



Board of Trustees Regular Meeting  
Thursday, January 23, 2025 5:30pm  
Port Angeles Main Library

**REMOTE ACCESS**

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

**PUBLIC COMMENTS**

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

**LAND ACKNOWLEDGEMENT**

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

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for special meeting of December 11, 2024
4. Communications
5. Public Comments
6. Presentation: Information about the February 11 Special Election Construction Bond and EP&O Levy, presented by Sequim School District Superintendent Regan Nickels
7. Financial Reports: November 2024; December 2024
8. Approval of Vouchers: November 2024; December 2024

9. Unfinished Business

None

10. New Business

N.1. Approval of the 2025 Capital Budget

N.2. Approval of Resolution 25-01-01: Authorizing Staff to Transfer Funds

N.3. Approval of Resolution 25-01-02: Authorizing Disposal of Surplus Equipment and Furniture

N.4. 2024 Board of Trustees Meeting Locations

11. Reports

R.1. Monthly Statistics Reports: November 2024; December 2024

R.2. 2024 Annual Statistics Report

R.3. Monthly Activity Reports: November 2024; December 2024

R.4. Customer Comments: November 2024 and December 2024

R.5. Highlight Log: November and December 2024

12. Public Comments

13. Trustee Comments

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

14. Next meeting: 5:30pm, Thursday, February 27, 2025

15. Agenda items for next meeting

16. Adjournment

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

NOLS Mission Statement  
Adopted 11/22/16

**Upcoming Board meetings**

<b>Date</b>	<b>Time</b>		<b>Location</b>
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
Thursday, August 28, 2025	5:30pm	Regular meeting	TBD
Thursday, September 25, 2025	5:30pm	Regular meeting	TBD
Thursday, October 23, 2025	5:30pm	Regular meeting	TBD
<b>Monday, November 17, 2025</b>	5:30pm	Regular meeting	TBD

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

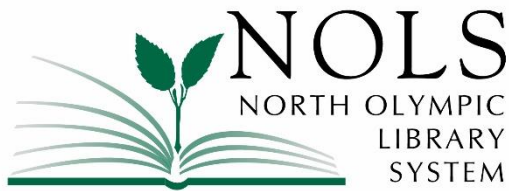
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 3pm in the Administrative conference room of the Port Angeles Main Library.

**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.*





Board of Trustees Special Meeting  
Wednesday, December 11, 2024 5:30pm  
Port Angeles Main Library

## MINUTES

1. Call to order, roll call and introductions  
Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Ian Miller, and Cyndi Ross. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR and Business Manager Shaina Lent.
2. Approval of agenda  
*Motion by Ms. Ross to approve the agenda as presented. Motion seconded by Mr. Miller. Motion carried.*
3. Approval of minutes for regular meeting of November 18, 2024  
*Motion by Mr. Urnes to approve the minutes from the November 18, 2024 regular meeting. Motion seconded by Ms. Ross. Motion carried.*
4. Communications  
Letter received from the City Manager of the City of Sequim regarding notice of intent to pursue tax increment financing which may have impacts on local government revenue, including the Library.
5. Public Comments  
None
6. Financial Reports: October 2024  
The financial reports for October 2024 were accepted as presented.
7. Approval of Vouchers: October 2024  
*Motion by Ms. Ross to approve the October 2024 vouchers, numbered #1116 through #1244, in the amount of \$972,076.99. Motion seconded by Mr. Miller. Motion carried.*
8. Unfinished Business  
U.I. Branch Operating Hours  
*Motion by Mr. Miller to approve proposed NOLS operating hours effective January 2025. Motion seconded by Mr. Urnes. Motion carried.*
9. New Business  
N.1. Policy 2.1 Update – Collection Management  
*Motion by Mr. Miller to approve the revisions to policy 2.1 with amendments to eliminate sections 2.1.1 and 2.1.2. Motion seconded by Ms. Ross. Motion carried.*  
  
N.2. Policy HR 11.4 Update – All Staff Training Day  
*Motion by Mr. Miller to approve the revisions to policy HR 11.4, as amended to include the language “up*

*to two times” in the first sentence. Motion seconded by Ms. Ross. Motion carried.*

N.3. Resolution 24-12-09 Adopting a Public Records Fee Schedule Consistent with RCW 42.56  
*Motion by Mr. Miller to adopt Resolution 24-12-09 adopting a public records fee schedule consistent with RCW 42.56. Motion seconded by Ms. Ross. Motion carried.*

N.4. Policy 5.14 Update – Public Records Requests  
*Motion by Ms. Ross to approve the revisions to policy 5.14, as presented. Motion seconded by Mr. Urnes. Motion carried.*

N.5. Resolution 24-12-10 Authorizing an Increase to Branch Cash Funds  
*Motion by Mr. Miller to adopt Resolution 24-12-10 authorizing an increase to branch cash funds. Motion seconded by Ms. Ross. Motion carried.*

N.6. Resolution 24-12-11 Honoring Mark Urnes for his Service to the Library and Community  
*Motion by Ms. Ross to adopt Resolution 24-12-11 honoring Mark Urnes. Motion seconded by Mr. Miller. Motion carried.*

10. Reports

R.1. Monthly Statistics Reports: October 2024

R.2. Monthly Activity Reports: October 2024

R.3. Highlight Log: October 2024

*All reports were accepted as presented.*

11. Public Comments

12. Trustee Comments

*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on 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  
*2025 Capital Budget*

15. Executive session on annual performance review of Executive Director

*At 7:15pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director, and that the session was expected to last approximately 30 minutes.*

*At 7:45 the Chair announced that the executive session would be extended by approximately 15 minutes.*

*At 7:59pm the Chair announced that the Board had concluded its executive session, and would now return to open session.*

16. Action on executive session, if any

*Motion by Mr. Miller to approve a 2.5% Cost of Living Adjustment (COLA) to the Executive Director's salary. Motion seconded by Mr. Urnes. Motion carried.*

*Motion by Mr. Urnes to approve paying the Executive Director, Mr. Glaude, for 150 hours of his current vacation leave balance. Motion seconded by Ms. Ross. Motion carried.*

*Note for the record that as of December 1, 2024, Mr. Glaude has approximately 450 hours of vacation leave. Mr. Glaude plans to use 50 hours of vacation leave in December 2024 and is committed to more regularly use vacation in 2025, as the job allows.*

**17. Adjournment**

There being no further business, the meeting was adjourned by the Chair at 8:03pm.

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

NOLS Mission Statement  
Adopted 11/22/16

**CERTIFIED AS TRUE AND CORRECT**

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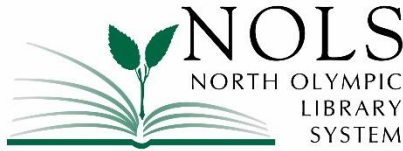
Chair

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Board Secretary







## Staff Report

Meeting Date: January 23, 2025  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for November 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 \$192,281 for the month, including \$157,683 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 \$586,026, including a payment of \$529,000 to Hoch Construction and \$50,971 to SHKS Architects. Other expenses are within the expected range for this time of year.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$281,940 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 November are \$339,150.

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





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

November 30, 2024

Operating Revenue				11/12ths is	91.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	271,172	4,693,723	44,424	99.1
Grants, Entitlements, Other Payments	31,000	6,373	6,830	24,170	22.0
Goods and Services	18,010	1,083	10,572	7,438	58.7
Library Fees	15,000	1,255	14,142	858	94.3
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	40,095	500,655	(137,855)	138.0
Facilities Leases (Short Term)	1,100	443	2,582	(1,482)	234.7
Contributions and donations <sup>(1)</sup>	104,000	192,281	325,198	(221,198)	312.7
Other Miscellaneous Revenue	102,400	25,593	39,636	62,764	38.7
Total Miscellaneous Revenues	570,300	258,411	868,071	(297,771)	152.2
Nonrevenues (excise taxes) <sup>(2)</sup>	800	105	1,025	(225)	128.2
Transfers In	1,087,793	-	-	1,087,793	-
Total Operating Revenue	5,373,257	538,398	5,594,364	(221,107)	104.1

(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

LOCAL Program Debt Proceeds	-	4,536,610	-	-
Timber Revenues (received in 2024)	-	10,443	237,846	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>10,443</b>	<b>237,846</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>548,841</b>	<b>10,368,821</b>
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## Expenditure Report<sup>\*</sup>

### November 30, 2024

				11/12ths is	91.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	244,838	2,856,320	478,656	85.6
Benefits	1,397,873	94,313	1,074,806	323,067	76.9
<i>Total Personnel</i>	<i>4,732,849</i>	<i>339,150</i>	<i>3,931,125</i>	<i>801,724</i>	<i>83.1</i>
<i>Supplies</i>					
Supplies, Office and Operating	120,600	11,163	107,732	12,868	89.3
Fuel	17,300	552	6,873	10,427	39.7
Collection Materials	480,000	48,857	322,920	157,080	67.3
Merchandise purchased for resale	2,625	1,283	1,404	1,221	53.5
Small Tools/Equip (<\$200)	2,650	244	2,387	263	90.1
<i>Total Supplies</i>	<i>623,175</i>	<i>62,100</i>	<i>441,316</i>	<i>181,859</i>	<i>70.8</i>
<i>Services</i>					
Professional Services	347,120	13,423	223,864	123,256	64.5
Communication	222,124	3,923	201,422	20,702	90.7
Travel	28,800	880	26,404	2,396	91.7
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	545	6,383	(3,657)	234.2
Insurance	136,800	-	112,262	24,538	82.1
Public Utilities	108,100	6,733	81,046	27,054	75.0
Repair and Maintenance	155,665	13,806	99,627	56,038	64.0
Miscellaneous Services	11,000	725	19,543	(8,543)	177.7
Dues	5,240	-	3,614	1,626	69.0
<i>Total Services</i>	<i>1,025,426</i>	<i>40,036</i>	<i>780,156</i>	<i>245,270</i>	<i>76.1</i>
<i>Intergovernmental Services</i>	<i>800</i>	<i>0</i>	<i>6,925</i>	<i>(6,125)</i>	<i>865.7</i>
<i>Nonexpenditures (excise taxes)<sup>(1)</sup></i>	<i>800</i>	<i>89</i>	<i>990</i>	<i>(190)</i>	<i>123.7</i>
<i>Leases &amp; Subscription Based IT Arrangements</i>	<i>78,000</i>	<i>13,940</i>	<i>124,218</i>	<i>(46,218)</i>	<i>159.3</i>
<i>LOCAL Debt Service Costs</i>	<i>-</i>	<i>100,220</i>	<i>144,810</i>	<i>(144,810)</i>	<i>N/A</i>
<b>Total Operating Expenditures</b>	<b>6,461,050</b>	<b>555,535</b>	<b>5,429,541</b>	<b>1,176,319</b>	<b>84.0</b>

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



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

### November 30, 2024

				11/12ths is	91.7%
Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	52,500	34	209,732	(157,232)	399.5
Other Improvements	489,000	157	120,134	368,866	24.6
Machinery & Equipment	287,250	18,584	203,084	84,166	70.7
Construction of Capital Assets	-	586,026	3,250,959	(3,250,959)	0.0
<b>Total Capital Outlays</b>	<b>828,750</b>	<b>604,801</b>	<b>3,783,909</b>	<b>(2,955,159)</b>	<b>456.6</b>
<b>Grand Total All Expenditures</b>	<b>7,289,800</b>	<b>1,160,336</b>	<b>9,213,450</b>	<b>(1,778,840)</b>	<b>126.4</b>





## Account Balances\*

November 30, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	1,083,497	-	10,443	-	1,093,940
Operating Reserve <sup>(3)</sup>	1,382,498	-	-	-	1,382,498
PA Capital Reserve <sup>(4)</sup>	397,005	-	-	-	397,005
Sequim Capital Reserve	99,725	-	-	-	99,725
NOLS Capital Fund	40,085	-	-	14,785	25,300
PA Capital Fund	350,292	-	-	3,990	346,302
Sequim Capital Fund	(394,872)	2,474,410	157,683	599,350	1,637,871
<i>Total Board Designated Accounts</i>	4,265,250	2,474,410	168,126	618,125	6,289,661
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,903	-	21	-	6,924
Clallam Bay Friends Donations	867	-	-	51	816
Forks Donations Fund	2,367	-	1	105	2,263
Forks Friends Donations	533	-	-	96	437
NOLS Materials Fund	524,643	-	80	92	524,631
NOLS Donations Fund	81,240	-	30	1,345	79,926
Port Angeles Donations Fund	11,218	-	3	-	11,221
Port Angeles Friends Donations	7,399	-	-	3,743	3,655
Sequim Donations Fund	23,475	-	10	1,127	22,358
Sequim Friends Donations	24,052	-	-	608	23,445
Outreach Donations Fund	6,983	-	-	108	6,875
<i>Total Grants and Donations</i>	689,680	-	144	7,274	682,551
<i>Unclaimed Property Account</i>	2,803	-			2,803
<i>Total Designated Cash</i>	4,957,733	2,474,410	168,271	625,399	6,975,014
<i>Undesignated Cash Operating Funds</i>	1,637,363	426,741			2,064,104
<b>Total WA State Local Investment Pool</b>	6,595,096	2,901,151	168,271	625,399	9,039,118
<b>Notes:</b>					
<sup>(1)</sup> Reserve buffer against major economic catastrophe.					
<sup>(2)</sup> Receives timber revenues designated to fund capital improvement projects.					
<sup>(3)</sup> Reserves to balance deficit budgets.					
<sup>(4)</sup> Fund management account for designated capital projects.					
<b>Total Investments</b>	6,595,096	2,901,151	168,271	625,399	9,039,118

\* All amounts are rounded to the nearest dollar.

Account Balances – Nov 2024 Balances

**Account Balances\***

November 30, 2024

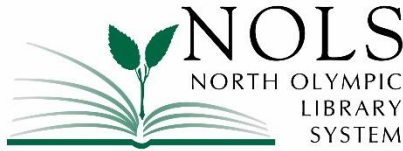
	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	593,490	(593,490)			-
<b>LOCAL Program Proceeds</b>					
Cash held by Office of the State Treasurer	4,575,964	(2,474,410)	12,383	-	2,113,937
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	39	-	39	6,000
Payroll Account (US Bank 1301)	200	281,939	-	281,939	200
Merchant Account (FF 7401)	1,000	(66,162)	66,162	-	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
<b>Total Imprest Accounts</b>	<b>7,650</b>	<b>215,815</b>	<b>66,162</b>	<b>281,978</b>	<b>7,650</b>
<b>Total Cash</b>	<b>5,177,104</b>	<b>(377,675)</b>	<b>66,162</b>	<b>281,978</b>	<b>2,121,587</b>
<b>Total Cash and Investments</b>	<b>11,772,200</b>	<b>2,523,476</b>	<b>234,433</b>	<b>907,377</b>	<b>11,160,705</b>

\* All amounts are rounded to the nearest dollar.

Account Balances – Nov 2024 Balances

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## Staff Report

Meeting Date: January 23, 2025  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for December 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 \$61,729 for the month, including \$45,892 for the Sequim Library. Port Angeles Friends of the Library donated \$15,216, and Clallam Bay Friends of the Library made a donation of \$3,500. We thank our Friends of the Library for their wonderful generosity. Other revenue is within the expected range for this time of year.

**Expenditures:** Capital construction costs for the Sequim Library Project this month are \$873,097, including a payment of \$825,085 to Hoch Construction and \$43,641 to SHKS Architects. Other expenses are within the expected range for this time of year.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$295,376 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 December are \$363,142.

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





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

December 31, 2024

Operating Revenue				12/12ths is	100.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,738,147	64,670	4,758,394	(20,247)	100.4
Grants, Entitlements, Other Payments	31,000	234	7,064	23,936	22.8
Goods and Services	18,010	4,687	15,259	2,751	84.7
Library Fees	15,000	991	15,134	(134)	100.9
Miscellaneous Revenues					
Pool Fund Investment Interest	362,800	72,497	573,151	(210,351)	158.0
Facilities Leases (Short Term)	1,100	278	2,860	(1,760)	260.0
Contributions and donations <sup>(1)</sup>	104,000	61,729	386,926	(282,926)	372.0
Other Miscellaneous Revenue	102,400	88,563	128,199	(25,799)	125.2
Total Miscellaneous Revenues	570,300	223,066	1,091,137	(520,837)	191.3
Nonrevenues (excise taxes) <sup>(2)</sup>	800	122	1,147	(347)	143.4
Transfers In	1,087,793	-	-	1,087,793	-
<b>Total Operating Revenue</b>	<b>5,373,257</b>	<b>293,771</b>	<b>5,888,135</b>	<b>(514,878)</b>	<b>109.6</b>

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

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

### Capital Revenue

LOCAL Program Debt Proceeds	-	4,536,610	-	-
Timber Revenues (received in 2024)	-	82,187	320,033	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>82,187</b>	<b>320,033</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>375,958</b>	<b>10,744,779</b>
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## Expenditure Report<sup>\*</sup>

### December 31, 2024

				12/12ths is	100.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,334,976	257,560	3,113,880	221,096	93.4
Benefits	1,397,873	105,582	1,180,388	217,485	84.4
<i>Total Personnel</i>	<i>4,732,849</i>	<i>363,142</i>	<i>4,294,267</i>	<i>438,582</i>	<i>90.7</i>
<i>Supplies</i>					
Supplies, Office and Operating	120,600	8,176	115,908	4,692	96.1
Fuel	17,300	405	7,278	10,022	42.1
Collection Materials	480,000	131,770	454,690	25,310	94.7
Merchandise purchased for resale	2,625	-	1,404	1,221	53.5
Small Tools/Equip (<\$200)	2,650	110	2,497	153	94.2
<i>Total Supplies</i>	<i>623,175</i>	<i>140,461</i>	<i>581,777</i>	<i>41,398</i>	<i>93.4</i>
<i>Services</i>					
Professional Services	347,120	13,405	237,269	109,851	68.4
Communication	222,124	26,342	227,764	(5,640)	102.5
Travel	28,800	1,666	28,071	729	97.5
Taxes and Operating Assessments	7,851	-	5,990	1,861	76.3
Operating Rentals and Leases	2,726	309	6,692	(3,966)	245.5
Insurance	136,800	-	112,262	24,538	82.1
Public Utilities	108,100	7,164	88,210	19,891	81.6
Repair and Maintenance	155,665	3,492	103,118	52,547	66.2
Miscellaneous Services	11,000	265	19,808	(8,808)	180.1
Dues	5,240	175	3,789	1,451	72.3
<i>Total Services</i>	<i>1,025,426</i>	<i>52,816</i>	<i>832,973</i>	<i>192,453</i>	<i>81.2</i>
<i>Intergovernmental Services</i>	<i>800</i>	<i>14,397</i>	<i>21,322</i>	<i>(20,522)</i>	<i>2,665.3</i>
<i>Nonexpenditures (excise taxes)<sup>(1)</sup></i>	<i>800</i>	<i>105</i>	<i>1,095</i>	<i>(295)</i>	<i>136.8</i>
<i>Leases &amp; Subscription Based IT Arrangements</i>	<i>78,000</i>	<i>940</i>	<i>125,158</i>	<i>(47,158)</i>	<i>160.5</i>
<i>LOCAL Debt Service Costs</i>	<i>-</i>	<i>-</i>	<i>144,810</i>	<i>(144,810)</i>	<i>N/A</i>
<b>Total Operating Expenditures</b>	<b>6,461,050</b>	<b>571,861</b>	<b>6,001,402</b>	<b>604,458</b>	<b>92.9</b>

