

## Notice of Public Hearing

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

### Public Hearing on Draft 2025 Operating Budget

Thursday, October 24, 2024, 5:30pm  
Port Angeles Main Library  
2210 South Peabody Street, Port Angeles, WA 98362

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's draft 2025 Operating Budget during the Board's regular meeting on Thursday, October 24, 2024, at 5:30pm. The Library's budget for 2024 is \$6,461,050 and the proposed budget for 2025 is \$7,282,281.

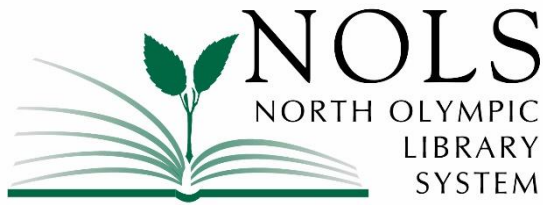
Members of the public are encouraged to share their thoughts at the October Board meeting, or if you cannot attend, by emailing the Executive Director, Noah Glaude, at [Director@nols.org](mailto:Director@nols.org), or by emailing [LibraryBoard@nols.org](mailto:LibraryBoard@nols.org).

Library budget and financial information is available on the Library's website at [nols.org/board-administration/](https://nols.org/board-administration/).

A second public hearing and adoption of the 2025 Budget is scheduled for Monday, November 18, 2024, at 5:30pm at the Port Angeles Main Library. Public comment is encouraged at this meeting as well.

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**Board of Trustees Regular Meeting**  
Thursday, October 24, 2024 5:30pm  
Port Angeles Main Library

**REMOTE ACCESS**

If unable to join in person, members of the public may participate in the meeting via internet or phone using the instructions available prior to the meeting at [www.nols.org/board-administration](http://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](mailto:LibraryBoard@nols.org).

**LAND ACKNOWLEDGEMENT**

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

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of September 26, 2024
4. Communications
5. Public Comments
7. Financial Reports: September 2024
8. Approval of Vouchers: September 2024

9. Unfinished Business
  - U.1. Discussion on Branch Hours
10. New Business
  - N.1. Review and discussion of proposed 2025 Operating Budget
  - N.2. Public Hearing on the proposed 2025 Operating Budget
  - N.3. Port Angeles Accessible Pathways Project – AHBL Proposal for Additional Professional Services
11. Reports
  - R.1. Monthly Statistics Reports: September 2024
  - R.2. Monthly Activity Reports: September 2024
  - R.3. Highlight Log: September 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, Monday, November 18, 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

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
<b>Monday, November 18, 2024</b>	5:30pm	Regular meeting Port Angeles

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

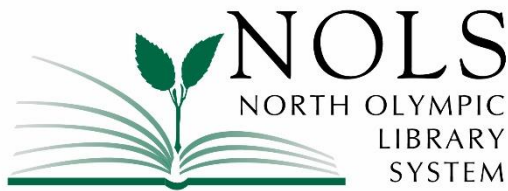
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 3pm in the Administrative conference room of the Port Angeles Main Library.

### **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, September 26, 2024 5:30pm  
Clallam Bay Branch Library

## MINUTES

1. Call to order, roll call and introductions  
Board Chair Jennifer Pelikan 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, West End Branch Manager Troi Gale, and Library Services Specialist Jennifer Smathers.
2. Approval of agenda  
*Motion by Mr. Miller to approve the agenda as presented. Motion seconded by Ms. Ross. Motion carried.*
3. Approval of minutes for regular meeting of August 22, 2024  
*Motion by Mr. Urnes to approve the minutes from the August 22, 2024 regular meeting. Motion seconded by Mr. Caldwell. Motion carried.*
4. Communications  
None
5. Public Comments  
None
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  
*The financial reports for August 2024 were accepted as presented.*
8. Approval of Vouchers: August 2024  
*Motion by Ms. Urnes to approve the August 2024 vouchers, numbered #886 through #1004, in the amount of \$1,082,800.90. Motion seconded by Mr. Caldwell. Motion carried.*
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  
*Motion by Ms. Ross to approve the NOLS 2025 Budget Guidelines, as presented. Motion seconded by Mr. Caldwell. Motion carried.*

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

All reports were accepted as presented.

12. Public Comments

13. Trustee Comments

*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on 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 agendaize a matter of business on a future agenda.*

14. Next meeting: 5:30pm, Thursday, October 24, 2024

15. Agenda items for next meeting

First Public Hearing on the 2025 Operating Budget

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:25pm.

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

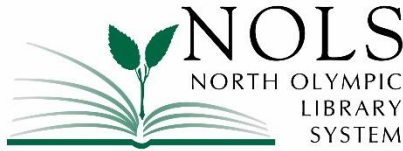
NOLS Mission Statement  
Adopted 11/22/16

**CERTIFIED AS TRUE AND CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Board Secretary





## Staff Report

Meeting Date: October 24, 2024  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for September 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 \$17,687 for the month, including \$14,938 for the Sequim Library, and \$2,500 from Port Angeles Friends of the 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 \$387,309, including a payment of \$358,543 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 \$310,061 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 \$366,711.

The balance of \$4,493 in the System-wide Programming Fund was transferred to the NOLS Donations Fund. The NOLS Donations Fund will replace the System-side Programming Fund as the funding source for programming expenses related to multiple locations. The balance of \$14,938 in Sequim Future Library Donations was transferred to the Sequim Capital Fund. Beginning in October, all donations for the Sequim Library Building will be coded as income to the Sequim Capital Fund. Balances totaling \$509,825 in the Francis Bode Materials Fund and Margaret Bode Materials Fund transferred to the Sequim Capital Fund in August have been transferred to the NOLS Materials Fund. The bequests from Francis and Margaret Bode will be utilized to purchase materials for the Library's collection.

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





## Revenue Report<sup>\*</sup>

September 30, 2024

Operating Revenue				9/12ths is	75.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	76,681	2,957,790	1,780,357	62.4
Grants, Entitlements, Other Payments	31,000	364	457	30,543	1.5
Goods and Services	18,010	744	8,574	9,436	47.6
Library Fees	15,000	671	11,550	3,450	77.0
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	57,276	385,290	(22,490)	106.2
Facilities Leases (Short Term)	1,100	248	1,755	(655)	159.5
Contributions and donations <sup>(1)</sup>	104,000	4,401	75,020	28,980	72.1
Other Miscellaneous Revenue	102,400	1,234	13,986	88,414	13.7
Total Miscellaneous Revenues	570,300	63,159	476,050	94,250	83.5
Nonrevenues (excise taxes) <sup>(2)</sup>	800	72	831	(31)	103.9
Transfers In	1,087,793	-	-	1,087,793	-
<b>Total Operating Revenue</b>	<b>6,461,050</b>	<b>141,691</b>	<b>3,455,253</b>	<b>3,005,797</b>	<b>53.5</b>

(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)	-	34,271	218,661	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>34,271</b>	<b>218,661</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>175,962</b>	<b>3,673,914</b>
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## Expenditure Report<sup>\*</sup>

### September 30, 2024

				9/12ths is	75%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	272,431	2,359,976	975,000	70.8
Benefits	1,397,873	94,280	881,177	516,696	63.0
<i>Total Personnel</i>	<i>4,732,849</i>	<i>366,711</i>	<i>3,241,153</i>	<i>1,491,696</i>	<i>68.5</i>
<i>Supplies</i>					
Supplies, Office and Operating	120,600	9,980	86,265	34,335	71.5
Fuel	17,300	838	5,933	11,367	34.3
Collection Materials	480,000	21,904	219,307	260,693	45.7
Merchandise purchased for resale	2,625	-	120	2,505	4.6
Small Tools/Equip (<\$200)	2,650	173	2,094	556	79.0
<i>Total Supplies</i>	<i>623,175</i>	<i>32,894</i>	<i>313,719</i>	<i>309,456</i>	<i>50.3</i>
<i>Services</i>					
Professional Services	347,120	16,909	203,141	143,979	58.5
Communication	222,124	16,938	181,200	40,924	81.6
Travel	28,800	3,294	23,132	5,668	80.3
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	250	5,237	(2,511)	192.1
Insurance	136,800	250	112,262	24,538	82.1
Public Utilities	108,100	6,124	68,706	39,394	63.6
Repair and Maintenance	155,665	33,037	88,237	67,428	56.7
Miscellaneous Services	11,000	489	8,370	2,630	76.1
Dues	5,240	135	3,269	1,971	62.4
<i>Total Services</i>	<i>1,025,426</i>	<i>77,425</i>	<i>699,543</i>	<i>325,883</i>	<i>68.2</i>
<i>Intergovernmental Services</i>	<i>800</i>	<i>139</i>	<i>766</i>	<i>34</i>	<i>95.7</i>
<i>Nonexpenditures (excise taxes)<sup>(1)</sup></i>	<i>800</i>	<i>75</i>	<i>829</i>	<i>(29)</i>	<i>103.6</i>
<i>Leases &amp; Subscription Based IT Arrangements</i>	<i>78,000</i>	<i>32,338</i>	<i>90,838</i>	<i>(12,838)</i>	<i>116.5</i>
<i>LOCAL Debt Service Costs</i>	<i>-</i>	<i>-</i>	<i>44,589</i>	<i>(44,589)</i>	<i>N/A</i>
<b>Total Operating Expenditures</b>	<b>6,461,050</b>	<b>509,583</b>	<b>4,391,438</b>	<b>2,114,202</b>	<b>68.0</b>

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



## Expenditure Report<sup>\*</sup>

### September 30, 2024

				9/12ths is	75%
Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	-	209,311	(156,811)	398.7
Other Improvements	489,000	-	119,977	369,023	24.5
Machinery & Equipment	287,250	4,944	183,091	104,159	63.7
Construction of Capital Assets	-	387,310	2,177,081	(2,177,081)	0.0
<b>Total Capital Outlays</b>	<b>828,750</b>	<b>392,253</b>	<b>2,689,460</b>	<b>(1,860,710)</b>	<b>324.5</b>
<b>Grand Total All Expenditures</b>	<b>7,289,800</b>	<b>901,836</b>	<b>7,080,898</b>	<b>253,491</b>	<b>97.1</b>



**Account Balances\***

September 30, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	1,040,484	-	34,271	-	1,074,755
Operating Reserve <sup>(3)</sup>	1,382,498	-	-	-	1,382,498
PA Capital Reserve <sup>(4)</sup>	397,005	-	-	-	397,005
Sequim Capital Reserve	614,300	(514,575)	-	-	99,725
NOLS Capital Fund	41,109	-	-	297	40,812
PA Capital Fund	350,679	-	-	-	350,679
Sequim Capital Fund	378,931	19,688	-	398,618	-
<i>Total Board Designated Accounts</i>	<i>5,512,026</i>	<i>(494,887)</i>	<i>34,271</i>	<i>398,915</i>	<i>4,652,494</i>
<i>Grants and Donations</i>	<i>Grants and Donations</i>				
Systemwide Programming Fund	6,543	(4,493)	-	2,050	-
Clallam Bay Donations Fund	6,899	-	4	-	6,903
Clallam Bay Friends Donations	1,069	-	-	121	948
Forks Donations Fund	2,356	-	8	-	2,364
Forks Friends Donations	789	-	-	106	683
NOLS Materials Fund	14,817	509,825	-	-	524,643
NOLS Donations Fund	79,435	4,493	120	2,885	81,163
Port Angeles Donations Fund	11,081	-	109	-	11,190
Port Angeles Friends Donations	9,895	-	2,500	2,733	9,662
Sequim Donations Fund	34,984	-	8	63	34,930
Sequim Friends Donations	24,541	-	-	178	24,363
Sequim Future Library Donations	-	(14,938)	14,938	-	-
Outreach Donations Fund	7,187	-	-	45	7,141
<i>Total Grants and Donations</i>	<i>199,597</i>	<i>494,887</i>	<i>17,687</i>	<i>6,131</i>	<i>703,990</i>
<i>Unclaimed Property Account</i>	<i>2,803</i>	<i>-</i>			<i>2,803</i>
<i>Total Designated Cash</i>	<i>5,714,425</i>	<i>-</i>	<i>51,958</i>	<i>405,047</i>	<i>5,359,286</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,626,041</i>	<i>(390,231)</i>			<i>1,235,810</i>
<b>Total WA State Local Investment Pool</b>	<b>7,340,466</b>	<b>(390,231)</b>	<b>51,958</b>	<b>405,047</b>	<b>6,595,096</b>

## Notes:

- <sup>(1)</sup> Reserve buffer against major economic catastrophe.
- <sup>(2)</sup> Receives timber revenues designated to fund capital improvement projects.
- <sup>(3)</sup> Reserves to balance deficit budgets.
- <sup>(4)</sup> Fund management account for designated capital projects.

\* All amounts are rounded to the nearest dollar.

