NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

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

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

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

AGENDA

1. Call to order, roll call and introductions

2. Approval of Agenda

3. Approval of minutes for regular meeting of November 18, 2024

4. Communications

5. Public Comments

6. Financial Reports: October 2024

7. Approval of Vouchers: October 2024

8. Unfinished Business

    U.1. Branch Operating Hours

9. New Business
    N.1.   Policy 2.1 Update – Collection Management
    N.2.   Policy HR11.4 Update – All Staff Training Day
    N.3.   Resolution 24-12-09 Adopting a Public Records Fee Schedule Consistent with RCW 42.56
    N.4.   Policy 5.14 Update – Public Records Requests
    N.5.   Resolution 24-12-10 Authorizing an Increase to Branch Cash Funds
    N.6.   Resolution 24-12-11 Honoring Mark Urnes for his Service to the Library and Community

10. Reports
    R.1.   Monthly Statistics Reports: October 2024
    R.2.   Monthly Activity Reports: October 2024
    R.3.   Highlight Log: October 2024

11. Public Comments

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

13. Next meeting: 5:30pm, Thursday, January 23, 2025

14. Agenda items for next meeting

15. Executive session on annual performance review of Executive Director

16. Action on executive session, if any

17. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

| Date	Time		Location
Thursday, January 23, 2025	*5:30pm*	*Regular Meeting*	*Port Angeles*
Thursday, February 27, 2025	*5:30pm*	*Regular Meeting*	*TBD*
Thursday, March 27, 2025	*5:30pm*	*Regular Meeting*	*TBD*
Thursday, June 22, 2025	*5:30pm*	*Regular Meeting*	*TBD*

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

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

Friends of the Library meetings

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

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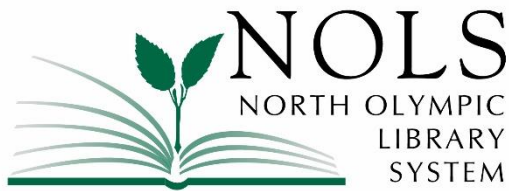
MINUTES

1. **Call to order, roll call and introductions**
   Board Chair 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, Public Services Director Meghan Sullivan, HR and Business Manager Shaina Lent and Finance Manager Amy Hough.

2. **Approval of agenda**
   Motion by Ms. Ross to approve the agenda as presented. Motion seconded by Mr. Urnes. Motion carried.

3. **Approval of minutes for regular meeting of October 24, 2024**
   Motion by Mr. Miller to approve the minutes from the October 24, 2024 regular meeting. Motion seconded by Ms. Ross. Motion carried.

4. **Communications**
   None

5. **Public Comments**
   None

6. **New Business**
   N.1.   Review and discussion of 2025 Operating Budget

   N.2.   Public Hearing on the 2025 Operating Budget
   The Chair announced the second public hearing on the 2025 operating budget. There were no public comments. The Chair then closed the public hearing and brought the discussion back to the Board.

   Motion by Mr. Urnes to adopt the 2025 operating budget in the amount of $7,327,025 as presented. Motion seconded by Mr. Miller. Motion carried.

   Motion by Ms. Ross to adopt Resolution 24-11-08 authorizing the levy for 2025. Motion seconded by Mr. Caldwell. Motion carried.

   N.3.   Approval of SHKS Architects Additional Services Fee Proposal #3
   Motion by Ms. Ross to approve the SHKS Architects additional service fee proposal #3. Motion seconded by Mr. Miller. Motion carried.

7. Public Comments
    None

8. 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

    Mr. Caldwell thanks NOLS staff for the efforts of putting this budget together.

9. Next meeting: 5:30pm, Wednesday, December 11, 2024

10. Agenda items for next meeting
    Discussion of NOLS hours of operations

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

12. Action on executive session, if any
    At 6:58pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

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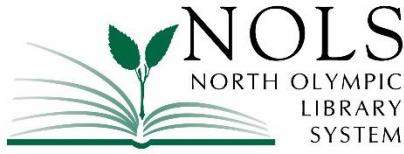

> "Nurturing imagination, connection, and understanding,
> to improve lives and strengthen community."
>
> *NOLS Mission Statement*
> *Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

_____   _____
Chair   Board Secretary

Staff Report

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Meeting Date:	December 11, 2024
To:	Library Board of Trustees
From:	Finance Manager, Amy Hough
Subject:	Comments on Financial Reports for October 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 $57,897 for the month, including $57,535 for the Sequim Library. Other revenue is within the expected range for this time of year.

Expenditures: Capital construction costs for the Sequim Library Project this month are $487,851, including a payment of $450,845 to Hoch Construction and $30,336 to the City of Sequim. Other expenses are with the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of $288,603 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 October are $350,822.

The balance of $42,159 in the Sequim Future Library Donations Fund was transferred to the Sequim Capital Fund.

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

Revenue Report*

October 31, 2024

Operating Revenue

			10/12ths is	83.3%

	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	1,464,762	4,422,551	315,596	93.3
Grants, Entitlements, Other Payments	31,000	-	457	30,543	1.5
Goods and Services	18,010	915	9,489	8,521	52.7
Library Fees	15,000	1,338	12,888	2,112	85.9
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	50,614	435,904	(73,104)	120.1
Facilities Leases (Short Term)	1,100	385	2,140	(1,040)	194.5
Contributions and donations [1]	104,000	57,897	132,917	(28,917)	127.8
Other Miscellaneous Revenue	102,400	58	14,044	88,356	13.7
Total Miscellaneous Revenues	570,300	108,954	585,004	(14,704)	102.6
Nonrevenues (excise taxes) [2]	800	89	920	(120)	115.1
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	**6,461,050**	**1,576,058**	**5,031,310**	**1,429,740**	**77.9**

(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

	Budgeted	Current	YTD	Difference	Percent
Timber Revenues (received in 2024)	-	8,742	227,403	-	-
Total Capital Revenue	**-**	**8,742**	**227,403**	**-**	**-**

Grand Total Revenues

		Current	YTD		
Grand Total Revenues		**1,584,800**	**5,258,713**		

Expenditure Report[*]

October 31, 2024

NOLS NORTH OLYMPIC LIBRARY SYSTEM

			10/12ths is	**83.3%**
Operating Expenditures	**Budgeted**	**Current**	**Year To Date**	**Difference**	**Percent**
Personnel					
Salaries and Wages	3,334,976	251,506	2,611,482	723,494	78.3
Benefits	1,397,873	99,316	980,493	417,380	70.1
Total Personnel	4,732,849	350,822	3,591,975	1,140,874	75.9
Supplies					
Supplies, Office and Operating	120,600	10,305	96,570	24,030	80.1
Fuel	17,300	388	6,321	10,979	36.5
Collection Materials	480,000	54,756	274,063	205,937	57.1
Merchandise purchased for resale	2,625	-	120	2,505	4.6
Small Tools/Equip (<$200)	2,650	49	2,143	507	80.9
Total Supplies	623,175	65,497	379,217	243,958	60.9
Services					
Professional Services	347,120	7,301	210,441	136,679	60.6
Communication	222,124	16,299	197,499	24,625	88.9
Travel	28,800	2,392	25,524	3,276	88.6
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	601	5,838	(3,112)	214.2
Insurance	136,800	-	112,262	24,538	82.1
Public Utilities	108,100	5,607	74,313	33,787	68.7
Repair and Maintenance	155,665	(2,416)	85,821	69,844	55.1
Miscellaneous Services	11,000	10,448	18,818	(7,818)	171.1
Dues	5,240	345	3,614	1,626	69.0
Total Services	1,025,426	40,577	740,121	285,305	72.2
Intergovernmental Services	800	6,159	6,925	(6,125)	865.7
Nonexpenditures (excise taxes) [1]	800	72	901	(101)	112.6
Leases & Subscription Based IT Arrangements	78,000	19,440	110,278	(32,278)	141.4
LOCAL Debt Service Costs	-	-	44,589	(44,589)	N/A
Total Operating Expenditures	**6,461,050**	**482,568**	**4,874,006**	**1,631,634**	**75.4**

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

*All amounts are rounded to the nearest dollar.
Expenditure Report - Oct 2024 Expenses
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NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report[*]

October 31, 2024

10/12ths is   83.3%

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	387	209,698	(157,198)	399.4
Other Improvements	489,000	-	119,977	369,023	24.5
Machinery & Equipment	287,250	1,410	184,500	102,750	64.2
Construction of Capital Assets	-	487,851	2,664,933	(2,664,933)	0.0
Total Capital Outlays	**828,750**	**489,648**	**3,179,108**	**(2,350,358)**	**383.6**
Grand Total All Expenditures	**7,289,800**	**972,216**	**8,053,114**	**(718,724)**	**110.5**

*All amounts are rounded to the nearest dollar.
Expenditure Report - Oct 2024 Expenses
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Account Balances*

October 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
Board Designated Accounts	*Board Designated Accounts*				
Fiscal Emergency Reserve [1]	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve [2]	1,074,755	-	8,742	-	1,083,497
Operating Reserve [3]	1,382,498	-	-	-	1,382,498
PA Capital Reserve [4]	397,005	-	-	-	397,005
Sequim Capital Reserve	99,725	-	-	-	99,725
NOLS Capital Fund	40,812	-	-	727	40,085
PA Capital Fund	350,679	-	-	387	350,292
Sequim Capital Fund	-	42,159	50,821	487,851	(394,872.00)
Total Board Designated Accounts	4,652,494	42,159	59,562	488,965	4,265,250
Grants and Donations					
Clallam Bay Donations Fund	6,903	-	0	-	6,903
Clallam Bay Friends Donations	948	-	-	82	867
Forks Donations Fund	2,364	-	3	-	2,367
Forks Friends Donations	683	-	-	150	533
NOLS Materials Fund	524,643	-	-	-	524,643
NOLS Donations Fund	81,163	-	2,855	2,778	81,240
Port Angeles Donations Fund	11,190	-	28	-	11,218
Port Angeles Friends Donations	9,662	-	-	2,263	7,399
Sequim Donations Fund	34,930	-	11	11,466	23,475
Sequim Friends Donations	24,363	-	-	311	24,052
Sequim Future Library Donations	-	(42,159)	42,159		-
Outreach Donations Fund	7,141	-	-	158	6,983
Total Grants and Donations	703,990	(42,159)	45,056	17,207	689,680
Unclaimed Property Account	2,803	-			2,803
Total Designated Cash	5,359,286	-	104,619	506,172	4,957,733
Undesignated Cash Operating Funds	1,235,810	401,553			1,637,363
Total WA State Local Investment Pool	6,595,096	401,553	104,619	506,172	6,595,096

Notes:

[1] Reserve buffer against major economic catastrophe.

[2] Receives timber revenues designated to fund capital improvement projects.

[3] Reserves to balance deficit budgets.

[4] Fund management account for designated capital projects.

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	6,595,096	401,553	104,619	506,172	6,595,096

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Account Balances*
October 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	593,490			593,490
LOCAL Program Proceeds					
Cash held by Office of the State Treasurer	4,556,870	-	19,094	-	4,575,964
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	277	-	277	6,000
Payroll Account (US Bank 1301)	200	288,603	-	288,603	200
Merchant Account (FF 7401)	1,000	(11,173)	11,173	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	7,650	277,708	11,173	288,880	7,650
Total Cash	4,564,520	871,198	11,173	288,880	5,177,104
Total Cash and Investments	11,159,616	1,272,751	115,791	795,052	11,772,200

Voucher Approval for October 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
#1116 through #1244 are approved in the amount of $972,076.99 this 11th day of December 2024.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
1116	Acila Consulting LLC	PO 1421 Capital Construction - SQ Project Management - SQ CPA	4,331.25
1117	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 08-31-2024)	1,171.98
1118	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 09-30-2024)	904.91
1119	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 09-30-2024) - EFT 1108	242,534.10
1120	Alliance 2020 Inc	PO 1351 Professional Services - Background Checks - NOLS	33.54
1121	Amazon.com	Collection Materials	135.75
1122	Amazon.com	Collection Materials	87.60
1123	Amazon.com	Collection Materials	262.19
1124	Amazon.com	Collection Materials	349.78
1125	Baker & Taylor	Collection Materials	2,230.50
1126	Baker & Taylor	Collection Materials	1,126.35
1127	Baker & Taylor	Collection Materials	4,516.99
1128	Baker & Taylor	Collection Materials	7,920.83
1129	Bizy Boys LLC	PO 1418 Repair & Maintenance - PA Lawn Care - FAC	869.49
1130	Blackstone Audio, Inc.	Collection Materials	91.80
1131	Brodart Company	Collection Materials	72.80
1132	Brodart Company	Collection Materials	410.78
1133	Brodart Company	Collection Materials	290.88
1134	Canon Financial Services Inc	Leases - October Printer & Copier Contract - NOLS	940.03
1135	Carney David	C39 Programming - Indigenous Peoples Day Poetry Reading	85.00
1136	CENGAGE Learning	Collection Materials	234.34
1137	CENGAGE Learning	Collection Materials	32.23
1138	CENGAGE Learning	Collection Materials	189.77
1139	CENGAGE Learning	Collection Materials	265.12
1140	Center Point Large Print	Collection Materials	231.68
1141	Center Point Large Print	Collection Materials	31.46
1142	CenturyLink 300511187 FO	Communications - Voice - FO	93.38
1143	CenturyLink 300561130 CB	Communications - Voice - CB	86.82

