 people are on the wait list.
Where is it?

Place Hold

Published

2024: PBS

Edition

Widescreen version.

Physical Description

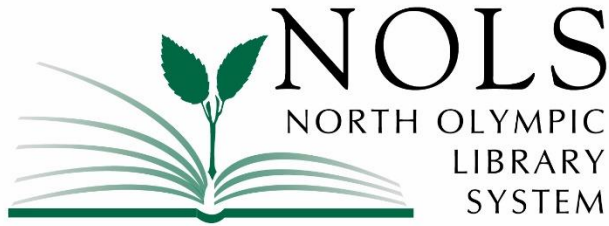
2 videodiscs (400 minutes) : sound, colour ; 12 cm 

Checked Out

2 copies, 5 people are on the wait list.
Where is it?

More Info

Place Hold



Highlight Log

(August - 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.

08/01/2024 – Port Angeles

Parents/caregivers and tweens gave a lot of positive feedback after the Cartoon Drawing Workshop. There were 30 tweens (4-7th graders) and 6 parents/caregivers in attendance. It was fun to see so many engaged and talented youth artists!

08/01/2024 – Port Angeles

A lovely patron brought in a box of soft and chewy granola bars from Costco this morning for staff to share!

08/01/2024 – Port Angeles

A Storytime child saved a dead grasshopper all week (according to his nanny) to share with me!

08/02/2024 – Port Angeles

One of my regular teens has grown so much from her first visit to Teen Tuesdays, when she did not speak to anyone or participate, to coming to nearly every teen and tween event this summer! Watching her come out of her shell, make friends with peers, and express herself through creative projects has been amazing. Her mom has thanked me for the library hosting so many events for teens.

08/02/2024 – Port Angeles

A regular tween patron who previously had some volume issues at the library has been making huge strides this summer! He comes in every day and makes a point to say hello to me and Jennifer, wave to us when he's leaving, and often share news about his life—he was super excited to show Jennifer the new shoes he got for his birthday earlier this summer. It has been really special to watch him connect with YS librarians, feel more at home in the library, and learn more self-regulation.

08/02/2024 – NOLS

NOLS linked to Charli XCX and a pop-culture phenomenon: A friend in the community saw staff in the Summer Reading Program T-shirt and said "It's bright green just like 'brat' summer! Was that intentional or a fun coincidence?!"

08/02/2024 – Port Angeles

A family of three were so excited about the art they made at the Cartoon Drawing Workshop. Both kiddos showed me their creations and Mom was VERY impressed with the program and the presenter!

08/03/2024 – Outreach

The Bookmobile was awarded a second place ruby red ribbon at Joyce Daze! Shout-out to Laureen, Ellen, Jennifer L., Meghan, Noah, and family members who joined the parade. There were multiple people in the parade audience sporting Summer Reading T-shirts. Fun comments overheard at this parade include; "I Love Libby!" "Yay Library!" "That's my librarian!" "Biblioteca, Biblioteca!" and many folks reminiscing about former Clallam County bookmobiles and how great that we have one again. Great day, great pies!

08/06/2024 – Outreach

WL and MM, two high school students who were among my most active participants in reading and projects when they were in the sixth grade, visited me on the Bookmobile today. We got caught up and lamented the fact that school visits were stopped when the bookmobile started. WL told me about his weaving work for his cedar regalia for the Makah Royalty contest and preparations for dancing at Makah Days.

08/06/2024 – Port Angeles

A patron turned the birding kit in at front desk this afternoon and she informed me that she used the binoculars to watch birds and whales out at Cape Flattery. She shared some photos of the whales; their spouts looked like tiny clouds.

08/06/2024 – Port Angeles

I spoke with a patron who had found one of their favorite books in our poetry section. He was so happy that we still had a copy in circulation. "I know it's an old book, but it's near and dear to my heart, I've loved it since I was young. I am so thankful the library has held on to it."

08/07/2024 – Port Angeles

During this evening's fire evacuation, all staff members executed the evacuation procedures without a second thought. It was a stressful situation, but we all had it under control and the building was cleared quickly without issue. Great job Clair, Sarah D., and David!

08/12/2024 – Port Angeles

A patron approached Annie at the desk and Annie remembered them from over a year ago and followed up on a recommendation that she made for them. The patron was so excited that Annie remembered them and asked for more recommendations right away! Loved seeing this community-centered service from Annie! It made my day!

08/13/2024 – Outreach

Today was my last visit to the Boys and Girls Club of the Makah Nation. The 22 kids loved their Summer Reading Program T-shirts and participated enthusiastically in the stories about fry bread and berries.