Account Balances – Sept 2024 Balances

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**Account Balances\***

September 30, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Total Investments</b>	7,340,466	(390,231)	51,958	405,047	6,595,096
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	-			-
<b>LOCAL Program Proceeds</b>					
Cash held by Office of the State Treasurer	4,537,374	-	19,496	-	4,556,870
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	522	-	522	6,000
Payroll Account (US Bank 1301)	200	310,061	-	310,061	200
Merchant Account (FF 7401)	1,000	(1,650)	1,650	-	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<i>Total Branch Change Funds</i>	450	-	-	-	450
<b>Total Imprest Accounts</b>	7,650	308,933	1,650	310,583	7,650
<b>Total Cash</b>	4,545,024	308,933	1,650	310,583	4,564,520
<b>Total Cash and Investments</b>	11,885,490	(81,298)	53,608	715,630	11,159,616

\* All amounts are rounded to the nearest dollar.

Account Balances – Sept 2024 Balances

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## Voucher Approval for September 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 #1005 through #1115 are approved in the amount of \$902,330.62 this 24th day of October 2024.

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

No.	Claimant	Purpose	Amount
1005	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 08-31-2024) - EFT 1101	247,325.91
1006	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 08-31-2024) - EFT 1106	16,179.21
1007	Alliance 2020 Inc	PO 1210 Professional Services - Background Checks - NOLS	33.54
1008	Amazon.com	Collection Materials	254.66
1009	Amazon.com	Collection Materials	81.45
1010	Amazon.com	Collection Materials	143.57
1011	Amazon.com	Collection Materials	13.70
1012	Baker & Taylor	Collection Materials	2,580.08
1013	Baker & Taylor	Collection Materials	2,791.03
1014	Baker & Taylor	Collection Materials	2,263.74
1015	Baker & Taylor	Collection Materials	6,186.21
1016	Bizy Boys LLC	PO 1207 Repair & Maintenance - PA Lawn Care - FAC	869.49
1017	Brodart Company	Collection Materials	122.97
1018	Canon Financial Services Inc	PO 1337 Leases - September Printer & Copier Contract	940.03
1019	CENGAGE Learning	Collection Materials	220.44
1020	CENGAGE Learning	Collection Materials	188.07
1021	CENGAGE Learning	Collection Materials	368.41
1022	CENGAGE Learning	Collection Materials	80.82
1023	Center Point Large Print	Collection Materials	222.61
1024	Center Point Large Print	Collection Materials	108.71
1025	CenturyLink 300511187 FO	Communications - Voice - FO	90.63
1026	CenturyLink 300561130 CB	Communications - Voice - CB	167.91
1027	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	155.56
1028	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	90.52
1029	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	311.12
1030	Cerium Networks Inc	PO 1200 Technology Services - Managed Services - IT	1,938.40
1031	Chau Angie	C32 Programming - Revisiting Twilight a Decade Later	1,000.00
1032	City of Forks	Public Utilities - FO	139.62

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>1033</b>	<b>City of Port Angeles/Dump</b>	PO 1094 Public Utilities - Solid Waste - FAC	43.93
<b>1034</b>	<b>City of Port Angeles/Orcas Avenue</b>	Public Utilities - PA	270.18
<b>1035</b>	<b>City of Port Angeles/Peabody St.</b>	Public Utilities - PA	3,555.04
<b>1036</b>	<b>City of Sequim</b>	Public Utilities - SQ	147.96
<b>1037</b>	<b>Clallam County Public Works Dept. (Sewer)</b>	Public Utilities - CB	56.50
<b>1038</b>	<b>Clallam County PUD</b>	Public Utilities - SQ2	864.38
<b>1039</b>	<b>Clallam County PUD</b>	Public Utilities - CB	464.32
<b>1040</b>	<b>Clallam County PUD</b>	Public Utilities - FO	515.56
<b>1041</b>	<b>Clallam County Treasurer</b>	AUG 2024 Investment Service Fee paid in SEPT - EFT 1111	50.00
<b>1042</b>	<b>Convergence Design and Apparel</b>	PO 1324 Program Supplies - SRP T-Shirts - NDF	2,164.56
<b>1043</b>	<b>Dahlquist, Leanne</b>	Travel - Training - ARSL 2024 Hotel & Mileage Reimbursement	601.39
<b>1044</b>	<b>Decker City Hardware</b>	PO 1254 Small Tools & Equip - FAC, PO 1253 Maintenance Supplies	255.19
<b>1045</b>	<b>Dept. of Retirement Systems</b>	PERS and DCP (PPE 08-31-2024) - EFT 1102	45,875.91
<b>1046</b>	<b>Dept. of Revenue - Use/Sales Tax</b>	August 2024 Sales & Use Tax - EFT 1107	230.18
<b>1047</b>	<b>Dokken Jaiden</b>	C06 Programming - Open Mic 09/17/24 - FO	100.00
<b>1048</b>	<b>Downs Audra</b>	PO's 1145, 1158, 1159 Training - Travel - PNLA Conference	1,577.73
<b>1049</b>	<b>Empower Retirement</b>	EmpDCP (PPE 08-31-2024) - EFT 1103	450.00
<b>1050</b>	<b>Enduris</b>	Insurance - Deductible for Bookmobile Accident - NOLS	250.00
<b>1051</b>	<b>Fatbeam LLC</b>	Communications - Internet Services Sept - NOLS	11,755.66
<b>1052</b>	<b>Forks Outfitters</b>	PO 1219 Small Tools & Equip - FO Pocket Hose - FAC	59.72
<b>1053</b>	<b>Hawn Kirby</b>	PO 1216 Business Travel - Tacoma Narrows Toll - NOLS	5.50
<b>1054</b>	<b>HD Supply</b>	PO 1195 Maintenance Supplies - Sanitizer, Bathroom Cleaner	1,426.97
<b>1055</b>	<b>Health Care Authority</b>	Medical (PPE 08-31-2024)	42,968.99
<b>1056</b>	<b>Hi-Tech Security Inc.</b>	PO 1233 Repair & Maintenance -FO Fire Alarm Monitoring	351.86
<b>1057</b>	<b>Hi-Tech Security Inc.</b>	PO 1265 Repair & Maintenance - PA Fire Alarm Test - FAC	475.00
<b>1058</b>	<b>Hoch Construction Inc</b>	PO 1336 Capital Construction - Sequim Library Expansion	358,543.15
<b>1059</b>	<b>Ingram Library Services</b>	Collection Materials	901.23
<b>1060</b>	<b>Innovative Interfaces</b>	PO 1204 Technology - Polaris Annual Maintenance - NOLS	54,663.37
<b>1061</b>	<b>Langan Adrienne</b>	PO 1259 Program Supplies - Movie Matinee Snacks	25.96
<b>1062</b>	<b>Lumen</b>	Communications - VOIP - NOLS	1,405.06
<b>1063</b>	<b>Markunas Alex</b>	PO 1201 Professional Services - IT Consultant - IT	2,800.00
<b>1064</b>	<b>Materials Testing &amp; Consulting Inc</b>	PO 1267 Capital Construction - SQ Project Special Inspection	2,562.50
<b>1065</b>	<b>MBI Systems Inc</b>	PO 1290 Capital Equipment - Staff Chairs 50% Remaining Deposit	4,646.65
<b>1066</b>	<b>McNish Family II LLC</b>	SQ Temp Bldg Lease - Oct 2024 - SQ CPA	6,662.09
<b>1067</b>	<b>Midwest Tape</b>	Collection Materials	766.53
<b>1068</b>	<b>Midwest Tape</b>	Collection Materials	752.45
<b>1069</b>	<b>Midwest Tape</b>	Collection Materials	1,233.24
<b>1070</b>	<b>Moccardine Arriana</b>	Travel - Business - Mileage Reimbursement - CB	40.20
<b>1071</b>	<b>NOLS Employee</b>	HRA and Business Travel Reimbursements - FO	792.24
<b>1072</b>	<b>NOLS Employee</b>	HRA, Business Travel, and Cell Phone Reimbursements	1,362.09
<b>1073</b>	<b>NOLS Employee</b>	HRA Reimbursement - PA	444.82
<b>1074</b>	<b>NOLS Employee</b>	HRA Reimbursement - PA	384.56
<b>1075</b>	<b>NOLS Employee</b>	HRA Reimbursement - SQ	300.00
<b>1076</b>	<b>NOLS Employee</b>	HRA Reimbursement - SQ	507.00
<b>1077</b>	<b>NOLS Employee</b>	HRA Reimbursement - PA	339.17

No.	Claimant	Purpose	Amount
1078	NOLS Employee	HRA Reimbursement - TS	48.07
1079	NOLS Employee	HRA Reimbursement - PA	717.03
1080	North Olympic Library System	August Revolving Fund Reimbursement	521.87
1081	Olympic Laundry & Dry Cleaners Inc.	PO 1203 Professional Services - Laundry - FAC	219.77
1082	Olympic Springs Inc	PO 1211 Operating Rentals - SQ Temp Water Service	87.72
1083	OverDrive Inc	Collection Materials	110.00
1084	OverDrive Inc	Collection Materials	1,241.83
1085	OverDrive Inc	Collection Materials	135.68
1086	OverDrive Inc	Collection Materials	219.84
1087	Pacific Office Equipment Inc.	Copier Repair & Maintenance - PA, SQ, FO, CB	772.56
1088	Playaway Products LLC	Collection Materials	649.21
1089	Playaway Products LLC	Collection Materials	54.43
1090	Playaway Products LLC	Collection Materials	257.23
1091	Port Angeles Regional Chamber of Commerce	PO 1338 Dues/Memberships - Annual Membership Dues	135.00
1092	Rainbow Sweepers Inc.	PO 1206 Groundskeeping - PA Lot Sweeping 08-11-24	245.03
1093	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	14.92
1094	Rowland Benjamin	PO 1296 Business Fuel - White Subaru - NOLS	37.07
1095	Sequim High School	Collection Materials	60.00
1096	SHKS Architects	PO 1322 Capital Construction - SQ Library Expansion & Renovation	26,203.85
1097	State Auditor's Office	PO 1299 Professional Services - State Examiner's Fee	139.10
1098	Swains General Store Inc.	PO 1221 Maintenance Supplies - Cleaners, Brushes, Knife	189.91
1099	Swains General Store Inc.	PO 1093 Maintenance Supplies - Batteries, Broom, Hardware, Vinegar	121.25
1100	Swank Movie Licensing USA	PO 1287 Professional Services - Copyright Copliance Licenses - 10/01/24 - 09/30/25	1,292.00
1101	Tapp Eric	PO 1202 Maintenance Supplies - Floor Finish - FAC	25.90
1102	Tapp Eric	PO 1245 Maintenance Supplies - Floor Finish - FAC	25.90
1103	Tech Heads	PO 1295 & 1289 Technology Services - Firewall, Fortiweb Configuration - IT	1,864.65
1104	Unique Management Services Inc.	Professional Services - Debt Collection	226.55
1105	United Way of Clallam County	United Way Contributions (PPE 08-31-2024)	160.00
1106	US Bank	Credit Card Services - September 2024	15,884.28
1107	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1108	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	537.36
1109	Vogan Brian	C30 Programming - Brian Vogan Family Concert (SP)	2,000.00
1110	WCIF	Vi/Li/EAP (PPE 08-31-2024)	1,235.01
1111	Weiss Alisa	Travel - Business - Mileage Reimbursement - SQ	16.88
1112	West Waste & Recycling	Public Utilities - FO & CB	66.43
1113	Williams Jamie	Travel - Business - Mileage Reimbursement - SQ	12.06
1114	WSCCCE - WPAS, Inc	Dental Premiums (PPE 08-31-2024) - OCT Coverage	5,902.16
1115	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 08-31-2024)	2,262.79
			<b>902,330.62</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #1080**

2372	NOLS Patron	Patron Refund	18.99
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No.	Claimant	Purpose	Amount
2374	NOLS Patron	Patron Refund	16.99
2375	NOLS Patron	Patron Refund	15.99
2376	NOLS Patron	Patron Refund	18.95
2377	NOLS Patron	Patron Refund	18.99
2379	NOLS Patron	Patron Refund	9.99
2380	NOLS Patron	Patron Refund	29.94
2381	NOLS Patron	Patron Refund	27.00
2382	NOLS Patron	Patron Refund	12.99
2383	NOLS Patron	Patron Refund	15.99
2384	NOLS Patron	Patron Refund	9.99
2385	NOLS Patron	Patron Refund	14.99
2386	NOLS Patron	Patron Refund	29.99
2387	NOLS Patron	Patron Refund	11.99
2388	NOLS Patron	Patron Refund	18.99
2389	NOLS Patron	Patron Refund	25.99
2390	NOLS Patron	Patron Refund	25.99
2391	NOLS Patron	Patron Refund	4.00
2392	NOLS Patron	Patron Refund	8.99
2393	NOLS Patron	Patron Refund	14.99
2394	NOLS Patron	Patron Refund	13.99
2395	NOLS Patron	Patron Refund	2.83
2396	NOLS Patron	Patron Refund	16.99
2397	NOLS Patron	Patron Refund	6.97
2398	NOLS Patron	Patron Refund	17.99
2399	NOLS Patron	Patron Refund	17.41
2400	NOLS Patron	Patron Refund	58.98
2401	NOLS Patron	Patron Refund	14.99
2402	NOLS Patron	Patron Refund	19.99
			<b>521.87</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1106**