No.	Claimant	Purpose	Amount
1144	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	152.00
1145	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	82.59
1146	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	311.88
1147	Cherbib Miriame	PO 1352 Professional Services - Leadership Coaching - NOLS	600.00
1148	City of Forks	Public Utilities - FO	128.56
1149	City of Port Angeles/Dump	PO 1283; 1284; 1320 Public Utilities - Solid Waste - FAC	131.83
1150	City of Port Angeles/Orcas Avenue	Public Utilities - PA	264.12
1151	City of Port Angeles/Peabody St.	Public Utilities - PA	3,159.48
1152	City of Sequim	Public Utilities - SQ	143.87
1153	City of Sequim	Public Utilities - SQ	30,336.28
1154	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
1155	Clallam County PUD	Public Utilities - SQ2	752.75
1156	Clallam County PUD	Public Utilities - CB	470.50
1157	Clallam County PUD	Public Utlities - FO	452.99
1158	Clallam County Treasurer	SEPT 2024 Investment Service Fee paid in OCT- EFT 1118	50.00
1159	Commercial Filter Sales & Service	PO 1387 Maintenance Supplies - HVAC Filters - FAC	1,094.26
1160	Co-Op Farm & Garden	PO 1345 Maintenance Supplies - Wiper Fluid - FAC	3.91
1161	Decker City Hardware	PO 1291; 1332; 1343 Maint Supplies - Batteries, Bucket, Cleaners, Hand Sanitizer - FAC	57.24
1162	Decker City Hardware	PO 1356 Maintenance Supplies - Paint Can - FAC	10.85
1163	Dept. of Labor & Industries	Q3 2024 L&I - NOLS	8,041.79
1164	Dept. of Retirement Systems	PERS and DCP (PPE 09-30-2024) - EFT 1109	45,296.26
1165	Dept. of Revenue - Use/Sales Tax	September 2024 Sales & Use Tax - EFT 1114	322.76
1166	Dickinson Electric LLC	PO 1347 Repair & Maintenance - FO Electrical Panel Repair	260.64
1167	Dokken Jaiden	2023-C9 Programming - Clallam County Poet Laureate (NDF)	1,250.00
1168	Empower Retirement	EmpDCP (PPE 09-30-2024) - EFT 1110	450.00
1169	E-Rate Expertise	PO 1477 Professional Services - E-Rate Consulting - Quarterly Fee	1,435.50
1170	Fatbeam LLC	Communications - Internet Services Oct - NOLS	11,755.66
1171	Fire Chief Equipment Co. Inc.	PO 1370; 1371 Repair & Maint - SQ Fire Ext Svc, PA Backflow Tests, Extinguishers - FAC	1,706.54
1172	Forks Outfitters	PO 1333 Maintenance Supplies - CB Door Stop - FAC	28.23
1173	Griset Margaret	Travel - Business - Mileage Reimb - ADM; Business Fuel - White Subaru - NOLS	85.18
1174	Haggard & Ganson LLP	PO 1354 Legal Services - HRA Plan & Program Waiver Review	660.00
1175	Health Care Authority	Medical (PPE 09-30-2024)	40,445.94
1176	Hi-Tech Security Inc.	PO 1336; 1362; 1381 Repair & Maint - Fire Alarm Monitoring	1,292.45
1177	Hi-Tech Security Inc.	PO 1423 Repair & Maintenance - Alarm Monitoring - FAC	470.32
1178	Hoch Construction Inc	PO 1393 Capital Construction - Sequim Library Construction	450,845.17
1179	Hough Amy	Cell Phone Reimbursement - Jan - Jun 2024 - ADM	120.00
1180	Ingram Library Services	Collection Materials	247.20
1181	Ingram Library Services	Collection Materials	198.36
1182	Ingram Library Services	Collection Materials	624.53
1183	Ingram Library Services	Collection Materials	358.16
1184	KCDA Purchasing Cooperative	PO 1222 Maintenance Supplies - Liners, Tissue, Cleaners	1,335.76
1185	KCDA Purchasing Cooperative	PO 1262 Office Supplies - Printer Paper - SQ	100.57
1186	Kugzruk Esther	C40 Programming - Indigenous Peoples Day Poetry Reading	85.00

No.	Claimant	Purpose	Amount
1187	Lumen	Communications - VOIP - NOLS	506.79
1188	Materials Testing & Consulting Inc	PO 1419 Capital Construction - SQ Project Special Inspection	1,558.50
1189	Midwest Tape	Collection Materials	1,353.05
1190	Midwest Tape	Collection Materials	20,000.00
1191	Midwest Tape	Collection Materials	719.95
1192	Midwest Tape	Collection Materials	775.48
1193	NOLS Employee	HRA Reimbursement - PA	433.08
1194	NOLS Employee	HRA Reimbursements - SQ	432.63
1195	NOLS Employee	HRA Reimbursement - OR	175.00
1196	NOLS Employee	HRA Reimbursement - SQ	343.13
1197	NOLS Employee	HRA Reimbursement - SQ	110.00
1198	NOLS Employee	HRA Reimbursement - FO	245.00
1199	NOLS Employee	HRA Reimbursement - PA	30.62
1200	NOLS Employee	HRA Reimbursement - FAC	716.39
1201	NOLS Employee	HRA Reimbursement - TS	48.07
1202	NOLS Employee	HRA Reimbursement - TS	336.75
1203	NOLS Employee	HRA Reimbursement - TS	900.78
1204	NOLS Employee	HRA Reimbursement - TS	491.50
1205	North Olympic Library System	September Revolving Fund Reimbursement	277.32
1206	Olympic Laundry & Dry Cleaners Inc.	PO 1358 Professional Services - Laundry - FAC	174.24
1207	Olympic Springs Inc	PO 1357 Operating Rentals - SQ Temp Water Service - FAC	211.27
1208	Orcas Island Library District	PO 1346 Interlibrary Loan Fees - Lost Book - TS	25.00
1209	OverDrive Inc	Collection Materials	623.63
1210	OverDrive Inc	Collection Materials	342.93
1211	OverDrive Inc	Collection Materials	264.99
1212	OverDrive Inc	Collection Materials	150.00
1213	Pacific Office Equipment Inc.	Copier & Printer Use Charges Sept 24 - FO, CB, PA, SQ	717.07
1214	Phillips, Brian	Cell Phone Reimbursement - Jan-Jun 2024 - FAC	120.00
1215	Playaway Products LLC	Collection Materials	69.41
1216	PPCIS	PO 1323 Printing & Postage -SQ FLD Appeal Mailing (SQDF)	6,823.83
1217	Rainbow Sweepers Inc.	PO 1359 Groundskeeping - PA Lot Sweeping 09-08-24 - FAC	245.03
1218	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	28.80
1219	Rogers David	C35 Programming - Nature Series: Mushroom Foraging - FO	350.00
1220	Rowman & Littlefield Publishing Group	Collection Materials	107.12
1221	Schvetz Ellen	Travel - Business - Mileage Reimbursement - SQ	12.06
1222	Seattle Public Library	PO 1403 Interlibrary Loan Fees - Damaged Book - NOLS	13.99
1223	SenSource Inc	PO 1422 Technology - Patron Counter - VeaCloud Platform Annual Data Hosting - NOLS	1,056.00
1224	Shield Erin	Cell Phone Reimbursement - Jan-Jun 2024 - TS	120.00
1225	Starcevich, Lara	CO36 Training & Conference - ASTD 2024 - NOLS	450.00
1226	State Auditor's Office	Professional Services - State Examiner's Fee - ADM	6,120.40
1227	Sullivan Meghan	Travel - Business - Mileage Reimbursement - ADM	159.46
1228	Summit Law Group	PO 1451 Legal Services - Labor and Employment - ADM	2,292.00
1229	Swains General Store Inc.	PO 1294; 1344 Maint Supplies - Rope for Trailer, Locking Pliers, Gloves - FAC	66.84

No.	Claimant	Purpose	Amount
1230	**Swains General Store Inc.**	PO 1401; 1427; 1430 Maint Supplies - Batteries, Bulbs, Bolts, Caulk, Velcro tape, coat hooks - FAC	68.89
1231	**Tapp Eric**	PO 1428 Maintenance Supplies - SQ2 Floor Finish - FAC	25.90
1232	**Unique Management Services Inc.**	Professional Services - Debt Collection	197.00
1233	**United Way of Clallam County**	United Way Contributions (PPE 09-30-2024)	160.00
1234	**US Bank**	Credit Card Services - October 2024	19,884.54
1235	**US Postmaster**	PO 1364 Operating Rentals - Annual Box 106 Rent - CB	188.00
1236	**Verizon Wireless - HotSpot - 942071551**	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1237	**Verizon Wireless - Hotspot - 942339722**	Verizon WIreless - Hotspot - 942339722 - NOLS	535.07
1238	**Washington State Dept of Ecology**	PO 1420 Capital Construction - SQ Project Stormwater Permit	780.00
1239	**WCIF**	Vi/Li/EAP (PPE 09-30-2024)	1,213.49
1240	**West Waste & Recycling**	Public Utilities - FO & CB	46.43
1241	**WSCCCE - WPAS, Inc**	Dental Premiums (PPE 09-30-2024) - NOV Coverage	5,902.16
1242	**WSCCCE-Council 2, AFSCME AFL-CIO**	Union Dues (PPE 09-30-2024)	2,155.17
1243	**WT COX**	Collection Materials	14,947.22
1244	**YourMembership.com Inc**	PO 1424; 1425 Professional Services - ALA JobLIST Posting	648.00
			972,076.99

* Detail - NOLS Revolving Fund Account -- Voucher #1205

No.	Claimant	Purpose	Amount
2403	**NOLS Patron**	Patron Refund	16.99
2404	**NOLS Patron**	Patron Refund	9.99
2405	**NOLS Patron**	Patron Refund	35.97
2406	**NOLS Patron**	Patron Refund	91.04
2407	**NOLS Patron**	Patron Refund	33.33
EFT 1112	**First Federal**	Bank Statements for Audit	90.00
			277.32

* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1234

No.	Claimant	Purpose	Amount
1	**3 Margaritas Family Restaurant**	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	36.96
2	**3 Margaritas Family Restaurant**	PO 1441 Travel Training - ALSC Meal - NOLS	26.76
3	**AirBnB**	PO 1014 Travel Training - ARSL Lodging - NOLS	(483.51)
4	**Alcon Lighting**	PO 1373 Building & Structures - PA Art Track Lighting Kit	386.80
5	**Amazon**	PO 1331 Office Supplies - mousepad, organizer, velcro - ADM	43.81
6	**Amazon**	PO 1415 Program Supplies - Foster Families (FOFOL)	32.28
7	**Amazon**	PO 1415 Program Supplies - Foster Families (CBFOL)	13.83
8	**Amazon**	PO 1270 Toner & Ink - PA	190.27
9	**Amazon**	PO 1266 Program Supplies - SRP Prize (NDF)	205.46
10	**Amazon**	PO 1286 Office Supplies - paper cups - SQ	32.59
11	**Amazon**	PO 1281 Office Supplies - sticky notes, pencil erasers - SQ	18.96
12	**Amazon**	PO 1281 Office Supplies - weekly planner - SQ	32.61
13	**Amazon**	PO 1398 Maintenance Supplies - Ear Plugs - FAC	18.51
14	**Amazon**	PO 1399 Maintenance Supplies - Brush Roller - FAC	146.97
15	**Amazon**	PO 1248 Program Supplies - Magic Mondays (PAFOL)	38.15
16	**Amazon**	PO 1302 Program Supplies - StoryWalk Nov 2024 (PAFOL)	46.72
17	**Amazon**	PO 1248 Program Supplies - Magic Mondays (PAFOL)	24.42

No.	Claimant	Purpose	Amount
18	Amazon	PO 1302 Program Supplies - StoryWalk Nov 2024 (PAFOL)	25.07
19	Amazon	PO 1340 Program Supplies - Teen Lit Bags October (NDF)	21.76
20	Amazon	PO 1350 Program Supplies - StoryWalk Nov 2024 (PAFOL)	22.30
21	Amazon	PO 1318 Office Supplies - DVD Dividers, Ceiling Light Cover	52.53
22	Amazon	PO 1396 Program Supplies - Self-Directed Programming	38.64
23	Amazon	PO 1457 Machinery & Equip - Ten 25' Phone Cables - IT	54.46
24	Amazon	PO 1459 Machinery & Equip - Five Hard Drives - IT	272.20
25	Amazon	PO 1461 Small Tools & Equip - Cable Cover and Gaffer Tape	48.97
26	Amazon	PO 1463 Machinery & Equip - TV for Digital Signage (PAFOL)	682.79
27	Amazon	PO 1464 Machinery & Equip - 3 Fire Sticks and TV Mount - IT	119.75
28	Amazon	PO 1329 Program Supplies - Storytime (FOSL)	156.08
29	Amazon	PO 1327 Program Supplies - Kids Book Club (FOSL)	26.13
30	Amazon	PO 1225 Office Supplies - Laminator, Sound Panels, Spray Bottles	178.80
31	Amazon	PO 1246 Office Supplies - Colander, Marker Pens, Sponges	45.01
32	Amazon	PO 1374 Maintenance Supplies - PA Track Lighting Dimmer Switch	42.35
33	Amazon	PO 1237 Toner & Ink - TS	49.01
34	Amazon	PO 1335 Office Supplies - Calendars - TS	29.06
35	American Library Association	PO 1465 Membership Dues - ALA and PLA Annual Memberships	210.00
36	Bitly	PO 1383 Technology Services - Annual Plan URL Mgmt - ADM	104.54
37	Blakeslee Bar and Grill	PO 1386 Travel Training - Chamber Meeting Lunch - Two Staff	44.19
38	Canon Direct	PO 1271 Toner & Ink - PA	317.98
39	Canon Direct	PO 1261 Toner & Ink - SQ	492.97
40	Chalma 1 LLC	PO 1414 Program Supplies - Pinata (FOFOL)	43.20
41	Chevron	PO 1406 Training Fuel - ALSC 2024 - NOLS	24.32
42	ComplianceSigns	PO 1391 Machinery & Equipment - Bathroom Sign - FO	134.77
43	Costco	PO 1272 Program Supplies - Teen Night (FOSL)	21.67
44	Costco	PO 1339 Program Supplies - Friday Night Movie (FOSL)	57.46
45	Costco	PO 1342 Program Supplies - Friday Night Movie (FOSL)	39.97
46	Costco	PO 1389 Program Supplies (FOFOL)	35.43
47	Costco	PO 1389 Program Supplies (CBFOL)	35.42
48	Costco	PO 1436 Program Supplies - STEAM for Tweens Snacks	12.99
49	Costco	PO 1412 Maintenance Supplies - Duster refills - SQ	19.48
50	Costco	PO 1349 Program Supplies - Program/Outreach Snacks (PAFOL)	28.48
51	D&K BBQ	PO 1288 Program Supplies - SRP Prize (NDF)	108.60
52	Dick's Drive In	PO 1319 Travel Training - ARSL Meal - PA	14.44
53	Dropbox	PO 1462 Technology Services - Dropbox Essentials - ADM	21.77
54	Dunkin Donuts	PO 1319 Travel Training - ARSL Meal - PA	7.24
55	Dunkin Donuts	PO 1319 Travel Training - ARSL Meal - PA	9.31
56	E-Fax	PO 1376 Technology Services - Confidential HR Fax - ADM	36.84
57	Evergreen Pacific	PO 1298 Collection Materials - NOLS	12.65
58	Facebook	PO 1429 Professional Services - Sponsored Posts - NOLS	57.43
59	First Book Marketplace	PO 1435 Program Supplies - Kids Book Club (PAFOL)	254.83
60	Forks Outfitters	PO 1390 Program Supplies - Outreach Neah Bay Fest STEAM	32.26
61	Game to Grow	PO 1252 Program Supplies - TTRPG Innovation G-8188	101.09
62	Growmail	PO 1367 Printing & Binding - Sequim Project Postcard Appeal	4,567.47