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



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

### December 31, 2024

				12/12ths is	100.0%
<b>Capital Outlays</b>	<b>Budgeted</b>	<b>Current</b>	<b>Year To Date</b>	<b>Difference</b>	<b>Percent</b>
Buildings and Structures	52,500	-	209,732	(157,232)	399.5
Other Improvements	489,000	3,074	123,208	365,792	25.2
Machinery & Equipment	287,250	12,229	215,313	71,937	75.0
Construction of Capital Assets	-	873,097	4,124,055	(4,124,055)	0.0
<b>Total Capital Outlays</b>	<b>828,750</b>	<b>888,399</b>	<b>4,672,308</b>	<b>(3,843,558)</b>	<b>563.8</b>
<b>Grand Total All Expenditures</b>	<b>7,289,800</b>	<b>1,460,260</b>	<b>10,673,710</b>	<b>(3,239,100)</b>	<b>146.4</b>





## Account Balances\*

December 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	1,093,940	-	82,187	-	1,176,128
Operating Reserve <sup>(3)</sup>	1,382,498	-	-	-	1,382,498
PA Capital Reserve <sup>(4)</sup>	397,005	-	-	-	397,005
Sequim Capital Reserve	99,725	-	-	-	99,725
NOLS Capital Fund	25,300	-	-	6,804	18,496
PA Capital Fund	346,302	-	-	8,498	337,804
Sequim Capital Fund	1,637,871	-	49,982	873,097	814,756
<i>Total Board Designated Accounts</i>	6,289,661	-	132,169	888,399	5,533,431
<i>Grants and Donations</i>					
Clallam Bay Donations Fund	6,924	-	4	-	6,928
Clallam Bay Friends Donations	816	-	3,500	62	4,253
Forks Donations Fund	2,263	-	6	-	2,269
Forks Friends Donations	437	-	-	142	295
NOLS Materials Fund	524,631	-	-	-	524,631
NOLS Donations Fund	79,926	-	1,387	-	81,313
Port Angeles Donations Fund	11,221	-	24	-	11,245
Port Angeles Friends Donations	3,655	-	12,216	830	15,041
Sequim Donations Fund	22,358	-	21	-	22,379
Sequim Friends Donations	23,445	-	-	1,496	21,948
Outreach Donations Fund	6,875	-	-	-	6,875
<i>Total Grants and Donations</i>	682,551	-	17,158	2,531	697,178
<i>Unclaimed Property Account</i>	2,803	524			3,326
<i>Total Designated Cash</i>	6,975,014	524	149,327	890,931	6,233,935
<i>Undesignated Cash Operating Funds</i>	2,064,104	(351,484)			1,712,619
<b>Total WA State Local Investment Pool</b>	<b>9,039,118</b>	<b>(350,961)</b>	<b>149,327</b>	<b>890,931</b>	<b>7,946,554</b>
<b>Notes:</b>					
<sup>(1)</sup> Reserve buffer against major economic catastrophe.					
<sup>(2)</sup> Receives timber revenues designated to fund capital improvement projects.					
<sup>(3)</sup> Reserves to balance deficit budgets.					
<sup>(4)</sup> Fund management account for designated capital projects.					
<b>Total Investments</b>	<b>9,039,118</b>	<b>(350,961)</b>	<b>149,327</b>	<b>890,931</b>	<b>7,946,554</b>

\* All amounts are rounded to the nearest dollar.

Account Balances – Dec 2024 Balances



# Account Balances\*

December 31, 2024

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	-			-
<b>LOCAL Program Proceeds</b>					
Cash held by Office of the State Treasurer	2,113,937	-	8,262	-	2,122,199
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	784	-	784	6,000
Payroll Account (US Bank 1301)	200	295,376	-	295,376	200
Merchant Account (FF 7401)	1,000	(100,887)	100,887	-	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
<b>Total Imprest Accounts</b>	<b>7,650</b>	<b>195,273</b>	<b>100,887</b>	<b>296,160</b>	<b>7,650</b>
<b>Total Cash</b>	<b>2,121,587</b>	<b>195,273</b>	<b>100,887</b>	<b>296,160</b>	<b>2,129,849</b>
<b>Total Cash and Investments</b>	<b>11,160,705</b>	<b>(155,688)</b>	<b>250,215</b>	<b>1,187,091</b>	<b>10,076,403</b>

\* All amounts are rounded to the nearest dollar.

Account Balances – Dec 2024 Balances

Page 2 of 2





## Voucher Approval for November 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 #1245 through #1392 are approved in the amount of \$1,058,968.37 this 23rd day of January 2025.

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

No.	Claimant	Purpose	Amount
1245	Acila Consulting LLC	PO 1587 Capital Construction - SQ Project Management	3,543.75
1246	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 09-30-2024)	70.34
1247	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-2024) - EFT 1115	235,659.58
1248	Alliance 2020 Inc	PO 1522 Professional Services - Background Checks - NOLS	167.70
1249	Alta Language Services	PO 1521 Professional Services - Bilingual Test - NOLS	58.00
1250	Amazon.com	Collection Materials	314.28
1251	Amazon.com	Collection Materials	107.69
1252	Amazon.com	Collection Materials	27.06
1253	Amazon.com	Collection Materials	151.53
1254	Amazon.com	Collection Materials	177.53
1255	Angeles Plumbing Inc.	PO 1617 Repair & Maint - PA Drinking Fountain Replacement - FAC	1,087.31
1256	Ant Bath	C44 Programming - Art in the Library Opening Night (PAFOL)	500.00
1257	Baker & Taylor	Collection Materials	3,122.26
1258	Baker & Taylor	Collection Materials	2,061.57
1259	Baker & Taylor	Collection Materials	3,334.27
1260	Baker & Taylor	Collection Materials	1,975.08
1261	Baker & Taylor	Collection Materials	2,972.57
1262	Bizy Boys LLC	PO 1517 Repair & Maintenance - PA Lawn Care - FAC	869.49
1263	Briggance Leslie D	PO 1578 Office Supplies - AA Batteries - PA	15.24
1264	Brodart Company	Collection Materials	378.28
1265	Brodart Company	Collection Materials	100.15
1266	Brodart Company	Collection Materials	78.52
1267	Canon Financial Services Inc	Leases - November Printer & Copier Contract - NOLS	940.03
1268	CENGAGE Learning	Collection Materials	90.96
1269	CENGAGE Learning	Collection Materials	224.42
1270	CENGAGE Learning	Collection Materials	501.77
1271	CENGAGE Learning	Collection Materials	121.45
1272	CENGAGE Learning	Collection Materials	95.79

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
1273	Center Point Large Print	Collection Materials	230.93
1274	Center Point Large Print	Collection Materials	161.93
1275	Center Point Large Print	Collection Materials	34.67
1276	CenturyLink 300511187 FO	Communications - Voice - FO	228.06
1277	CenturyLink 300561130 CB	Communications - Voice - CB	86.82
1278	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	153.88
1279	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	82.08
1280	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	317.56
1281	Cerium Networks Inc	PO 1591 & 1592 Technology Services - Managed Services - IT	3,876.80
1282	Cherbib Miriame	PO 1520 Professional Services - Leadership Coaching - NOLS	350.00
1283	City of Forks	Public Utilities - FO	128.56
1284	City of Port Angeles/Dump	PO 1567 Public Utilities - Solid Waste - FAC	65.89
1285	City of Port Angeles/Dump	Public Utilities - Solid Waste Finance Charge - FAC	0.50
1286	City of Port Angeles/Orcas Avenue	Public Utilities - PA	279.87
1287	City of Port Angeles/Peabody St.	Public Utilities - PA	4,332.85
1288	City of Port Angeles/Permits	PO 1613 Repair & Maint - Annex Storm Drain Inspection	225.00
1289	City of Sequim	Public Utilities - SQ	144.01
1290	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
1291	Clallam County PUD	Public Utilities - SQ2	704.12
1292	Clallam County PUD	Public Utilities - CB	552.93
1293	Clallam County PUD	Public Utilities - FO	411.14
1294	Clallam County Treasurer	OCT 2024 Investment Service Fee paid in NOV - EFT 1124	50.00
1295	Convergence Design and Apparel	PO 1540 Program Supplies - SRP T-Shirts (NDF)	1,318.67
1296	Co-Op Farm & Garden	PO 1541 Maintenance Supplies - No Parking Sign SQ2 - FAC	9.30
1297	Co-Op Farm & Garden	PO 1612 Maintenance Supplies - Ice Melt - FAC	97.98
1298	Decker City Hardware	PO 1497 Maintenance Supplies - Cleaner, Stain Remover - FAC	22.12
1299	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-2024) - EFT 1116	45,051.73
1300	Dept. of Revenue - Use/Sales Tax	October 2024 Sales & Use Tax - EFT 1120	777.34
1301	Ebsco Information Services	Collection Materials	6,953.00
1302	Empower Retirement	EmpDCP (PPE 10-31-2024) - EFT 1117	450.00
1303	Felton Electric	PO 1561 Repair & Maint - PA Art Lighting & Outlet Install	1,056.33
1304	Forks Forum	Collection Materials	85.00
1305	HD Supply	PO 1495 Maintenance Supplies - Cleaner, Pet Waste Bags	194.73
1306	Health Care Authority	Medical (PPE 10-31-2024)	41,269.78
1307	Hi-Tech Security Inc.	PO 1504, 1505 Repair & Maintenance - CB, FO Fire Alarm Testing	825.00
1308	Hoch Construction Inc	PO 1560 Capital Construction - Sequim Library Construction	528,999.70
1309	Hough Amy	Cell Phone Reimbursement - Jul-Dec 2024 - ADM	120.00
1310	Ingram Library Services	Collection Materials	464.67
1311	Ingram Library Services	Collection Materials	303.92
1312	Ingram Library Services	Collection Materials	2,027.19
1313	Ingram Library Services	Collection Materials	678.92
1314	Ingram Library Services	Collection Materials	582.02
1315	KCDA Purchasing Cooperative	PO 1494 Maintenance Supplies - Towels, Tissue, Cleaner	1,336.20
1316	Koenig Chevrolet	PO 1408, 1502 Vehicle Maintenance - White/Red Subaru Maintenance - FAC	773.95

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
I317	Lent Shaina E	Cell Phone Reimbursement - Jul-Dec 2024 - ADM	120.00
I318	Les Schwab Tires	PO 1564 Vehicle Maintenance - Tire Change White Forester	99.87
I319	Les Schwab Tires	PO 1614, 1615 Vehicle Maintenance - Pacifica, Ariya Winter Tires	217.12
I320	Librarica LLC	PO 1628 Technology - Cassie Licenses - IT	1,635.00
I321	Lu'Becke Jennifer	Mileage Reimbursement - Business Travel - PA	110.68
I322	Lumen	Communications - VOIP - NOLS	498.07
I323	Materials Testing & Consulting Inc	PO 1554 Capital Construction - SQ Project Special Inspection	2,512.00
I324	McNish Family II LLC	SQ Temp Bldg Lease - Nov 2024 - SQ CPA	6,662.09
I325	McNish Family II LLC	SQ Temp Bldg Lease - Dec 2024 - SQ CPA	6,662.09
I326	Midwest Tape	Collection Materials	887.01
I327	Midwest Tape	Collection Materials	346.42
I328	Midwest Tape	Collection Materials	217.98
I329	Midwest Tape	Collection Materials	1,390.19
I330	Moccardine Arriana	Travel - Business - Mileage Reimbursement - CB	53.60
I331	Newlon Becki	PO 1476 Business Fuel - NOLS	39.83
I332	NewsBank	Collection Materials	6,670.00
I333	NOLS Employee	HRA Reimbursement - PA	480.70
I334	NOLS Employee	HRA Reimbursement - SQ	110.17
I335	NOLS Employee	HRA Reimbursement - FAC	1,260.00
I336	NOLS Employee	HRA Reimbursement - OR	336.49
I337	NOLS Employee	HRA Reimbursement - OR	196.15
I338	NOLS Employee	HRA Reimbursement - PA	579.10
I339	NOLS Employee	HRA Reimbursement - SQ	408.19
I340	NOLS Employee	HRA Reimbursement - TS	48.07
I341	NOLS Employee	HRA Reimbursement, Training Travel - NOLS	1,777.40
I342	NOLS Employee	HRA Reimbursement - FO	288.00
I343	NOLS Employee	HRA Reimbursement - PA	49.60
I344	NOLS Employee	HRA Reimbursement - SQ	521.34
I345	NOLS Employee	HRA Reimbursement - TS	295.00
I346	NOLS Employee	HRA Reimbursement, Cell Phone Reimbursement - Jul-Dec 2024	293.44
I347	North Olympic Library System	October Revolving Fund Reimbursement	38.94
I348	Olivera-Hillway Cecilia	C38 Programming - STEAM Saturdays for Tweens (FOSL)	150.00
I349	Olympia Sheet Metal Inc.	PO 1525 Repair & Maintenance - PA HVAC Maint - FAC	5,319.77
I350	Olympic Laundry & Dry Cleaners Inc.	PO 1518 Professional Services - Laundry - FAC	222.04
I351	Olympic Printers Inc	PO 1519 Printing & Binding - Business Cards - NOLS	103.46
I352	Olympic Springs Inc	PO 1528 Operating Rentals - SQ Temp Water Service - FAC	19.49
I353	OverDrive Inc	Collection Materials	125.00
I354	OverDrive Inc	Collection Materials	218.97
I355	OverDrive Inc	Collection Materials	1,612.32
I356	OverDrive Inc	Collection Materials	428.68
I357	OverDrive Inc	Collection Materials	456.00
I358	Pacific Office Equipment Inc.	Copier & Printer Use Charges Sept 24 - FO, CB, PA, SQ	15,313.30
I359	Parker Meredith	C41 - Programming - Indigenous Peoples Day Poetry Reading	85.00
I360	Playaway Products LLC	Collection Materials	269.48
I361	Playaway Products LLC	Collection Materials	27.21

No.	Claimant	Purpose	Amount
I362	ProQuest LLC	Collection Materials	8,744.96
I363	ProQuest LLC	Collection Materials	1,298.11
I364	Rainbow Printing	PO 1593 Office Supplies - Library Cards - NOLS	950.00
I365	Rainbow Sweepers Inc.	PO 1516 Groundskeeping - PA Parking Lot Sweeping - FAC	245.03
I366	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	15.80
I367	Rowland Benjamin	PO 1498 Business Fuel - Subaru - NOLS	30.00
I368	Sanford Irrigation, Inc.	PO 1492 Groundskeeping - PA Irrigation Winterization - FAC	315.52
I369	Shepherd Lindsey	CO43 Programming - Art in the Library "Second Look"	600.00
I370	Sherwin-Williams	PO 1632 Maintenance Supplies - PA Paint - FAC	66.30
I371	SHKS Architects	PO 1524 Capital Construction - SQ Library Expansion & Renovation	30,493.87
I372	SHKS Architects	PO 1588 Capital Construction - SQ Library Expansion & Renovation	20,476.65
I373	Smathers Jennifer	Mileage Reimbursement - Business Travel - CB	197.78
I374	Sound Energy Systems	PO 1503 Repair & Maintenance - PA HVAC Control Maint	963.77
I375	Sullivan Meghan	PO 1473, 1474 Program Supplies - OR Event Givaway (BMOR)	57.93
I376	Sullivan Meghan	Cell Phone Reimbursement - Jul-Dec 2024 - ADM	120.00
I377	Summit Law Group	PO 1605 Legal Services - Labor and Employment - ADM	3,187.50
I378	Swains General Store Inc.	PO 1496, 1472 Small Tools & Equip, Maint. Supplies - Leaf Rakes, Spray, Telescope Hardware - FAC	77.80
I379	Swains General Store Inc.	PO 1537 Maintenance Supplies - Trash Can, Sponges - FAC	51.74
I380	Swains General Store Inc.	PO 1568 Maintenance Supplies - Bungees, Wall Mud, Paint Brush	38.30
I381	Swains General Store Inc.	PO 1619, 1630 Maintenance Supplies - Signage & Ladder Rack Hardware, Ice Melt, Polish - FAC	140.83
I382	Tacoma Rubber Stamp	PO 1491 Office Supplies - Name Tags - NOLS	36.91
I383	Unique Management Services Inc.	Professional Services - Debt Collection	325.05
I384	United Way of Clallam County	United Way Contributions (PPE 10-31-2024)	160.00
I385	US Bank	Credit Card Services - November 2024	16,190.02
I386	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
I387	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	535.21
I388	Viking Sew & Vac	PO 1563 Maintenance Supplies - Vacuum Bags & Maint - FAC	116.28
I389	WCIF	Vi/Li/EAP (PPE 10-31-2024)	1,235.01
I390	West Waste & Recycling	Public Utilities - FO & CB	56.43
I391	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-2024) - DEC Coverage	6,170.44
I392	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 10-31-2024)	2,177.57
			<b>1,058,968.37</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #I347**

2411	NOLS Patron	Patron Refund	25.95
2412	NOLS Patron	Patron Refund	12.99
			<b>38.94</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #I385**

1	8th Street Car Wash	PO 1475 Vehicle Maintenance - Car Wash Ariya - FAC	5.00
2	Alcon Lighting	PO 1602 Capital Improvements - Track Lighting - PA	157.15
3	Amazon	PO 1270 Toner & Ink - (Black Toner not received) - PA	(190.27)
4	Amazon	PO 1281 Office Supplies - Odor Eliminator - SQ	32.47