1	IPassword	PO 1312 Technology Services - 14 Annual Subscriptions - IT	1,457.76
2	8th Street Car Wash	PO 1143 Vehicle Maintenance - Car Wash Ariya - FAC	5.00
3	Adobe	PO 1313 Technology Services - Creative Cloud Annual Subscription	718.61
4	Amazon	PO 1017 Small Tools & Equip - Leaf Blower Return - FAC	(163.33)
5	Amazon	PO 1072 Maintenance Supplies - CB Light Cover Filter	44.63
6	Amazon	PO 1080 Program Supplies - TTRPG Night (PAFOL)	64.94
7	Amazon	PO 1086 Program Supplies - TTRPG Mini Grant G-8167	63.48
8	Amazon	PO 1090 Program Supplies - TTRPG Mini Grant G-8167	59.69
9	Amazon	PO 1102 Program Supplies - PA STEAM Tweens (PAFOL)	87.12
10	Amazon	PO 1103 Program Supplies - Magic Mondays (PAFOL)	78.13
11	Amazon	PO 1131 Toner & Ink - PA	153.00
12	Amazon	PO 1164 Program Supplies - Teen Night (FOSL)	113.18
13	Amazon	PO 1169 Program Supplies - Teen Lit Bags September (SP)	32.65

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
14	Amazon	PO 1172 Office Supplies - Glue Strips Mesh Backing - TS	52.83
15	Amazon	PO 1173 Maintenance Supplies - Electrical Panel Circuit Directory Cards - FAC	35.91
16	Amazon	PO 1174 Training Supplies - ASTD Mindful Coloring	34.69
17	Amazon	PO 1178 Office Supplies - Label Maker & Tapes - ADM	65.33
18	Amazon	PO 1182 Program Supplies - PA Teen Escape Room	16.35
19	Amazon	PO 1182 Program Supplies - PA Teen Escape Room	23.19
20	Amazon	PO 1192 Program Supplies - Story Time (CBFOL)	100.21
21	Amazon	PO 1241 Program Supplies - Toddler StoryTime (PAFOL)	82.35
22	Amazon	PO 1242 Program Supplies - Fall Spectacular (PAFOL)	117.55
23	Amazon	PO 1243 Program Supplies - Kids Book Club (PAFOL)	156.60
24	Amazon	PO 1278 Office Supplies - Envelopes and Labels (SQDF)	35.39
25	Amazon	PO 1311 Small Tools & Equip - Amazon Fire TV Stick for Digital Signage - IT	27.21
26	Amazon	PO 1317 Machinery & Equipment - Four Hard Drives - IT	283.16
27	Amazon	PO 897 Machinery & Equipment - BOS Shelf Labels Return	(97.96)
28	American Library Association	PO 1230 Training & Conference - ALSC 2024 - NOLS	549.00
29	Arco	PO 1250 Business Fuel - Forester - NOLS	34.61
30	Blue Shuttle	PO 1244 Travel Training - ALSC Airport Shuttle - NOLS	100.00
31	Canon Direct	PO 1181 Toner & Ink - SQ	572.36
32	Chevron	PO 1142 Business Fuel - Green Van - TS	75.31
33	Chevron	PO 1199 Business Fuel - Pacifica - TS	38.14
34	Chevron	PO 1215 Business Fuel - White Forester - NOLS	30.20
35	Chicago Books and Journals	PO 1273 Printing & Binding - Posters and Bookmarks	232.38
36	Circle K	PO 1186 Business Fuel - Transit Van - NOLS	60.04
37	Circle K	PO 1197 Business Fuel - Blue Prius - NOLS	37.23
38	Circle K	PO 1229 Business Fuel - Blue Prius - NOLS	34.49
39	Costco	PO 1122 Office Supplies - Baby Wipes - SQ	17.41
40	Costco	PO 1123 Program Supplies - Teen Game Night Pizza	21.67
41	Costco	PO 1217 Program Supplies - Yarn Circle (FOSL)	14.15
42	Costco	PO 1238 Program Supplies - Teen Lit Bag (SP)	16.99
43	Costco	PO 1238 Program Supplies - Teen Program (PAFOL)	10.89
44	Deernicorn	PO 1079 Program Supplies - TTRPG Night (PAFOL)	159.96
45	Deernicorn	PO 1087 Program Supplies - TTRPG Mini Grant G-8167	192.97
46	Demco Inc.	PO 1191 Office Supplies - Spine Labels, Jacket Covers - TS	219.64
47	Drake's Pizza & Subs	PO 1307 Program Supplies - Management Meeting Working Lunch	139.76
48	DriveThruRPG.com	PO 1089 Program Supplies - TTRPG Mini Grant G-8167	8.17
49	Dropbox	PO 1314 Technology Services - Dropbox Essentials Monthly Subscription - ADM	21.77
50	E-Fax	PO 1235 Technology Services - HR Confidential Fax - ADM	36.84
51	El Amigo	PO 1228 Program Supplies - Mexican Parade Candy	45.49
52	Empty Bowl	PO 1127 Collection Materials - NOLS	100.11
53	Evergreen 76	PO 1193 Business Fuel - White Subaru - TS	25.01
54	Facebook	PO 1276 Professional Services - Sponsored Posts - NOLS	3.14
55	Facebook	PO 1277 Professional Services - Sponsored Posts - NOLS	10.60

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
56	Forks Outfitters	PO 1081 Program Supplies - SRP Ice Cream Party	15.15
57	Forks Outfitters	PO 1081 Program Supplies - SRP Ice Cream Party	35.35
58	Forks Outfitters	PO 1111 Program Supplies - Smash Bros Tournament Snacks	22.22
59	Forks Outfitters	PO 1184 Program Supplies - Makah Days (CBFOL)	5.42
60	Global Industrial	PO 1057 Program Supplies - YS Block Cabinet (PAFOL)	1,299.17
61	HeartSmart	PO 1157 Maintenance Supplies - AED Battery and Pads	291.87
62	Hess Market	PO 1240 Business Fuel - White Subaru - NOLS	46.11
63	Homeslice Take and Bake Pizza	PO 1110 Program Supplies - Smash Bros Tournament Pizzas	48.83
64	Hurricane Coffee	PO 1251 Program Supplies - Teen Volunteer Celebration	5.00
65	Itchi.io	PO 1088 Program Supplies - TTRPG Mini Grant G-8167	7.00
66	Itchi.io	PO 1088 Program Supplies - TTRPG Mini Grant G-8167	7.00
67	Itchi.io	PO 1088 Program Supplies - TTRPG Mini Grant G-8167	2.00
68	Itchi.io	PO 1088 Program Supplies - TTRPG Mini Grant G-8167	7.00
69	Itchi.io	PO 1088 Program Supplies - TTRPG Mini Grant G-8167	10.00
70	Itchi.io	PO 1088 Program Supplies - TTRPG Mini Grant G-8167	7.00
71	JoAnn Fabrics	PO 1100 Program Supplies - PA STEAM Tweens (PAFOL)	141.35
72	KCDA Purchasing Cooperative	PO 1128 Office Supplies - Post-Its, Graph Paper - PA	23.42
73	KCDA Purchasing Cooperative	PO 1128 Printer Paper - PA	180.71
74	KCDA Purchasing Cooperative	PO 1171 Office Supplies - Electric Sharpener, Box Tape	81.24
75	La Crosse Technology	PO1226 Maintenance Supplies - PA Atomic Clock Replacement	69.69
76	Lower Elwha Food & Fuel	PO 1113 Business Fuel - Bookmobile - OR	50.00
77	Lower Elwha Food & Fuel	PO 1114 Business Fuel - Bookmobile - OR	13.86
78	Lower Elwha Food & Fuel	PO 1165 Business Fuel - Bookmobile - OR	50.00
79	Lower Elwha Food & Fuel	PO 1166 Business Fuel - Bookmobile - OR	8.85
80	Lower Elwha Food & Fuel	PO 1212 Business Fuel - White Subaru - OR	31.70
81	Microsoft	PO 1305 Technology Services - Azure Standard - IT	32.98
82	Microsoft	PO 1306 Technology Services - Microsoft 365 A5 Licensing	1,236.76
83	Mt Pleasant 76	PO 1189 Business Fuel - Bookmobile - OR	42.37
84	Mt Pleasant 76	PO 1213 Business Fuel - Bookmobile - OR	54.46
85	Ninja Forms	PO 1304 Technology Services - Wordpress Tool Membership	99.00
86	Ninja Forms	PO 1316 Technology Services - Save Progress Tool for Wordpress	29.00
87	NWILL Conference	PO 1112 Training & Conference - NW ILL Online Conference	200.00
88	Olympic Stationers	PO 1279 Office Supplies - Envelopes (SQDF)	12.41
89	Oriental Trading Company, Inc.	PO 1099 Program Supplies - PA STEAM Tweens (PAFOL)	133.83
90	POS Supply Solutions	PO 1132 Office Supplies - Receipt Printer Paper - NOLS	298.71
91	Premio	PO 1308 Technology Services - Wordpress Folders Tool	18.75
92	Premuim Beat	PO 1274 Professional Services - Music License SQ Video	14.99
93	Safeway	PO 1208 Program Supplies - Teen Tuesday & Teen Escape Room	71.43
94	Safeway	PO 1234 Program Supplies - TAB Snacks (FOSL)	23.98
95	Safeway	PO 1307 Program Supplies - Mgt Team Working Lunch	18.56
96	Sea-Tac Airport Parking	PO 1108 Travel Training - ARSL Parking - NOLS	376.00
97	Shell	PO 1082 Business Fuel - Chevy Van - NOLS	81.47
98	Shell	PO 1109 Business Fuel - Prius - NOLS	40.92
99	Shell	PO 1196 Business Fuel - White Subaru - TS	45.83

No.	Claimant	Purpose	Amount
100	Stamps.com	PO 1078 Postage - TS	250.00
101	Stamps.com	PO 1098 Postage - TS	250.00
102	Stamps.com	PO 1162 Postage - TS	250.00
103	Stamps.com	PO 1176 Postage - TS	250.00
104	Stamps.com	PO 1187 Technology Services - Monthly Service Charge	21.77
105	Stamps.com	PO 1188 Postage - TS	250.00
106	Stamps.com	PO 1194 Postage - TS	250.00
107	Stamps.com	PO 1205 Postage - TS	250.00
108	Tacoma Narrows Bridge	PO 1190 Business Travel - Toll Bridge Fee - NOLS	5.50
109	Teamviewer	PO 1315 Technology Services - TeamViewer Business	665.38
110	Tracfone	PO 1309 Communications - Tracfone Annual Service	138.49
111	Tracfone	PO 1309 Communications - Tracfone Annual Service	138.49
112	Tracfone	PO 1309 Communications - Tracfone Annual Service	138.49
113	Tracfone	PO 1309 Communications - Tracfone Annual Service	138.49
114	Uprinting	PO 1275 Printing & Binding - Posters for A-Frame Sign	256.70
115	Walmart	PO 1239 Program Supplies - End of SRP Popsicles (PAFOL)	18.32
116	Walmart	PO 1249 Machinery & Equipment - BOS Table & Chairs	73.78
117	Wilder Auto Center	PO 1198 Vehicle Maintenance - Pacifica Van Heater Repair	552.01
118	Zoom	PO 1310 Technology Services - Zoom Workplace Business Monthly	239.47
			<b>15,884.28</b>

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

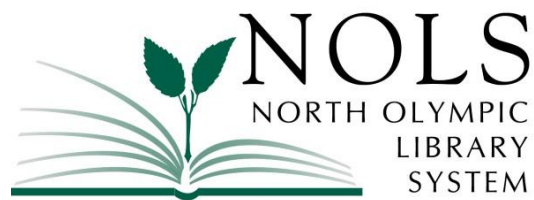
1101 ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 08-31-2024)	247,325.91
1102 Dept. of Retirement Systems	PERS and DCP (PPE 08-31-2024)	45,875.91
1103 Empower Retirement	EmpDCP (PPE 08-31-2024)	450.00
		<b>293,651.82</b>





**2025**  
**Proposed Operating Budget**  
***(October Draft)***

**First Board Review and Public Hearing**  
**October 24, 2024**







## Staff Report

Meeting Date: October 24, 2024  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Review of Draft Operating Budget for Fiscal Year 2025  
Public Hearing on the Draft Proposed Budget

Attachments: 2025 Summary Operating Budget Draft  
2025 Budget Guidelines

**Topic/Issue:** The Library Board of Trustees will review a draft of the Library's operating budget for 2025, and conduct the first public hearing on the budget. The Board is not required to adopt the budget at this time.