No.	Claimant	Purpose	Amount
63	Hachi-Ko	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	17.91
64	Hachi-Ko	PO 1439 Travel Training - ALSC Meal - NOLS	23.20
65	Harbor Freight Tools	PO 1292 Maintenance Supplies - Cargo Net for Trailer - FAC	32.65
66	Hilton	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	32.81
67	Hilton	PO 1440 Travel Training - ALSC Meal - NOLS	27.09
68	Hilton Hotels	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	14.04
69	Hilton Hotels	PO 1405 Travel Training - ALSC 2024 Lodging - NOLS	968.05
70	Hilton Hotels	PO 1443 Travel Training - ALSC Lodging - NOLS	812.01
71	Hi-Way 101 Diner	PO 1260 Program Supplies - SRP Prize (NDF)	100.00
72	Iona's Cafe	PO 1319 Travel Training - ARSL Meal - PA	15.86
73	KCDA Purchasing Cooperative	PO 1264 Printer Paper - PA	122.45
74	Labels Direct, Inc.	PO 1236 Office Supplies - Printer Roll Labels - TS	210.00
75	Longhouse Market & Deli	PO 1365 Business Fuel - Chevy Van - NOLS	50.00
76	Lower Elwha Food & Fuel	PO 1300 Business Fuel - White Forester - OR	50.00
77	Lower Elwha Food & Fuel	PO 1355 Business Fuel - NOLS	43.50
78	Lyft	PO 1321 Travel Training - ARSL Transport - PA	40.16
79	Lyft	PO 1321 Travel Training - ARSL Transport - PA	12.56
80	Lyft	PO 1321 Travel Training - ARSL Transport - PA	13.50
81	Lyft	PO 1321 Travel Training - ARSL Transport - PA	21.83
82	Lyft	PO 1321 Travel Training - ARSL Transport - PA	14.94
83	Lyft	PO 1321 Travel Training - ARSL Transport - PA	22.98
84	Lyft	PO 1321 Travel Training - ARSL Transport - PA	24.14
85	Lyft	PO 1321 Travel Training - ARSL Transport - PA	45.83
86	Maggianos	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	38.22
87	Maggianos	PO 1438 Travel Training - ALSC Meal - NOLS	32.50
88	Mariner Cafe	PO 1285 Program Supplies - SRP Prize (NDF)	100.00
89	McDonalds	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	9.88
90	Microsoft	PO 1458 Technology Services - Microsoft 365 A5 Licenses	1,225.47
91	MRSC	PO 1380 Memberships - Annual Membership Fee - NOLS	135.00
92	National Safety Council	PO 1411 Training & Conference - Defensive Driving Course	54.10
93	Odyssey Book Shop	PO 1232 Program Supplies - SRP Prizes (NDF)	400.00
94	Port Book and News	PO 1231 Program Supplies - SRP Prizes (NDF)	200.00
95	Punjabi Tadka	PO 1319 Travel Training - ARSL Meal - PA	39.38
96	QFC	PO 1223 Program Supplies - Yarn Circle (FOSL)	4.99
97	Quill Corporation	PO 1282 Office Supplies - book tape, expo markers - SQ	154.71
98	Quill Corporation	PO 1224 Office Supplies - Markers, Files Tape, Desk Pad - FO	53.90
99	Quill Corporation	PO 1224 Office Supplies - Acrylic Sign Holder - FO	101.64
100	Rite Aid	PO 1360 Office Supplies - Distilled Water - TS	8.56
101	Safeway	PO 1218 Program Supplies - Yarn Circle (FOSL)	4.49
102	Safeway	PO 1297 Business Fuel - Pacifica - TS	42.61
103	Sea-Tac Airport Parking	PO 1434 Travel Training - ALSC Parking - NOLS	188.00
104	Sequim Bento Teriyaki	PO 1269 Program Supplies - SRP Prize (NDF)	100.00
105	Shell	PO 1397 Business Fuel - Blue Prius - NOLS	39.79
106	Shell	PO 1255 Business Fuel - Chevy Van - NOLS	85.19

No.	Claimant	Purpose	Amount
107	Signs Direct	PO 1303 Program Supplies - StoryWalk Nov 2024 (PAFOL)	904.74
108	Six Robblee's Inc	PO 1293 Maintenance Supplies - Spare Tire for Trailer - FAC	181.37
109	Smartsign	PO 1395 Machinery & Equipment - Bathroom Signs - FO	145.66
110	Stamps.com	PO 1220 Freight - TS	13.94
111	Stamps.com	PO 1227 Postage - TS	250.00
112	Stamps.com	PO 1257 Postage - TS	250.00
113	Stamps.com	PO 1325 Postage - TS	250.00
114	Stamps.com	PO 1334 Postage - TS	250.00
115	Stamps.com	PO 1341 Technology Services - Monthly Fee - TS	21.77
116	Stamps.com	PO 1348 Postage - TS	250.00
117	Stamps.com	PO 1353 Postage - TS	250.00
118	Starbucks Coffee Company	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	9.57
119	Subway	PO 1404 Travel Training - ALSC 2024 Meal - NOLS	9.00
120	Superfruit Republic	PO 1442 Travel Training - ALSC Meal - NOLS	11.99
121	Tacoma Narrows Bridge	PO 1214 Business Travel - Toll Bridge Fee - NOLS	5.50
122	Tacoma Narrows Bridge	PO 1366 Business Travel - Toll Bridge Fee - NOLS	5.50
123	Tedescos	PO 1268 Program Supplies - SRP Prize (NDF)	100.00
124	The New Stand	PO 1319 Travel Training - ARSL Meal - PA	2.99
125	Thrift Books	PO 1258 Program Supplies - PAHS Book Club (PAFOL)	48.95
126	Traylor's Restaurant	PO 1263 Program Supplies - SRP Prize - Gift Card (BMOR)	100.00
127	Uber	PO 1319 Travel Training - ARSL Transport - PA	23.48
128	Udemy, Inc	PO 1378 Training & Conference - Meeting Facilitation Course	19.59
129	Uline	PO 1375 Maintenance Supplies - Safety Vests - FAC	104.72
130	Uprinting	PO 1330 Printing & Binding - Hours & Locations Bookmarks	124.80
131	USPS	PO 1382 Postage - SQ Donor Letter Mailing (SQDF)	73.00
132	WA Food Worker Card	PO 1377 Training & Conference - WA Food Worker Card	10.00
133	WA State Ferries	PO 1247 Travel Training - Bridge Toll - PA	9.85
134	Walmart	PO 1413 Maintenance Supplies - Duster - SQ	10.82
135	Walmart	PO 1369 Office Supplies - Large Tear Sheet Pads - ADM	65.09
136	Westside Pizza	PO 1379 Training Supplies - ASTD Food Cost - NOLS	553.88
137	Wilder Auto Center	PO 1256 Vehicle Maintenance - Ariya 30K Maintenance - FAC	240.01
138	WNPS	PO 1301 Collection Materials - NOLS	80.61
139	WSDOT	PO 1321 Travel Training - ARSL Bridge Toll - PA	5.50
140	WSDOT	PO 1437 Travel Training - ALSC Bridge Toll - NOLS	5.50
141	Zoom	PO 1460 Technology Services - Zoom Workplace Monthly	239.47
			19,884.54

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

1108	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 09-30-2024)	242,534.10
1109	Dept. of Retirement Systems	PERS and DCP (PPE 09-30-2024)	45,296.26
1110	Empower Retirement	EmpDCP (PPE 09-30-2024)	450.00
			288,280.36

Staff Report

Meeting Date: December 11, 2024
To: Library Board of Trustees
From: Erin Shield, Technical Services Manager
Subject: Collection Management Policy Changes

Attachments: Draft of revised Policy 2.1 Collection Management

Topic/Issue: Approval of revision to Policy 2.1: Collection Management

Discussion: The Collection Management Policy is reviewed for potential edits every three years. The last full review of the document was conducted in 2021. There are some substantive changes to this round of updates, specifically adding a paragraph on AI-generated content to section 2.1.7C.

Libraries are becoming increasingly aware of the problems surrounding AI-generated content. It can be found not only in text materials but also in voice work for spoken-word content. NOLS does not knowingly purchase content that is solely generated by non-human creators although allowances are made for AI-assisted content as long as current selection parameters are met. As AI-generated content becomes more and more common the Collection Management Team felt it was important to add specifications for instances of AI works.

NOLS' process for handling the very small number of Requests for Reconsideration it receives is outdated compared to current library standards. The lack of these requests in our communities over the years shows a respect for divergent viewpoints and broad interest in a breadth of subjects. It's important that NOLS' process for handling future challenges has a strong foundation in policy and best practices.

Additionally the updated changes reflect criteria allowing people within NOLS' service area the ability to engage, suggest, and express their feelings on the collection as it pertains to their communities. Demographic information has been updated, minor mistakes fixed, and other small non-substantive changes edited. Hyperlinks were checked for accuracy and updated as needed.

Policy Considerations: The edits were reviewed and improved by the Collection Management Team, Management Team, and staff at large. The Board's Policy Committee has separately reviewed and approved the revisions.

Fiscal Considerations: No fiscal impacts are anticipated.

Recommended Action: The Board approve revisions to Policy 2.1 as presented.

2.1.1. Introduction

The North Olympic Library System's Collection Management Policy outlines the basic criteria for selection and retention of materials and electronic resources in the Library collection. A written collection management policy provides direction for library personnel involved in selection and other collection management assignments. A writtenThe policy also statement informs the public about the principles which guide the development and management of the Library collection.

The North Olympic Library System (NOLS) supports lifelong learning, promotes the joy of reading, recognizes the power of ideas, and provides all residents of Clallam County equal access to a variety of library resources. This mission is supported by NOLS' Strategic Roadmap, which is periodically updated and adopted by the Board of Trustees. Collection management policies and practices reflect and support the Roadmap as they relate to the acquisition, de-selection, organization, and maintenance of library materials.

The North Olympic Library SystemNOLS is a junior taxing district serving all of Clallam County. The Library is primarily funded through property taxes and also receives funding from fees and miscellaneous charges. It is governed by a five-member administrative Board of Trustees, which annually approves the Library's budget, including an allocation for books and other library materials. Additional funding for library materials may be received through bequests, memorial contributions, grants, gifts, and donations from the Friends of the Library groups.

2.1.2. Description of Community

Clallam County lies is located on the Olympic Peninsula in Washington State, between the Strait of Juan de Fuca on the north and Olympic National Park to the south. It offers a rich array of recreational opportunities for residents and visitors, including hiking, kayaking, camping, and fishing. At less than 41 45 people per square mile, Clallam County is a rural area. Between 2010 and 2020 2023, the population of Clallam County has increased from approximately 71,000 to approximately 77,000600.

Clallam County sits within the traditional lands of 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, who continue to play an important role in the local history, culture, and health of the land. In recent history, the local economy ~~was~~ has been based on agriculture, forest resources, and marine services. Today, it is enhanced by a robust port district, service industries, and tourism.

~~The Library~~NOLS serves Clallam County~~,~~ through a main library in the county seat of Port Angeles and~~,~~ branches in Clallam Bay, Forks, and Sequim~~, and~~. NOLS also has an active Outreach program serving institutions and individuals who cannot readily visit the library as well as a Bookmobile that delivers materials and services through regularly-scheduled and pop-up visits throughout the county.

The sociocultural makeup of the county includes a variety of economic levels, ethnicities, and belief systems. A growing number of Clallam County residents identify as Hispanic or Latine and include people who speak Spanish and other non-English languages as first languages. Additionally, residents in the county identify as Asian American Pacific Islander, Black or African American, and American Indian or Native. Populations of people with various ethnic and cultural identities are spread across the county as well as concentrated in certain areas, such as on Reservations and Trust Lands. The various concentrations within the population help guide how the collection is distributed.

2.1.3. Description of the Collection

The Library's collection consists of more than 200,000 physical items and ~~38~~300,000 digital titles. The exact number of items changes continually as titles are added and removed from the collection. Most items in the collection are available for check out. The Library reserves the right to limit the circulation of certain materials. The collection is intended to meet a broad spectrum of recreational reading interests, ~~and~~ general information needs, and ~~toto~~ to provide materials representing a wide range of topics of current and ongoing interest to the community.

Age of the collection varies depending on the subject area or intended purpose of the material. In certain subject areas, such as literature and art, the age of the work is not critical and the Library holds titles which represent an extensive chronological range. In some areas, such as automobile repair manuals for older model vehicles, materials with older publication dates are desirable. The Library also maintains a Local History Reference Collection~~n Archive collection,~~ which includes local historical items with older publication dates. In other areas, such as medicine, technology, law, science, and many popular collections, publication date is critically important; selection and de-selection decisions focus on keeping publication dates in these areas as current as possible.

A. Formats

~~The~~ NOLS' collection comprises print and digital formats of books, newspapers, magazines, audiobooks, DVDs, book kits, and electronic databases, as well as specialized devices and equipment.

As new formats and content delivery mechanisms are developed, they may be added to the NOLS' collection, subject to an assessment of community needs,; technological longevity of the format, device, or mechanism,; and the Library's ability to provide ongoing budget support for these new collection areas. New formats and technologies may sometimes be introduced on a trial basis in order to better determine community interest before committing additional materials budget resources to these materials.

As older formats and content delivery mechanisms become outdated, unavailable, technologically unsupportable, or less in-demand, they will be eliminated from the Library collection.

B. Languages

The Library collection consists primarily of works in the English language. A growing number of Clallam County residents speak Spanish as a first language and this is reflected in the collection. Limited collections of Spanish language materials for adults and youth are maintained. Representative titles of works in other languages of interest to the community will may be considered for inclusion in the collection. In addition, the Library collects language instruction materials in languages other than English, as well as dictionaries, phrase books, and bilingual works in representative languages.

C. Specific Collections and Collection Areas

Adult/General Fiction: The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works, and books of general interest; the focus is broad and eclectic. The primary purpose of this collection is to satisfy the needs of recreational readers.

Adult/General Non-Fiction: The primary purpose of the non-fiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. In subjects such as science, technology, and geopolitics, where the currency of the information is particularly important, new material is regularly selected and older material de-selected, to reflect changes in these areas. A representative selection variety of materials on subjects of enduring interest are retained or replaced with newer editions.

Spanish Language: The Spanish language collection offers titles in various formats to meet general educational and recreational interests of native Spanish-speaking communities. speakers. It includes fiction and non-fiction print, music, digital content, and DVDs for a wide variety of ages. Materials may be only in Spanish or may be bilingual in nature. English-language instruction materials for native Spanish speakers are also considered for inclusion.

Large Print: The Large Print collection includes Fiction and Non-Fiction titles printed in large type. The primary purpose of the Large Print collection is to provide general recreational and informational reading for customers who are visually impaired or prefer to read larger type.

Periodicals: Periodical titles are selected to meet the varied recreational and informational needs of patrons. Periodical titles are made available in print and electronic formats when available. Access to individual articles from periodicals may be provided via full-text database resources or through inter-library loan. Holdings of back issues of print periodicals are limited.

Music Collection: The Library's music collection is primarily comprised of music in CD format and streaming/downloadable titles, meeting general interest listening needs in a wide spectrum of musical styles.

Children's Collection: Materials in this collection are selected to meet the reading and general information needs of young people (approximately birth through age 12), and also also to serve the needs of parents, educators, and others concerned with youth orothers interested in children's books and materials.

Young Adult Collection: Titles in the Young Adult collection are selected to reflect the needs and interests of young people (approximately age 13 through 18),. and also to serve the needs of parents, educators, and others interested in young adult books and materials.

Reference Collection: The Reference collection includes materials and resources that provide specific information for answering questions or doing carrying out research. In order to ensure availability of reference resources whenever needed, the Reference collection is generally only available for use in the library.