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
5	Amazon	PO 1328 Program Supplies - TAB & General YS (FOSL)	43.52
6	Amazon	PO 1368 Program Supplies - Various YS Programming (FOSL)	73.57
7	Amazon	PO 1385 Program Supplies - TTRPG Night & Art Journaling	83.63
8	Amazon	PO 1394 Program Supplies - Teen Cosplay Party (PAFOL)	88.53
9	Amazon	PO 1432 Program Supplies - Fall/Winter Take & Make	50.04
10	Amazon	PO 1447 Program Supplies - Community Event Giveaways	46.73
11	Amazon	PO 1452 Office Supplies - Packing Tape, Planner - TS	51.40
12	Amazon	PO 1453 Office Supplies - Media Cases - TS	52.71
13	Amazon	PO 1470 Program Supplies - Binglow (PAFOL)	73.79
14	Amazon	PO 1493 Small Tools & Equip - Paper Shredder - OR	64.24
15	Amazon	PO 1506 Program Supplies - PA Teen Tuesdays (PAFOL)	73.69
16	Amazon	PO 1513 Program Supplies - Winter Craft (CBFOL)	44.84
17	Amazon	PO 1513 Program Supplies - Winter Craft (FODF)	104.63
18	Amazon	PO 1535 Office Supplies - File Folders - ADM	56.12
19	Amazon	PO 1535 Office Supplies - Pens - ADM	15.10
20	Amazon	PO 1535 Office Supplies - Sticky Notes - ADM	42.68
21	Amazon	PO 1549 Maintenance Supplies - PA Chair Mats - FAC	149.09
22	Amazon	PO 1550 Maintenance Supplies - PA Air Filter Replacement	43.54
23	Amazon	PO 1551 Maintenance Supplies - PA Toilet Seat Replacements	209.04
24	Amazon	PO 1552 Maintenance Supplies - Ariya Charging Cable - FAC	292.94
25	Amazon	PO 1553 Maintenance Supplies - PA Faucet Cotrol & Valve Key	99.96
26	Amazon	PO 1555 Program Supplies - Halloween, Binglow, Noon Year's Eve	54.13
27	Amazon	PO 1583 Office Supplies - Envelopes & Labels (SQDF)	85.97
28	Amazon	PO 1595 Small Tools & Equip - Fire TV Stick - IT	27.21
29	Amazon	PO 1597 Small Tools & Equip - 3.5 mm Aux Audio Cable - IT	10.88
30	Arco	PO 1512 Business Fuel - Pacifica - TS	37.85
31	Canon Direct	PO 1481 Toner & Ink - PA	317.98
32	CCI Solutions	PO 1454 Office Supplies - Media Cases - TS	98.58
33	Chalma I LLC	PO 1514 Program Supplies - Dia de los Muertos (FOFOL)	25.92
34	Chevron	PO 1501 Business Fuel - White Forester - NOLS	58.60
35	Chevron	PO 1509 Business Fuel - Chevy Van - NOLS	62.15
36	Chicago Books and Journals	PO 1510 Program Supplies - 2025 PLA Early Literacy (PAFOL)	58.79
37	Costco	PO 1409 Training Supplies - ASTD Snacks - NOLS	263.23
38	Costco	PO 1410 Training Supplies - ASTD Lunch - NOLS	50.94
39	Costco	PO 1531 Training Supplies - ASTD Lunch - NOLS	19.59
40	Costco	PO 1544 Program Supplies - Halloween (FOSL)	59.97
41	Costco	PO 1557 Program Supplies - Teen Lit Bags (NDF)	25.98
42	Costco	PO 1569 Program Supplies - Teen Night (FOSL)	21.67
43	Costco	PO 1570 Program Supplies - Teen Night (FOSL)	13.99
44	Costco	PO1431 Program Supplies - Giveaways (BMOR)	11.49
45	Demco Inc.	PO 1467 Office Supplies - Book Jackets - TS	331.77
46	Displays2go.com	PO 1604 Machinery & Equip - Display Case - PA	830.21
47	Double Tree Hotel	PO 1185 Travel Training - WDLC Summit Lodging - NOLS	221.62
48	Double Tree Hotel	PO 1209 Travel Training - WDLC Summit Lodging - NOLS	200.00
49	Dropbox	PO 1601 Technology Services - Dropbox Essentials - ADM	21.77

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
50	E-Fax	PO 1534 Technology Services - Confidential HR Fax - ADM	36.84
51	Eventbrite.com	PO 1480 Training & Conference - NOTSL Online Training	28.52
52	Evergreen 76	PO 1523 Business Fuel - Blue Prius - NOLS	34.54
53	Exxon Mobil	PO 1433 Business Fuel - NOLS	41.00
54	Exxon Mobil	PO 1444 Business Fuel - Pacifica - TS	29.25
55	Facebook	PO 1590 Professional Services - Sponsored Posts - NOLS	54.97
56	First Book Marketplace	PO 1407 Program Supplies - PAHS Book Club (PAFOL)	47.37
57	Flying Magazine	PO 1416 Collection Materials - NOLS	45.00
58	Forks Outfitters	PO 1446 Program Supplies - Foster Families (CBFOL)	5.98
59	Forks Outfitters	PO 1446 Program Supplies - Foster Families (FOFOL)	13.97
60	Forks Outfitters	PO 1448 Office Supplies - AAA Batteries - FO	10.85
61	Forks Outfitters	PO 1449 Office Supplies - Bleach - FO	6.29
62	Growmail	PO 1586 Printing & Binding - SQ Postcard Appeal Final Charge	109.52
63	Hess Market	PO 1507 Business Fuel - Pacifica - TS	25.16
64	Home Depot	PO 1566 Small Tools & Equip - Lanterns (2) - SQ	65.27
65	Jiffy Lube	PO 1445 Vehicle Maintenance - Oil Change Pacifica - FAC	117.59
66	KCDA Purchasing Cooperative	PO 1456 Office Supplies - Book Tape, Markers, Dry Erase Board	235.42
67	KCDA Purchasing Cooperative	PO 1469 Printer Paper - PA	122.45
68	KCDA Purchasing Cooperative	PO 1486 Office Supplies - Book Tape, Batteries - PA	54.84
69	KCDA Purchasing Cooperative	PO 1486 Printer Paper - PA	122.89
70	KCDA Purchasing Cooperative	PO 1486 Program Supplies - Book Group (PAFOL)	2.19
71	Linktree	PO 1589 Technology Services - Annual Subscription - NOLS	90.00
72	Locally Known Cowork	PO 1529 Programming - Venue Rental (FOSL)	60.00
73	Lower Elwha Food & Fuel	PO 1479 Business Fuel - Chevy Van - TS	50.00
74	Lower Elwha Food & Fuel	PO 1538 Business Fuel - White Subaru - NOLS	25.96
75	Mango Thai Cuisine	PO 1484 Travel Training - WDLC Summit Meal - NOLS	28.20
76	Manhattan Short Inc	PO 1482 Collection Materials - NOLS	40.95
77	Michaels	PO 1543 Office Supplies - Craft Paper - SQ	6.09
78	Microsoft	PO 1594 Technology Services - A5 Licenses - IT	1,225.47
79	NAPA Auto Parts	PO 1500 Vehicle Maintenance - Wiper Blades Forester - FAC	50.06
80	Opto International	PO 1511 Machinery & Equip - Gondola & Table Deposit - PA	2,968.10
81	Parrott Canvas Company	PO 1280 Merchandise for Resale - Canvas Tote Bags - NOLS	1,283.49
82	Playaway Products LLC	PO 1455 Office Supplies - Battery Covers - TS	33.63
83	Safeway	PO 1417 Program Supplies - Yarn Circle & Teen Night (FOSL)	48.02
84	Safeway	PO 1426 Program Supplies - PA Teen Programs (PAFOL)	73.54
85	Safeway	PO 1530 Program Supplies - Bungalow (PAFOL)	19.48
86	Safeway	PO 1532 Training Supplies - ASTD Coffee - NOLS	65.34
87	Safeway	PO 1533 Training Supplies - ASTD Lunch - NOLS	74.69
88	Safeway Fuel	PO 1559 Business Fuel - White Forester - NOLS	66.61
89	Sequim Chamber of Commerce General Acct	PO 1565 Training & Conference - Chamber Luncheon - SQ	10.00
90	Shell	PO 1515 Business Fuel - Transit Van - NOLS	51.50
91	Smartsign	PO 1395 Machinery & Equip - Bathroom Signs FO/CB - NOLS	72.83
92	Smartsign	PO 1395 Machinery & Equip - Bathroom Signs FO/CB - NOLS	112.40
93	Smartsign	PO 1395 Machinery & Equip - Bathroom Signs FO/CB - NOLS	72.83

No.	Claimant	Purpose	Amount
94	Stamps.com	PO 1392 Postage - TS	250.00
95	Stamps.com	PO 1400 Postage - TS	250.00
96	Stamps.com	PO 1450 Postage - TS	250.00
97	Stamps.com	PO 1488 Postage - TS	250.00
98	Stamps.com	PO 1489 Technology Services - Monthly Fee - TS	21.77
99	Stamps.com	PO 1490 Postage - TS	250.00
100	Stamps.com	PO 1526 Postage - TS	250.00
101	Stylebooks.com	PO 1582 Technology Services - Annual Subscription - ADM	35.94
102	Survey Monkey	PO 1603 Technology Services - Professional Subscription	508.25
103	TeamUpdraft.com	PO 1596 Technology Services - Updraft Plus Premium - IT	42.00
104	TeamUpdraft.com	PO 1599 Technology Services - UpdraftVault 5GB - IT	70.00
105	TeamUpdraft.com	PO 1600 Technology Services - UpdraftVault 15GB - IT	10.00
106	Uprinting	PO 1581 Program Supplies - StoryWalk Signs (PAFOL)	292.12
107	USPS	PO 1573 Postage - SQ Project Donation Thank You Letters	87.60
108	USPS	PO 1585 Postage - SQ Appeal to Businesses (SQDF)	219.00
109	WA State Ferries	PO 1485 Travel Training - WDLC Summit Ferry - NOLS	28.90
110	Walmart	PO 1372 Program Suppies - Pumpkin Carving, Dia de los Muertos	149.21
111	Walmart	PO 1468 Program Supplies - Pumpkin Carving (PAFOL)	143.20
112	Walmart	PO 1478 Program Supplies - Books & Beverages (FOFOL)	56.22
113	Walmart	PO 1558 Program Supplies - Pumpkin Carving (PAFOL)	110.23
114	Walmart	PO 1571 Program Supplies - STEAM Saturdays & Kids Book Club	21.18
115	Walmart	PO 1572 Program Supplies - STEAM Saturdays (FOSL)	32.28
116	Walmart	PO 1584 Office Supplies - Envelopes & Labels (SQDF)	17.14
117	Westside Pizza	PO 1487 Program Supplies - Teen Cosplay Party (PAFOL)	62.09
118	WFOA	PO 1536 Training & Conference - BARS Cash Webinar - ADM	125.00
119	WNPS	PO 1301 Collection Materials Refund	(0.61)
120	WSDOT	PO 1483 Travel Training - WDLC Bridge Toll - NOLS	5.50
121	Zoom	PO 1598 Technology Services - Zoom Workplace Monthly	239.47
			<b>16,190.02</b>

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

1115	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-2024)	235,659.58
1116	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-2024)	45,051.73
1117	Empower Retirement	EmpDCP (PPE 10-31-2024)	450.00
			<b>281,161.31</b>







## Voucher Approval for December 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 #1393 through #1517 are approved in the amount of \$1,460,007.95 this 23rd day of January 2025.

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

No.	Claimant	Purpose	Amount
1393	Acila Consulting LLC	PO 1727 Capital Construction - SQ Project Management	4,375.00
1394	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 11-30-2024)	1,742.06
1395	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 11-30-2024) - EFT 1121	238,739.62
1396	ADP Tax/Financial Services	Special Payroll and Payroll Tax (PPE 12-31-2024) - EFT 1127	9,930.55
1397	AHBL Inc	PO 1712 Capital Improvements - PA Driveway Project Design	3,060.00
1398	Alliance 2020 Inc	PO 1647 Professional Services - Background Checks - NOLS	150.57
1399	Amazon.com	Collection Materials	119.72
1400	Amazon.com	Collection Materials	83.78
1401	Amazon.com	Collection Materials	157.42
1402	Angeles Plumbing Inc.	PO 1672 Repair & Maint - FO Spigot Replacement - FAC	834.26
1403	Baker & Taylor	Collection Materials	2,992.75
1404	Baker & Taylor	Collection Materials	3,882.99
1405	Baker & Taylor	Collection Materials	641.03
1406	Bizy Boys LLC	PO 1638 Repair & Maintenance - PA Lawn Care - FAC	869.49
1407	Brodart Company	Collection Materials	70.44
1408	Canon Financial Services Inc	Leases - December Printer & Copier Contract - NOLS	940.03
1409	CENGAGE Learning	Collection Materials	284.13
1410	CENGAGE Learning	Collection Materials	156.77
1411	CENGAGE Learning	Collection Materials	202.50
1412	Center Point Large Print	Collection Materials	65.38
1413	Center Point Large Print	Collection Materials	197.76
1414	CenturyLink 300511187 FO	Communications - Voice - FO	93.38
1415	CenturyLink 300561130 CB	Communications - Voice - CB	86.82
1416	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	153.88
1417	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	84.25
1418	Cerium Networks Inc	PO 1654 Technology Services - Managed Services - IT	1,938.40
1419	Cherbib Miriame	PO 1648 Professional Services - Leadership Coaching - NOLS	2,000.00
1420	City of Forks	Public Utilities - FO	128.56

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
I421	City of Port Angeles/Orcas Avenue	Public Utilities - PA	298.99
I422	City of Port Angeles/Peabody St.	Public Utilities - PA	4,576.90
I423	City of Sequim	Public Utilities - SQ	143.60
I424	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
I425	Clallam County PUD	Public Utilities - SQ2	773.88
I426	Clallam County PUD	Public Utilities - CB & FO	1,128.65
I427	Commercial Filter Sales & Service	PO 1728 Maintenance Supplies - HVAC Filters - FAC	173.59
I428	Decker City Hardware	PO 1629 Maintenance Supplies - Ice Melt, Soap - FAC	39.69
I429	Decker City Hardware	PO 1645 Maintenance Supplies - Cleaners, Scraper - FAC	17.23
I430	Dept of Enterprise Services	PO 1636 Training & Conferences - WA Govt to Govt Training	220.00
I431	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-2024) - EFT 1122	45,962.08
I432	Dept. of Revenue - Use/Sales Tax	November 2024 Sales & Use Tax - EFT 1126	294.24
I433	Dokken Jaiden	2029-C9 Programming - Clallam County Poet Laureate	1,250.00
I434	Efficient Plumbing LLC	PO 1711 Repair & Maintenance - PA Toilet Repair - FAC	203.46
I435	Empower Retirement	EmpDCP (PPE 11-30-2024) - EFT 1123	450.00
I436	Fatbeam LLC	Communications - Internet Services Nov-Dec - NOLS	23,511.30
I437	Felton Jina	Cell Phone Reimbursement - Jul-Dec 2024 - PA	120.00
I438	Fire Chief Equipment Co. Inc.	PO 1361 Machinery & Equipment - PA Backflow Tests, Sprinkler Switch Repair - FAC	3,156.30
I439	HD Supply	PO 1631 Maintenance Supplies - Hand Sanitizer - FAC	219.89
I440	Health Care Authority	Medical (PPE 11-30-2024)	41,204.71
I441	HF Group LLC	Collection Materials	401.90
I442	Hi-Tech Security Inc.	PO 1715 Repair & Maint - CB Security Alarm Monitoring	351.86
I443	Hoch Construction Inc	PO 1723 & 1724 Capital Construction - Sequim Library Construction	825,085.38
I444	Hough Amy	Travel - Business - Mileage Reimbursement - ADM	11.52
I445	HR Answers Inc.	PO 1662 Professional Services - HR Policy Manual Consult	366.00
I446	Ingram Library Services	Collection Materials	578.19
I447	Ingram Library Services	Collection Materials	1,680.56
I448	Ingram Library Services	Collection Materials	526.65
I449	Innovative Users Group	PO 1721 Dues & Memberships - 2025 Dues - NOLS	125.00
I450	KCDA Purchasing Cooperative	PO 1675 Printer Paper - SQ	100.57
I451	KCDA Purchasing Cooperative	PO 1701 Maintenance Supplies - Tissue, Liners, Toilet Seats	1,465.37
I452	Lumen	Communications - VOIP - NOLS	498.29
I453	Markunas Alex	PO 1635 Professional Services - IT Consultant - IT	550.00
I454	Materials Testing & Consulting Inc	PO 1713 Capital Construction - SQ Project Special Inspection	575.00
I455	Midwest Tape	Collection Materials	1,028.93
I456	Midwest Tape	Collection Materials	1,314.53
I457	Midwest Tape	Collection Materials	53,088.13
I458	NOLS Employee	HRA Reimbursement - ADM	1,750.00
I459	NOLS Employee	HRA Reimbursement - FO	528.77
I460	NOLS Employee	HRA Reimbursement - FO	243.72
I461	NOLS Employee	HRA Reimbursement - OR	706.72
I462	NOLS Employee	HRA Reimbursement - TS	92.96
I463	NOLS Employee	HRA & Mileage Reimb, Cell Phone Reimb - Jan-Dec 2024 - FO	841.43
I464	NOLS Employee	HRA Reimbursement - ADM	576.94