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

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

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

**Discussion:** The Management Team played a key role in the development of this draft budget. The Management Team sets system-wide priorities which reflect NOLS' Strategic Roadmap and Initiatives and branch and department work plans for the coming year. Managers developed their respective branch/department budgets, and then worked together to jointly review and finalize this draft. Finance Manager Amy Hough and HR and Business Manager, Shaina Lent, worked together to build the 2025 personnel detail spreadsheet. The personnel detail calculates salary and benefit costs for all

NOLS positions for the coming year. Personnel costs represent approximately 70% of the total 2025 budget, so having accurate salary and benefits projections is crucial to having an accurate budget. The Board's Finance Committee has reviewed this draft of the proposed budget.

The October draft of the Library budget generally reflects a conservative estimate of the expected tax revenues. These are calculated based on the preliminary estimates of the Assessed Valuation for the County as provided by the Assessor, and applying the limiting factors imposed by Washington State tax laws. This October draft of the 2025 Operating Budget projects about a 1% tax revenue growth over the 2024 levy. NOLS' 2024 levy rate stands at 29¢ per thousand of the county's AV. Based on currently projected AV increases and factors limiting NOLS' levy rate, the 2025 levy rate would remain around 29¢/\$1000 AV.

Total Operating Expenditures budgeted for in the current draft of the 2025 Operating Budget stand at \$7,282,281, an increase of \$821,231 from the 2024 budget of \$6,461,050. It should be noted that a large percentage of this increase comes from long-term liabilities and debt service tied to the construction of the Sequim Library.

### ***Tax Revenue Estimates***

Approximately 66% of estimated revenues for the draft 2025 Operating Budget derive from 2025 property taxes. These revenues are levied and collected on the Library's behalf by Clallam County. Official estimates of the County's Assessed Valuation (AV) and new construction values are generally not available during the September/October period during which the first draft of the Library budget is prepared. The October Draft relies on the Assessor's early estimates: with Taxable AV estimates at \$16,643,326,739, and new construction value estimates at \$131,382,001. Tax revenues in this draft budget have been conservatively projected based on the 1% growth limitation allowed by law, with allowance for estimated new construction add-ons. These calculations will be updated as the Assessor's figures continue to firm up, and staff may need to make an upward or downward adjustment of this revenue figure.

### ***Library Fees***

Revenues for 2025 from lost and damaged materials fees have been estimated at \$15,000. In 2019, the Library stopped charging fines for overdue material.

### ***Miscellaneous Revenues***

The sum of \$180,000 has been budgeted for investment interest income. The bulk of NOLS operating funds are invested via the State Pool. The interest rate on State Pool funds is expected to decrease from a high of about 5% in 2024. For 2025, interest was estimated at 3% on \$6,000,000.

A total of \$81,362, representing donations from the four Friends of the Library groups, has been included as estimated revenue. For the most part, Friends' donations are directed toward support for library programming and events. NOLS' exceptional array of public programming is almost entirely dependent on the generous support of the Friends groups.

The donations revenues also include \$3,000 from the NOLS General Donation Fund to supplement programming supply needs at the West End Branches, specifically program prizes, which if purchased with property tax revenue would be considered a gift of public funds.

The North Olympic Library Foundation is expected to donate \$14,000 to assist with system-wide programs such as the Clallam County Poet Laureate and Clallam County Reads.

E-rate revenues are received as part of the federal reimbursement program related to telecommunications. E-rate reimbursements have been estimated at \$124,593 for 2025. This reimbursement is tied to major network and IT equipment upgrades being completed throughout the system.

### ***Timber Revenue***

In accordance with Policy 5.15: Fiscal Management, and established Board practice, projected revenues from timber and forest products are not included in the operating budget for 2025. The Board will be presented with a draft of the Capital Budget for 2025 at the January meeting. Revenue for the Capital Budget is drawn from the Capital Budget Account. The Finance Committee will have opportunities to review drafts of the 2025 Capital Budget prior to its presentation to the Board in January.

### ***Personnel Expenditures***

Personnel costs (salaries and benefits) represent 70% of the total 2025 budget. Personnel costs stand at \$5,120,908 in this draft of the Operating Budget, up from the \$4,732,849 budgeted in 2024, an increase of 8.2%. Personnel expense calculations reflect salaries, a previously negotiated 2.5% cost of living adjustment (COLA), anticipated step (proficiency) increases, longevity benefits (CSBs), and other established cost increases and decreases, for all current and proposed 2025 positions; routine annual increases to these costs are projected. In 2025, the minimum wage will increase by \$0.38, 2.35%, to \$16.66/hour.

As recommended by the State Auditor, provision is also made for “pay out” of compensated leave balances, to support anticipated or possible retirements/separations. The personnel array for 2025, on which the personnel budget is based, is 60 FTE, which is one more FTE than what the 2024 personnel budget was based on.

There will be a moderate increase to medical (7-9%) premiums and dental (3%) premiums for 2024. L&I rates are estimated to increase 3.8% from 2024 to 2025. Significant changes to Public Employees’ Retirement System (PERS) rates are not expected at this time, although it should be noted that PERS rate increases have been known to go into effect unexpectedly.

### ***Supplies Expenditures***

Friends of the Library contributions are essential to NOLS’ ability to provide library programming. For budgeting purposes, Friends’ support for programming is split between *Supplies* and *Services*; in the 2025 Operating Budget, Friends’ funding for program supplies stands at an estimated total of \$39,431. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes. Friends’ donations provide a majority of the funding necessary for programming supplies and presenters/services. NOLS truly could not provide this core service without support from the Library’s wonderful and generous Friends of the Library groups.

Collection materials (books, DVDs, downloadable audio books, e-books, online databases and other library materials) are included in the Supplies category. The proposed 2025 Operating Budget increases the amount budgeted for collection materials by 5% to \$504,000, or approximately 7% of

the total budget. The collection materials budget remained around \$480,000 from 2020 through 2024.

In 2011 (following the 2010 Levy Lid Lift) NOLS initiated a plan to address longstanding inadequacies in the collection. The proposed 2025 materials budget represents a 59% increase over the pre-levy 2010 materials budget of \$317,754. As a result of this increased funding during the past decade, the NOLS collection has fully recovered from earlier years of tight budgets. The proposed 5% collection spending increase, the first in five years, is primarily to address inflation, rather than growth.

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

### ***Services and Charges***

To meet State Auditor recommendations on Subscription Based Information Technology Arrangements (SBITA) several expenses usually categorized as technology professional services have been categorized as long-term liabilities. SBITAs include any multi-year contract with a software or hardware vendor, such as Polaris, Canon Printers, or Communico meeting room and program reservation software.

In order to help complete NOLS' Strategic Initiatives in 2025, funds have been designated for several consultants. Consultants for fiscal and strategic planning are being budgeted for again in 2025, in addition to a consultant to review accessibility of the Library's website, and to support IT staff as more services are migrated to the cloud. RFPs will be conducted as necessary before hiring consults, so exact costs could be significantly less than what is budgeted.

NOLS will continue to budget for an E-rate consultant to ensure the Library is fully and efficiently utilizing the Federal E-rate program. In 2025, \$10,500 is budgeted for the E-rate consultant, but the Library plans to receive approximately \$125,000 in revenue back from the program.

Staff training and professional development continues to be a priority for NOLS, so \$97,720 is currently budgeted for Training and Conference Fees and Travel for Training in 2025. As NOLS' ongoing investment in this area continues to expand skill sets and staff abilities, the Library will continue to refine this budget line to best address current training needs.

### ***Communications***

After switching network vendors in 2023 and phone vendor in 2024, minimal changes are currently expected in communications costs in 2025.

### ***Insurance***

Actual insurance costs in 2024 were \$112,262. In 2025, premiums are expected to increase, so \$133,00 has been budgeted for insurance, a 18.5% increase over 2024 actual spending.

### ***Intergovernmental Services***

The Office of the Washington State Auditor is currently conducting a routine audit of NOLS. The estimate the audit will cost \$28,000. The audit should be completed in 2024, but some of the expense may not be billed until early 2025. To account for any audit expenses that carry over into

2025, \$8,700 has been budgeted for intergovernmental services in 2025. NOLS is audited every three years, so no additional expenses should occur in 2025.

### ***Capital Outlays***

As noted elsewhere in this report, all capital outlay expenditures are reflected in the 2025 Capital Budget, which will be presented to the Library Board of Trustees in January 2025. The Capital budget is funded through the Capital Budget account and expenditures are generally scaled to align with timber/forest product revenues received during the previous fiscal year. Timber revenues of \$218,661 have been received through September 30, 2024. The 2025 Capital Budget is still in a very early stage of development. Both Capital Budget revenue and expenditure projections will change between now and adoption of the Capital Budget.

### ***Transfers-in / Transfers-out***

The draft Operating Budget, as it currently stands, requires a transfer-in from the Operating Reserve in the amount of \$1,108,316 (15% of total revenues). As of September 30, 2024, NOLS had \$1,382,498 in its Operating Reserve account.

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

In January 2024, \$996,793 was transferred from the Operating Reserve account to balance the Operating Budget. Based on projected expenditures during the rest of 2024, it is currently estimated that NOLS will not need to utilize that transfer from reserves and will be able to transfer \$628,489 back into the Operating Reserve Account in January 2025.

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

With the Library nearly fully staffed, inflation continuing to remain high, and the potential for the personnel budget to grow, it should not be expected that this trend of not needing the transfer from reserves will last forever. In adopting the Budget Guidelines for 2025, the Board of Trustees recognized that operating reserves, which have been carefully nurtured as a buffer against the shrinking levy rate, will play an increasingly important role in balancing budgets in coming years.

The draft 2025 Operating Budget also includes a \$365,750 transfer from the Sequim Capital Project Account to cover the rental costs of the temporary Sequim Library space through 2025 and pay the LOCAL Program financing costs associated with the Sequim Library.

A transfer of \$504,000 from the NOLS Materials Gift Fund is also planned to cover the 2025 collection materials costs. The \$504,000 originated from a bequests from Francis and Margaret Bode.

**Alternatives for Consideration:**

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

*Expenditure estimates may change as a result of:*

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

*Revenue estimates may change as a result of:*

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

A number of factors may affect the bottom line between this review and finalization of the budget at the November 18, 2024 meeting. Staff will continue to explore strategic revenue and expenditure adjustments as the final draft of the Operating Budget is prepared.

**Action/Motion:**

- No motion is required at this time.
- The Board must conduct the first Public Hearing on the proposed 2025 Operating Budget at the October 24, 2024 meeting.
- The Board may call for additional information, or make recommendations.



North Olympic Library System  
**2025 Summary Operating Budget**  
*October 2024 DRAFT*

	2024 Approved Budget	2024 Projected Actual	Change from 2024 Approved Budget to 2024 Projected	2025 Draft Budget	Change from 2024 Approved Budget to 2025 Draft Budget
<b>Operating Revenue</b>					
<b>Taxes</b>	4,738,147	4,731,455	-0.14%	4,799,650	1.30%
<b>Intergovernmental Revenues</b>	-	456		-	
<b>Grants, Entitlements, Other Payments</b>	31,000	35,380	14.13%	33,000	6.45%
<b>Goods and Services</b>	18,010	15,850	-11.99%	18,010	0.00%
<b>Library Fees</b>	15,000	15,386	2.57%	15,000	0.00%
<b>Miscellaneous revenues</b>					
Pool Fund and Investment interest	362,800	430,000	18.52%	180,000	-50.39%
Facilities rentals (short term)	1,100	2,200	100.00%	1,200	9.09%
Contributions and donations <sup>(1)</sup>	104,000	240,000	130.77%	128,862	23.91%
Other miscellaneous revenues	102,400	114,817	12.13%	127,393	24.41%
<b>Total Miscellaneous Revenues</b>	570,300	787,017	38.00%	437,455	-23.29%
<b>Nonrevenues (excises taxes) <sup>(2)</sup></b>	800	1,120	40.03%	1,100	37.50%
<b>Transfers In</b>					
From Sequim Capital Project Account	91,000			365,750	301.92%
From NOLS Materials Gift Fund	-	-		504,000	100.00%
From Operating Reserve Account	996,793	368,304	-63.05%	1,108,316	11.19%
<b>Total Transfers In</b>	1,087,793	368,304	-66.14%	1,978,066	81.84%
<b>Grand Total Operating Revenue</b>	6,461,050	5,954,969	-7.83%	7,282,281	12.71%

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

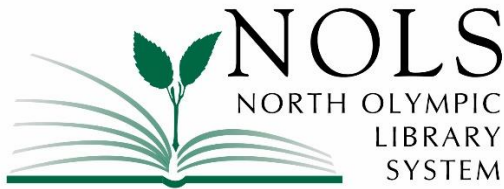
(2) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.