Archival Special Collections: The Library collects and retains a variety of other materials which provide a unique local history perspective for patrons engaged in research or who have an interest for information in this area. Due to the specific and unique nature of archival specialreference collections, access limitations may beare associated with these materials. The Local History Reference Collection is made up of published material from traditional sources; very few archival, unpublished materials are included.

Digital Collections: The Library offers streaming and downloadable eBooks, and eAudiobooks, eMagazines, eVideos, and eMusic through third party vendors. This collection is intended to provide additional formats of high-demand titles and to provide copies of older works that are no longer available in print. Materials are provided in English and Spanish other languages for Children, Teens, and Adults.

D. Diversity and Inclusion

NOLS strives to provide a broad range of materials that reflects the lived experiences of community members. Materials are selected to reflect the experiences of many different communities in Clallam County, as well as the experiences of peoples found throughout in the state, and in the nation, and the world. Materials selected represent peoples and experiences found throughout the world, which may or may not be represented by members of local communities.

The reflection of diverse experiences includes, but is not limited to, ethnicity and national origin, race, gender, gender identity, sexual orientation, physical ability, neurodiversity, religion, self-expression, education, socioeconomic background, geographic location, occupation, and trauma history.

Staff who select materials endeavor to intentionally include diverse representations throughout the collection. Selectors will choose materials for all Specific Collection Areas described above, in a variety of formats and for all age groups. Materials will not be rejected for the collection, or shelved elsewhere from their proper locations, based on anticipated objections from community members. The lived experiences of all people are valuable and are considered for will be represented in the Library collection.

2.1.4. Collection Responsibilities

Ultimate responsibility for the content of the Library collection rests with the Executive Director, acting within the framework of policies established by the Library Board of Trustees. The Library Executive Director may delegate responsibility for selection, de-selection, maintenance, and management of the collection to designated Library staff.

A. Coordination of Collection Management

The Collection Technical Services Manager is responsible for coordinating the collection management program in consultation with the Collection Management Team and with Collection Selectors. The Collection Management Team meets regularly as a committee, and members also work in subcommittees and as individuals on specific, collection-related issues. Collection Selectors are designated staff who oversee selection, de-selection, maintenance, and management of specific areas of the collection. Other qualified staff may be assigned specific support tasks related to the selection, de-selection, maintenance, and management of the Library collection.

All collection management decisions are subject to review and revision by the Executive Director.

B. Responsibilities of the Collection Management Team

a. Regularly review the Collection Management Policy and recommend necessary changes.
b. Recommend changes in collection development procedures and resources.
c. Review the annual materials budget and establish annual spending allocations for collection areas and formats.
d. Develop and implement strategies for collection maintenance and management.
e. Provide advice for addressing intellectual freedom challenges and questions about censorship.
f. Coordinate staff training on intellectual freedom and collection management issues.
g. Participate in subcommittee work as assigned.

C. Responsibilities of Collection Selectors

a. Perform materials selection and retrospective collection development, expending materials budget in accordance with budget allocations established by the Collection Management Team.
b. Perform collection review and de-selection.
c. Perform analysis of specific areas of the collection as required.
d. Keep current on library trends and be responsive to the changing interests of the community.
e. Report issues and potential issues relating to intellectual freedom, censorship, and collection management to the Technical Services Manager.

2.1.5. Selection of Library Materials

A. Endorsement of Library Guidelines

The Board of Trustees of the North Olympic Library System endorses and declares that it will support the current following documents developed by the American Library Association and the Washington Library Association.

a. Library Bill of Rights, ALA *(Appendix A)*.
b. Freedom to Read, ALA *(Appendix B)*.
c. Access to Library Resources and Services for Minors, ALA *(Appendix C)*.
d. Intellectual Freedom in Libraries, WLA *(Appendix D)*.
e. Freedom to View, ALA *(Appendix E)*.
f. Access to Digital Information, Services, and Networks, ALA *(Appendix F)*.

Copies of the above-mentioned documents are included as appendices to this policy, and available online.

B. General Principles of Selection

The Board of Trustees of the North Olympic Library System recognizes the varied and changing needs and priorities of Clallam County residents and their individual communities.

To meet the educational, informational, cultural and recreational needs of individual users and to support the activities and services of agencies, organizations and clubs in the community, NOLS will acquire, organize, maintain, and make accessible a variety of materials in a variety of formats.

Materials selection will be guided by the following general principles:

a. The Library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas and subjects covered in sufficient depth and made available in a variety of formats in order to meet anticipated and expressed needs.
b. Selection of library materials shall be made on the basis of educational and recreational interests of the community as consistent with the Library's mission and goals.
c. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation, or the political or social views of the author.
d. The collection as a whole will not promote causes, further movements, or favor viewpoints.
e. The collection as a whole does not reflect the views of the North Olympic Library System, or of individual staff, or Board members.
f. Reading, listening, and viewing choices are the right of the individual and a private matter. The freedom to read or inquire will not be restricted by the Library.
g. Selection choices will not be influenced by the possibility that materials may be used by children or young adults. Materials will be assigned to the children's, young adult, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove most useful based on professional reviews, publisher suggestion, and other indicators. Because Library staff cannot know the maturity level and family values of each patron, the responsibility for the use of materials by children and young adults rests with their parents or legal guardians.
h. Selection choices will not be influenced by the possibility that certain materials may be subject to high loss rates.
i. All suggestions and requests for purchase of materials are welcome and will be considered. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other Library collections and inter-library loan may be used to provide patrons with these materials when available
j. NOLS recognizes that there is customer interest in local authors and provides access to such materials while acknowledging that such works do not always fully meet the

selection criteria defined elsewhere in this policy. Decisions to make available materials created by local authors will be made by a Collection Selector, Branch Manager, or designee, and are based on criteria established in the Local Author Donation Guidelines.

k. Donated materials are subject to the selection criteria outlined below in Policy 2.1.5 C.

C. Selection Criteria and Resources

In addition to the selection principles established elsewhere in this policy, the following considerations may also be taken into account when determining whether any title or format should be added to the Library collection:

a. Community interest, demand, and popularity, as indicated by circulation of similar materials, customer requests, user and community surveys, and other measures;
b. Timeliness and significance of subject;
c. The creator's reputation and the reception of the creator's other published works;
d. Literary prizes or recognitions awarded to the work or the author;
e. The reliability and reputation of the publisher;
f. The literary style and readability; musical and/or visual style and appeal;
g. Accuracy and originality of the material;
h. The format and presentation of the information provided and its appropriateness for the intended users;
i. Popularity, usability, and perceived longevity of the format in which the material is published;
j. Practicality of physically processing, packaging, or maintaining material in a manner which will make it suitable for use in a public library collection;
k. Existence of similar material in the Library collection, and the need to provide a diversity of viewpoints, genres, styles, and approaches;
l. Available shelving space, which governs the size of the collection as a whole.

Resources utilized in selection and de-selection decisions include:

a. Professional and popular reviews, indexes, and bibliographies; book lists; trade catalogs; publishers' advertisements; opinions of subject specialists; and customer recommendations;
b. The Selector's and the Collection Management Team's knowledge of the subject, the collection, and the community;
c. Library vendor-generated selection, pre-selection, or de-selection services;
d. Data and statistical reports which indicate patterns of use for a format, an item or collection area;

2.1.6. Selection in Areas of Controversy

a. For controversial ideas about which there is community interest, it is the responsibility of the public library to include materials that represent, to the extent possible, all sides of the issue. Individual items, which in and of themselves may be controversial or offensive to some, may be selected to balance the Library collection as a whole.
b. The decision to select material which might be considered offensive to some individuals will be based on the same selection criteria as those used in selecting all other materials.
c. Selectors will choose materials for the Library collection independent of their own preferences or prejudices and independent of pressure or fear of pressure by individuals or groups.
d. It is the Library's responsibility to protect the rights of mature readers to have access to diverse materials. No material will be censored because of coarse language, violence, or explicit sexual references when pertinent to the subject, plot, or character delineation.
e. Basic documents of and information about world political systems and world religions are necessary to a well-balanced public library collection and will, to the extent possible, be included in the collection.
f. Materials characterized as propaganda may be included in the Library collection, subject to the selection criteria of this policy, but will be limited to a few representative items made available for informational and comparative purposes.
g. Age-appropriate materials about sex education, and human sexuality, and gender expression are necessary for a well-balanced public library collection and will, to the extent possible, be included in the collection. These materials will be shelved openly alongside other materials for the same age group.
h. Library materials will not be sequestered except to protect rare or valuable items, as determined by the Executive Director or designee, from damage or theft.

2.1.7. Additional Selection Considerations

A. Multiple copies

Multiple copies of the same title may be acquired to meet high demand. Decisions to purchase multiple copies will be based on the anticipated or actual demand for that title, the expected longevity of the high-demand period, the length of the circulation period for the item, and the available budget. In order to increase accessibility to high-demand titles, multiple copies may be assigned to more than one collection area, or purchased in a variety of different formats.

Multiple copies may also be acquired to meet anticipated high demand resulting from community events and activities such as author visits, local promotions, seasonal celebrations, media tie-ins, or to support Library programs. Multiple copies of local-interest titles with limited printings may be acquired to meet long-term demand.

B. Series

The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to budget constraints, demand, availability, and the nature of the series. Titles in a series, whether complete or representative, will not necessarily be located in the same branch or collection area.

C. Limits on the Collection

Although rare exceptions may occur, materials which are generally not acquired for the NOLS collection include:

a. **Text books.** The Library's collection is intended to meet the general interests and needs of the community. This includes supporting the curriculum of educational institutions with assignment-related resources in all formats, but not providing basic curriculum materials.

b. **Consumable bBooks. Any material** that invites the reader to write in them, punch out illustrations or diagrams, etc. These include coloring books, workbooks, puzzle books, exam books, etc. Exceptions are made when the information is not available in any other format, such as books to help individuals study for educational and employment tests.

c. **Books with spiral or other fragile bindings.** The cost to purchase, catalog, and process these items does not warrant their short shelf life unless they are considered essential to the Library collection and are not available in more durable editions.

d. **Books with unusual formats, toys, props, or other attachments.** Difficulties in storage and inventory maintenance generally preclude the acquisition of these items.

d.e.**Resources generated by Artificial Intelligence (AI).** NOLS respects the intellectual property of human authors and creators. NOLS will make reasonable efforts not to purchase AI-generated content, or AI-generated audio editions of human-created works. AI-generated content inadvertently added to the collection will be labeled as such in the catalog record but will not be weeded unless it meets one or more criteria for weeding (poor circulation, damaged, superseded, etc.). AI-assisted content is permitted in the NOLS collection, subject to the same requirements and criteria as wholly human-authored works. AI-assisted content is work that is written by a human but for which the author used AI tools to edit, refine, or error-check the work.

2.1.8. Donations to Library Collection

The Library accepts donations of materials in formats which are currently purchased by NOLS for the Library collection. Donated materials are subject to the selection criteria outlined in this Collection Management Policy. Decisions to add donations to the collection may also be influenced by available space and by the staff time and costs associated with processing. At times, donations may be refused.

The Library usually accepts only unconditional donations of materials. There is no guarantee that donated items will be added to the collection or that items which are added to the collection will be shelved together or retained permanently. Donations which are not added to the collection are discarded in the same manner as other de-selected materials (see section 2.1.10 of this policy).

The Library also accepts monetary gifts designated for purchase of materials.

2.1.9. Recommendations For Purchase

The Library responds to patron and community needs and interests regarding areas of the collection to be enhanced and welcomes suggestions of specific titles to be purchased. The criteria defined in this Collection Management Policy are applied to any recommendations for purchase.

2.1.10. Collection Maintenance

To ensure a vital collection of continued value to the community, the Library follows an ongoing program of reevaluation of materials.

Materials may be removed from the collection (de-selected) when:

a.   They are no longer within the scope of the Collection Management Policy;
b.   They have low circulation or use within an appropriate time period;
c.   They are irrelevant to observed or anticipated community needs;
d.   There are duplicate copies, unless multiple copies are justified;
e.   They are superseded by newer, more comprehensive, or more accessible material;
f.   They are in poor physical condition;
g.   The format or content delivery mechanism is outdated, no longer available, or no longer in general use.

Materials which are removed from the collection are disposed of according to Policy 5.9 Surplus Materials, Furniture, and Equipment.

2.1.11. Challenges and Censorship

The Library is a public institution dedicated to the open communication of ideas and information. NOLS upholds intellectual freedom, and applies no restriction on the right to read, listen, or view. NOLS endorses and supports the American Library Association Library Bill of Rights, Freedom to Read, and all approved amendments and interpretations. These include but are not limited to the

[Access to Library Resources and Services for Minors](#) and [Freedom to View](#) Statements. Copies of these documents are appended to this policy.

The Library acquires a wide variety of materials and formats to meet the needs of the community's diverse population and to provide a balanced representation of information, ideas, and viewpoints. Principles and criteria for selection of these materials are detailed in this Collection Management Policy.

Due to the diverse nature of the Library collection, it is possible that any individual or group may find information and ideas with which they disagree contained in the Library's collection. An individual who has a serious concern about the inclusion of a specific title in the collection is encouraged to discuss this concern with ~~a Librarian~~staff ~~and submit a Request for Reconsideration of Library Materials~~.

2.1.12. Requests for Reconsideration of Library Materials

The Library recognizes the right of individuals and groups to ask questions and share feedback about materials in the Library collection. The Library will seriously consider those questions and feedback. When a resident of the Library's service area submits a Request for Reconsideration form, a committee from the Library's Collection Management Team will review the item in question to determine if it was selected and placed in the collection according to Policy 2.1. Material under consideration will remain available to patrons until a final decision is made.

The Collection Management Team will make a recommendation to the Executive Director to retain the item in its current collection, relocate the item to a different part of the collection, or remove the item from the collection. The Executive Director, to whom the Board of Trustees has delegated operations authority, then evaluates the recommendation and makes a final determination.

The Executive Director will respond in writing to the individual who made the Request within 60 days after the Request was received. The Library staff who maintain the area of the collection related to the Request will also be informed of the Executive Director's decision.

Staff Report

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Meeting Date: December 11, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: All Staff Training Days Policy Revision

Attachments: Draft of revised Policy HR11.4 All Staff Training Days

Topic/Issue: Approval of revision to HR Policy 11.4: All Staff Training Days

Discussion: It has been practice for years for the Executive Director to ask the Board of Trustees to approve which days the Library would be closed for All Staff Training Days each year. When the Board did this for 2024 in January 2024, they expressed interest in having the Executive Director make the final decision each year, without the Board needing to take action. The All Staff Training Day policy has been revised to reflect this suggested change.

The policy has also been revised to reflect current practice regarding which staff are required to attend All Staff Training Day, and changes to how travel to All Staff Training Days is handled. The revised paragraph about travel time and stipend reflect changes in the Collective Bargaining Agreement (CBA). The CBA was last negotiated in 2022 and supersedes any policy.

Policy Considerations: The Board's Policy Committee has separately reviewed and approved the revisions.

Fiscal Considerations: No fiscal impacts are anticipated.

Recommended Action: The Board approve revisions to HR Policy 11.4 as presented.