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
I465	NOLS Employee	HRA Reimbursement - IT	1,750.00
I466	NOLS Employee	HRA Reimbursement - PA	952.05
I467	NOLS Employee	HRA Reimbursement - SQ	18.01
I468	NOLS Employee	HRA & Mileage Reimbursement - SQ	57.11
I469	NOLS Employee	HRA & Mileage Reimbursement - ADM	681.66
I470	NOLS Employee	HRA Reimbursement - ADM	510.12
I471	NOLS Employee	HRA Reimbursement - FAC	113.52
I472	NOLS Employee	HRA Reimbursement - FO	429.36
I473	NOLS Employee	HRA Reimbursement - FO	576.94
I474	NOLS Employee	HRA Reimbursement - OR	48.17
I475	NOLS Employee	HRA Reimbursement - OR	96.24
I476	NOLS Employee	HRA Reimbursement - PA	659.32
I477	NOLS Employee	HRA Reimbursement - PA	176.07
I478	NOLS Employee	HRA Reimbursement - PA	637.25
I479	NOLS Employee	HRA Reimbursement - PA	192.38
I480	NOLS Employee	HRA Reimbursement - SQ	1,375.00
I481	NOLS Employee	HRA Reimbursement - TS	669.58
I482	NOLS Employee	HRA Reimbursement - TS	96.34
I483	NOLS Employee	HRA Reimbursement - TS	48.17
I484	NOLS Employee	HRA Reimbursement & Mileage Reimb - SQ	1,761.36
I485	NOLS Employee	HRA, Cell Phone, Mileage Reimb, PO 1545 Program Supplies - Teen Night Refreshments	1,966.08
I486	North Olympic Library System	November Revolving Fund Reimbursement	783.98
I487	Olympic Laundry & Dry Cleaners Inc.	PO 1639 Professional Services - Laundry - FAC	174.24
I488	Olympic Springs Inc	PO 1653 Operating Rentals - SQ Temp Water Service - FAC	107.21
I489	Opto International	PO 1651 Machinery & Equip - Display Gondola & Table Set	5,424.46
I490	OverDrive Inc	Collection Materials	1,287.51
I491	OverDrive Inc	Collection Materials	25.84
I492	Pacific Office Equipment Inc.	Copier & Printer Use Charges Oct 24 - FO, CB, PA, SQ	1,011.56
I493	Peninsula Daily News	Collection Materials	187.20
I494	Peninsula Daily News	Collection Materials	176.80
I495	Phillips, Brian	Cell Phone Reimbursement - Jul-Dec 2024 - FAC	120.00
I496	Playaway Products LLC	Collection Materials	204.97
I497	Rainbow Sweepers Inc.	PO 1646 Groundskeeping - PA Parking Lot 11-17-24 - FAC	245.03
I498	Renell Melissa	Travel - Business - Mileage Reimbursement - ADM	15.80
I499	Secretary of State	Collection Materials - WDLG Jan-Dec 2025	62,150.97
I500	Shield Erin	Cell Phone Reimbursement - Jul-Dec 2024 - TS	120.00
I501	SHKS Architects	PO 1726 Capital Construction - SQ Library Expansion & Renovation	43,061.35
I502	Silver Kite Community Arts Consulting LLC	PO 1633 Programming - Online Sip & Paint Watercolor	175.00
I503	Spooner Jessica	PO 1678 Business Fuel - White Forester - NOLS	50.00
I504	State Auditor's Office	Professional Services - State Examiner's Fee - ADM	14,396.85
I505	Summit Law Group	PO 1725 Legal Services - Labor and Employment - ADM	1,162.50
I506	Swains General Store Inc.	PO 1679 Maintenance Supplies - Gas Can, Oil, Drain Pan	84.78
I507	Swains General Store Inc.	PO 1722 Maintenance Supplies - Flashlights x3, Coat Rack	64.19
I508	Tacoma Rubber Stamp	PO 1714 Office Supplies - Name Tags - NOLS	52.10

No.	Claimant	Purpose	Amount
1509	Unique Management Services Inc.	Professional Services - Debt Collection	256.10
1510	United Way of Clallam County	United Way Contributions (PPE 11-30-2024)	160.00
1511	US Bank	Credit Card Services - December 2024	15,011.40
1512	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1513	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	543.68
1514	WCIF	Vi/Li/EAP (PPE 11-30-2024)	1,235.01
1515	West Waste & Recycling	Public Utilities - FO & CB	56.43
1516	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-2024) - JAN Coverage	6,252.04
1517	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 11-30-2024)	2,205.22
			<b>1,460,007.95</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #1486**

2413	NOLS Patron	Patron Refund	19.98
2414	NOLS Patron	Patron Refund	18.99
2415	NOLS Patron	Patron Refund	44.99
2416	NOLS Employment Candidate	Business Travel Reimbursement	682.03
2417	NOLS Patron	Patron Refund	17.99
			<b>783.98</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1511**

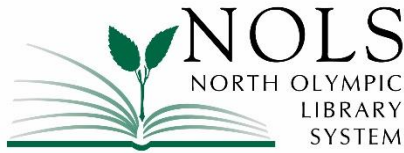
1	8th Street Car Wash	PO 1609 Vehicle Maintenance - Car Wash White Subaru	5.00
2	8th Street Car Wash	PO 1641 Vehicle Maintenance - Car Wash Pacifica - FAC	5.00
3	AirBnB	PO 1693 Travel Training - Gov't to Gov't Training Lodging	95.60
4	Amazon	PO 1548 Program Supplies - Art in the Library (PAFOL)	30.43
5	Amazon	PO 1562 Maintenance Supplies - Book Cart Wheel Socket Inserts	50.13
6	Amazon	PO 1579 Office Supplies - Dry Erase Calendar - ADM	34.74
7	Amazon	PO 1580 Office Supplies - Velcro, Printable Name Tags - ADM	57.63
8	Amazon	PO 1608 Program Supplies - Kids Book Club (FOSL)	22.96
9	Amazon	PO 1608 Program Supplies - Little Hands Art (FOSL)	10.00
10	Amazon	PO 1608 Program Supplies - Teen Night (FOSL)	16.00
11	Amazon	PO 1611 Office Supplies - Paper, Markers, Stapler - FO	60.90
12	Amazon	PO 1611 Toner & Ink - FO	1,110.60
13	Amazon	PO 1618 Program Supplies - Teen Tuesday (PAFOL)	41.32
14	Amazon	PO 1624 Program Supplies - TTRPG Innovative Grant G-8188	81.52
15	Amazon	PO 1626 Program Supplies - Winter Craft Night (CBFOL)	54.27
16	Amazon	PO 1627 Program Supplies - Little Hands Art (CBFOL)	8.00
17	Amazon	PO 1627 Program Supplies - Little Hands Art (FOFOL)	18.66
18	Amazon	PO 1637 Program Supplies - Bad Art Night (FOFOL)	73.45
19	Amazon	PO 1652 Program Supplies - STEAM Saturdays, Teen Night	102.11
20	Amazon	PO 1664 Office Supplies - ThermoBind Glue Strips - TS	52.83
21	Amazon	PO 1665 Office Supplies - 15Q Storage Bins w/Lids - TS	70.67
22	Amazon	PO 1674 Office Supplies - Tape, Golf Pencils - SQ	30.87
23	Amazon	PO 1676 Office Supplies - Staples, Paper Cups - SQ	78.21
24	Amazon	PO 1683 Maintenance Supplies - PA Staff Room Garbage Can	141.37

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
25	Amazon	PO 1684 Small Tools & Equip - Drill Bit, Socket Set - FAC	85.23
26	Amazon	PO 1685 Office Supplies - Desk Calendar - FAC	13.39
27	Amazon	PO 1685 Office Supplies - Dry Erase Calendar - FAC	32.16
28	Amazon	PO 1694 Office Supplies - Heated Blanket, Whiteboard Supplies	75.06
29	Amazon	PO 1695 Small Tools & Equip - Outreach Office White Board	68.06
30	Amazon	PO 1699 Office Supplies - Calendars, Bins, Pens - SQ	73.48
31	Amazon	PO 1700 Office Supplies - Storage Bins with Lids - SQ	182.92
32	Amazon	PO 1704 Program Supplies - Noon Year's Eve (PAFOL)	73.93
33	Amazon	PO 1705 Program Supplies - Kids Book Club & Noon Year's Eve	65.28
34	Amazon	PO 1706 Program Supplies - Kids Book Club (PAFOL)	97.89
35	Amazon	PO 1707 Program Supplies - Kids Book Club (PAFOL)	9.77
36	American Library Association	PO 1576 Training & Conference - Webinar: Is your Library Hearing Friendly?	47.40
37	American Library Association	PO 1644 Training & Conference - LibLearnX - NOLS	300.00
38	Apple Inc	PO 1649 Machinery & Equip - AppleCare+ - ADM	286.71
39	Apple Inc	PO 1649 Machinery & Equip - iPhone 16 Pro - ADM	1,523.51
40	Apple Inc	PO 1649 Machinery & Equip - USB Power Adapter - ADM	20.69
41	Arco	PO 1708 Business Fuel - White Subaru - NOLS	39.07
42	Astronomy	PO 1657 Collection Materials - NOLS	41.33
43	Barhop Taproom	Accidental Personal Charge - Re-paid w/check #310	43.74
44	Breakout EDU	PO 1640 Program Supplies - Teen Night (FOSL)	52.50
45	Bug and Buf's Coffee	PO 1547 Program Supplies - Puzzle Contest Gift Card	20.00
46	Chevron	PO 1621 Business Fuel - Pacifica - TS	33.85
47	Circle K	PO 1688 Business Fuel - Blue Prius - NOLS	37.12
48	Costco	PO 1546 Program Supplies - Teen Night (FOSL)	21.67
49	Costco	PO 1658 Program Supplies - Movie Matinee (PAFOL)	41.49
50	Costco	PO 1668 Program Supplies - Friday Night Movie, Teen Night	49.25
51	Costco	PO 1698 Small Tools & Equip - Lantern - SQ	21.77
52	Costco Fuel	PO 1682 Business Fuel - Red Subaru - NOLS	41.21
53	Dropbox	PO 1720 Technology Services - Dropbox Essentials - ADM	21.77
54	E-Fax	PO 1655 Technology Services - HR Confidential Fax - ADM	36.84
55	Facebook	PO 1696 Professional Services - Sponsored Posts - NOLS	14.99
56	First Book Marketplace	PO 1607 Program Supplies - 4th Grade School Book Club	997.52
57	Forks Outfitters	PO 1692 Program Supplies - Fish Wars Program (FOFOL)	30.26
58	GA Campus Parking	PO 1690 Travel Training - State of WA Capitol Campus Parking	16.00
59	GoDaddy.com	PO 1719 Technology Services - Standard Wildcard SSL Certificate	449.99
60	Grainger	PO 1669 Maintenance Supplies - Ladder Rack, Security Cable	49.54
61	Grainger	PO 1671 Maintenance Supplies - Chevy Van Key Blank - FAC	20.58
62	Grainger	PO 1681 Maintenance Supplies - New Flush Valve CB Toilet	57.06
63	Home Depot	PO 1566 Small Tools & Equip - Lanterns (2) Returned - SQ	(65.27)
64	KCDA Purchasing Cooperative	PO 1620 Office Supplies - Sharpies, Post-Its, Index Cards - PA	25.75
65	KCDA Purchasing Cooperative	PO 1620 Printer Paper - PA	95.60
66	KCDA Purchasing Cooperative	PO 1656 Office Supplies - Blue Pens - PA	1.34
67	KCDA Purchasing Cooperative	PO 1656 Printer Paper - PA	100.57
68	La Crosse Technology	PO 1670 Maintenance Supplies - Atomic Clock for PA - FAC	69.69

No.	Claimant	Purpose	Amount
69	Lower Elwha Food & Fuel	PO 1667 Business Fuel - Pacifica - NOLS	34.81
70	Microsoft	PO 1716 Technology Services - A5 Licenses - IT	1,225.47
71	Neah Bay Chamber of Commerce	PO 1691 Membership Dues - Neah Bay Chamber of Commerce	50.00
72	Otterbox	PO 1650 Machinery & Equip - Phone Case, Screen Protector	102.80
73	POS Supply Solutions	PO 1574 Office Supplies - Receipt Paper - NOLS	298.71
74	Price Ford	PO 1616 Vehicle Maintenance - Transit Van Brake Repair, Tire Balance	977.43
75	Safeway	PO 1575 Office Supplies - Distilled Water for Disk Repair - TS	24.70
76	Safeway	PO 1577 Program Supplies - PA Teen Program (PAFOL)	65.85
77	Safeway	PO 1610 Business Fuel - White Subaru - TS	30.00
78	Safeway	PO 1642 Program Supplies - Art in the Library (PAFOL)	139.56
79	Safeway Fuel	PO 1660 Business Fuel - Chevy Van - NOLS	70.01
80	Safeway Fuel	PO 1687 Business Fuel - Blue Prius - NOLS	29.76
81	Sculpey	PO 1625 Program Supplies - TTRPG Innovative Grant G-8188	81.97
82	Shell	PO 1689 Business Fuel - Blue Prius - NOLS	39.35
83	Smartsign	PO 1395 Machinery & Equip - Bathroom Signs - FO	(54.62)
84	Smartsign	PO 1395 Machinery & Equip - Bathroom Signs - FO	(145.66)
85	Sports Illustrated	PO 1663 Collection Materials - NOLS	65.00
86	Sports Illustrated Kids	PO 1663 Collection Materials - NOLS	31.95
87	Stamps.com	PO 1539 Collection Materials - NOLS	35.92
88	Stamps.com	PO 1556 Postage - TS	250.00
89	Stamps.com	PO 1606 Postage - TS	250.00
90	Stamps.com	PO 1622 Postage - TS	250.00
91	Stamps.com	PO 1623 Postage - TS	250.00
92	Stamps.com	PO 1634 Technology Services - Monthly Fee - TS	21.77
93	Stamps.com	PO 1661 Postage - TS	250.00
94	Steelcase	PO 1673 Machinery & Equip - Office Chair - ADM	1,077.12
95	Sticker Giant	PO 1643 Printing & Binding - FOL Book Labels (PAFOL)	264.85
96	Swains General Store Inc.	Accidental Personal Charge - Re-paid w/check #1292	31.55
97	Trains Magazine	PO 1659 Collection Materials - NOLS	43.51
98	Uplift Desk	PO 1717 Machinery & Equip - Desk - ADM	837.44
99	Vispronet	PO 1697 Professional Services - Across the Street Banner	544.49
100	Walmart	PO 1542 Program Supplies - Yard Circle & Library Arcade	25.21
101	Zoom	PO 1718 Technology Services - Zoom Workplace Monthly	239.47
			<b>15,011.40</b>

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

I 121	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE I 1-30-2024)	238,739.62
I 122	Dept. of Retirement Systems	PERS and DCP (PPE I 1-30-2024)	45,962.08
I 123	Empower Retirement	EmpDCP (PPE I 1-30-2024)	450.00
			<b>285,151.70</b>



## Staff Report

Meeting Date: January 23, 2025  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Approving the Capital Budget for Fiscal Year 2025

Attachment(s): Proposed 2025 Capital Budget

**Topic/Issue:** Adoption of the 2025 Capital Budget in the amount of \$6,100,250.

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

The Board's Finance Committee has reviewed the proposed 2025 Capital Budget and the proposed funding sources.

**Fiscal Considerations:** The NOLS Capital Budget is primarily funded through revenue transfers from Library reserve accounts, but in some years may also include funding from Capital Project, Gift, or Donation funds, or other special revenue sources (such as grants). In 2025, revenue allocations are proposed from the NOLS Capital Reserve, Port Angeles Capital Reserve, Sequim Capital Reserve, donations from the North Olympic Library Foundation and Port Angeles Friends of the Library, grants from the Washington State Department of Commerce and funds available through the State Treasurer's LOCAL Program. For accounting purposes, funds from reserve accounts which are budgeted for Capital Budget purposes will be transferred to the NOLS Capital Fund, PA Capital Fund or Sequim Capital Fund for expenditure.

The NOLS Capital Reserve serves as the repository for the Library's timber revenues. Timber revenues can be volatile and the amount received can fluctuate dramatically from year to year. Since capital projects tend to be somewhat more discretionary and/or scalable than operating expenses, in years of low timber revenues capital improvement plans can be adjusted as appropriate to the revenues available. This methodology allows NOLS to effectively address capital maintenance and improvement needs, while reducing reliance in the Operating Budget on the less predictable timber revenue stream. In 2024, NOLS received \$320,033 in timber revenue.

The Port Angeles Capital Reserve was established as a sinking fund in 1997, as a conditional requirement related to the bonds that funded construction of the Port Angeles building. The Board-designated purpose of this reserve is to support significant, large scale, PA infrastructure maintenance, replacement, and improvement. The 2025 Capital Budget includes \$340,000 of expenditures to be funded through the Port Angeles Capital Reserve; that amount has therefore been

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

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

The following tables summarize account and budget information pertinent to the 2025 Capital Budget's impact on NOLS reserves.

#### **NOLS Capital Reserve Summary**

NOLS Capital Reserve balance as of 12/31/24	\$1,176,128
Return of Unspent 2024 NOLS Capital Fund allocations	\$18,496
Proposed transfer of NOLS Capital Reserve funds to 2025 NOLS Capital Fund	\$417,250
NOLS Capital Reserve balance after transfer of funds (does not include any projected timber receipts for 2025)	\$777,374

#### **PA Capital Reserve Summary**

PA Capital Reserve balance as of 12/31/24	\$397,005
Return of Unspent 2024 PA Capital Fund allocations to PA Capital Reserve	\$337,804
Proposed transfer of PA Capital Reserve funds to 2025 PA Capital Fund	\$340,000
PA Capital Reserve balance after expenditure of designated funds	\$394,809

#### **Sequim Capital Reserve Summary**

Sequim Capital Reserve balance as of 12/31/24	\$99,725
Return of Unspent 2024 Sequim Capital Fund allocations to Sequim Capital Reserve	\$814,756
Proposed transfer of Sequim Capital Reserve funds to 2025 Sequim Capital Fund	\$584,801
Sequim Capital Reserve balance after expenditure of designated funds	\$329,680

It is unlikely that the full amounts budgeted for capital projects in 2025 will be expended. This is a common occurrence that happens for several reasons:

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



**Discussion:** As always, the Management Team played a key role in the development of this budget. The Management Team sets system-wide priorities, which reflect NOLS' Strategic Roadmap and Initiatives and branch and department work plans for the coming year. Managers analyze capital maintenance and improvement needs in their respective branch/department, work with Facilities, IT, and Administrative staff to develop cost estimates, and finally work together to jointly review and finalize the Capital Budget.

**Buildings and Structures:** The budgeted total in this category is \$28,000. Of that, \$8,500 of this total is projected for funding through the PA Capital Reserve. The rest would be funded by the NOLS Capital Reserve. Projects include adding lighting on the east side of the Port Angeles Library to improve safety; replacing damaged doors in Clallam Bay and Port Angeles; and repairing, painting and maintaining building exteriors in Clallam Bay and Forks.

In 2023, a Facility Accessibility Survey was completed in Clallam Bay, Forks and Port Angeles to identify what actions could be taken to bring each library building up to current ADA standards and improve general accessibility for all users. Library staff are taking action on many of the simpler issues that can be resolved internally with staff and resources already on hand. To support this action, \$5,000 for facility accessibility improvements is being proposed.

**Other Improvements:** The budgeted total in this category is \$676,500. Of this total, \$331,500 will be funded through the PA Capital Reserve, \$313,000 will come from a Washington State Department of Commerce grant and \$25,000 from the Port Angeles Friends of the Library.