North Olympic Library System  
**2025 Summary Operating Budget**  
*October 2024 DRAFT*

	2024 Approved Budget	2024 Projected Actual	Change from 2024 Approved Budget to 2024 Projected	2025 Draft Budget	Change from 2024 Approved Budget to 2025 Draft Budget
<b>Expenditures</b>					
<b>Personnel</b>					
Salaries and wages	3,334,976	3,133,779	-6.03%	3,597,317	7.87%
Benefits	1,397,873	1,163,474	-16.77%	1,523,591	8.99%
<b>Total Personnel</b>	4,732,849	4,297,253	-9.20%	5,120,908	8.20%
<b>Supplies</b>					
Collection Materials	480,000	480,000	0.00%	504,000	5.00%
Supplies, office and operating <sup>(1)</sup>	120,600	115,020	-4.63%	103,831	-13.90%
Fuel	17,300	7,911	-54.27%	23,300	34.68%
Merchandise purchased for resale	2,625	170	-93.51%	2,625	0.00%
Small Tools/Equipment (<\$200)	2,650	2,792	5.38%	4,200	58.49%
<b>Total Supplies</b>	623,175	605,893	-2.77%	637,956	2.37%
<b>Services</b>					
Professional services <sup>(1)</sup>	347,120	270,854	-21.97%	428,156	23.35%
Communication	222,124	241,600	8.77%	224,074	0.88%
Travel	28,800	28,800	0.00%	33,760	17.22%
Taxes and operating assessments	7,851	5,990	-23.70%	6,000	-23.58%
Operating rentals and leases	2,726	5,844	114.37%	6,985	156.24%
Insurance	136,800	112,262	-17.94%	133,000	-2.78%
Utilities	108,100	91,608	-15.26%	112,747	4.30%
Repair and maintenance	155,665	117,649	-24.42%	121,039	-22.24%
Miscellaneous services	16,240	15,519	-4.44%	16,430	1.17%
<b>Total Services</b>	1,025,426	890,125	-13.19%	1,082,191	5.54%
<b>Intergovernmental services</b>	800	29,021	3527.64%	8,700	987.50%
<b>Nonexpenditures (excise taxes) <sup>(2)</sup></b>	800	1,018	27.25%	1,100	37.50%
<b>Long-term Liabilities</b>	78,000	131,658	68.79%	231,176	196.38%
<b>Debt Service</b> <sup>(Sequim Library)</sup>				200,250	100.00%
<b>Total Operating Expenses</b>	6,461,050	5,954,969	-7.83%	7,282,281	12.71%
<b>Transfers out</b>					
To Budget reserve fund					
<b>Total Transfers Out</b>	-	-		-	
<b>Total Expenditures</b>	6,461,050	5,954,969	-7.83%	7,282,281	12.71%

(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.



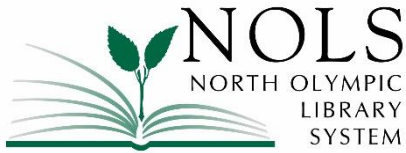
## 2025 BUDGET GUIDELINES *DRAFT*

**W**ith 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*





## Staff Report

Meeting Date: October 24, 2024  
To: Library Board of Trustees  
From: Brian Phillips, Facilities Manager  
Subject: Port Angeles Accessible Pathways Project – AHBL Proposal for Additional Professional Services

Attachments: AHBL Proposal for Additional Services: Civil Engineering and Landscape Architecture

**Topic/Issue:** Approval of the proposed contract between NOLS and AHBL, Inc. for consultation, engineering, and design services related to the Port Angeles Library Accessible Pathways Project.

**Background:** In 2023, AHBL, Inc. was hired to develop a preliminary plan to address accessibility issues and parking lot drainage and maintenance issues at the Port Angeles Library. The preliminary plans resulted in the Port Angeles Library Accessible Pathways Project. The project aims to address the following accessibility concerns at the Port Angeles Library.

### *Parking Lot Driveway Condition*

The eastern half of the parking lot driveway constructed in 1997 which provides vehicle access to the Port Angeles Library building now requires repair due to asphalt cracking, spalling, pumping, and bleed-through of the base layer. Subsurface movement of water causing displacement of the paving substrata is a factor contributing to the progressive failure of the driveway. The preliminary plan includes measures to repair and rehabilitate the driveway and to improve drainage from the site.

### *Grade Correction for ADA Compliance*

In 2023, a study of the Port Angeles Library was conducted to determine whether the facility meets current standards for accessibility and complies with Americans with Disabilities Act (ADA) requirements for public facilities. Some sections of the driveway, including zones within the area needing restoration, were found to be sloping several degrees greater than is allowed by ADA requirements. A feasibility study was conducted in 2024 determined that measures can be taken to improve accessibility to the library from the parking lot. These measure are included in the preliminary plan.

### *New and Improved Sidewalks*

The accessibility study conducted in 2023 also found that existing sidewalks adjacent to the accessible parking area fail to meet ADA requirements for slope. Furthermore, it was noted

that there are no sidewalks leading away from two emergency exits on the west side of the building. To address these issues, the preliminary plan includes regrading several existing sidewalks and adding two new sidewalks that connect the emergency exits to the main sidewalk and the accessible parking area.

#### *Library Services – Holds Pick up*

To improve service to library users wishing to pick up library materials without entering the library building, including outside of normal library business hours, the plan includes the installation of outdoor holds lockers. The proposed lockers will be placed near the front entrance in an area that is generally unused by the library or library visitors. The area proposed for the lockers will need to be paved and have some landscape restoration done to accommodate access to the lockers. The preliminary plan includes measure to provide accessible holds lockers in this available area.

#### *Accessible Outdoor Seating*

Though there are several picnic tables in the landscape of the Port Angeles Library, they are placed on grassy surfaces. None of the picnic tables comply with ADA accessibility standards. The preliminary plan includes paving the area where at least one picnic table is located adjacent to a sidewalk.

**Discussion:** The goals of Accessible Pathways Project are as follows:

1. To restore the failing asphalt surface of the eastern half of the driveway at the Port Angeles Library.
2. To insure that water moving below the driveway surface is diverted to minimize erosion of the driveway paving substrata.
3. To construct a the driveway surface grade is optimally designed and constructed in compliance with all applicable building regulations and ADA requirements.
4. To correct the slope of the existing sidewalk compliance with all applicable building regulations and ADA requirements.
5. To construct new sidewalks which connect two emergency exits to the accessible parking area.
6. To construct concrete paving adjacent to the library's front entrance and to install outdoor holds lockers there. Holds lockers will provide library users the ability to pick up library materials as needed without entering the building, including after normal library business hours.
7. To construct concrete pavement where there is an existing outdoor seating area for improved accessibility.

Civil engineering and design services are needed to meet these project goals. AHBL, Inc. is an engineering firm based in Tacoma, Washington, specializing in civil engineering and landscape architecture with experience in ADA consultation. AHBL is familiar with the accessibility concerns at the Port Angeles Library and has produced a preliminary plan to address the issues. Pending NOLS Library Board approval, NOLS has selected AHBL, Inc. to provide the

professional services needed for the project based on their extensive experience with comparable projects.

AHBL, Inc. has proposed a four phases approach to the project (below). Phases 1 and 2 are complete. The proposal under consideration now (enclosed) encompasses professional services for Phase 3 only. Phase 4 is expected to occur in 2025.

#### *Project Phase Proposal*

- I. Research (Complete), including:
  - a. Land survey to establish the existing grade of the driveway surface
  - b. Geotechnical survey is needed to collect samples of the driveway substrata for analysis of subsoil drainage characteristics
  - c. Site visits and analysis of ADA compliance concerns
2. Feasibility, Preliminary Design, and Budgeting (Complete); including:
  - a. Design of subsurface water management solutions
  - b. Pavement replacement specifications
  - c. ADA compliance feasibility and design
  - d. Project scope and preliminary design
  - e. Estimated budget for phase 2 and 4 professional services
  - f. Estimated budget for construction
3. Budget Approval and Schematic through Final Design (2024-2025)
  - a. Prepare a stormwater management plan
  - b. Prepare a demolition plan
  - c. Prepare a site grading plan
  - d. Prepare paving and landscaping plans
  - e. Coordinate the permitting process
  - f. Prepare Construction and Bidding Documents
4. Bidding and Construction (2025)

**Policy considerations:** NOLS [Policy: 5.5 Purchasing and Procurement](#) Policy states that all contracts for architectural and engineering services shall be awarded by the Board of Trustees.

**Fiscal considerations:** The cost proposed by AHBL, Inc. for services in phases 3 is \$41,750.

#### *Total Project Cost*

In phase 2, AHBL provided a project cost estimate of \$550,000 which includes design, demolition, site preparation, permitting, tax, and a 20% contingency. In addition to these construction-related costs, the total project cost includes \$75,000 for hold lockers. The total estimated project cost is \$626,000.

Half of the project funding for this project will come from the Port Angeles Capital Account. The other half will come from grants and donations.

*WA State Department of Commerce Grant*

In 2023, an opportunity was taken by NOLS to apply for project funding through the WA State Department of Commerce Library Improvement Program (LCIP) which provides funds for projects which improve access to public libraries in WA State. In September 2024, NOLS was notified that LCIP Committee is recommending the Accessible Pathways Project for inclusion in the Governor's 2025-2027 Proposed Capital Budget. The amount proposed by the Committee is \$313,000.

**Recommendation/Alternatives for Consideration:**

It is recommended that the Board of Trustees approve the proposed contract with AHBL, Inc. for consultation, engineering, and design services related to the Port Angeles Library Accessible Pathways Project.





October 17, 2024

Mr. Brian Phillips  
North Olympic Library System  
2210 South Peabody Street  
Port Angeles, WA 98362

Project: Port Angeles Library Driveway Rehabilitation, AHBL No. 2230414.10/.40  
Subject: Proposal for Additional Services: Civil Engineering and Landscape Architecture

*Civil Engineers*

Dear Mr. Phillips:

*Structural Engineers*

Thank you for the opportunity to submit this proposal for civil engineering additional services and landscape architecture services for the Port Angeles Library Driveway Rehabilitation project. We understand this phase of design will consist of Phase 3 services (Design Development through Permitting and Construction Documents). This phase of design will build on the research and feasibility phases completed in late 2023 and early 2024: Phase 1 Research and Phase 2 Feasibility, Preliminary Design, and Budgeting. A design proposal will be prepared at the completion of Phase 3 for Phase 4 Construction Phase Services.

*Landscape Architects*

*Community Planners*

Our scope of services is listed below.

*Land Surveyors*

***Civil Engineering – 2230414.10***

*Neighbors*

**Phase 3: Design Development Through Permitting – Task 15**

1. Visit the site to observe existing conditions and meet with library staff to further review site paving and ADA deficiencies at the site.
2. Prepare plans and calculations for a Demolition, Site Clearing, and Temporary Erosion and Sedimentation Control (TESC) Plan. We will also prepare a Construction Stormwater Pollution Prevention Plan (CSWPPP), as required for the National Pollutant Discharge Elimination System (NPDES) General Permit for Construction.
3. Prepare plans and calculations for a site grading plan.
4. Prepare plans and calculations for a storm drainage plan. This scope of work includes a design to meet the 2019 Department of Ecology *Stormwater Management Manual for Western Washington (SWMMWW)*, as adopted by City of Port Angeles. We anticipate the project will be submitted for permit review to the City prior to their adoption of the 2024 *SWMMWW*. In addition, based on the research and feasibility phases, we anticipate the project will be exempt from stormwater flow control and water quality treatment requirements. This plan will address:
  - a. Onsite stormwater runoff collection.
  - b. Level One Offsite Analysis.
  - c. Preparation of a storm drainage report.
5. Prepare a surfacing plan including site access and pavement markings.
6. Prepare plans for horizontal layout of the civil site features.
7. Prepare three-part CSI format technical specifications for civil site work.

**TACOMA**

2215 North 30th Street  
Suite 300

Tacoma, WA 98403-3350  
253.383.2422 TEL

[www.ahbl.com](http://www.ahbl.com)



8. The following products will be prepared at the end of the Design Development (DD) phase for permit submittal to City of Port Angeles, unless indicated otherwise:
  - Cover Sheet.
  - Horizontal Control Plan.
  - Demolition, Site Clearing, and TESC Plan.
  - Grading and Storm Drainage Plan.
  - Paving and Pavement Markings Plan.
  - ESC Notes and Details.
  - Grading and Storm Drainage Notes and Details.
  - Drainage Report, CSWPPP, and Operation and Maintenance Plan.
  - Civil Site Work Technical Specifications.
9. Coordinate with North Olympic Library System.
10. Coordinate with City of Port Angeles.
11. Prepare cost opinion.
12. Site Development permit submittal to City of Port Angeles.