Policy HR 11.4
All Staff Training Days

At least once each year, the North Olympic Library System holds an all-staff training events. The Library is closed to the public and employees attend a day-long session that may consist of meetings, training, workshops and discussion groups. The Executive Director will approve which dates the Library will close each year for the All Staff Training Day(s).

Attendance at all-staff training events is mandatory for all employees, except for employees who work less than 20 hours per week, On-Call employees, and Temporary employees. Excused absences must be approved by the Library Executive Director or Public Services Director. All-staff training days are straight seven and one half (7.5) hour work days. Travel time and mileage will not be paid for all-staff training days.

When any non-exempt employee is scheduled to attend an All Staff Training Day at a location that is not the employee's regular worksite, the employee will be paid commuting time in excess of the time the employee normally takes to commute from home to their regular worksite. In lieu of mileage reimbursement for All Staff Training Days, each non-exempt employee attending All Staff Training at a location other than their regular worksite will receive a $15 stipend.

1. **Administration**

The Library Executive Director is responsible for the administration of this policy.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Staff Report

Meeting Date: December 11, 2024
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Public Records Request Policy Revision

Attachments: Draft of revised Policy 5.14 Public Records Request Policy
                  Draft of revised Public Records Request Form
                  Resolution 16-07-10 Exemption from PR Indexing
                  Draft Resolution 24-12-09 Adopting a Public Records Fee Schedule

Topic/Issue: Approval of revision to Policy 5.14: Public Records Request

Discussion: The Public Records Request Policy has been updated to add clarity and mirror best practices and legal updates that have occurred since the policy was first created in 2016.

Policy Considerations: The Board's Policy Committee has separately reviewed and approved the revisions.

Fiscal Considerations: No fiscal impacts are anticipated.

Recommended Action: The Board approve revisions to Policy 5.14 as presented.

Scope
North Olympic Library System (NOLS) records subject to RCW 42.56.

Purpose
Pursuant to RCW 42.56, it is the policy of NOLS to make available for inspection and copying, upon request, its public records that are not exempt under RCW 42.56 or other applicable law.

Public Records Officer
NOLS designates the Executive Director as its Public Records Officer. The Public Records Officer shall ensure compliance with the Public Records Act, track all requests for public records, respond to all requests for public records or designate another individual to respond, and coordinate the review and retention of records.

Any person wishing to inspect NOLS records or seeking assistance in making such a request should contact the Public Records Officer as follows:

> Public Records Officer
> North Olympic Library System
> 2210 South Peabody Street, WA 98362
> 360-417-8500 x7717
> publicrecords@nols.org

Types and Availability of Records
NOLS makes a variety of records available on its website including Board meeting agendas, Board meeting minutes, annual reports, and budget documents.

NOLS adopts the State of Washington Local Records Committee's Local Government General Records Retention Schedule and Records Management guidelines as its public records retention schedule and authorization for destruction. These State guidelines have been reviewed by the State Attorney General and the State Auditor offices. A copy of the Local Government General Records Retention Schedule and Records Management guidelines is on file in the NOLS Administrative Office.

For reasons stated in Resolution 16-07-10, adopted by the Board of Trustees on July 28, 2016, and incorporated herein by reference, NOLS finds that it would be unduly burdensome and would interfere with Library operations to maintain an index of records.

NOLS is not obligated to create records that do not exist, to obtain records from another

agency that NOLS does not have, to mail records at NOLS expense, or to respond to unclear requests that are not clarified upon request.

Public Records Requests
All requests should be made in writing and directed to the Public Record Officer. NOLS standard and preferred request method is using the Public Records Request Form available on the NOLS website. Although requesters are strongly encouraged to use the Request Form, a requester may also submit a request by postal mail, email, or in person during public access hours at any NOLS library branch.

NOLS has no duty to accept certain automated or bot requests. NOLS may deny bot requests that are one of multiple requests from a requester in a 24-hour period if responding to multiple requests would cause excessive interference with the Library's other essential functions. Because social media and voicemails may not be monitored daily, NOLS does not accept record requests via these means.

Any person wishing to inspect or copy NOLS public records should include the following information in the request:
1. The date and time of the request;
2. A means of communicating to the requester, such as mailing address, telephone number, and email address;
3. Identification of the public records requested with descriptions that are adequate for the Officer to locate the records; and
4. Whether the requester is seeking to inspect the record(s) or if copies are being requested.

NOLS will respond to all Public Records Act requests within five (5) business days in compliance with RCW 42.56.520. A NOLS response to the requester may include:
a. Notifying the requester that the documents are available for inspection or copying;
b. Acknowledging the request in writing and providing a reasonable estimate of the time NOLS will require to respond to the request;
c. Seeking clarification from the requester;
d. Identifying the physical location or internet site where the documents are available to the public, or;
e. Denying the records request.

Processing Requests
The Public Records Officer or designee will process requests in an order that allows requests to be processed most efficiently. When NOLS receives a public record request or at any time while processing a record request, the Public Records Officer will determine a reasonable time estimate within which NOLS can respond to the request that will factor in the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requesters; and the impact on other essential Library functions.
Specific factors that may affect the response time estimate include, but are not limited to:

a. Number of pending requests from the same requester;
b. Volume of records requested;
c. Complexity or ambiguity of the request;
d. Access to database or electronic system records;
e. Information Technology (IT) staff involvement;
f. Records not easily identified, located, and/or accessible;
g. Current staffing, including any amount of time needed by District staff who are not primarily responsible for public record processing;
h. Third-party notice;
i. Complex review to determine if content is exempt;
j. Extensive and complicated electronic redaction;
k. Legal review;
l. Resolving issues related to retention of responsive records; and/or
m. Grouped requests.

To provide fullest assistance to all requesters and prevent excessive interference with other essential Library functions, NOLS may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.

When a request is for a large volume of records, NOLS may elect to provide records on an installment basis. If a requester does not contact the Public Records Officer within thirty (30) days to arrange for the review of the installment, NOLS may deem the request abandoned and stop fulfilling the remainder of the request.

Statutory Exemptions
RCW 42.56.070(8) prohibits the disclosure of lists of individuals for commercial purposes. Therefore, if a public records request seeks a list of individuals, NOLS shall require that the requestor provide information necessary to determine if disclosure of the list of individuals is permitted or prohibited by RCW 42.56.070(8). (The Commercial Purpose Declaration can be found on the Public Records Request Form.)

According to RCW 42.56.310, any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user is exempt from public disclosure.

According to RCW 42.56.230, personal information that would violate one's right to privacy is exempt from public inspection and copying. Any personal information, such as residential addresses and phone numbers, medical records, and social security numbers, in files maintained for employees, appointees, or public officials of NOLS are exempt. Routine performance evaluations which do not discuss specific instances of gross misconduct are also exempt. Other items that are exempt include industrial insurance (workers' compensation) claim files and records and any tax information.

According to RCW 42.56.250, applications for employment, including résumés and other related materials submitted with respect to an applicant, are exempt as well as test questions and scoring. Additionally, any employee's name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidential program under RCW 42.56.250(1)(i).

Other exemptions are defined in RCW 42.56 and other applicable laws.

If any record is withheld, the Public Records Officer shall cite the legal exemption that authorizes such withholding and provide a brief explanation for the withholding.

If certain public records contain some material that is subject to public disclosure and some material that is exempt, NOLS shall redact the material that is exempt before providing the records. NOLS shall provide the reason for the redaction and cite the applicable exemption(s).

Third Party Rights
Prior to releasing a record, NOLS may, at its discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law) to allow the third party to seek relief pursuant to RCW 42.56.540. NOLS may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this document is intended to create any third-party right to notice of Public Records Act requests.

Law Enforcement Requests
NOLS will consult with legal counsel before the release of information to law enforcement. Law enforcement will receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

Charges
For reasons stated in Resolution 24-12-09, adopted by the Board of Trustees on December 11, 2024, and incorporated herein by reference, NOLS finds that it would be unduly burdensome and would interfere with Library operations to calculate all actual costs for providing records.

In compliance with RCW 42.56.120, no fees are charged for inspection of documents. Fees for paper or electronic copies will be charged pursuant to the state statutory default copying charges detailed in RCW 42.56.120, which are subject to change without written notice. The current Fee Schedule is attached to the Public Records Request Form.

At their discretion, the Public Records Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage. If charges related to copying have not been paid by the requester, the Public Records Officer may withhold the relevant documents from disclosure until outstanding fees are paid by the requester.

Delivery of Records
Documents are available for inspection by appointment the NOLS Administrative Office at the Port Angeles Main Library, Monday through Friday, 9:00am – 5:00pm, excluding legal holidays or upon official closure of NOLS. Arrangements for inspection and/or copying must be made in advance. To schedule an appointment, email publicrecords@nols.org or contact the Public Records Officer at 360-417-8500.

Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon nonpermanent method of marking the desired record.

On request, physical or digital copies may be made available to the requester. NOLS may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. NOLS will not provide records on portable media (e.g. thumb drives) provided by a requester or by uploading to a private file-sharing site.

Failure to Respond
NOLS will deem a request abandoned in the following circumstances:
1. If a requester fails to respond to a NOLS request to clarify, whether individual or grouped, within thirty (30) days of the request for clarification, and the entire request is unclear;
2. If a requester has elected to inspect records, the request, whether individual or grouped, maybe deemed abandoned:
    a. If the requester fails to contact the Public Records Officer to arrange for the review of the installment within thirty (30) days of making arrangements to inspect the records in person.
    b. If the requester misses an appointment to inspect responsive records or any installment of records and fails to contact the Public Records Officer to arrange another appointment to inspect within 30 days of the missed appointment.
3. If a requester has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:
    a. If the requester fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requester electronically.
    b. If the requester fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup.
    c. If the requester fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records; or
    d. If the requester fails to pay a deposit, as provided in the Charges section of the Public Records Request Policy, within thirty (30) days of receiving an invoice for such deposit.

Closing the Request

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were available and the requester has failed to contact the Public Records Officer to arrange for the review of those records or for payment for copies, the Public Records Officer shall close the records request.

Disclaimer of Liability

Neither NOLS nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with the Policy or process outlined in this document.

1. ~~**Purpose.**~~
~~In order to support transparency, provide for efficient and thorough access to the Library's public records, insure compliance with Washington State RCW 42.56 Public Records, commonly known as the Public Records Act, and protect public records from damage and disorganization, this policy establishes the North Olympic Library System's policy with regard to public records and public records requests.~~

2. ~~**Scope**.~~
~~"Public Record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the Library regardless of physical form or characteristics. NOLS' public records are available for public inspection and duplication, except as otherwise provided by RCW 42.56.001 – 42.56.904. Requests for inspection or duplication of NOLS public records will be administered in accordance with NOLS' Public Records Procedural Guidelines.~~

3. ~~**Policy.**~~
~~The Library Director, or designee, is authorized to make available for public inspection and copying all non-exempt public records of the North Olympic Library System.~~

~~Any request for access to the Library's public records shall be immediately referred to the Library Director and handled according to NOLS Public Records Request Procedural Guidelines.~~

~~The Library's Public Records Request Procedural Guidelines may be revised from time to time at the discretion of the Library Director.~~

~~References: Public Records Procedural Guidelines~~
~~Public Records Request Form~~

Public Records Request Form
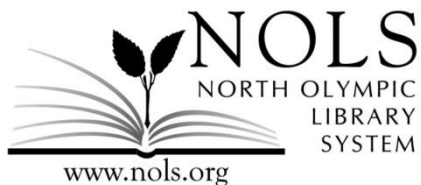
North Olympic Library System
www.nols.org

Complete the form below and return to: Public Records Officer
North Olympic Library System
2210 South Peabody Street
Port Angeles, WA 98362

or email to: publicrecords@nols.org

Name of Requestor: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address: _____

Pursuant to Washington State Law, RCW 42.56, I request inspection of the following records.

Title of Record (if known): _____

Date of Record (if known): _____

Please describe below the records you are requesting and any additional information that will help us locate them for you as quickly as possible.

_____

_____

_____

The Library shall respond within five (5) business days acknowledging that your request has been received.

I understand that there may be charges for duplication of these specific records. According to RCW 42.56, a minimum of $0.15 per page will be charged to the requestor, plus any mailing or delivery costs.

I wish to have copies/duplicates of the records indicated above. _____Yes _____No

If the requests are exempt from public disclosure, I understand that the Public Records Officer will provide the specific reason for the exemption.

Signature: _____ Date: _____

RCW 42.56 prohibits the use of lists of individuals for commercial purposes. If you are requesting a list of individuals, please also complete the attached Commercial Purpose Declaration.

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COMMERCIAL PURPOSE DECLARATION
PUBLIC RECORDS REQUESTS UNDER RCW 42.56 FOR LISTS OF INDIVIDUALS

You or your organization or business has requested a list of individuals from a public agency. The Washington State Public Records Act (PRA) at RCW 42.56.070(8) directs that:

> This chapter shall not be construed as giving authority to any agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall not do so unless specifically authorized or directed by law: PROVIDED, HOWEVER, That lists of applicants for professional licenses and of professional licensees shall be made available to those professional associations or educational organizations recognized by their professional licensing or examination board, upon payment of a reasonable charge therefor: PROVIDED FURTHER, That such recognition may be refused only for a good cause pursuant to a hearing under the provisions of chapter 34.05 RCW, the Administrative Procedure Act.

The PRA at RCW 42.56.080 authorizes agencies to require a requester to provide information as to the purpose of a request "to establish whether inspection and copying would violate RCW 42.56.070(8)."

Instructions:

In order to ensure compliance with this obligation please complete the declaration on the reverse of this form and return it to the Public Records Officer. If our agency does not receive a completed declaration, we will be unable to process your request for the list and the request for the list will be administratively closed. If we have questions for you after you complete the declaration, we will contact you. Therefore, make sure you also provide contact information at the bottom of the declaration.

Return this completed declaration form via mail or email to the Public Records Officer at:

Public Records Officer
North Olympic Library System
2210 South Peabody Street
Port Angeles, WA 98362
publicrecords@nols.org

This declaration is a public record.

DECLARATON UNDER PENALTY OF PERJURY

1. I have requested a list of individuals from the North Olympic Library System.

2. I am requesting the list of individuals on behalf of (specify which one applies):
    _____My Own Personal Behalf *(skip to 3.)*
    _____Organization or Business *(complete a. – c. before proceeding to 3.)*

    a. If an organization or business, the name of the organization or business is: _____

    _____

    b. If an organization or business, the purpose of the organization or business is: _____

    c. If an organization or business, the mailing address and website address are: _____

    _____

3. The purpose in making this request for the list of individuals is: _____

    _____
    _____
    _____
    _____
    _____

4. I or the organization/business intend to generate revenue or financial benefit from using the list of individuals: _____Yes _____No

5. I or the organization/business intend to solicit money or financial support from any of the individuals on the list: _____Yes _____No

6. I or the organization/business intend to make individuals on the list aware of business commercial entities: _____Yes _____No

7. I or the organization/business intend to supply or sell the individuals to an organization or business, third party individual (someone other than myself or the organization or business listed in paragraph 2), or any other entity: _____Yes _____No

    > If yes, to whom: _____

8. I or my organization/business attest that another law authorizes or directs the agency to provide me or my organization/business the list of individuals requested: ____Yes _____No

    > If yes, provide specific citation: _____

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. I certify under penalty of perjury that I have read this declaration form and I understand that a list of individuals cannot be provided to me or to my organization or business by a public agency if the list will be used for a commercial purpose. I certify under penalty of perjury that any list of individuals I or my organization or business receive pursuant to the request dated _____to the North Olympic Library System will not be used for any commercial purpose in violation of RCW 42.56.070(8).