In Clallam Bay, a new privacy fence will be built along the west property line and cracks in the parking lot will be repaired.

In Port Angeles, tree maintenance will be conducted to improve safety; the parking lot will be re-stripped; worn outdoor trash cans and baby changing stations will be replaced.

A bulk of the Other Improvements expenditures is for the Accessible Pathways project in Port Angeles. The goals of Accessible Pathways Project are as follows:

- To restore the failing asphalt surface of the eastern half of the driveway at the Port Angeles Library.
- To insure that water moving below the driveway surface is diverted to minimize erosion of the driveway paving substrata.
- To insure the driveway surface grade is optimally designed and constructed in compliance with all applicable building regulations and ADA requirements.
- To correct the slope of the existing sidewalk compliance with all applicable building regulations and ADA requirements.
- To construct new sidewalks which connect two emergency exits to the accessible parking area.
- To construct concrete paving adjacent to the library's front entrance and to install outdoor holds lockers there. Holds lockers will provide library users the ability to pick up

library materials as needed without entering the building, including after normal library business hours.

- To construct concrete pavement where there is an existing outdoor seating area for improved accessibility.

In September 2024, NOLS received notice that the Accessible Pathways Project had been selected for a \$313,000 grant from the Washington State Department of Commerce. In October 2024, the NOLS Board approved a contract with AHBL Engineering to finalize plans for the Accessible Pathways Project. If the project receives all of its proposed funding, it could be completed by fall 2025.

***Machinery and Equipment:*** The budgeted total for this category, \$395,750, is primarily funded through the NOLS Capital Reserve account. As is usual, many machinery and equipment expenditures are directed toward maintaining, upgrading, improving and licensing NOLS' information technology network, hardware, software, systems, and peripheral devices. This category also provides funding for routine purchase/replacement of library furnishings and equipment for all branches and departments.

Significant items include:

- \$30,000 is budgeted to implement and certify multi-factor authentication (MFA) and acquire hardware authentication devices for all staff. MFA has become a vital foundational cornerstone of IT security. It is a means of augmenting passwords with the use of a hardware device that displays a code for the staff to input along with the standard username and password. It has become so important that it is becoming mandated by some insurance providers.
- \$160,000 total for public and staff computer workstations. Many public and staff computers are nearing their end of life. Additionally, all computers by fall 2025 will need to be upgraded to Windows 11, which will require equipment improvements. Funds are made to replace parts and computers as needed, but IT is developing a comprehensive upgrade for computers systemwide. New computer and software setups will be piloted within a couple departments before a larger systemwide replacement happens before the end of the year.
- \$125,000 for holds lockers in Clallam Bay, Forks and Port Angeles. The equipment will allow patrons to pick-up holds 24/7 from outside the library buildings, improving accessibility.
- \$20,000 for public chair and table replacements in Clallam Bay and Forks, including meeting room tables and chairs. In the meeting rooms, tables that are lighter, more flexible and easier for patrons and staff to move are needed. Additionally, less bulky furniture will address accessibility issues in the spaces and improve layouts.
- Lastly, there is a contingency of \$25,000 as insurance against unanticipated or emergency repair/replacement needs in facilities or technology. Some needs of this type inevitably arise every year, and having a designated contingency fund greatly facilitates staff ability to respond promptly and appropriately.

**Construction of Capital Assets:** A total of \$5,000,000 has been budgeted to complete the [Sequim Expansion and Renovation Project](#). The majority of funds will come from multiple grants, donations and financing the Library has received through the Washington State Treasurer's LOCAL Program. The remaining balance, \$584,801, will come from the Sequim Capital Reserve. The project is on track to be completed by late spring 2025.

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

**Action/Motion:** *That the Library Board approve the Capital Budget for fiscal year 2025 as presented, in the amount of \$6,100,250.*



**2025 Capital Budget - 1/23/2025 DRAFT**

			Branches					Departments					NOLS	
		2024 Budget ***	CB	FO	PA	SQ	OR	ADM	FAC	IT	MKT	TS	System	2025 Budget
	<b>Revenue</b>													
	From NOLS Capital Reserve	435,250											417,250	417,250
	From Port Angeles Capital Reserve	393,500			340,000									340,000
	From Sequim Capital Reserve					584,801								584,801
	Proposed Port Angeles Friends of the Library Funding				25,000									25,000
	Proposed North Olympic Library Foundation Funding										-		5,000	5,000
	Grant Funding				313,000	2,293,000								2,606,000
	LOCAL Program					2,122,199								2,122,199
	<b>Total Revenues</b>	828,750	-	-	678,000	5,000,000	-	-	-	-	-	-	422,250	6,100,250
594.72.60	<b>Capital Outlays</b>													
	<b>62.0110 · Buildings and Structures</b>													
	Lighting Improvements	2,500			2,500								-	2,500
	Exterior Door Replacement	-	6,000											6,000
	Closet Door Replacement				6,000									6,000
	Brick Repair			2,500										2,500
	Exterior Painting and Roof Cleaning		6,000											6,000
	Facility Accessibility Improvements	5,000											5,000	5,000
	<b>Subtotal - Buildings and Structures</b>	52,500	12,000	2,500	8,500	-	-	-	-	-	-	-	5,000	28,000
	<b>63.0100 · Other Improvements</b>													
	Fence		4,000											4,000
	Parking Crack Repair		3,000											3,000
	Tree Maintenance				2,500									2,500
	Replace Diaper Changing Stations				1,500									1,500
	Replace Outdoor Trash Receptacles				2,500									2,500
	Accessible Pathways Project	350,000			651,000									651,000
	Parking Lot Restriping**	3,000			12,000	-	-							12,000
	<b>Subtotal - Other Improvements</b>	489,000	7,000	-	669,500	-	-	-	-	-	-	-	-	676,500

**2025 Capital Budget - 1/23/2025 DRAFT**

		2024 Budget ***	Branches					Departments					NOLS	2025 Budget
			CB	FO	PA	SQ	OR	ADM	FAC	IT	MKT	TS	System	
	<b>64.0010 · Machinery &amp; Equipment</b>													
	UPS Battery Back-up and Power Protection*	8,000								4,000				4,000
	Multi-factor Authentication*	25,000								30,000				30,000
	Computer Workstation (staff) **	20,000								80,000				80,000
	Computer Workstation (public) **	10,000								80,000				80,000
	Monitors **	7,500								5,000				5,000
	Computer Mounts **	100								1,000				1,000
	Receipt Printers **	450								1,000				1,000
	Dymo Label Printer **	750								1,000				1,000
	Monitor Arms **	500								1,000				1,000
	Barcode Scanners **	3,500								1,000				1,000
	Misc. Tech Items (mice, keyboards, webcams, etc.) **	1,150								2,500				2,500
	Holds Lockers		25,000	25,000		75,000								125,000
	Translation Tools for Public Service and Programming	1,000											5,000	1,000
	Recycling and Trash Cans	500			500									500
	Cleaning Cart								300					300
	Vacuum **	750							1,500					1,500
	Steam Cleaner*	1,200							1,200					1,200
	Shop Vac with High Places Kit*	750							750					750
	Shelving Cart Wheels and Inserts								500					500
	Storage Shelving								3,000					3,000
	Public Chair & Table Replacements *	10,000	5,000	5,000	500									10,500
	Meeting Room Tables & Chairs*	10,000	5,000	5,000										10,000
	Staff Chairs & Office Equipment												2,500	2,500
	Signage and Display Equipment*	5,750									4,000			4,000
	Art Rails*	2,500	1,000	1,000										2,000
	Pop-up Library Kits*	1,500											1,500	1,500
	Undesignated Contingency Repair/Replacement **	25,000											25,000	25,000
	<b>Subtotal - Machinery &amp; Equipment</b>	<b>287,250</b>	<b>36,000</b>	<b>36,000</b>	<b>1,000</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>7,250</b>	<b>206,500</b>	<b>4,000</b>	<b>-</b>	<b>34,000</b>	<b>395,750</b>
	<b>65.0100 · Construction of Capital Assets</b>	<b>-</b>												<b>-</b>
		<b>-</b>				<b>5,000,000</b>								<b>5,000,000</b>
	<b>Subtotal - Construction of Capital Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000,000</b>
	<b>Total Capital Outlays</b>	<b>828,750</b>	<b>55,000</b>	<b>38,500</b>	<b>679,000</b>	<b>5,075,000</b>	<b>-</b>	<b>-</b>	<b>7,250</b>	<b>206,500</b>	<b>4,000</b>	<b>-</b>	<b>39,000</b>	<b>6,100,250</b>

\* Budgeted for in 2024, but project not completed/funding not used in 2024

\*\* Included in capital budget annually

\*\*\* 2024 Expenditure subtotals reflect 2024 expenditures as budgeted in the approved budget, **not** subtotals/totals of the figures in the 2024 column (2024 expenditures eliminated in the 2024 budget have been/will be removed)

NOLS Cap Revenues	417,250
PA Cap Revenues	340,000
SQ Cap Revenues	584,801
PAFOL Donations	25,000
NOLF Donations	5,000
Grants	2,606,000
LOCAL Program	2,122,199
Total Revenues	6,100,250
Expenditures	6,100,250
Difference	-



## Staff Report

Date: January 23, 2025  
To: Library Board of Trustees  
From: Noah Glaude, Library Executive Director  
Subject: Approval of Resolution 25-01-01: Authorizing Transfer of Funds

Attachments: Resolution 25-01-01: Authorizing Transfer of Funds

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

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

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

1. Transfers-into or out of Undesignated Cash Operating funds to ensure operating funds are available during the early months of the year when tax revenues are not yet available.
2. Transfers-out of unspent revenues from Undesignated Cash Operating funds to any designated reserve account.
3. Transfers-in from reserves as approved in the Operating Budget.
4. Transfers-in from reserves to fund approved Capital Budget expenditures.
5. Transfers-out of budgeted-but-unspent funds from the Capital Budget account to Capital Reserves.
6. Transfers in or out of any account to any other account to address a variety of fiscal management/reserve strategies.

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

The 2025 transfer calculations are explained below.

**Transfer(s) between Undesignated Cash Operating Fund and Operating Reserve**

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

Calculation of the transfer amount required to bring the Undesignated Cash Operating Fund to the minimum required balance for 2025 is as follows:

- The 2024 ending balance of the Undesignated Cash Operating Fund is \$1,712,619.
- 33% of the 2025 Operating Budget (\$7,327,025) is \$2,417,918.
- The ending balance in Undesignated Cash Operating Fund is less than the amount needed.

*For 2025, the recommended transfer from the Undesignated Cash Operating Fund to Operating Reserve is \$0.*

*For 2025, the recommended transfer from the Operating Reserve to the Undesignated Cash Operating Fund is \$705,299.*

**Transfer from NOLS 2024 Capital Budget to NOLS Capital Reserve**

This is the amount from the NOLS 2024 Capital Budget that was unspent in 2024 and is being returned to the NOLS Capital Reserve.

*For 2025, the recommended transfer from the 2024 Capital Budget Fund to the NOLS Capital Reserve is \$18,496.*

**Transfer from NOLS Capital Reserve to NOLS Capital Fund**

This is the amount needed to fund the Capital Budget expenses for 2025 (with the exception of designated PA Capital, Sequim Capital, and other grant or donation funded expenditures).

*For 2025, the recommended transfer from the NOLS Capital Reserve to the NOLS Capital Fund is \$417,250.*

**Transfer from the PA Capital Fund to the PA Capital Reserve**

This is the amount from the PA Capital Fund that was unspent in 2024 and is being returned to the PA Capital Reserve.

*For 2025, the recommended transfer from the PA Capital Fund to the PA Capital Reserve is \$337,804.*



**Transfer from the PA Capital Reserve to the PA Capital Fund**

This is the amount needed to fund the PA Capital Budget expenses designated in the 2025 Capital Budget.

*For 2025, the recommended transfer from the PA Capital Reserve to PA Capital Fund is \$340,000.*

**Transfer from the Sequim Capital Fund to the Sequim Capital Reserve**

This is the amount from the Sequim Capital Fund that was unspent in 2024 and is being returned to the Sequim Capital Reserve.

*For 2025, the recommended transfer from the Sequim Capital Fund to the Sequim Capital Reserve is \$814,756.*

**Transfer from the Sequim Capital Reserve to the Sequim Capital Fund**

This is the amount needed to fund the Sequim Capital Budget expenses designated in the 2025 Capital Budget (except what will be funded using grants and LOCAL Program financing).

*For 2025, the recommended transfer from the Sequim Capital Reserve to Sequim Capital Fund is \$584,801.*

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

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

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

Anticipated Impact on NOLS Operating Reserve	
Operating Reserve 12/31/24	\$1,382,498
Transferred from Undesignated Cash Operating to Operating Reserve	\$0
Transferred from Operating Reserve to Undesignated Cash Operating Fund to balance 2025 Operating Budget	\$705,299
Estimated Operating Reserve 1/31/25*	\$677,199
Anticipated Impact on NOLS Capital Reserve	
NOLS Capital Reserve 12/31/24	\$1,176,128
Transferred from NOLS Capital Fund to NOLS Capital Reserve	\$18,496
Transferred from NOLS Capital Reserve to Capital Fund	\$417,250
Estimated NOLS Capital Reserve 1/31/25*	\$777,374
Anticipated Impact on NOLS Capital Fund	
NOLS Capital Budget Fund 12/31/24	\$18,496
Transfer from NOLS Capital Budget Fund to NOLS Capital Reserve	\$18,496
Transfer from NOLS Capital Reserve to NOLS Capital Fund	\$417,250
Estimated NOLS Capital Budget Fund Available 1/31/25*	\$417,250

<b>Anticipated Impact on PA Capital Reserve</b>	
PA Capital Reserve 12/31/24	\$397,005
Transfer from PA Capital Fund to PA Capital Reserve	\$337,804
Transfer from PA Capital Reserve to PA Capital Fund	\$340,000
Estimated PA Capital Reserve Available 1/31/25*	\$394,809
<b>Anticipated Impact on PA Capital Fund</b>	
PA Capital Fund 12/31/24	\$337,804
Transfer from PA Capital Fund to PA Capital Reserve	\$337,804
Transferred from PA Capital Reserve to PA Capital Fund	\$340,000
Estimated PA Capital Fund 1/31/25*	\$340,000
<b>Anticipated Impact on Sequim Capital Reserve</b>	
Sequim Capital Reserve 12/31/24	\$99,725
Transfer from Sequim Capital Fund to PA Capital Reserve	\$814,756
Transfer from Sequim Capital Reserve to PA Capital Fund	\$584,801
Estimated Sequim Capital Reserve Available 1/31/25*	\$329,680
<b>Anticipated Impact on Sequim Capital Fund</b>	
Sequim Capital Fund 12/31/24	\$814,756
Transfer from Sequim Capital Fund to PA Capital Reserve	\$814,756
Transferred from Sequim Capital Reserve to PA Capital Fund	\$584,801
Estimated Sequim Capital Fund 1/31/25*	\$584,801
* Estimated 1/31/25 estimated balances do not account for revenue and expenditures from January 2025.	

**Recommendation/Alternatives:** That the Library Board of Trustees approve Resolution 25-01-01, authorizing transfer of funds as follows:

<b>Amount of Transfer</b>	<b>Transfer From</b>	<b>Transfer To</b>
\$705,299	Operating Reserve	Undesignated Cash Operating
\$18,496	NOLS Capital Fund	NOLS Capital Reserve
\$417,250	NOLS Capital Reserve	NOLS Capital Fund
\$337,804	PA Capital Fund	PA Capital Reserve
\$340,00	PA Capital Reserve	PA Capital Fund
\$814,756	Sequim Capital Fund	Sequim Capital Reserve
\$584,801	Sequim Capital Reserve	Sequim Capital Fund

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



## Resolution 25-01-01

Library Board of Trustees  
North Olympic Library System

### Authorizing Transfer of Funds between NOLS accounts

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

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

**Whereas,** transfers are required to fund planned expenditures in the 2025 Operating Budget and 2025 Capital Budget; and

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

Amount of Transfer	Transfer From	Transfer To
\$705,299	Operating Reserve	Undesignated Cash Operating
\$18,496	NOLS Capital Fund	NOLS Capital Reserve
\$417,250	NOLS Capital Reserve	NOLS Capital Fund
\$337,804	PA Capital Fund	PA Capital Reserve
\$340,000	PA Capital Reserve	PA Capital Fund
\$814,756	Sequim Capital Fund	Sequim Capital Reserve
\$584,801	Sequim Capital Reserve	Sequim Capital Fund

**Passed by the Board of Trustees of the North Olympic Library System** at the regular meeting held this 23rd day of January 2025.

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Chair

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Trustee

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Trustee

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Trustee

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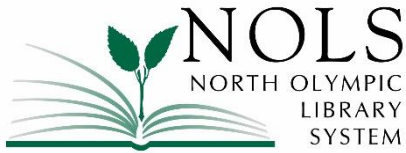
Trustee

Attested by:

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Secretary to the Board





## Staff Report

Meeting Date: January 23, 2025  
To: Library Board of Trustees  
From: Brian Phillips, Facilities Manager  
Subject: Approval of Resolution 25-01-02 Authorizing Disposal of Surplus Equipment and Furniture

Attachments: Resolution 25-01-02

**Topic/Issue:** Disposal of surplus items.

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

**Fiscal Considerations:** The items to be disposed through surplus are no longer of value to NOLS.

**Discussion:** The items to be disposed through surplus include obsolete or broken computer equipment, book carts, a table saw, and an office chair that are no longer of use to NOLS or have been superseded by more usable items. Broken and obsolete computer equipment will be disposed of in accordance with Washington State regulations governing the disposal of electronic equipment. The book carts were removed from the Forks and Clallam Bay Libraries where they were replaced with more ergonomically efficient book carts. The office chair is worn and no longer needed by NOLS. The table saw was taken out of service due to a lack of sufficient safety features. Surplus items will be donated to a non-profit organization specializing in the reuse or sale of such items or recycled in accordance with applicable laws.

**Motion:** That the Library Board of Trustees approve Resolution 25-01-02, approving surplus and disposal of items no longer needed by NOLS.