Phase 3: Construction Documents and Bid Documents – Task 16

13. Assist the client/owner in connection with the owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the project.
14. Revise the plans as required by agency review and resubmit to the City. This task includes meetings with you to review agency comments.
15. Attend meetings with the owner to review design options for site improvements and obtain owner input on the design options.
16. Update the Demolition, Site Clearing, and Temporary Erosion and Sedimentation Control (TESC) Plan and Construction Stormwater Pollution Prevention Plan (CSWPPP) for bidding.
17. Update the plans and calculations for a site grading plan for bidding.
18. Update the storm drainage plans and calculations for bidding. Update the storm drainage report as requested by City of Port Angeles.
19. Update the surfacing plan including site access and pavement markings for bidding.
20. Update the horizontal control plans for bidding.
21. Update three-part CSI format technical specifications for civil site work. Prepare a Washington State Department of Enterprise Services (DES) format project manual. Prepare three-part CSI format technical specifications for Divisions 00 and 01. Owner provided Divisions 00 and 01 standard documents will be used.
22. Coordinate with North Olympic Library System.
23. Coordinate with City of Port Angeles.



24. Prepare cost opinion.
25. Issue documents for owner review and revise the construction documents based on your comments for bid issuance.

***Landscape Architecture – 2230414.40***

Overarching project assumptions and understanding of scope:

- We understand that our scope is limited to:
  - Planting at areas disturbed by the construction of site access improvements, and any code-required areas impacted around the site, including:
    - Parking lot plantings.
    - Perimeter and service area buffering or screening plantings.
  - Revisions to existing irrigation system in affected planted areas.
- We will address from Design Development through the Construction Document phase:
  - Planting soils.
  - Planting design and documentation.
  - Irrigation design and documentation.
- Submittals to be included:
  - Preliminary planting plan,
  - Landscape Plan, per City of Port Angeles requirements.
  - Construction Documents.
- We will coordinate with the civil engineer for revised paving locations for their layout and documentation.
- We will coordinate with the civil engineer for the irrigation point of connection and layout for their documentation, which may or may not include an irrigation meter. Irrigation design will start after the irrigation point of connection. The intent is to use any existing irrigation system to the maximum extent feasible.

Our detailed scope for related phases of work is listed below.

**Phase 3: Design Development Through Permitting – Task 41**

1. Research applicable codes to determine specific requirements for site planting related to site access improvements.
2. Coordinate with the owner's planting preferences for the project.
3. Preliminary Design Process:
  - a. Prepare plans for review, including:
    - Preliminary planting plan.
    - Preliminary planting image boards.
  - b. Review submittal with client and project team.
  - c. Incorporate feedback on plans and plant list based on design review.



- d. Upon approval of the preliminary design, prepare permit documents for planting and irrigation portions of the project.
4. The following deliverables will be produced for the Site Development Permit submittal:
  - Tree Retention/Replacement Plan(s).
  - Soil Preparation Plan(s).
  - Planting Plan(s).
  - Planting Details.
  - Irrigation Plan(s).
  - Irrigation Details.
5. Attend online project meetings/conference calls:
  - a. Client meetings - one per phase.
  - b. Consultant meetings - one per phase.

Phase 3: Construction Documents and Bid Documents – Task 42

6. Revise plans to address comments from agency reviews related to the planting and irrigation design. If the agency requests changes that contradict their design standards or information they provided previously, this may result in a change of scope and fee.
7. Upon approval of the site permit, prepare final documents for planting and irrigation portions of the project.
8. Continue coordination with project team members and owner regarding planting requirements and preferences for the project.
9. Prepare CSI format specifications.
10. The following deliverables will be produced for the following submittals - 100% CD/ Revised Permit Set, Bid Set:
  - Tree Retention/Replacement Plan(s).
  - Soil Preparation Plan(s).
  - Planting Plan(s).
  - Planting Details.
  - Irrigation Plan(s).
  - Irrigation Details.
  - Three-part CSI format Technical Specifications for all soils, planting, and irrigation-related elements.
11. Attend online project meetings/conference calls:
  - a. Client meetings - one per phase.
  - b. Consultant meetings - two per phase.



### ***Billing Summary***

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
<b>Civil Engineering – 2230414.10</b>			
Items 1-12	Phase 3: Design Development Through Permitting	T-15	\$17,000
Items 13-25	Phase 3: Construction Documents and Bid Documents	T-16	<u>10,000</u>
<b>Subtotal</b>			<b>\$27,000</b>
<b>Landscape Architecture – 2230414.40</b>			
Items 1-5	Phase 3: Design Development Through Permitting	T-41	\$6,900
Items 6-11	Phase 3: Construction Documents and Bid Documents	T-42	<u>7,350</u>
<b>Subtotal</b>			<b>\$14,250</b>
<b>Reimbursable Expenses (T&amp;E est.)</b>		T-90	<b>\$500</b>
<b>GRAND TOTAL</b>			<b>\$41,750</b>

You may not want us to provide some of the services listed above. We can discuss these services and the number of hours with you and make adjustments, as necessary.

Some of the tasks listed are influenced by factors outside of our control. Based on our experience, we have estimated the number of hours required to complete these tasks. During the course of the project, if it is determined that more hours are required to complete any of these tasks due to circumstances outside of our control, we will notify you immediately. We will not perform additional work until we have your written authorization.

### **Exclusions**

This proposal does not include fees associated with agency reviews, submittals, or permits, nor does it include any work associated with the following services:

- a) Professional services of subconsultants, e.g., arborists, traffic engineers, or wetlands, wildlife, and other specialists, if required by the review agency.
- b) Preparation, submittal, or securing of permits including, but not limited to:
  - 1) Forest Practices Applications or permits from the Department of Natural Resources for logging operations.
  - 2) Joint Aquatic Resource Permit Application (JARPA) for work in wetlands, streams, or their buffers.
- c) Preparation, submittal, or securing of extensions or renewals for expiring or expired applications or permits. Monitoring of applications or permit expiration dates is the responsibility of others.
- d) Expanded environmental checklist or environmental impact statement.



- e) Preparation of maintenance manuals, reports, or certification testing of installed improvements.
- f) Sanitary sewer, gas, domestic water, and fire service utility plans.
- g) Design of stormwater flow control, treatment, and LID facilities for the ADA improvements. NPDES application because the site will disturb less than 1 acre.
- h) Bidding and construction Phase 4 services. A separate proposal will be prepared prior to bid and construction.
- i) Electrical services.

If you have any questions, please call me at (253) 383-2422.

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**AGREEMENT:**

Client agrees to the scope of additional services and additional costs/fee set forth above. Further, Client agrees that this Proposal for Additional Services is subject to the same terms and conditions as specified in the original Contract/Agreement dated June 29, 2023. AHBL's receipt of a signed copy of this Proposal for Additional Services shall constitute its notice to proceed with performance.

Client Purchase Order No: \_\_\_\_\_

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_

AHBL Project Mgr. Signature: William J. Fierst Date: 10/17/2024

AHBL Proj. Mgr. Printed Name: William J. Fierst, PE

WJF/lrk

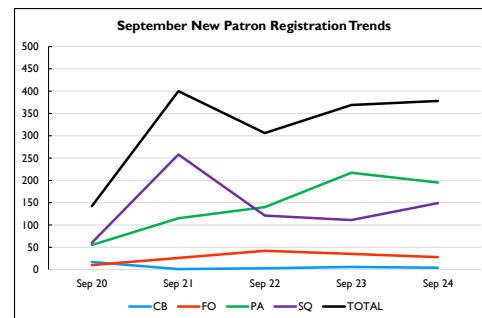
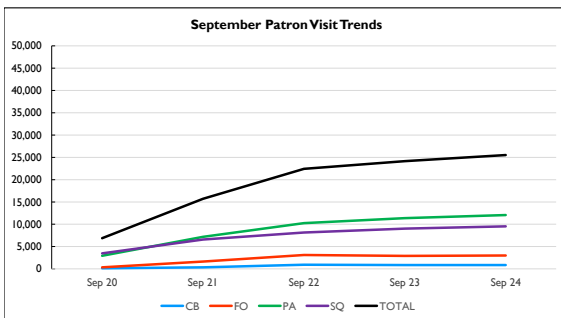
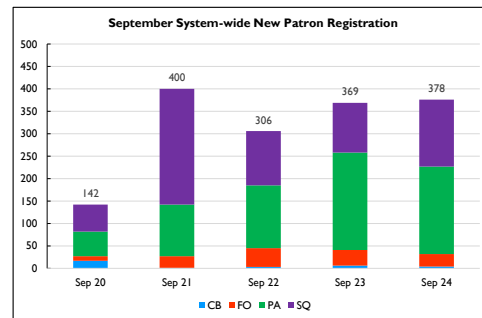
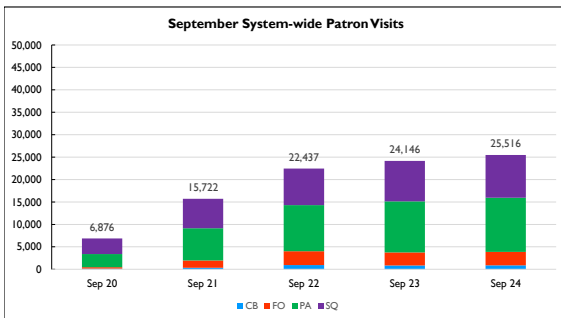
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Accounting

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Patron Visits		
	2024	% of System
Port Angeles	12,067	47.3%
Children	13%	
Sequim	9,531	37.4%
Children	9%	
Forks	3,007	11.8%
Children	7%	
Clallam Bay	866	3.4%
Children	12%	
Bookmobile	45	0.2%
<b>Total</b>	<b>25,516</b>	<b>100.0%</b>

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

New Patron Registration		
	2024	% of System
PA	195	51.6%
SQ	149	39.4%
FO	28	7.4%
CB	4	1.1%
BOS	2	0.5%
<b>Total</b>	<b>378</b>	<b>100.0%</b>



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

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

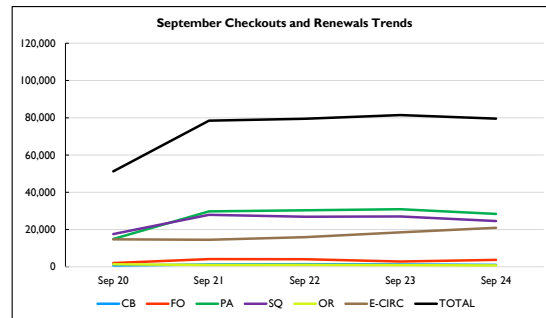
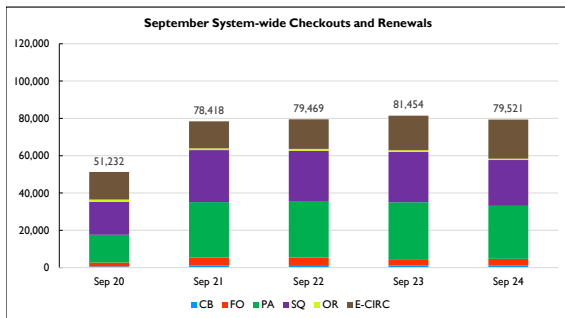
\*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation for the Sequim Branch Library.