DATED this _____of _____, _____in _____.

_____   _____
Signature of Declarant   Printed Name

_____   _____
Title (if any)   Contact Information (phone and/or email)

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Resolution 16-07-10
Library Board of Trustees
North Olympic Library System

Authorizing exemption from public records indexing

Whereas, RCW 42.56.070 requires that all public agencies maintain and make available a current index of all public records; and

Whereas, RCW 42.56.070(4) provides that if maintaining such an index would be unduly burdensome, or would interfere with agency operation, an agency need not maintain such an index, but must issue and publish a formal order specifying the reasons why, and the extent to which compliance would be unduly burdensome; and

Whereas, when such an order is made, all indexes that are maintained by the agency must be made available for inspection and/or copying;

Whereas, the Library is comprised of numerous departments, conducting a wide array of activities which generate a diversity of public records; and

Whereas, the sheer volume and diversity of records produced would make creation and maintenance of a comprehensive index unduly burdensome; and

Whereas, the development and maintenance of a index would be extremely costly and time consuming, and would provide little benefit to the public compared to the expense of creating and maintaining the index; and

Whereas, the Library's operations do not allow for the addition, revision, or reassignment of duties of existing personnel so that an index may be developed and maintained; and anticipated Library revenues do not allow for additional staff for the purpose of creating and maintaining such an index;

Now therefore be it resolved, that the Board of Trustees of the North Olympic Library System does hereby order and direct that:

1. The North Olympic Library System is not required to maintain a current index of public records due to the above findings, which establish that doing so would be unduly burdensome; and

2. Pursuant to RCW 42.56, the North Olympic Library System shall make available for public inspection and/or copying all public records and any indexes of public records maintained by NOLS, to the extent no exemption from inspection and/or copying exists pursuant to chapter 42.56 or other applicable laws.
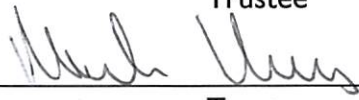
Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 28th day of July, 2016.

_____
Chair

_____
Trustee

_____
Trustee

_____
Trustee

_____
Trustee

Attested by:

_____
Secretary to the Board

Resolution 16-07-10:   Authorizing exemption from of public record indexing

Resolution 24-12-09
Library Board of Trustees
North Olympic Library System

Adopting a Public Records Fee Schedule Consistent with RCW 42.56

Whereas, in 2017, the Washington State Legislature amended RCW 42.56 adding new requirements for agencies using the statutory default copy fee schedule and for agencies determining the actual cost for providing copies of public records; and

Whereas, the Washington State Legislature amended RCW 42.56.120 at Chap. 304, 2017 Laws, Sec. 3 to require that effective July 23, 2017, an agency need not calculate the actual costs it charges for providing public records if the agency has rules or regulations declaring the reasons for doing so would be unduly burdensome; and,

Whereas, to the extent an agency has not determined the actual cost of copying public records, an agency may use the statutory default copy fee schedule set forth in RCW 42.56.120; and

Whereas, the North Olympic Library System lacks the necessary funds and staff resources to conduct a comprehensive study to determine its actual copying costs, and to conduct such a study would interfere with the Library's other essential agency functions; and,

Whereas, through the 2017 Legislative process the public and requestors of public records were informed of and commented on authorized fees and costs, including for electronic records, provided in RCW 42.56.120; and

Whereas, the North Olympic Library System finds that it is in the public interest to adopt the statutory default copy fee schedule in order to preserve and update fees in accordance with the legislatively adopted schedule,

Now therefore be it resolved that based on the findings set forth above and pursuant to RCW 42.56.120, the Board of Trustees of the North Olympic Library System do hereby order and direct:

1) No fee shall be charged for the inspection of public records.
2) The North Olympic Library System is not required to conduct a comprehensive study to determine its actual copying costs for public records due to the above findings that the requirement is unduly burdensome.
3) The North Olympic Library System shall charge fees for copies of records pursuant to the default statutory fees in RCW 42.56.120.

Adopted by the Board of Trustees of the North Olympic Library System at the special meeting held this day of December 11, 2024.
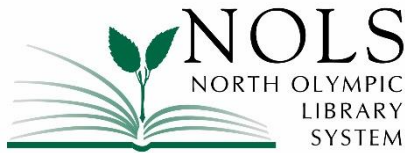

_____ _____
Chair   Trustee

_____ _____
Trustee   Trustee

_____
Trustee

Attested by: _____
                Secretary to the Board

Authorizing an Increase to Branch Cash Funds

Whereas, branch cash funds are used to fill branch cash registers and coin-operated machines; and

Whereas, new self-serve coin-operated machines will be installed at the public printers at the Clallam Bay and Forks branch libraries to allow patrons to pay for prints; and

Whereas, the amounts of the cash funds at the Clallam Bay and Forks branch libraries are currently inadequate to fill the new coin-operated machines and meet patrons needs for change making; and

Whereas, improving the ability of staff to make change and allowing the coin-operated machine to function as needed will enhance and improve customer service;

Now therefore be it resolved that:

The Board authorizes that branch change funds will be set as follows:

Port Angeles Main Library	remains at $180
Sequim Branch Library	remains at $180
Clallam Bay Branch Library	increases from $50 to $80
Forks Branch Library	increases from $50 to $80

Passed by the Board of Trustees of the North Olympic Library System at the special meeting held on December 11, 2024.

_____
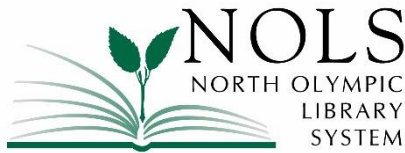Chair

_____
Trustee

_____
Trustee

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Trustee

_____
Trustee

Attested by:

_____
Secretary to the Board

HONORING MARK URNES
FOR HIS SERVICE TO THE LIBRARY AND THE COMMUNITY

WHEREAS Mark Urnes joined the Board of Trustees of the North Olympic Library System in January 2015, bringing to the Board a unique and valuable blend of life and library experience; and

WHEREAS Mark has served for 10 years with incredible dedication and flexibility not only as a member of the Board, but also as Board Chair and Vice Chair, and as a member of the Board's Finance Committee, Policy and Personnel Committees; and

WHEREAS he not only committed time to the Library Board every month, Mark was also a member of the North Olympic Library Foundation Board and participated in their monthly meetings, helping provide financial support for Library projects; and

WHEREAS in all his Board assignments Mark has played a valuable and significant role in shaping policy, fiscal strategy, and organizational vision; and

WHEREAS Mark has always brought a calm and steady presence to the Board, whether it be responding to the turmoil of years of a pandemic, participating in multiple challenging efforts to build a new Sequim Branch Library, or navigating changes in leadership; and

WHEREAS his regular use of the Port Angeles Library with the North Olympic Beekeepers not only provided insight into the community experience at NOLS facilities, but also provided Board of Trustees with a wealth of knowledge about bees and an occasional sweet treat; and

WHEREAS Mark has always demonstrated keen intelligence, good humor, and effective communication, and has invariably served the Board, the Library, and the Community well;

NOW THEREFORE BE IT RESOLVED by the North Olympic Library System Board of Trustees that Mark Urnes be recognized and honored for his service to the Library and to the community.

ADOPTED BY THE BOARD OF TRUSTEES OF THE NORTH OLYMPIC LIBRARY SYSTEM at the special meeting held this 11th day of December 2024.
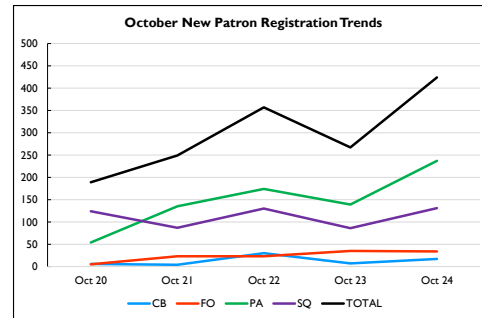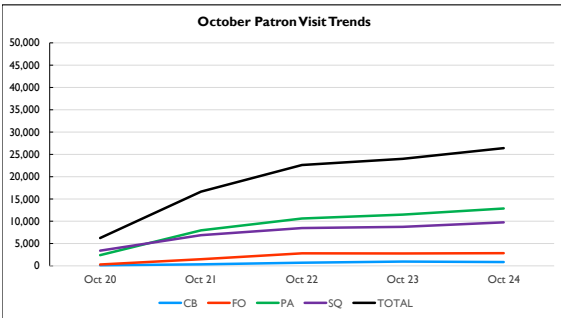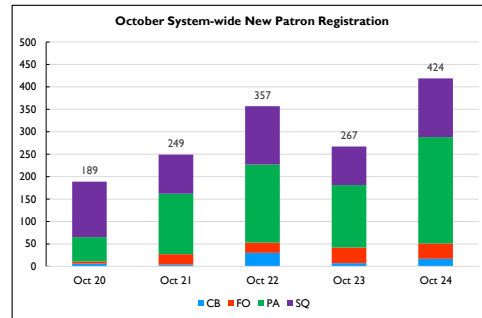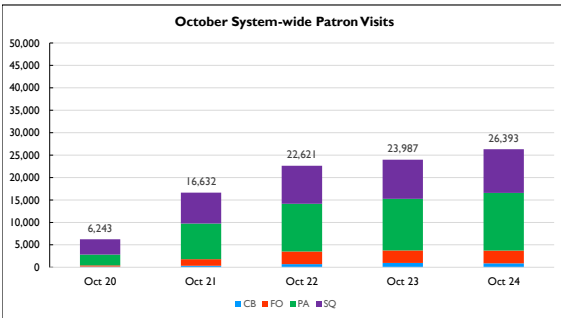
_____
Chair

_____
Trustee

_____
Trustee

_____
Trustee

ATTESTED BY:

_____
Secretary to the Board

NOLS
NORTH OLYMPIC LIBRARY SYSTEM
www.nols.org

Patron Visits

	2024	% of System
Port Angeles	12,860	48.7%
Children	13%	
Sequim	9,758	37.0%
Children	6%	
Forks	2,845	10.8%
Children	12%	
Clallam Bay	866	3.3%
Children	11%	
Bookmobile	64	0.2%
Total	26,393	100.0%

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

New Patron Registration

	2024	% of System
PA	237	55.9%
SQ	131	30.9%
FO	34	8.0%
CB	17	4.0%
BOS	5	1.2%
Total	424	100.0%

October System-wide Patron Visits

October System-wide New Patron Registration

October Patron Visit Trends

October New Patron Registration Trends

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

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

*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation of the Sequim Branch Library.
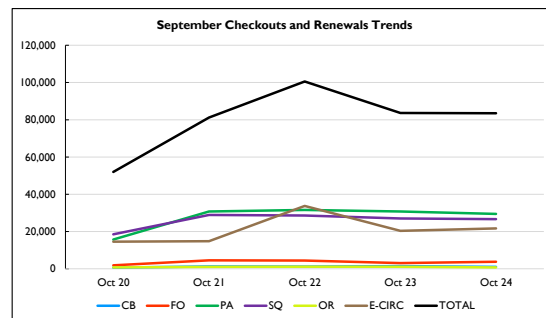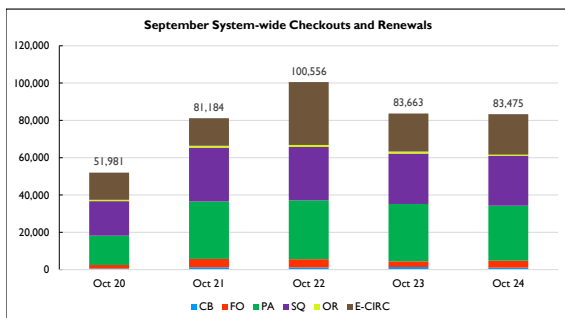
*The Boomobile was out of service in October 2024 for repairs. Some stops were completed using an alternative vehicle.

Checkouts & Renewals		
	2024	**% of System**
Port Angeles		
Checkouts	17,515	29.8%
% From Self-Check	*80%*	
% From Holds	*29%*	
Renewals	11,963	48.6%
Total	**29,478**	**35.3%**
Sequim		
Checkouts	16,171	27.5%
% From Self-Check	*79%*	
% From Holds	*36%*	
Renewals	10,471	42.5%
Total	**26,642**	**31.9%**
Forks		
Checkouts	2,100	3.6%
% From Self-Check	*28%*	
% From Holds	*39%*	
Renewals	1,675	6.8%
Total	**3,775**	**4.5%**
Clallam Bay		
Checkouts	618	1.1%
% From Self-Check	*22%*	
% From Holds	*21%*	
Renewals	386	1.6%
Total	**1,004**	**1.2%**
Outreach		
Checkouts	677	1.2%
% From Holds		
Renewals	45	0.2%
Total	**722**	**0.9%**
Bookmobile		
Checkouts	96	0.2%
% From Holds	*5%*	
Renewals	80	0.3%
Total	**176**	**0.2%**
Electronic Circulation *(WA Anytime Library/Overdrive & Hoopla checkouts do not renew)*		
Checkouts	21,678	**26.0%**
Systemwide Totals		
Checkouts	58,855	
Renewals	24,620	
System Total	**83,475**	

Interlibrary Loan Services	
Items borrowed from other libraries	164
Items loaned to other libraries	108

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	**Avg Days to Fill**
PA	5,075	19.30
SQ	5,785	23.19
FO	827	26.55
CB	130	23.52
OR	641	12.45
BOS	9	12.78
Total	12,467	21.27

September System-wide Checkouts and Renewals

September Checkouts and Renewals Trends

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

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

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

*The Boomobile was out of service in October 2024 for repairs. Some stops were completed using an alternative vehicle.

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Library Programs

Library Programs	Programs/Attendees	% of System
Port Angeles	48/173	49%/18%
Sequim	18/262	19%/27%
Forks	20/464	21%/48%
Clallam Bay	7/24	7%/2%
NOLS	0/0	0%/0%
Virtual	4/41	4%/4%
Total	97/964	100%/100%

Public Meetings

Public Meetings	Meetings/Attendees	% of System
Port Angeles	39/489	85%/92%
Sequim	0/0	0%/0%
Forks	7/44	15%/8%
Clallam Bay	0/0	0%/0%
Total	46/533	100%/100%

Proctor Exams Administered

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

Volunteers

Volunteers	Volunteer Hours	# of Volunteers
Port Angeles	52.25	8
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	29	1
Total	81	9

Community Outreach Events

Community Outreach Events	Events/Attendees	% of System
PA	1/480	25%/81%
SQ	0/0	0%/0%
FO	1/14	25%/2%
CB	2/102	50%/17%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	4/596	100%/100%

Read & Return and Program/Outreach Distributions

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	278
Read & Ride (Clallam Transit Buses)	38
Dolly Parton Imagination Library	1,358
Library Programs & Outreach	57
Clallam County Correctional Facility	71
Total	1802

Outreach Delivery Services

Outreach Delivery Services	
Deliveries/Pickups	81
New Patrons w/ Delivery Services	-

BookMatch Requests Fulfilled

BookMatch Requests Fulfilled	
Number of Requests	11
Titles Suggested	53

Bookmobile*

Bookmobile*	
Routine Stops	8
Special Stops	-
Appearance (e.g. parade)	-
Miles Traveled	-

* The Bookmobile was out of service in October to get repaired. Some stops were completed using another vehicle.