08/14/2024 – Sequim

A man came to the front desk earlier this week and handed over a wallet he had found in the Walmart parking lot. It had the patron's library card, cash, and veteran's ID. The man stated he was also a vet and hoped we could find the owner. Front desk staff called, and the wallet and patron were reunited within 15 minutes.

08/14/2024 – Forks

The staff and kids at the Blue Shed threw me a surprise retirement party! We read, of course, did a puppet show, and had ice cream and cupcakes.

08/15/2024 – Port Angeles

The Port Angeles Teen Advisory Board decided in the spring that they wanted an escape room to happen this fall, and they also wanted to write it themselves! They voted on the theme, and the task of writing the program fell on the two graduating members. One of the amazing members spent a significant part of her last summer before college envisioning the escape room, coming to the library to study our escape box supplies, writing clues and puzzles, emailing with me, and making amazing props! She is a puzzle-creator extraordinaire, going so far as to create a web component for the escape room and hide many fun Easter eggs throughout the clues and props. Madeleine I. also took the time to come in and test out the puzzles on a day off from her summer job. Sarah W. will get to come and help set up the program and watch it unfold in September, too, which will be fun and rewarding after her hard work. I have enjoyed building a stronger relationship with Sarah W. and Madeleine, who were regular Teen Tuesday members and also ran the PAHS book club that I attended monthly, by helping them with this project. They are both going to do great as they start college this fall!

08/16/2024 – Port Angeles

A patron who is moving out of town called today. He wanted to make sure to tell us that "The library is the best thing about Port Angeles! All the staff there are so wonderful! Thank you for all the great years."

08/16/2024 – Port Angeles

John D. helped two patrons download files they needed in order to complete online classes. When they came to the front desk to return the laptop, they asked me to be sure to tell John that he was so helpful and that they would have been lost without his assistance.

08/17/2024 – Port Angeles

I had the privilege of assisting Hannah on the Bookmobile on Saturday at the Beaver Farmer's Market. Since it was my first time working on the Bookmobile, it was fun to see it in action! We welcomed many tourists and locals alike to come on board and check out the space. A visitor from Vancouver, Canada, was overjoyed at the idea of a "library on wheels" and spent a lot of time asking us about the service; they even took a photo in front of the Bookmobile. We also connected with patrons who hadn't yet seen the Bookmobile in person and were excited to see it at the Farmer's Market.

08/19/2024 – Port Angeles

The Archive Room is absolutely hopping this afternoon! Multiple patrons are doing research, and author David Emmick stopped by to see his series of books on the shelves and donate two more new titles for the archives here. He was overjoyed to see his books all lined up together.

08/22/2024 – Port Angeles

After sharing out the links to the tabletop role-playing game (TTRPG) programs coming up with the State Library staff in charge of the “TTRPGs for All” grants that NOLS received, I got this nice message about the Innovator Grant program I designed: "Your project is one that we've been mentioning a lot when talking about the 'TTRPGs for All' grants. People are really interested in adapting TTRPGs for elementary age kids, so we're so excited to see how it goes!"

08/22/2024 – Forks

Over the past several days, we have been hearing a lot of praise at the front desk for the Forks library: "You all are a lifeline for us!" "Thank you for the Wi-Fi. We couldn't have done our meeting without it." "We love coming here!" "This is our first stop when we get back into town."

08/23/2024 – Sequim

We had a wonderful time in Sequim when two kids brought in their Summer Reading Program tracking sheets, deciding which coloring job was our favorite. Highlights include the commentary such as, "Looks like Hedwig!" and "Cute!" and a little game of tic-tac-toe.

08/24/2024 – Port Angeles

Shelving this morning, I overheard one of our regular young people helping other kiddos figure out how to get logged on to the computers, what the coolest websites are to access fun games, and just chatting up a storm. It's really awesome to see him growing into a teen and passing on his love of the library to younger patrons!

08/26/2024 – Sequim

A local wildlife photographer, Hal the “Owl Guy,” left a kind voicemail thanking me for all the materials I've pulled for him over the years. He says his bookshelves are bursting with all the information we've found him.

08/27/2024 – Port Angeles

A student from P.E.O. Chapter J returned to the front desk and shared that her instructor was blown away by the quality of the NOLS research materials and other resources available.

08/28/2024 – Sequim

Storytime today featured a special guest—Pipsqueak, the library guinea pig! She was a huge hit, and the kids loved seeing her in the stories and interacting with her after.

08/29/2024 – Sequim

This morning, I received a thank-you email from a family who visited the library while on vacation. They specifically praised the children's area and the variety of activities available for their kids. The parents mentioned that it was one of the highlights of their trip and said they would definitely return.

08/31/2024 – Port Angeles

A regular patron, while returning his books, stopped to chat and told me that the library is his sanctuary. He comes here to escape the noise of the outside world and appreciates the calm, welcoming environment we provide.