Checkouts & Renewals		
	2024	% of System
<b>Port Angeles</b>		
Checkouts	16,727	29.9%
% From Self-Check	77%	
% From Holds	27%	
Renewals	11,649	49.5%
Total	28,376	35.7%
<b>Sequim</b>		
Checkouts	14,951	26.7%
% From Self-Check	79%	
% From Holds	35%	
Renewals	9,606	40.8%
Total	24,557	30.9%
<b>Forks</b>		
Checkouts	1,963	3.5%
% From Self-Check	33%	
% From Holds	32%	
Renewals	1,752	7.4%
Total	3,715	4.7%
<b>Clallam Bay</b>		
Checkouts	601	1.1%
% From Self-Check	13%	
% From Holds	29%	
Renewals	418	1.8%
Total	1,019	1.3%
<b>Outreach</b>		
Checkouts	667	1.2%
% From Holds		
Renewals	59	0.3%
Total	726	0.9%
<b>Bookmobile</b>		
Checkouts	145	0.3%
% From Holds	20%	
Renewals	58	0.2%
Total	203	0.3%
<b>Electronic Circulation</b> (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	20,925	26.3%
<b>Systemwide Totals</b>		
Checkouts	55,979	
Renewals	23,542	
<b>System Total</b>	<b>79,521</b>	

Interlibrary Loan Services	
Items borrowed from other libraries	209
Items loaned to other libraries	98

\*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,442	19.53
SQ	5,224	21.02
FO	623	23.01
CB	176	22.91
OR	862	12.81
BOS	40	11.78
Total	11,367	19.92



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

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

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



Library Programs		
	Programs/Attendees	% of System
Port Angeles	35/338	44%/29%
Sequim	15/218	19%/19%
Forks	19/509	24%/44%
Clallam Bay	8/77	10%/7%
NOLS	0/0	0%/0%
Virtual	2/8	3%/1%
Total	79/1150	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	45/407	78%/81%
Sequim	0/0	0%/0%
Forks	12/92	21%/18%
Clallam Bay	1/1	2%/0%
Total	58/500	100%/100%

Proctor Exams Administered		
Port Angeles	0	#DIV/0!
Sequim	0	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	0	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	47	7
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	14.5	1
Total	62	8

Community Outreach Events		
	Events/Attendees	% of System
PA	0/0	0%/0%
SQ	0/0	0%/0%
FO	3/224	100%/100%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	3/224	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	196
Read & Ride (Clallam Transit Buses)	52
Dolly Parton Imagination Library	1,324
Library Programs & Outreach	58
Clallam County Correctional Facility	79
Total	1709

Outreach Delivery Services	
Deliveries/Pickups	83
New Patrons w/ Delivery Services	1

BookMatch Requests Fulfilled	
Number of Requests	3
Titles Suggested	15

Bookmobile*	
Routine Stops	7
Special Stops	-
Appearance (e.g. parade)	-
Miles Traveled	-

\* The Bookmobile was out of service in September to get repaired.

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	2053	1,575	29.1%
Sequim	6	869	466	37.4%
Forks	10	307	148	7.1%
Clallam Bay	5	227	227	29.9%
Total	47	3456	2416	25.4%

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	161	217	17.4%
Sequim	2	124	37	8.8%
Forks	2	81	13	3.0%
Clallam Bay	1	0	0	0.0%
Total	11	366	266	11.9%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	8,109	52.2%
Sequim	5,468	35.2%
Forks	1,306	8.4%
Clallam Bay	659	4.2%
Total	15542	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,453	57.8%
Sequim	1,395	18.1%
Forks	1,434	18.6%
Clallam Bay	425	5.5%
Total	7,707	100.0%

Website Visits	
From outside the Library	17,940
From inside the Library	786
Avg. # of pages visited	2

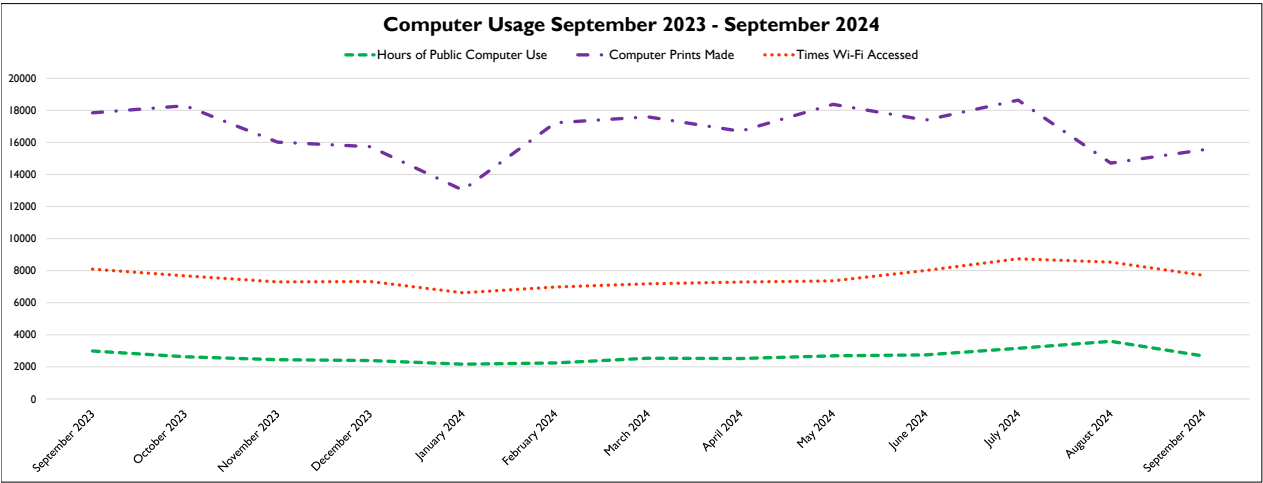
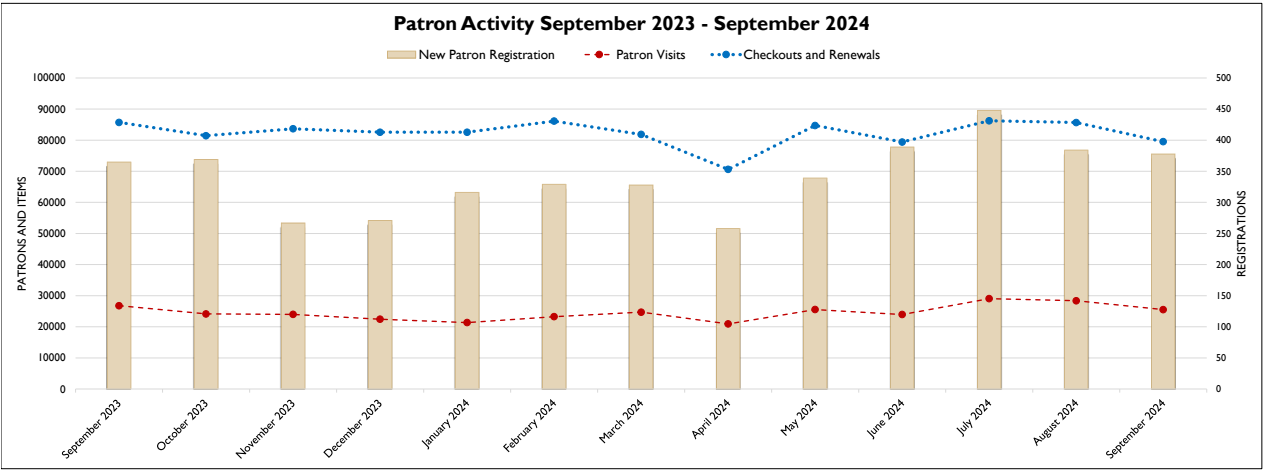
\*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

Facebook Activity	
Followers	5,565
Content Published	45
Reach (unique accounts)	20,307
Reactions/Likes/Comments, etc.	726
Link Clicks	548

YouTube Activity	
Subscribers	414
Videos Published	-
Program Recordings	-
Views (lifetime content)	1,277
Watch Time (hours)	42

Instagram Activity	
Followers	1,592
Content Published	44
Reach (unique accounts)	1,760
Reactions/Likes/Comments, etc.	468

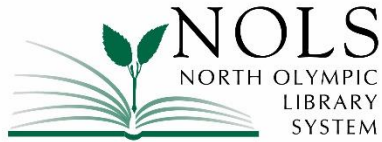
Advertising	
Ads Run	4
Reach (unique accounts)	6,187
Link Clicks	344



**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: October 24, 2024  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for September 2024

## Port Angeles Main Library

*Meghan Sullivan, Public Services Director*

Programming during the month of September included:

- Baby, Toddler, and Preschool Storytimes – 242 participants at 15 events
- Family Concert with Brian Vogan – 42 participants



- Tweens Magic Mondays – 17 participants at 4 events
- STEAM for Tweens – 6 participants



- Teen Lit Bags – 40 participants
- Teen Tuesdays:
  - Teen Games & Art – 3 participants
  - Teen Advisory Board Escape Room – 8 participants
  - Teen Book Club – 7 participants
  - Teen Creative Writing Club – 5 participants
- Wednesday Movie Matinee:
  - September 18: *In the Time of the Butterflies* – 6 participants
  - September 25: *The Motorcycle Diaries* – 7 participants
- Jigsaw Puzzle Contest – 32 participants
- Craft Café – 4 participants at 2 events
- Tabletop Role-Playing Game Night – 12 participants
  - This program was 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. It was also funded in part by PAFOL.



- Northstar Digital Literacy Computer Class – 2 participants
- Second Wednesday Book Group reading *In the Time of the Butterflies* by Julia Alvarez – 4 participants
- Wednesday Evening Book Group reading *The Book of Unknown Americans* by Cristina Henríquez – 5 participants
- Art in the Library from Clallam Mosaic's All in Arts Studio that partners with neurodiverse individuals.

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

- Public Services Specialist, Annie D., attended the Association for Rural and Small Libraries Conference in Springfield, MA.
- Youth Services Librarian, Jennifer L., attended the Association for Library Service to Children National Institute Conference in Denver, CO.
- Youth Services Librarian, Clair D., attended an all-day Tabletop Role-Playing Game Training at the Everett Public Library, led by Game to Grow, provided by the State Library. This training was part of preparation to lead several new, grant funded TTRPG at NOLS.
- Youth Services Librarian, Jennifer L. attended Peninsula College's Fall Spectacular Event with Community Outreach Specialist, Laureen S. They engaged with over 650 people of all ages, created a Fall bracelet, and shared information about NOLS and upcoming Fall programs.
- Adult Services Librarian, Sarah M., was selected to participate as a 2025 Washington State Book Award judge for adult books. The Washington State Book Award is administered by the Washington Center for the Book (affiliate of the Library of Congress) and the Washington State Library.

### **Sequim Branch Library**

*Emily Sly, Library Manager*

Storytimes resumed in September, along with Teen Advisory Board (TAB), Teen Night and Yarn Circle. Drop-in Tech help continued on the first Friday of the month and Teen Lit Bags on the first Saturday. Brian Vogan rocked out in the Temporary Location and Fourth Friday Movie Night launched with a showing of *The Boys in the Boat*. Other programs included book discussion group and Build It (Lego program).

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team and Equity, Diversity and Inclusion Team. Emily participated in Sequim Expansion and Renovation Project planning, Branch Manager meetings, Sequim staff meetings, Management Team, and Chamber of Commerce meeting.

### **Sequim Expansion and Renovation Project**

Emily and Noah engaged with the community about giving opportunities for the project at the Sequim Farmers Market. A project newsletter and fundraising appeal was sent to Sequim Library cardholders in September.

## West End Branches (Forks and Clallam Bay)

*Troi K. Gale, Library Manager*

### Daily operations:

- Staff celebrated Hispanic Heritage Month with a fireplace display.



### Programming:

- Fall story time started at the beginning of the month. We have have a sensory story time once a month. It was a little messy but the families enjoyed it.
- During Forks' annual Twilight Festival, the Forks Branch hosted a presentation titled "Revisiting Twilight a Decade Later: Fashion, Celebrities, and Media" by Professor Angie Chau from the University of Victoria. The event was attended by 42 people who engaged in a great discussion with Angie and Wendy Chuck, the costume designer for the first Twilight movie, who happened to attend the event.



### Community Visits:

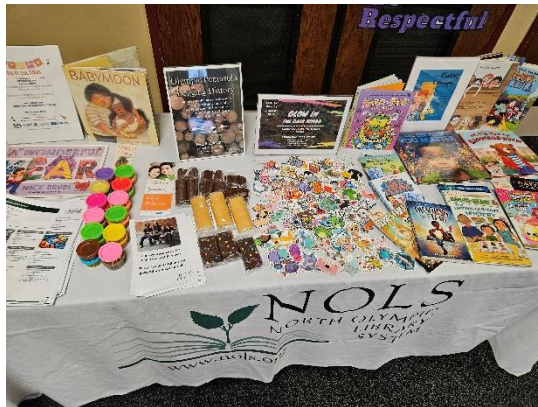
- Brian Vogan provided a concert for Forks Elementary School — with over 200 attendees including students and families from within the community.



- Brain Vogan also attended Clallam Bay School and shared his musical talents with students in grades PreK-6.



- Youth Services Specialist, Angeles had a fantastic time at the Forks Elementary School open house! She was able to give away over 40 books, 75 program brochures for the next month, NOLS bookmarks, and lots of other fun items for the families.



- Youth Services Specialist Angeles, Public Services Specialist Darrian, and Library Manager Troi hosted the Library Activity Room at Día de Culturas. A range of activities were provided that had kids jumping for joy.



- Adult Services Specialist Jennifer attended the Forks Suicide Prevention BBQ. Jennifer successfully connected with other community groups and shared resources available through the Library.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* Tested fire alarms; tested backflow assemblies for potable, fire sprinkler, and irrigation water service lines; assisted with art installation change; cleaned roof drains; dusted shelves; trimmed bushes and ground covers; swept parking lot; mowed and edged lawn.