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

	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	2151	1,598	27.2%
Sequim	6	968	613	45.2%
Forks	10	269	148	6.5%
Clallam Bay	5	216	263	31.3%
Total	47	3604	2621	25.4%

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

	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	218	296	21.8%
Sequim	2	176	47	10.5%
Forks	2	78	10	2.2%
Clallam Bay	1	0	0	0.0%
Total	11	472	353	14.5%

Computer Prints Made

	# of Prints	% of System
Port Angeles	10,126	55.2%
Sequim	6,419	35.0%
Forks	1,445	7.9%
Clallam Bay	367	2.0%
Total	18357	100.0%

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

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

Wi-Fi Access

	Wi-Fi Accessed	% of System
Port Angeles	4,593	59.9%
Sequim	1,392	18.2%
Forks	1,322	17.3%
Clallam Bay	355	4.6%
Total	7,662	100.0%

Website Visits

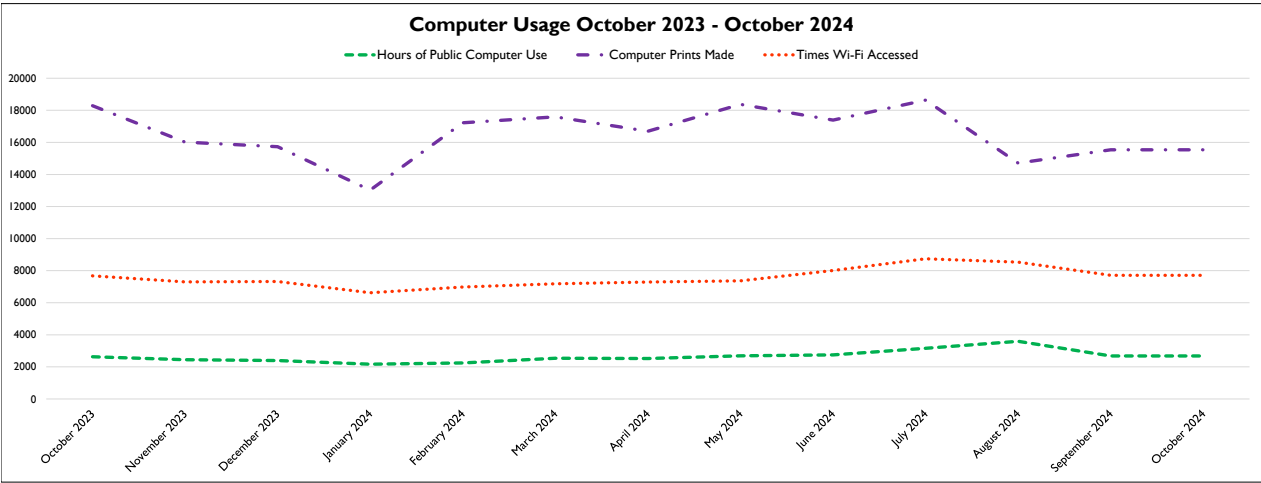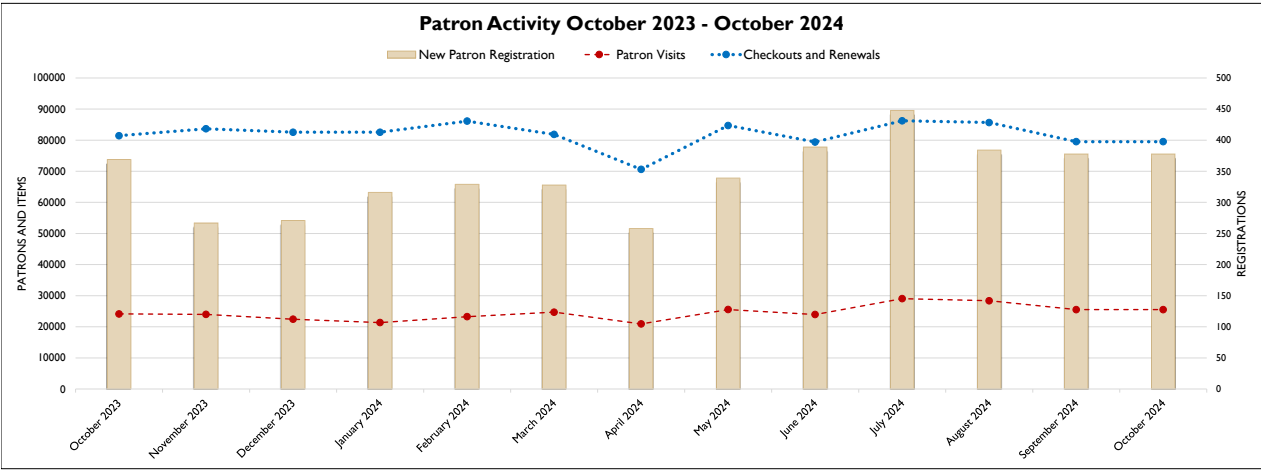|	
From outside the Library	19,241
From inside the Library	739
Avg. # of pages visited	2

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

Facebook Activity

Followers	5,612
Content Published	42
Reach (unique accounts)	17,514
Reactions/Likes/Comments, etc.	778
Link Clicks	111

YouTube Activity

Subscribers	419
Videos Published	3
Program Recordings	-
Views (lifetime content)	1,290
Watch Time (hours)	30

Instagram Activity

Followers	1,613
Content Published	32
Reach (unique accounts)	3,036
Reactions/Likes/Comments, etc.	644

Advertising

Ads Run	2
Reach (unique accounts)	7,172
Link Clicks	410

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Patron Activity October 2023 - October 2024

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

Computer Usage October 2023 - October 2024

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

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 of 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.

September - October 2024 - The Bookmobile was out of service for repairs. Some stopes were completed using an alternative vehicle.

October 2024 - All branches closed one day for an All Staff Training Day.

Page 5 of 5 - October 2024 Monthly Statistics Report
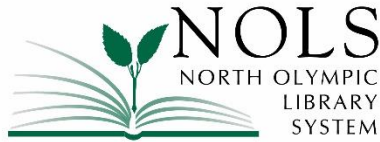
Monthly Activity Report

Meeting Date: December 11, 2024
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for October 2024

Port Angeles Main Library

Meghan Sullivan, Public Services Director

- Baby, Toddler, and Preschool Storytimes – 287 participants at 17 events

- Block Build & Play – 4 participants

- Kids Book Club – 12 participants

- Build It! with LEGO – 34 participants

- Tweens Magic Mondays – 29 participants at 4 events

- STEAM for Tweens – 9 participants

- Teen Lit Bags – 39 participants

- Cosplay Party for Teens – 12 participants

- Teen Tuesdays:
    - Teen Games & Art – 9 participants
    - Teen Advisory Board – 8 participants
    - Teen Book Club – 8 participants
    - Teen Creative Writing Club – 6 participants

- Wednesday Movie Matinee:
    - October 16: A Quiet Place – 2 participants
    - October 23: Practical Magic – 10 participants

- Jigsaw Puzzle Contest – 8 participants

- Craft Café – 1 participants at 2 events

- Tabletop Role-Playing Game Night – 25 participants

- Northstar Digital Literacy Computer Class – 4 participants

- Second Wednesday Book Group reading *Dracula* by Bram Stoker – 4 participants

- Wednesday Evening Book Group reading *You'll Never Believe What Happened to Lacey* by Amber Ruffin and Lacey Lamar – 8 participants

- Indigenous People's Day Poetry Reading – 54 in-person and 18 virtual participants

- Pumpkin Carving with Port Angeles Fine Arts Center – 36 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 October included:

- Adult Services Librarian, Sarah M. and Youth Services Librarian, Clair D., participated in the Washington Digital Library Consortium (WDLC) Strategic Summit.
- Youth Services Librarian, Jennifer L. assisted Outreach Services by providing a StoryCraft activity at the Neah Bay Boys & Girls Club and attending the Concerned Citizens Halloween Resources Event in Joyce.
- Adult Services Librarian, Sarah M., trained a new volunteer to assist with the Clallam County Correctional Facility monthly donations. Welcome Lela!

Sequim Branch Library
Emily Sly, Library Manager

October youth programs included storytime, Teen Advisory Board (TAB), Build It! with Lego program, Kids Book Club, Teen Lit Bags, STEAM Saturday and a special Nature Storytime at the Dungeness River Nature Center.

Drop-in Tech Help continued on the first Friday of the month, Movie Night featured *Max Dugan Returns*, Second Saturday Book Discussion Group met in-person and Yarn Circle continued each Saturday morning.

Sequim staff attended Fall All Staff Training Day in Port Angeles, and 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 meetings including the monthly luncheon and annual Business Showcase networking event. She also met with Sequim Schools Superintendent Regan Nichols. Public Services Specialist Amber Kleefeld and On-call Public Services Assistant Chad Segars started training in Sequim in October.

Sequim Expansion and Renovation Project

There has been an incredible community response to the capital campaign mailing. Public Services staff have been busy talking with community members who want to support the project. It's been heartwarming to see the excitement and support for the project.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily operations:
- A smart TV has been mounted to the wall and connected to the internet near the entrance of the Forks Library. This television uses the Communico Broadcast feature, which displays information about programming and public meeting room usage for patrons.
- Staff members attended All Staff Training Day in Port Angeles, where they focused on communication and interpersonal skills.
- New bilingual, ADA compliant bathroom signs have been installed in the Forks Library.

West End Programming:
- Youth Services Specialist, Angeles moved Movie Matinee to the children's area. 13 people engaged in the movie this month.
- Foster Family: Glow in the Dark Bingo was a success in Forks. We had 14 people. Unfortunately 0 in CB.

- We have seen an increase in folks coming in for family story time in Forks. Families are enjoying crafts after storytimes, during the stay & play.

- TAB and Anime/Manga Club: We had a patron come from Port Angeles just to attend our Anime Club! She looks forward to coming again next month.

- Adults Night Out: Books and Beverage Tasting was held in the Forks meeting room and targeted twenty and thirty-year-olds. Public Services Lead, Alex hosted a total of 10 guests, serving each a drink and an excerpt from a new book.
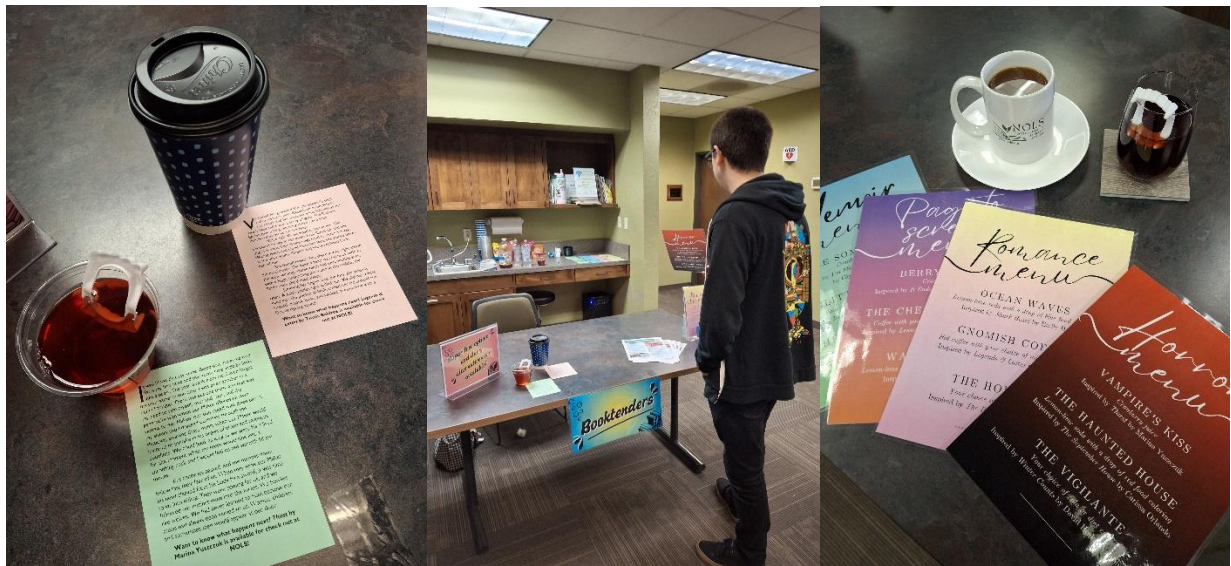
- Olympic Peninsula Logging programs were held in Clallam Bay and Forks. In Clallam Bay, a multi-generational group of 10 people attended, while 2 people participated in Forks. The conversation was enjoyable, and meaningful connections were made.

- There was a significant amount of interest in the Nature Series event focused on Mushroom Foraging and Identification, organized by the North Olympic Land Trust. David Rogers, a local mushroom grower and the creator of the Olympic Fungi Festival, delivered a presentation on mushroom identification to 36 attendees. Following the presentation, David, along with NOLT staff and staff member Violette, led a mushroom foraging adventure at the Elk Creek Conservation Area with 22 participants from the presentation.

- The Forks branch library participated in the Chamber of Commerce's Trick or Treat on Main Street event. The library was open to trick-or-treaters all day during operational hours. Forks staff passed out candy while wearing festive costumes. In total, 348 trick-or-treaters attended.

West End Community Visits:
- Adult Services Specialist, Jennifer attended the New Hope Foodbank in Clallam Bay to promote the programs and services offered there. During her visit, she spoke with 15 people and distributed 6 giveaway books. The Foodbank staff were pleased to see her and shared some ideas for future programming.

Facilities Department
Brian Phillips, Facilities Manager

Port Angeles Library: Completed HVAC maintenance and repair (included replacing two fan motors); winterized irrigation system; installed new track lighting for art wall; installed bulletin boards on Outreach office; replaced faulty touchless faucet control box; replaced broken floor outlet covers; replaced old chair mats; cleaned refrigerators; lawn maintenance.

Port Angeles Library Accessible Pathways Project: Brian and Noah met with consultants from AHBL, Inc., a design and engineering firm based in Tacoma, WA, to discuss their proposal to provide design services for phase 3 of the project. Phase 3 includes producing a final project design and construction documents in the spring of 2025. The proposal has been submitted to the Library Board for approval.

Sequim Library Project: Reviewed PUD energy efficiency incentive proposal; reviewed submittals for some furnishings and door hardware; drafted keying plan; applied and paid for potable and irrigation water meters which were then installed; monitored special inspection activities; attended weekly construction meetings.