## Resolution 25-01-02

Library Board of Trustees  
North Olympic Library System

### AUTHORIZING DISPOSAL OF SURPLUS EQUIPMENT AND FURNITURE

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

**Whereas**, Library Policy 5.9 details how Library property should be properly disposed of;

**Whereas**, the Library desires to dispose of the following items in an appropriate manner:

Item	Quantity
Wood book cart	2
Metal book cart	5
Office chair	1
1990's era Makita portable table saw	1
Computer	5
Keyboards	15
Keyboard mouse	8
Monitor	2
Printers	1
Wireless Access Point	14
Android TV box	1
Box of computer fans	1
Box of cables	1
Box of power strips	1
DVD drive	6
Network gateway	1
Ipad base station	2
Ipad cases	9
Ipad screen protectors	5
Motherboard	2

Scanner	10
Speaker	3
UPS	3
Laptop	1
Network interface	1
Server board	1
Server power supply	1
Switch	1
UV sanitizer	4
Video recorder	1
Webcam	1
Wireless base station	1

**Now therefore be it resolved** by the North Olympic Library System that the items listed above be declared surplus and disposed of in a manner consistent with Library policy and state law.

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

**Adopted by the Board of Trustees of the North Olympic Library System** at the regular meeting held this 23rd day of January 2025.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Trustee

\_\_\_\_\_  
Trustee

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Trustee

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Trustee

Attested by:

\_\_\_\_\_  
Secretary to the Board

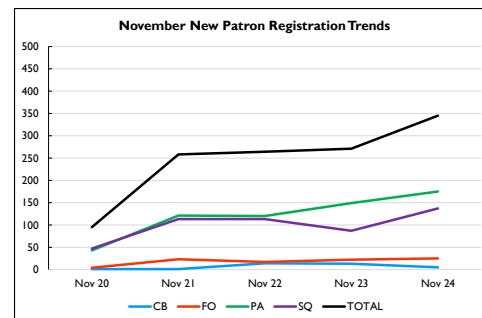
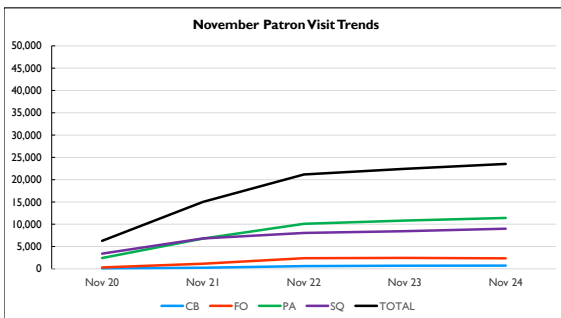
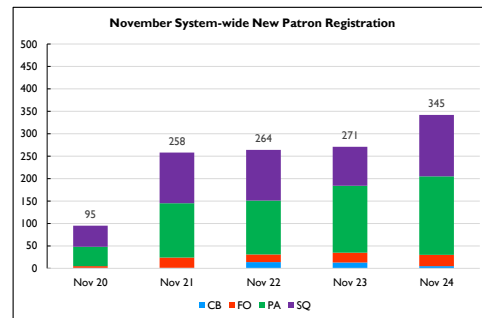
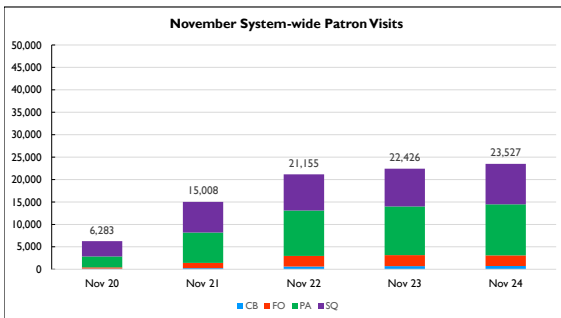




Patron Visits		
	2024	% of System
Port Angeles	11,410	48.5%
Children	13%	
Sequim	9,001	38.3%
Children	6%	
Forks	2,354	10.0%
Children	8%	
Clallam Bay	728	3.1%
Children	12%	
Bookmobile	34	0.1%
<b>Total</b>	<b>23,527</b>	<b>100.0%</b>

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

New Patron Registration		
	2024	% of System
PA	175	50.7%
SQ	137	39.7%
FO	25	7.2%
CB	5	1.4%
BOS	3	0.9%
<b>Total</b>	<b>345</b>	<b>100.0%</b>



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

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

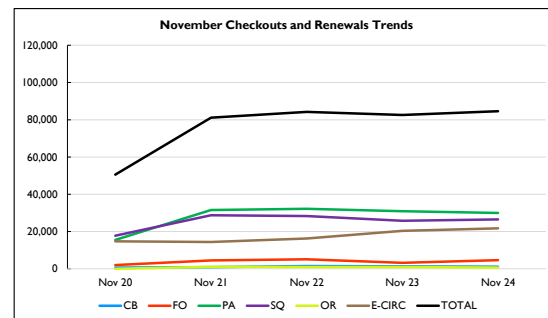
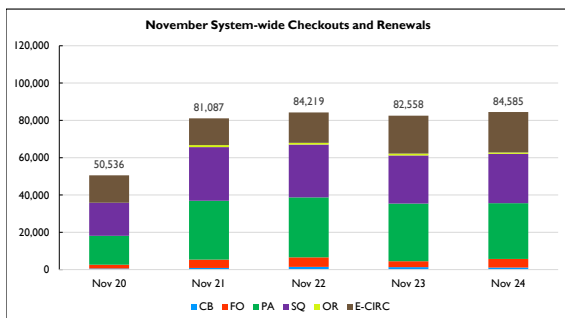
\*The Bookmobile was out of service in November 2024 for repairs. Some stops were completed using an alternative vehicle.

Checkouts & Renewals		
	2024	% of System
<b>Port Angeles</b>		
Checkouts	17,034	29.1%
% From Self-Check	81%	
% From Holds	29%	
Renewals	12,905	49.4%
Total	29,939	35.4%
<b>Sequim</b>		
Checkouts	15,979	27.3%
% From Self-Check	77%	
% From Holds	35%	
Renewals	10,483	40.1%
Total	26,462	31.3%
<b>Forks</b>		
Checkouts	2,474	4.2%
% From Self-Check	35%	
% From Holds	29%	
Renewals	2,129	8.1%
Total	4,603	5.4%
<b>Clallam Bay</b>		
Checkouts	600	1.0%
% From Self-Check	19%	
% From Holds	28%	
Renewals	489	1.9%
Total	1,089	1.3%
<b>Outreach</b>		
Checkouts	630	1.1%
% From Holds		
Renewals	53	0.2%
Total	683	0.8%
<b>Bookmobile</b>		
Checkouts	24	0.0%
% From Holds	23%	
Renewals	75	0.3%
Total	99	0.1%
<b>Electronic Circulation</b> (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	21,710	25.7%
<b>Systemwide Totals</b>		
Checkouts	58,451	
Renewals	26,134	
<b>System Total</b>	<b>84,585</b>	

Interlibrary Loan Services	
Items borrowed from other libraries	132
Items loaned to other libraries	107

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

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,919	18.28
SQ	5,609	20.81
FO	712	23.89
CB	170	15.94
OR	680	10.02
BOS	23	8.13
Total	12,113	19.26



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

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

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

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

Library Programs		
	Programs/Attendees	% of System
Port Angeles	40/764	62%/89%
Sequim	0/0	0%/0%
Forks	18/76	28%/9%
Clallam Bay	6/11	9%/1%
NOLS	0/0	0%/0%
Virtual	1/3	2%/0%
Total	65/854	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	30/379	73%/83%
Sequim	0/0	0%/0%
Forks	11/80	27%/17%
Clallam Bay	0/0	0%/0%
Total	41/459	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	44.25	8
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	26.75	1
Total	71	9

Community Outreach Events		
	Events/Attendees	% of System
PA	0/0	0%/0%
SQ	0/0	0%/0%
FO	1/82	100%/100%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	1/82	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	202
Read & Ride (Clallam Transit Buses)	39
Dolly Parton Imagination Library	1,391
Library Programs & Outreach	30
Clallam County Correctional Facility	85
Total	1747

Outreach Delivery Services	
Deliveries/Pickups	78
New Patrons w/ Delivery Services	2

BookMatch Requests Fulfilled	
Number of Requests	3
Titles Suggested	15

Bookmobile*	
Routine Stops	5
Special Stops	1
Appearance (e.g. parade)	-
Miles Traveled	-

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

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	2051	1,599	30.9%
Sequim	6	165	23	1.9%
Forks	10	238	139	7.0%
Clallam Bay	5	10	264	36.7%
Total	47	2464	2025	22.3%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	112	274	22.9%
Sequim	2	2177	46	11.5%
Forks	2	70	15	3.8%
Clallam Bay	1	193	257.58	178.9%
Total	11	2552	592	27.8%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	10,632	58.4%
Sequim	4,551	25.0%
Forks	1,848	10.2%
Clallam Bay	1,160	6.4%
Total	18,191	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	3,753	58.1%
Sequim	1,309	20.3%
Forks	1,082	16.8%
Clallam Bay	314	4.9%
Total	6,458	100.0%

Website Visits	
From outside the Library	17,435
From inside the Library	688
Avg. # of pages visited	2

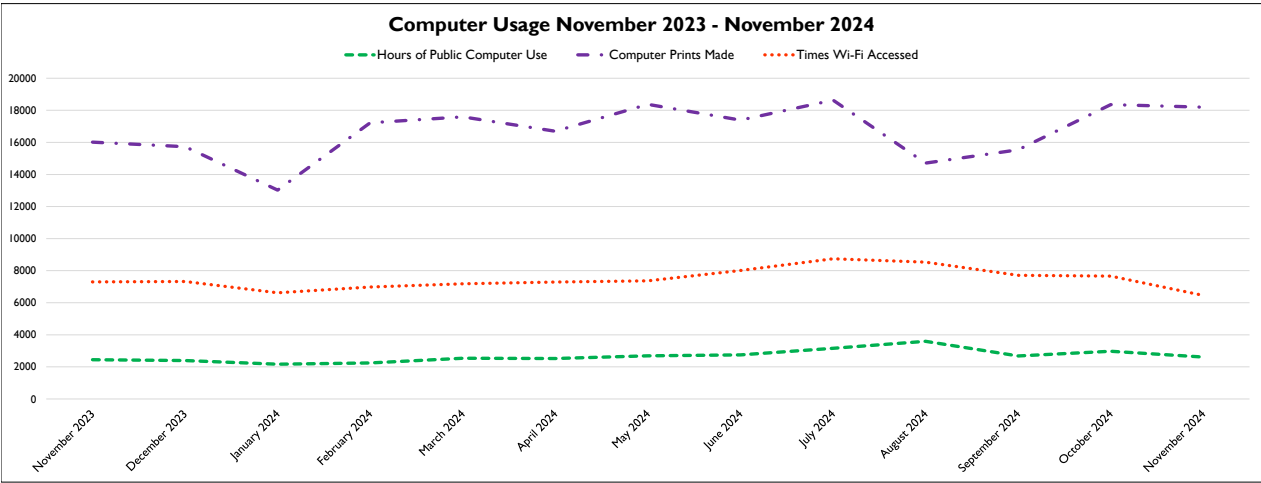
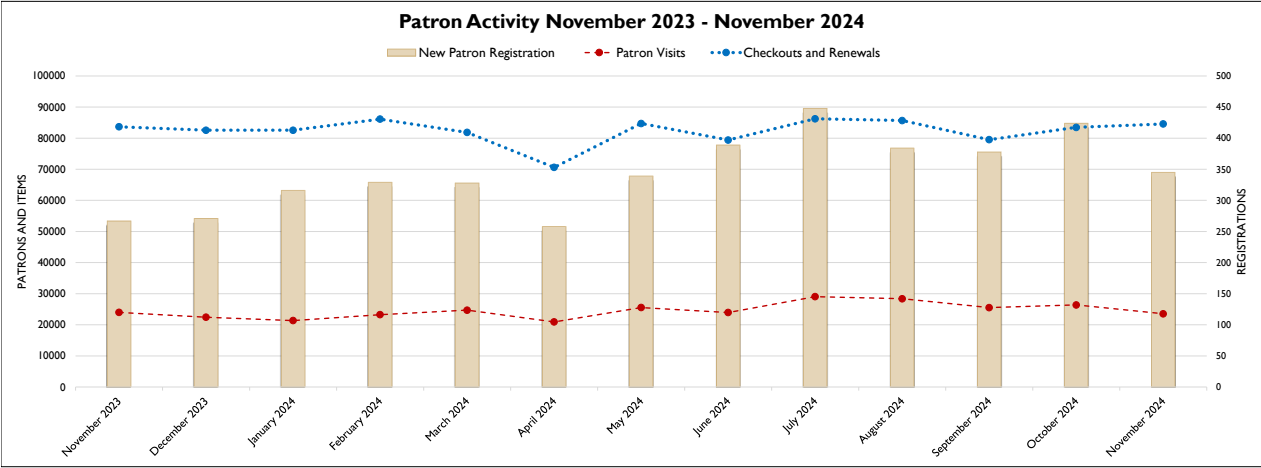
\*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

Facebook Activity	
Followers	5,651
Content Published	56
Reach (unique accounts)	9,559
Reactions/Likes/Comments, etc.	598
Link Clicks	217

YouTube Activity	
Subscribers	420
Videos Published	-
Program Recordings	2
Views (lifetime content)	1,203
Watch Time (hours)	64

Instagram Activity	
Followers	1,625
Content Published	56
Reach (unique accounts)	3,094
Reactions/Likes/Comments, etc.	489

Advertising	
Ads Run	1
Reach (unique accounts)	1,708
Link Clicks	143



**Significant Events During the Past 13 Months:**

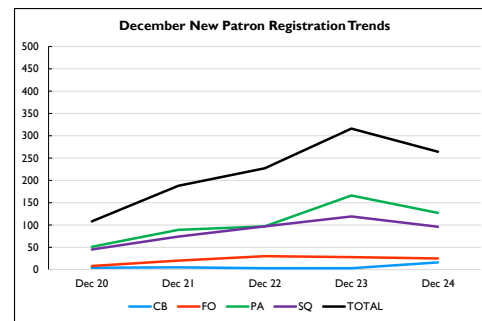
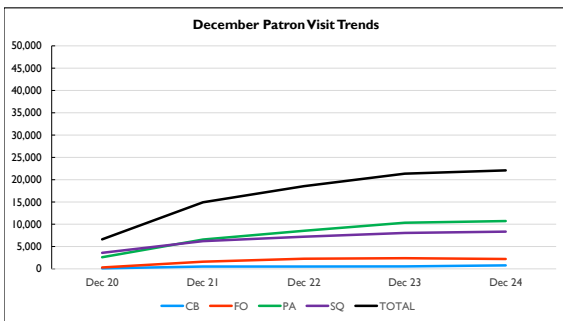
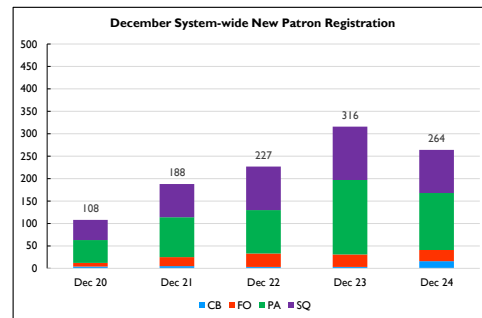
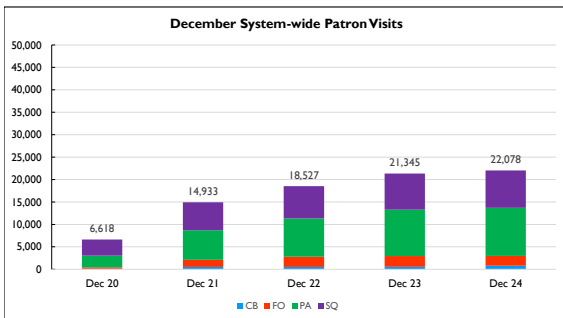
- February 2023 - Hours were limited at all branches for several days, due to inclement weather.
- May 2023 - Bookmobile makes first pop-up visits.
- October 2023 - All branches closed one day for an All Staff Training Day.
- January 2024 - Hours were limited at all branches for one week of January, due to inclement weather.
- March 2024 - The Sequim Branch Library was closed for three weeks in March 2024, while the Library was moved to a temporary location.
- April 2024 - The Sequim Branch Library began operating out of a temporary location during the expansion and renovation for the Sequim Branch Library.
- April 2024 - All branches closed one day for an All Staff Training Day.
- July - August 2024 - The Clallam Bay and Forks Branches reduced their hours during the entire month of June, due to staffing limitations.
- September - October 2024 - The Bookmobile was out of service for repairs. Some stops were completed using an alternative vehicle.
- October 2024 - All branches closed one day for an All Staff Training Day.
- November - December 2024 - New public printers were installed and print station adjustments were made in each branch.



Patron Visits		
	2024	% of System
<b>Port Angeles</b>	10,718	48.5%
<b>Children</b>	14%	
<b>Sequim</b>	8,345	37.8%
<b>Children</b>	5%	
<b>Forks</b>	2,197	10.0%
<b>Children</b>	7%	
<b>Clallam Bay</b>	783	3.5%
<b>Children</b>	14%	
<b>Bookmobile</b>	35	0.2%
<b>Total</b>	22,078	100.0%

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

New Patron Registration		
	2024	% of System
<b>PA</b>	127	48.1%
<b>SQ</b>	96	36.4%
<b>FO</b>	25	9.5%
<b>CB</b>	16	6.1%
<b>BOS</b>	0	0.0%
<b>Total</b>	264	100.0%



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

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

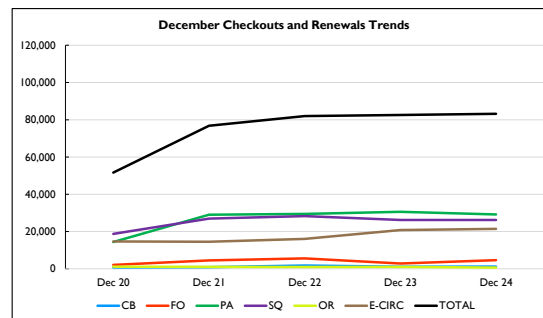
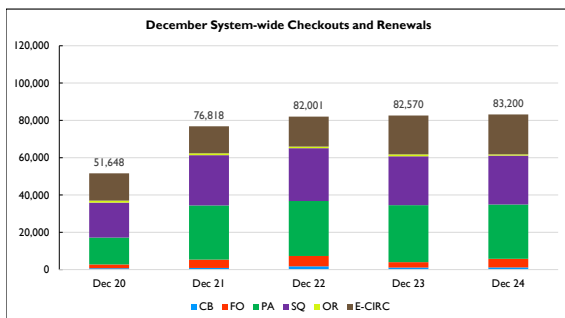
\*The Bookmobile was out of service in December 2024 for repairs. Some stops were completed using an alternative vehicle.