*Sequim Library Project:* Donor wall sign formatting; review of furniture plan; review of project cost to date; ongoing weekly onsite meetings; ongoing field tests and special inspections of concrete and site work; shelving order review.

*Sequim Temporary Library:* Cleaned sidewalks; installed projection screen.

*Forks Library:* Repaired electrical outlet; updated electrical service panel directory; installed new video monitor by front door; removed unneeded furniture from workrooms.

*Clallam Bay Library:* Adjusted front door operator.

*Vehicles:* Serviced Nissan Ariya; took bookmobile to specialty shop in Kent, WA, for repairs.

*Other:* Serviced all fire extinguishers; Brian attended a Forks Library capital planning meeting with Troi, Noah and Meghan; Brian took a two week vacation.

## **Outreach Services: Bookmobile and Delivery Services**

*Meghan Sullivan, Public Services Director*

### **Outreach Delivery Services**

During the month of September, 83 deliveries were made and 1 new patron registered for Outreach Delivery Services. There were 667 items checked out and 59 items renewed for Outreach Delivery patrons.

### **Bookmobile Outreach Services**

During the month of September, there were 45 visitors across 7 Routine Bookmobile Stops. Eight Macramé Bracelet Take & Make activities were handled out at 1 Stop in addition to 38 Read & Return materials across multiple Stops.

The Bookmobile was taken out of service for the month of September for vehicle repairs that required the interior equipment and supplies along with the entire collection to be removed from the vehicle.

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. Due to the

Bookmobile being out of service for repairs and staffing transitions, 4 Routine Stops were cancelled and no programs were offered.

Though Bookmobile is missed, NOLS has successfully continued to provide service in Neah Bay, La Push, and at the Port Angeles Food Bank. Regular patrons are thankful for the continued ability to browse, check out items, pick up holds, and drop off returns.



Laureen S. (Outreach COS), Jennifer L. (Port Angeles YS Librarian), and Kayla A. (Port Angeles PSS) represented NOLS at Peninsula College's 3<sup>rd</sup> Annual Fall Spectacular event in early September. In addition to sharing information about NOLS' programs and services, they interacted with over 685 people of all ages with a Fall Bracelet making activity.



In September, Outreach Services and NOLS bid farewell to Community Outreach Specialists, Laureen S. and Hannah S. We appreciate all of their many contributions to providing Delivery and Bookmobile Services across Clallam County.

## **Technical Services Department**

*Erin Shield, Collection Services Manager*

In September, next steps were completed 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. Digitization should be digitized by the end of 2024. The Forks vertical file project was started in September and should be fully cataloged and accessible by the end of October.

856 physical items were processed and available for customers in the month of September. 120 print materials were repaired. 116 media items were resurfaced or repaired to extend their lives. 5 physical donations were made and will be added to the collection. 721 totes were moved between NOLS’ branches by the couriers, plus 16 more for Outreach deliveries. Tech Services filled 209 InterLibrary Loan requests for NOLS’ patrons and 98 loans out to other libraries. Selectors’ carts averaged a 2-day turnaround from submission to on-order in September. Thanks again for the speedy ordering, Acquisitions!

Wendy is having fun with her new tasks. The ILL Team got a very nice thank you note from a grateful family. Jennifer attended a couple of “best practices” type training and found that NOLS had already incorporated most of the recommendations. Mark enjoyed showing Jennifer processing tasks and working on the Forks vertical file project. Jan saw a herd of elk on 101 a couple times during September. Sarah enjoys the collaborative effort of ILL and is completing cataloging training on the remainder of formats. Cindy is working toward serials information being more readily accessible to all interested stakeholders.

In September, Technical Services staff participated in trainings, webinars, tasks and meetings related to ILS Team, Public Services, All Staff Day Committee, Web Team, EDI Team, Health & Safety Committee, Collection Management Team, E-Resources Team, Clallam County Law Library, vendor webinars, and Management 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
- Health Reimbursement Arrangement vendor meetings and planning
- Labor relations meeting with MEU



## Recruitments:

- Public Services Specialist – SQ
- Community Outreach Specialist – OR
- IT Systems Administrator – IT
- Public Services Specialist – PA
- Outreach Library Manager – OR
- Port Angeles Library Manager – PA
- On-Call Public Services Assistant – PA/SQ

## New Hires:

- None

## Promotions:

- Jamie Williams – Public Services Specialist – SQ
- Becki Newlon – Community Outreach Specialist – PA

## Separations:

- Mary Givins – Community Outreach Librarian – WE
- Laureen Stephens – Community Outreach Specialist – PA
- Hannah Seligmann – Community Outreach Specialist – PA

## Marketing and Communications

Karyn Bocko, Marketing and Communications Manager

Sequim Capital Campaign Appeal – We have been overwhelmed by the generous response to the appeal mailings. Prior donors received a project update letter and newsletter in early September. All other Sequim Library patrons received an appeal letter and newsletter the week of September 23. Recipients were invited to take a video tour, watch a project video, and make a gift to support the project. Marketing Lead Margaret G. led the effort.

## Website Content –

- To support the Sequim Capital Campaign and increase general project awareness, Noah Glaude provided blog-style updates and photographs outlining Sequim Library construction progress.



- An Accessibility webpage was published with information provided by the EDI Team describing services, specialized equipment, and materials/formats available to help everyone, including people with disabilities, access NOLS' offerings.

Digital Signage – Daily room reservations now display on the screen outside of the Carver Room. Jessica S. is preparing event slideshows for all locations to implement in October.

#### Email Marketing –

- E-Newsletter: Sent to 19,636 library cardholders and 47% of recipients read it.
- Notices: 14,205 were sent with an average read rate of 66%.

#### News Releases & Articles:

- 11 news releases were sent.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette written by librarian Charlotte M. shared information about Library Card Signup Month and fall events.

### **Financial Operations**

*Amy Hough, Finance Manager*

#### Participated in the following:

- State Auditor’s Office Pre-Audit and Status Update meetings
- Risk Assessment with the State Auditor’s Office
- Weekly Budget Planning meetings
- Management Team meetings

### **Public Service Director’s Report**

*Meghan Sullivan, Public Services Director*

- Participated in recruitment activities for Community Outreach Specialist (COS), Port Angeles Public Services Specialist (PSS), and IT Systems Administrator positions.
- Participated in onboarding and orientation activities for Becki N. and Kayla A., in the Community Outreach Specialist (COS) positions in Outreach.
- Continued activities to support Outreach Delivery Service and Bookmobile Service including onboarding new staff; sharing information with community partners regarding service model shift from the Bookmobile to Library Pop-Ups in September; removing the Bookmobile collection in preparation for vehicle repairs; provided staffing support for the Wednesday Quileute Senior Center route in LaPush; and related collection maintenance tasks.
- Completed Summer Reading 2024 summer wrap-up activities including final t-shirt order and soliciting feedback from staff to inform planning for next year, which is already in-

progress.

- Attended NOLS MEU Labor Management meeting.
- Site visit to Forks Library for 2025 Capital Budget and Projects Planning.
- Participated in preparation activities for the 2025 Operation Budget and Work Plans.
- Worked with the Port Angeles Food Bank and Holy Trinity Lutheran Church to provide parking space for The Mobile Market on Wednesdays afternoon from 1:00pm-2:00pm.
- Worked with community volunteers with AARP Tax Aide to finalize dates and times for tax assistance at Port Angeles Main Library (February-April 2025).
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Collection Management, Programming Team, Health & Safety Team, Adult Services Team, PA Branch Staff Meeting; Sequim Staff Meeting; and One-on-One meetings.

## **Director's Report**

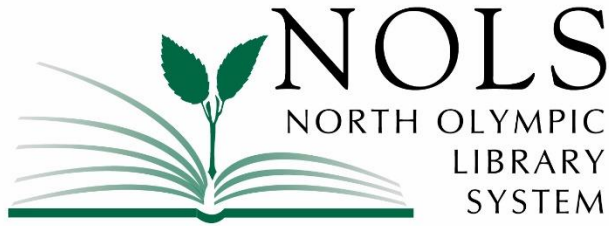
*Noah Glaude, Executive Director*

Significant meetings/events and projects this month:

- Acting as interim IT Manager
- 2025 Budget Planning and Preparation
- Sequim Library Expansion and Renovation Project
  - Fundraising mailing
  - Development of signage and wayfinding design package
  - Review of final furniture, fixture and equipment orders
  - Weekly Owner, Architect and Contractor (OAC) meetings
  - Attended the Sequim Farmer's Market to discuss project with community
- Met with MEU unit to negotiate minimum wage impacts on FLSA exempt positions
- Continued coordination of a system-wide printer replacement project
- Met in Forks for short and long range capital planning for the Forks Library building
- Participated in pre-audit activities with Washington State Auditor
- Participated in recruitment activity for the Community Outreach Specialist position
- Participated in recruitment activity for the Systems Administrator position
- Attended Port Angeles Friends of the Library meeting
- Presented to Port Angeles Kiwanis Club
- Routine Branch Manager, Collection Management and Management Team Meetings







## Highlight Log

(September 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.*

### **09/03/2024 – Port Angeles**

After checking out a few books at the self-check station, a young girl headed to the kids' area with her mother, jumping up and down and exclaiming, "It's Story-time! Story-time! Story-time!"

### **09/11/2024 – Port Angeles**

A great first day of the Port Angeles Food Bank Mobile Market stopping in the shared Port Angeles Main Library and Holy Trinity Lutheran Church parking lot. We are now part of their weekly Mobile Market program on Wednesdays from 1pm-2pm.

### **09/14/2024 – Sequim**

Listening to the group of Yarn Circle participants this morning and smiling at how kind they all are. A young man, who happens to be homeless, was sitting near them and they made sure to tell him to help himself to the warm drinks set out on the table and told him they would keep an eye on his backpack while he used the restroom. They welcomed the newcomers to the group (a mother and daughter) and asked them lots of questions about themselves and are just an all-around nice, welcoming group of crafters.

### **09/14/2024 – Port Angeles**

A visiting librarian from Georgia brought a copy of the youth Book Menu to the front desk and gave it high praise!

### **09/18/2024 – Port Angeles**

The first Tabletop Role-Playing Game Night was a huge success! The youth chose to play Dungeons & Dragons, with one stepping up to be the Dungeon Master for the very first time—he led them through his own campaign that he's been writing. Adults played a laughter-filled game of Lasers & Feelings, and all of them exchanged phone numbers at the end so they can keep gaming together. It was truly heartwarming to watch adults invite each other into the game as they arrived, and to see youth working together to make sure everyone got a turn. In their reflections on the night, one adult said his favorite thing was "getting to try something I've always wanted to do," another said "the laughter was really something I needed," and kids loved fighting spiders, landing critical hits, trying something new, and making new friends.

**09/19/2024 – Forks**

From an ehelpp email:

"So I just got a NOLS email about now being able to read newspapers online. As a retired person on a fixed income, I now find myself reading the September issue of *The Atlantic*! Just when I thought our library could not possibly get any better, you've outdone yourself. THANK YOU FOR THE WONDERFUL JOB YOU DO. Well done as always, NOLS. You rock!"

**09/20/2024 – Sequim**

I just read the description for Darwin's book *The Formation of Vegetable Mould, Through the Action of Worms, With Observations on Their Habits*, and I had questions. When a patron came in and checked it out, he mentioned that he's writing a book about worms, and we had a fascinating talk about worms! It was a highlight for me!

**09/20/2024 – Forks**

A man on a work visa came in to print a shipping label. He used Google Translate and was super kind and patient as we worked out what he needed. The printing was a success, and he was grateful when I told him it was free. He just returned with pre-packaged treats as a thank you.

**09/21/2024 – Sequim**

At the Brian Vogan concert today, Brian took requests at the end and asked kids if they had a favorite song. "A sea shanty!" cried one 3rd grader, to which Brian thought momentarily and then proceeded to sing a sea shanty about pirates! The crowd went wild.

**09/21/2024 – Port Angeles**

During his concert, Brian Vogan connected the land acknowledgment at the beginning of the program to his description of one of the instruments he brought for kids to try out, a buffalo drum. One family raised their hand and shared that they are from the Lower Elwha Klallam tribe, and their child came up to demonstrate how to play the drum like she does at home.

**09/28/2024 – Port Angeles**

Father and daughter came in together this afternoon to get library cards. They were giggling and excited over all the choices available. Lavender and marmot were the two chosen cards. Dad made his marmot pretend to eat the lavender. Very cute and fun pair!

**09/28/2024 – Port Angeles**

Patron called this morning just to let NOLS know that while she was living on the West End, the Clallam Bay and Forks branches were the only places she visited where she felt the people cared about her. She really felt seen and supported by Violette and Mary in particular. She was in tears over having to move away and no longer have access to the library, overcome with gratitude.

Violette, you are impacting people in very wonderful ways—thank you for being caring and kind!