Forks Library: Tested the fire alarm system; delivered spare book carts from PA.

Clallam Bay Library: Tested the fire alarm system.

Vehicles: Repaired Transit van brakes; serviced both the red and the white Subaru Foresters; replaced damaged Ariya charging cable;

Other: Drafted operating and capital department budgets for 2025; underwent routine inspection by the City of PA of the storm drain system at the Facilities Annex (passed, no problems noted); staff attended All Staff Training Day; staff attended Health and Safety Committee and Sustainability Team meetings.

Outreach Services: Bookmobile and Delivery Services
Meghan Sullivan, Public Services Director

Outreach Delivery Services
During the month of October, 81 deliveries were made with 677 items checked out and 45

items renewed for Outreach Delivery patrons.

Bookmobile Outreach Services
During the month of October, there were 64 visitors across 8 Library Pop-Ups at scheduled Bookmobile stops.

Becki N. (Outreach Community Outreach Specialist) and Meghan S. (Public Services Director) represented NOLS at the third annual Olympic Peninsula Fungi Festival at the Clallam County Fairgrounds. Over the two day event, staff issued new library cards; checked out library materials related to mushrooms and foraging; gave away 23 Macramé Take and Make kits plus numerous fungi and NOLS Bookmobile stickers; and heard lots of "We love the library!." The event organizers also provided NOLS with 75 copies *The Magnificent Mushroom* by Meredith Hansen Favero to hand out to kids and families attending the event. In addition to sharing information about NOLS' programs and services, they interacted with over 375 people of all ages.

Outreach Services staff coordinated NOLS' participation at the Concerned Citizens Resource Fair in Joyce (PA Youth Services Librarian Jennifer L.) and Forks (West End Public Services Specialist, Arriana M, and Public Services Director, Meghan S.). In addition to providing library information staff gave out glow in the dark plastic bugs; yummy treats; Halloween pencils; and 25 Halloween themed Take & Make bookmarks.

Technical Services Department
Erin Shield, Collection Services Manager

In October the Forks vertical file project was completed. Special thanks to Wendy, Cindy, and Mark who navigated their ways through difficult bibliographic records and made some of the materials prettied up and more accessible.

1458 physical items were processed and available for customers in the month of October. This is the highest month of processed materials so far in 2024. 251 print materials were repaired. 209 media items were resurfaced or repaired to extend their lives. Some media items were resurfaced preemptively for upcoming holidays. 130 physical donations were made and will be added to the collection. These donations were largely DVDs that were gifted several months ago but only sent in at the beginning of October. 782 totes were moved between NOLS' branches by the couriers, plus 17 more for Outreach deliveries. Tech Services filled 164 InterLibrary Loan requests for NOLS' patrons and 108 loans out to other libraries. Selectors' carts averaged a 2-day turnaround from submission to on-order in October. Thanks again for the speedy ordering, Acquisitions!

Wendy is happy that Acquisitions got resolution on a long-standing ticket with a vendor that makes a daily task work correctly. YAY! Staff enjoyed seeing coworkers on All Staff Training Day. Mark worked on preemptively polished up some DVDs in preparation for upcoming holidays. Cindy enjoyed a group meeting with Tech Services and IT staff, and specifically

enjoyed hearing more about the IT team and their set-up. A friend mentioned to Jan that they were happy to find out about the Tiny Olympic Libraries. The ILL Team received a note from a grateful patron reading, "Thank you so much for getting this book for me. Excellent!" Sarah notes, "In October, we received an interlibrary loan from the Washington State Library that was comically large. It was so large that they sent us an email warning us of the item's size; we had to save the box it came in to ensure we had something big enough to send it back in! The entire situation struck me as very amusing, and it truly made my day when I was able to process the ILL upon its arrival." (See pic below.)

In October, Technical Services staff participated in trainings, webinars, tasks and meetings related to ILS Team, Health and Safety Committee, Public Services, All Staff Day Committee, Web Team, Public Library Survey Administration, E-Resources Team, IT recruitment, catalog training, Youth Services team, a vendor demonstration, Management Team, Patron Point, Erate consultant, Puget Sound Collection Development, Health & Safety Committee, and EDI 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 and implementation
- Equity, Diversity, and Inclusion Team meeting
- Open enrollment planning

Recruitments:
- IT Systems Administrator – IT
- Public Services Specialist – PA
- Public Services Specialist – SQ

- Outreach Library Manager – OR
- Port Angeles Library Manager – PA
- On-Call Public Services Assistant – PA/SQ

New Hires:
- Amber Kleefeld – Public Services Specialist – SQ
- Chad Segars – On-Call Public Services Assistant – PA/SQ

Promotions:
- Kayla Apolito – Community Outreach Specialist – OR

Separations:
- Karen Short – On-Call Public Services Assistant – PA/SQ

Marketing and Communications
Karyn Bocko, Marketing and Communications Manager

Special Project – Video featuring current Clallam County Poet Laureate Jaiden Dokken and marketing campaign to promote the open call for the next poet laureate.

Website Content – The 2023 Annual Report and 2024 Budget Glance is now displayed as a user-friendly flipbook at nols.org/annual-report.

Digital Signage – Using Community Broadcast, screens at Forks, Port Angeles, and Sequim libraries were updated to deploy automated event slideshows and featured content. The Sequim screen also plays the architect's video tour if the new library.

Email Marketing –
- E-Newsletter: Sent to 19,953 library cardholders and 36% of recipients read it.
- Sequim Project Appeal Email: Sent to 7,657 Sequim patrons and 41% of recipients read it.
- Notices: 15,338 were sent with an average read rate of 66%.

News Releases & Articles:
- 13 news releases were sent.

- The monthly NOLS "Off the Shelf" article in the Sequim Gazette, "Enjoy your library 24/7" by Sequim Library Manager Emily Sly featured NOLS' online resources.
- Sequim Gazette published "NOLS offers a peek into Sequim Library remodel" on the front page, Wednesday, October 16. Noah and Kyle Priest provided a tour of the construction site.
- Peninsula Daily News published the article on the front page, Thursday, October 24 with the headline "Sequim Library remodel on pace for opening next spring."

Financial Operations

Amy Hough, Finance Manager

Participated in the following:
- State Auditor's Office weekly Audit Status Update meetings
- All Staff Training Day
- Weekly Budget Planning meetings
- Management Team meetings
- Submitted annual Unclaimed Property Report to WA Department of Revenue

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Participated in recruitment activities for Outreach Library Manager, Port Angeles Library Manger, and IT Systems Administrator positions.
- Continued activities to support Outreach Services including onboarding and training new staff; sharing information with community partners about Library Pop-Ups in October in lieu of Bookmobile Services; provided staffing support for two weekly Neah Bay routes and two weekly Quileute Senior Center routes; assisted with delivery of items for Outreach patrons; and related collection maintenance tasks.
- Attended Neah Bay Fest and supported West End staff at the event.
- Coordinated NOLS participation in the Education Barn at the Olympic Peninsula Fungi Festival including setting up the NOLS table and providing staffing support on Saturday and Sunday.
- Coordinated NOLS' participation in the Concerned Citizens Halloween Resources Event in Joyce and Forks. Provided staffing support at the Forks event.
- Facilitated the October monthly Port Angeles Branch Staff Meeting and the break-out session with Port Angeles Public Services and Outreach Service staff at All-Staff Training Day with a focus on communication; change navigation; and brainstorming ideas for 2025 work plans.
- Participated in preparation activities for the 2025 Operation Budget and Work Plans.
- Attended monthly ARSL Membership Committee and West Regional Focus Group meetings.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Adult Services Team, PA Branch Staff Meeting; IT Department; 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
    - Assisted with fundraising communications
    - Met with potential donors
    - Development of signage and wayfinding design package
    - Review of final furniture, fixture and equipment orders
    - Weekly Owner, Architect and Contractor (OAC) meetings
- Continued coordination of a system-wide printer replacement project
- Worked with Facilities Manager to begin preparing new door keycard readers system
- Participated in with Washington State Auditor activities
- Participated in meetings with the Washington State Unemployment Office
- Met with Clallam County staff regarding transfer of the County's Law Library assets to NOLS
- Participated in recruitment activities for the Community Outreach Specialist, Sequim Public Services Specialist, IT System Administrator, Port Angeles Library Manager and Outreach Library Manager positions
- Attended Port Angeles Friends of the Library meeting
- Attended Clallam County Revenue Advisory Committee meetings
- Routine Branch Manager, Collection Management and Management Team Meetings

Customer Comments
October 2024

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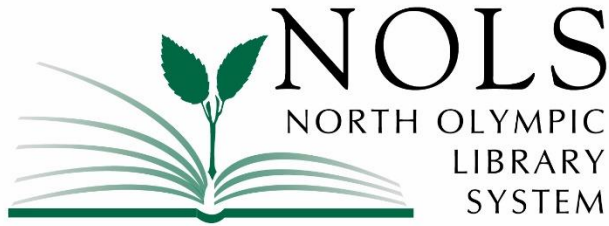
Comment:

Suggestion - I am interested in leading a workshop in making a journal from scrapbook paper. If this is something we could do in Sequim, would you please let me know and we can talk about that.

Its called "sharing". its called respect. we are so lucky to have a free library for our entertainment and learning new things. Please bring back the books you have read or just dont have time for. Others would love to read them.

Response:

Thanks for the suggestion! I'll share your idea with staff who plan programs at the Sequim Branch and we'll look at the program schedule for 2025 to see how a journal-making workshop might fit in. I appreciate your offer to lead the workshop.

As you know, one of our current challenges is lack of a meeting room space at the Temporary Location, so our in-person programs have been limited. It may be something we wait to explore until we're settled into the renovated library. I'll be in touch after chatting with the Sequim programming team.

Highlight Log

(October 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.

10/02/2024 – Port Angeles
An older patron had been browsing the picture books for the better part of an hour and stopped to look at the Youth Services Staff Picks display on their way to checkout. They commented to me, "You guys always have such great books!"

10/07/2024 – Port Angeles
A parent complimented the library for hosting Magic Monday for tweens and teens to play Magic: The Gathering. He used to be a big player of Magic and appreciates the environment being created, as well as the fact that it is free to play at the library (traditionally, game stores' Magic events require a fee to play).

10/08/2024 – Forks
While doing courier deliveries at the Forks Library, I saw a big hearse pass through the parking lot. There was a skeleton peeking out the back window. Even the dead are getting into Halloween early. Very creepy!

10/14/2024 – Port Angeles
We had a great event last night at the Peninsula College Longhouse for Indigenous Peoples' Day Poetry Reading! Several members of The Native Poets Group read their works to the audience, followed by an open mic for Native/Indigenous audience members to share their work as well. Afterward, a few people made a point to tell me they heard about the event at the library and thanked NOLS for helping collaborate and support the event.

10/16/2024 – Sequim
Three teens came to Teen Night last Friday to play Capybara Capers, a roleplaying game involving capybaras trying to steal the jeweled lemon that would enable them to build a capybara spa to bask in. The attendees developed storytelling skills, vocabulary and spelling, turn-taking, and collaboration. Of particular joy to me was that a teen who had previously had some trouble following rules in the library was able to participate seamlessly in the program, score some Izzy soda, and become a capybara that could turn into a table. Special thanks to Liz, our game master storyteller for the evening, and Clair for the Tabletop Role-Playing Game grant that purchased these games.

10/17/2024 – Port Angeles
My son and I attended the Role-Playing Game event run by Clair last night. We both agree it was hands down the most fun we have ever had at the library, and we have fun here often. The room was packed and had great

energy. I saw so many smiling faces at the end. My son and I both made new friends. I will be attending again and spreading the word. Great job Clair!

10/19/2024 – Sequim
After quite a bustling week with a series of hurdles, including a power outage, it was a delight to have STEAM Saturdays today! A group of 4th-7th grade siblings who have been spending their time in the library on Saturdays were SO excited to attend — "WHEN ARE WE STARTING THE SCIENCE?" "I LOVE THIS LIBRARY!" Two other kids came to participate and learn how to connect Makey Makeys to pre-made Scratch Apps. Their faces lit up when they realized they could make a banana into a piano key. An older adult patron approached me and expressed delight that we were able to offer this in the library.

10/19/2024 – Outreach
We had over 275 people stop by the NOLS table at the 3rd Annual Fungi Festival on Saturday. We checked out fungi-related materials to patrons, passed out board books, take-and-make macramé kits, and tons of mushroom stickers. We heard a lot of, "I love my library!" and "It's so cool that you all are here for this!"

10/19/2024 – Port Angeles
Thirty-six adults and youngsters came to the library to carve pumpkins, enjoy some cocoa and cider, and listen to some festive music! One older woman who had never carved a pumpkin before was extremely tickled to be able to carve her first with us!

10/21/2024 – Forks
A patron was trying to get back on Facebook after being hacked. We were able to get her set up with a new account, and she started to tear up because now she has access to her daughter's account, who passed away. Got a big hug and thank you!

10/23/2024 – Port Angeles
A patron at self-check was wearing a distinctive coat that matched the cover art for *A Marvellous Light* by Freya Marske. I gave the patron the call number, and she went and got the book. She then shared it with her companion and checked it out. A sneaky Reader's Advisory for the win.

10/23/2024 – Port Angeles
A patron wanted to let us know that the Día de los Muertos display was a wonderful idea. She spent a few minutes adding her loved ones to the display and left crying happy tears. The Día display is one of my favorite parts of fall here at NOLS, and Vik and Katie did a wonderful job on it this year!

10/25/2024 – Port Angeles
Another successfully planned program by the Port Angeles Teen Advisory Board! The Cosplay Halloween Party was attended by 12 teens who got to eat pizza, candy, and cookies, play silly games for prizes, and watch *Five Nights at Freddy's*. Major shoutout to Vik for staying late with me to help run this program and clean up afterward!

10/29/2024 – Forks
A young woman visited the Forks branch and asked if she could take some of her high school senior photos within the library. It was a quiet evening, so she and her photographer bounced around to different areas, shooting various poses. It was so fun to watch — and creative! Angeles even set up the photographer with a new library card before they left.

10/29/2024 – Port Angeles
Highlights from Teen Tuesday this week: Two siblings who have been coming for a year now always bring friends along if they are having someone over to their house after school. This week, their friend joined in on making some perler bead creations. Teens also made plans to see each other during trick-or-treating downtown.

10/30/2024 – Port Angeles
After a shout-out in the NOLS e-Newsletter, the inbox for BookMatch was popping off with requests! Typically, we average around 3-5 requests per month, but this month we've had 11! A big thanks to the BookMatch team members; everyone jumped in to help and got back to our patrons with some awesome suggestions for future reading.

10/30/2024 – Sequim
A young gentleman, around 10, was flipping through the "What to Read Next..." binder made by Youth Services. We struck up a conversation, and he found a few new reads to add to his list from the binder. Shoutout to Youth Services for making that; it's really helpful to both staff and kiddos!

10/31/2024 – Port Angeles
A patron brought the movie *Sami Blood* up to the front desk and let us know that she is of Sami descent and really appreciates that we have this movie in our collection!