Checkouts & Renewals		
	2024	% of System
<b>Port Angeles</b>		
Checkouts	16,064	28.4%
% From Self-Check	80%	
% From Holds	29%	
Renewals	13,070	48.9%
Total	29,134	35.0%
<b>Sequim</b>		
Checkouts	15,391	27.3%
% From Self-Check	79%	
% From Holds	38%	
Renewals	10,814	40.5%
Total	26,205	31.5%
<b>Forks</b>		
Checkouts	2,344	4.2%
% From Self-Check	31%	
% From Holds	30%	
Renewals	2,287	8.6%
Total	4,631	5.6%
<b>Clallam Bay</b>		
Checkouts	688	1.2%
% From Self-Check	29%	
% From Holds	33%	
Renewals	477	1.8%
Total	1,165	1.4%
<b>Outreach</b>		
Checkouts	566	1.0%
% From Holds		
Renewals	63	0.2%
Total	629	0.8%
<b>Bookmobile</b>		
Checkouts	9	0.0%
% From Holds	88%	
Renewals	16	0.1%
Total	25	0.0%
<b>Electronic Circulation</b> (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	21,411	25.7%
<b>Systemwide Totals</b>		
Checkouts	56,473	
Renewals	26,727	
<b>System Total</b>	<b>83,200</b>	

Interlibrary Loan Services	
Items borrowed from other libraries	179
Items loaned to other libraries	103

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

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,730	19.91
SQ	5,794	21.22
FO	702	22.18
CB	224	16.14
OR	639	12.07
BOS	22	12.36
Total	12,111	20.17



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

\* Due to COVID-19, all NOLS facilities were only open for limited service in December 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 December 2024 for repairs. Some stops were completed using an alternative vehicle.



Library Programs		
	Programs/Attendees	% of System
Port Angeles	30/710	37%/43%
Sequim	16/116	20%/7%
Forks	13/26	16%/2%
Clallam Bay	11/52	13%/3%
NOLS	0/0	0%/0%
Virtual	12/736	15%/45%
Total	82/1640	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	28/247	61%/67%
Sequim	0/0	0%/0%
Forks	17/119	37%/32%
Clallam Bay	1/1	2%/0%
Total	46/367	100%/100%

Proctor Exams Administered		
Port Angeles	0	0.0%
Sequim	3	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	3	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	51.75	7
Sequim	0	0
Forks	0	0
Clallam Bay	0	0
Outreach	0	0
NOLS	25.75	1
Total	78	8

Community Outreach Events		
	Events/Attendees	% of System
PA	1/167	13%/32%
SQ	3/146	38%/28%
FO	4/214	50%/41%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	8/527	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	226
Read & Ride (Clallam Transit Buses)	47
Dolly Parton Imagination Library	1,388
Library Programs & Outreach	121
Clallam County Correctional Facility	72
Total	1854

Outreach Delivery Services	
Deliveries/Pickups	69
New Patrons w/ Delivery Services	4

BookMatch Requests Fulfilled	
Number of Requests	4
Titles Suggested	21

Bookmobile*	
Routine Stops	2
Special Stops	1
Appearance (e.g. parade)	-
Miles Traveled	145

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

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	1884	1,573	29.1%
Sequim	6	774	573	45.9%
Forks	10	220	145	7.0%
Clallam Bay	5	201	301	39.7%
Total	47	3079	2592	27.3%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	110	210	16.8%
Sequim	2	1976	42	10.1%
Forks	2	68	12	2.8%
Clallam Bay	1	17	15.95	10.5%
Total	11	2171	279	12.5%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,083	65.8%
Sequim	3,145	22.8%
Forks	1,398	10.1%
Clallam Bay	171	1.2%
Total	13797	100.0%

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

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	3,555	57.3%
Sequim	1,301	21.0%
Forks	963	15.5%
Clallam Bay	380	6.1%
Total	6,199	100.0%

Website Visits	
From outside the Library	19,867
From inside the Library	807
Avg. # of pages visited	2

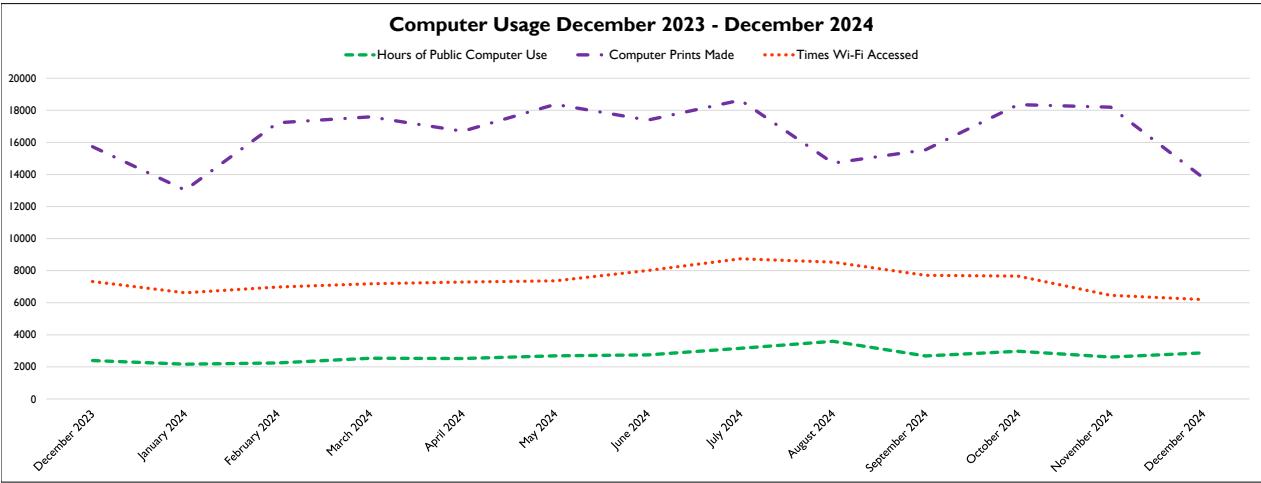
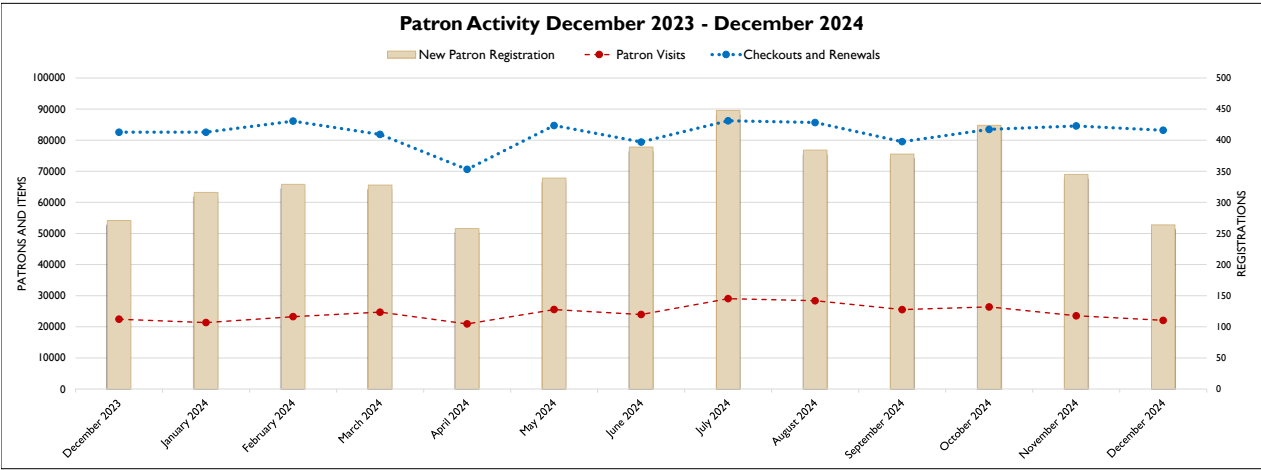
\*The Sequim Branch Library began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.

Facebook Activity	
Followers	5,681
Content Published	54
Reach (unique accounts)	29,157
Reactions/Likes/Comments, etc.	1,144
Link Clicks	471

YouTube Activity	
Subscribers	425
Videos Published	-
Program Recordings	-
Views (lifetime content)	929
Watch Time (hours)	36

Instagram Activity	
Followers	1,635
Content Published	26
Reach (unique accounts)	2,780
Reactions/Likes/Comments, etc.	621

Advertising	
Ads Run	1
Reach (unique accounts)	5,674
Link Clicks	318



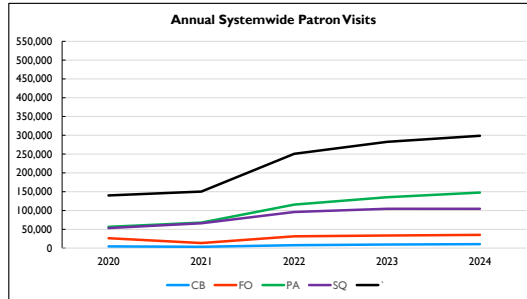
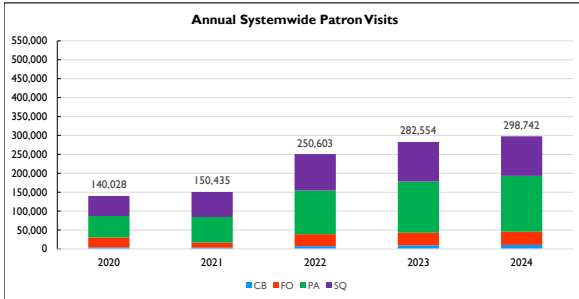
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- September - October 2024 - The Bookmobile was out of service for repairs. Some stops were completed using an alternative vehicle.
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- November - December 2024 - New public printers were installed and print station adjustments were made in each branch.



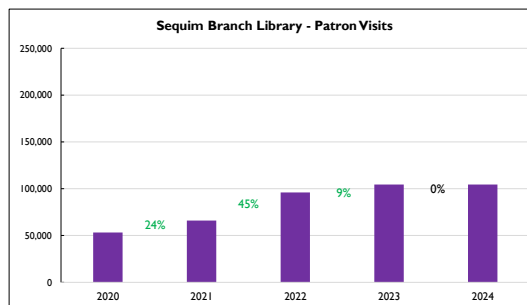
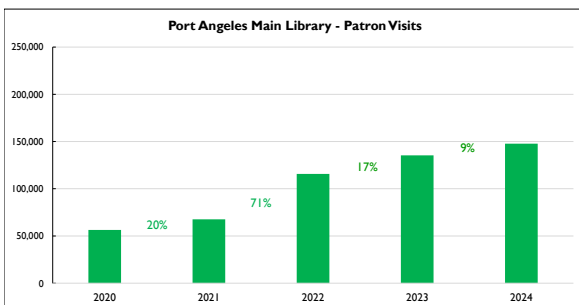
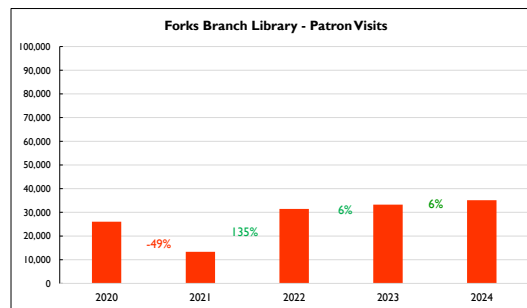
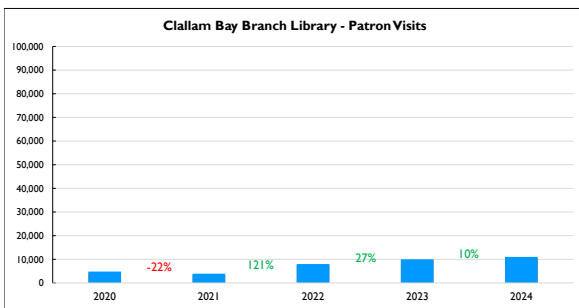
### Patron Visits

	2024	% of System
PA	147,678	49.4%
SQ	104,473	35.0%
FO	35,106	11.8%
CB	10,496	3.5%
BOS	989	0.3%
<b>Total</b>	<b>298,742</b>	<b>100.0%</b>



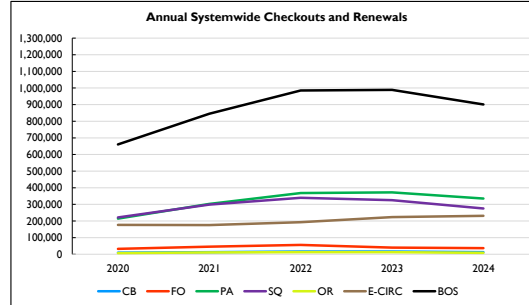
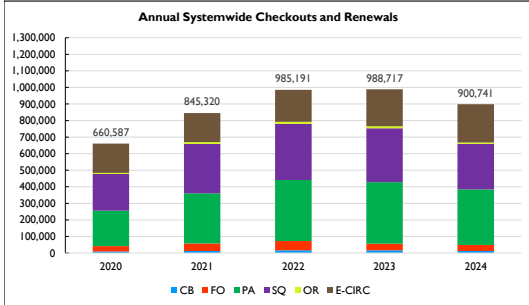
\* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021. □

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



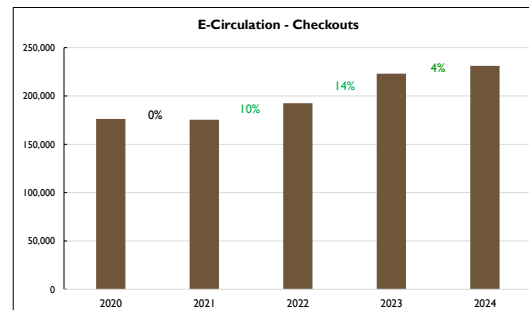
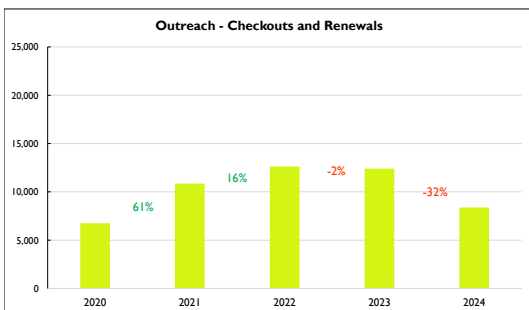
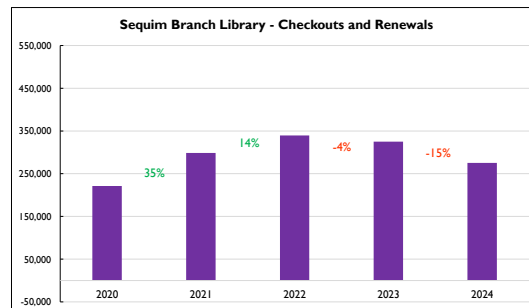
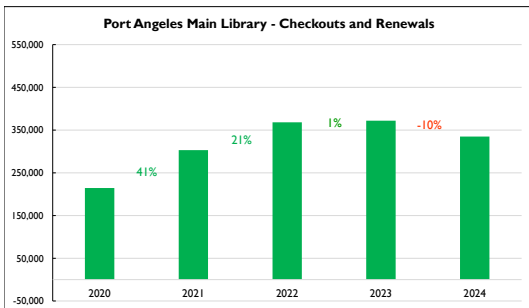
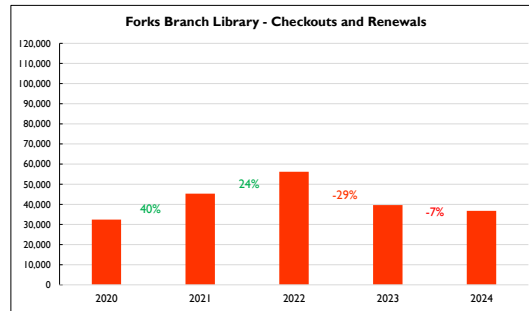
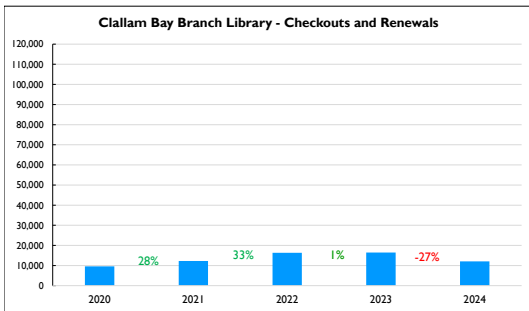
## Checkouts & Renewals

	2024	% of System
PA	334,908	37.2%
SQ	275,270	30.6%
FO	36,764	4.1%
CB	12,051	1.3%
OR	8,383	0.9%
BM	2,171	0.2%
E Circ	231,194	25.7%
<b>Total</b>	<b>900,741</b>	<b>100.0%</b>



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

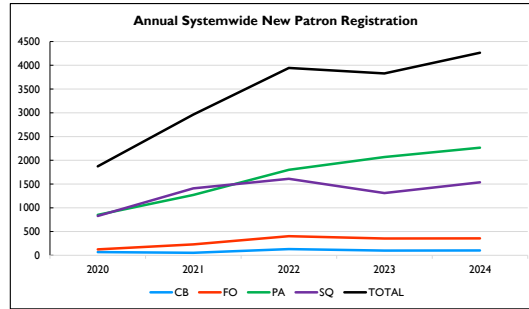
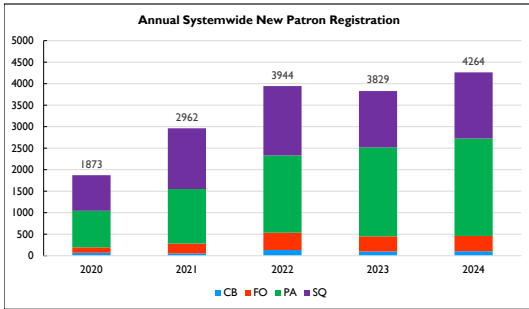
\*The Sequim Branch Library closed for three weeks in March 2024 and began operating out of a temporary location in April 2024 during the expansion and renovation to the Sequim Branch Library.



\* Unlike other branch circulation data, e-circulation does not include renewals.

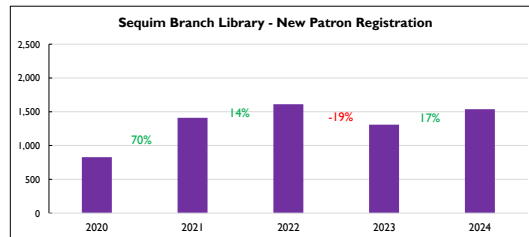
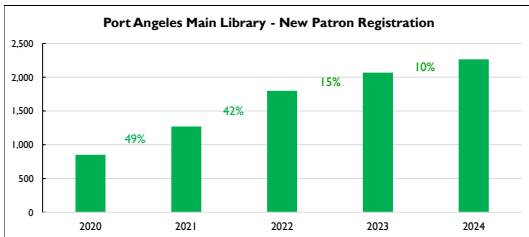
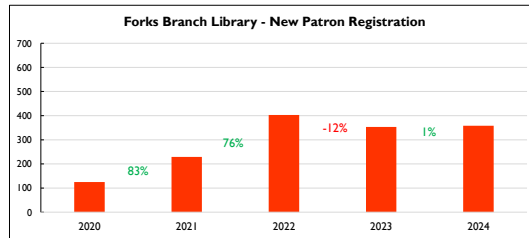
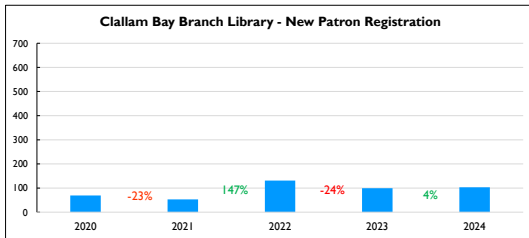
## New Patron Registration

	2024	% of System
PA	2265	53.1%
SQ	1538	36.1%
FO	358	8.4%
CB	103	2.4%
BOS	48	1.1%
Total	4264	100.0%



\* All NOLS locations were closed to the public mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021. Online registration remained available. □

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



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

Library Programs		
	Programs/Attendees	% of System
Port Angeles	372/7258	45%/52%
Sequim	141/2602	17%/18%
Forks	185/2455	23%/17%
Clallam Bay	75/639	9%/5%
NOLS	5/251	1%/2%
Virtual	41/874	5%/6%
Total	819/14079	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	421/4718	74%/82%
Sequim	0/0	0%/0%
Forks	140/996	25%/17%
Clallam Bay	10/36	2%/1%
Total	571/5750	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	498	72
Sequim	12	3
Forks	9	4
Clallam Bay	0	0
Outreach	0	0
NOLS	332	11
Total	851	90

Community Outreach Events		
	Events/Attendees	% of System
PA	20/2397	23%/32%
SQ	15/2548	17%/34%
FO	35/1003	39%/14%
CB	6/183	7%/2%
OR	11/1235	12%/17%
NOLS	2/53	2%/1%
Total	89/7419	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	2,986
Read & Ride (Clallam Transit Buses)	613
Dolly Parton Imagination Library	12,248
Library Programs & Outreach	941
Clallam County Correctional Facility	1,318
Total	18,106

Outreach Delivery Services	
Deliveries/Pickups	928
New Patrons w/ Delivery Services	19

BookMatch Requests Fulfilled	
Number of Requests	51
Titles Suggested	258

Bookmobile	
Routine Stops	108
Special Stops	5
Appearance (e.g. parade)	4
Miles Traveled	4,811

\* The Bookmobile was out of service September - December to get repaired. Some stops were completed using another vehicle.

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



General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	26	22,120	17,387	26.7%
Sequim	6	7,885	4,402	30.6%
Forks	10	3,692	2,210	9.3%
Clallam Bay	5	2,466	3,033	34.8%
Total	47	36,163	27,032	24.1%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	2,101	2,572	17.9%
Sequim	2	3,434	372	7.9%
Forks	2	913	146	3.1%
Clallam Bay	1	193	258	16.3%
Total	11	6,641	3,348	13.2%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	107,091	57.4%
Sequim	56,725	30.4%
Forks	16,006	8.6%
Clallam Bay	6,656	3.6%
Total	186,478	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	15
Sequim	13
Forks	3
Clallam Bay	-
Total	31

\*Laptop Checkouts were paused in September 2024.

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	48,819	58.6%
Sequim	13,977	16.8%
Forks	15,712	18.9%
Clallam Bay	4,806	5.8%
Total	83,314	100.0%

Website Visits	
From outside the Library	193,797
From inside the Library	27,182
Avg. # of pages visited	18

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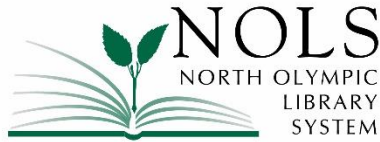
Facebook Activity	
Followers	59,823
Content Published	555
Reach (unique accounts)	287,270
Reactions/Likes/Comments, etc.	12,178
Link Clicks	3,804

YouTube Activity	
Subscribers	4,487
Videos Published	7
Program Recordings	10
Views (lifetime content)	12,524
Watch Time (hours)	568

Instagram Activity	
Followers	16,980
Content Published	616
Reach (unique accounts)	22,406
Reactions/Likes/Comments, etc.	6,077

Advertising	
Ads Run	31
Reach (unique accounts)	71,801
Link Clicks	3,286





# Monthly Activity Report

Meeting Date: January 23, 2025  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for November 2024

## **Port Angeles Main Library**

*Meghan Sullivan, Public Services Director*

Programming during the month of November included:

- Baby, Toddler, and Preschool Storytimes – 335 participants at 17 events
- Block Build & Play – 2 participants
- Kids Book Club – 9 participants
- Build It! with LEGO – 56 participants
- Tweens Magic Mondays – 22 participants at 3 events
- STEAM for Tweens – 6 participants
- Teen Lit Bags – 30 participants
- Teen Tuesdays:
  - Teen Games & Art – 7 participants
  - Teen Advisory Board – 7 participants
  - Teen Book Club – 8 participants
  - Teen Creative Writing Club – 8 participants
- Wednesday Movie Matinee:
  - November 20: Fahrenheit 451 – 5 participants
  - November 27: Slash/Back – 2 participants
- Jigsaw Puzzle Contest – 13 participants
- Crossword Puzzle Competition – 17 participants
- Tabletop Role-Playing Game Night – 30 participants
- Northstar Digital Literacy Computer Class – 2 participants

- Second Wednesday Book Group reading *Fahrenheit 451* by Ray Bradbury – 3 participants
- Wednesday Evening Book Group reading *The Whistling Season* by Ian Doig – 2 participants
- 20s & 30s Meetup: BINGlow Party – 10 participants
- Introduction to T'ai Chi – 13 participants
- “Second Look” Art in the Library opening reception with live music by Ant Bath – 130 participants

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

- Youth Services Librarian, Jennifer L. assisted Outreach Services by providing a StoryCraft activity at the Neah Bay Boys & Girls Club.
- Youth Services Librarian Clair D. coordinated a StoryWalk, *We Are Water Protectors* written by Carole Lindstrom Anishinaabe/Metis) and vibrantly illustrated by Michaela Goade (Tlingit and Haida) at the Lyre Conservation Area for the month of November in partnership with the North Olympic Land Trust and Port Angeles Friends of the Library.

## **Sequim Branch Library**

*Emily Sly, Library Manager*

November youth programs included storytime, Teen Advisory Board (TAB), Build It! with Lego program, Kids Book Club, Teen Lit Bags, STEAM Saturday, and Art Journaling for Teens. Librarian Charlotte visited local 4<sup>th</sup> grade classrooms to promote the upcoming Books and Trivia program for Sequim-area 4<sup>th</sup> graders.

A Crossword Competition was held the first Saturday of the month at Locally Known Cowork and an all-ages Arcade Night was held after-hours on a Friday evening. Drop-in Tech Help continued on the first Friday of the month, Movie Night featured *Next Goal Wins*, Second Saturday Book Discussion Group met in-person and Yarn Circle continued each Saturday morning. Librarian Corrina coordinated a virtual art program through SilverKite Community Arts: *Sip and Paint Watercolor Autumn Leaves*.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team and Equity, Diversity and Inclusion Team. Emily participated in Sequim Expansion and Renovation Project planning, Branch Manager meetings, Sequim staff meetings, Management Team, and a Chamber of Commerce meeting. PSS Anna Foster and On-Call PSA Holly Rockwell-Irwin started training.

## Sequim Expansion and Renovation Project

There continues to be an incredible community response to the capital campaign mailing. Work began to verify all eligible names for the donor wall.

## West End Branches (Forks and Clallam Bay)

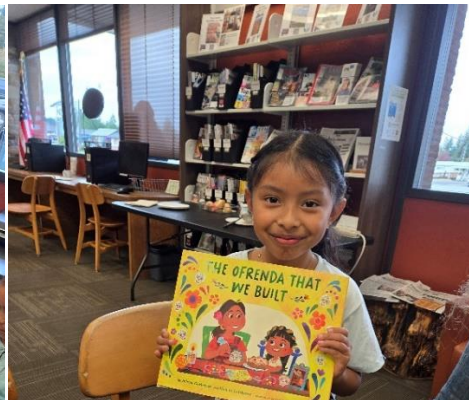
*Troi K. Gale, Library Manager*

### Programming:

- Two teams competed in a timed Puzzle Contest at the Forks Library. The winning team completed their puzzle at the one hour mark and took home four gift cards for a local coffee shop.



- A total of 58 people participated in storytime in Forks for the month of November.
- Dia de los Muertos was celebrated at the beginning of the month. We served Mexican hot chocolate and “pan dulce”.



- Children participated in “Build It” program at both locations.

- Teenagers have been utilizing the friendship marker box located in the teen area. (Forks)
- Forks and Clallam bay Branches hosted the Humanities WA speaker Aaron Whitefoot. 18 attendees left with a special treat, canned salmon. One family came all the way from Tacoma to listen to Aaron's talk.

#### Community Visits:

- West End Library Staff attended the Neah Bay Community Baby Shower. Raffle Prize and Giveaway Books were provided from Port Angeles Friends of the Library.

### **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* Completed HVAC controls maintenance; repaired fire sprinkler valve sensor; repaired leaky roof drain cap; replaced staff drinking fountain bubbler; touched-up Carver Room walls; touched-up paint in the new Training Coordinator's office and assembled a new desk there; lawn maintenance.

*Sequim Library Project:* Continued to develop keying plan; met with PUD to discuss the application process for energy efficiency incentives; monitored special inspection activities; attended weekly construction meetings.

*West End Libraries:* Replaced broken exterior hose spigot in Forks; installed new restroom signs; tested fire alarm systems.

*Vehicles:* Installed winter tires; installed new graphics on Bookmobile where damage had occurred previously; washed vehicles.

*Other:* Staff attended Health and Safety Committee and Sustainability Team meetings; staff took time away from work.

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

*Meghan Sullivan, Public Services Director*

#### **Outreach Delivery Services**

During the month of November, 78 deliveries were made and 2 new patrons registered for Outreach Delivery Services. There were 630 items checked out and 53 items renewed for Outreach Delivery patrons.

### **Bookmobile Outreach Services**

During the month of November, there were 32 visitors across 5 Library Pop-Ups at scheduled Bookmobile stops with 16 Rainbow Suncatcher Take & Makes being handed out.

On November 21, an impromptu Library Pop-Up took place at the Makah Community Gym to serve the community after being isolated due a landslide that blocked access in and out of Neah Bay for multiple days. A big thank you to WE PSS Arriana M. for coordinating with the Community Gym Manager and providing library services.

### **Technical Services Department**

*Erin Shield, Collection Services Manager*

In November, several recataloging projects were completed: a change in call number on 21<sup>st</sup> century poetry, a clean-up of book kit records, and volume information on DVDs. There is a lot more work to be done on volume information in the catalog and that will continue to get meted out for recataloging by format and collection. Ordering is winding down as end of the year spending for collection materials comes to a close.

878 physical items were processed and available for customers in the month of November. 528 print materials were repaired including lots of titles from recent recataloging projects. 152 media items were resurfaced or repaired to extend their lives. 25 physical donations were made and will be added to the collection. 734 totes were moved between NOLS' branches by the couriers, plus 17 more for Outreach deliveries. Tech Services filled 132 InterLibrary Loan requests for NOLS' patrons and 107 loans out to other libraries.

Technical Services Specialist Jennifer F. feels like she's making a lot of progress on her cataloging training. Materials Processor Mark J. enjoyed entering the data from the physical surveys regarding library hours. Selectors' carts averaged a 1-day turnaround from submission to on-order in November. Stellar work, Acquisitions! November marks Technical Services Specialist Sarah C.'s one-year anniversary in Technical Services. She's learned a lot and looks forward to the future. Technical Services Lead Wendy O. sent a stack of materials to a bindery for a face lift. She also enjoys seeing how quickly some articles arrive through InterLibrary Loan. Courier Kim L. is enjoying getting to know newly hired coworkers.

In November, Technical Services staff participated in trainings, webinars, tasks and meetings related to ILS Team, Health and Safety Committee, NOLS Gear Committee, Public Services, All Staff Day Committee, Web Team, IT, cataloging training, Management Team, Clallam County Law Library, Erate, 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 meeting
- Equity, Diversity, and Inclusion Team meeting
- Open enrollment implementation
- United Way Campaign

#### **Recruitments:**

- Public Services Specialist – PA
- Outreach Library Manager – OR
- Port Angeles Library Manager – PA
- Community Outreach Librarian – OR
- Public Services Librarian – PA

#### **New Hires:**

- Anna Foster – Public Services Specialist – SQ
- Holly Rockwell-Irwin – On-Call Public Services Specialist – SQ/PA

#### **Separations:**

- Ben Rowland – IT Specialist 3 – IT

## **Marketing and Communications**

*Karyn Bocko, Marketing and Communications Manager*

Sequim Capital Campaign Appeal – Marketing Lead Margaret G. provided significant support for donation reporting and donor wall organization.

Library Hours Survey – Boosted participation via e-newsletter and sponsored post.

Website Content – The News and Alerts webpage was reorganized and now includes an e-newsletter archive for staff and patron reference.

Email Marketing –

- E-Newsletter: Sent to 18,630 library cardholders (removed interlibrary loan contacts) and 37% of recipients read it.
- Notices: 15,384 were sent with an average read rate of 64%.



#### News Releases & Articles:

- 14 news releases were sent.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, “Discover the fun of book groups,” was written by librarian Corrina D.
- Peninsula Daily News published “Signs from library StoryWalk project found to be vandalized,” on the front page, Saturday, November 16.
- Peninsula Daily News interviewed Clallam County Poet Laureate Jaiden Dokken for the article “Applications now open for Clallam poet laureate,” which ran on the front page, Thursday, November 28.

#### Significant Meetings/Professional Development

- Karyn completed the Washington State Arts Commission (ArtsWA) Change Leader Institute training to support and affect change in organizations/community.
- Port Angeles Comprehensive Plan Stakeholder Advisory Committee Meeting.
- Port Angeles Uptown Arts District planning meeting for a Rainworks scavenger hunt lead by Olympic National Park, and for public art calls for entry.

#### Financial Operations

*Amy Hough, Finance Manager*

Participated in the following:

- State Auditor’s Office weekly Audit Status Update meetings
- Management Team meetings
- State Auditor’s Office BARS – Cash Webinar
- 2025 Operating Budget Planning meetings

#### Public Service Director’s Report

*Meghan Sullivan, Public Services Director*

- Participated in recruitment activities for Port Angeles Part-Time Public Services Specialist, Community Outreach Librarian, Outreach Library Manager, and Port Angeles Library Manager positions.
- Continued activities to support Outreach Services including Bookmobile vehicle training for new Community Outreach Specialist staff; provided staffing support for one of the Quileute Senior Center Pop-Up libraries; assisted with adding collection materials back on board the Bookmobile and preparing it for routes in December; and other activities in preparation for onboarding a new Community Outreach Librarian and Library Manager to the Outreach Services Team.
- Coordinated NOLS’ participation at the The hi•dubal ba?as Baby Shower hosted by First Step Family Support Center in Neah Bay.
- Met with Marlene Godsey from Peninsula College regarding potential NOLS participation in a 2025 Adult Resource Fair.

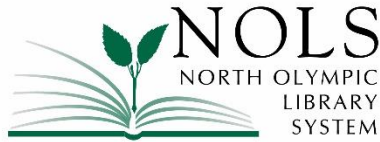
- Attended Port Angeles Friends of the Library Annual Membership meeting.
- Facilitated the November monthly Port Angeles Branch Staff meeting.
- Attended NOLS GEU and MEU Labor Management meetings.
- Met in Clallam Bay for short and long-range capital planning for the Clallam Bay Library building.
- Participated in preparation activities for the 2025 Operational and Capital Budgets including drafting 2025 Work Plans for multiple NOLS Work Teams and Committees.
- Attended monthly ARSL Membership Committee meeting.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Adult Services Team, Youth Services Team, Programming Team, Beanstack 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
- Coordinated printer replacement project in Port Angeles and Sequim
- Assisted with Art in the Library install and opening
- Met in Clallam Bay for short and long range capital planning for the Clallam Bay Library building
- Participated in with Washington State Auditor activities
- Labor-Management Meetings
- Participated in recruitment activities for the Port Angeles Library Manager and Outreach Library Manager positions
- Attended Port Angeles Friends of the Library meeting
- Routine Branch Manager, Collection Management and Management Team Meetings



# Monthly Activity Report

Meeting Date: January 23, 2025  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for December 2024

## Port Angeles Main Library

*Meghan Sullivan, Public Services Director*

Programming during the month of December included:

- Baby, Toddler, and Preschool Storytimes – 160 participants at 8 events
- Block Build & Play – 4 participants
- Kids Book Club – 12 participants
- Build It! with LEGO – 42 participants
- Winter Break Movie Family Movie Program – 19 participants
- Noon Year's Eve Family Party – 315 participants



- Tweens Magic Mondays – 22 participants at 3 events
- STEAM for Tweens – 1 participant

- Story Quest (4 day program series) – 6 participants over 4 events
- Teen Lit Bags – 24 participants
- Teen Tuesdays:
  - Teen Games & Art – 8 participants
  - Teen Advisory Board – 6 participants
  - Teen Book Club – 6 participants
- Wednesday Movie Matinee:
  - December 18: The Holdovers – 4 participants
- Jigsaw Puzzle Contest – 12 participants
- Tabletop Role-Playing Game Night – 32 participants
- Second Wednesday Book Group reading *The Sun is a Compass* by Caroline Van Hemert – 6 participants
- Wednesday Evening Book Group reading *Calypso* by David Sedaris – 7 participants
- End of Life Ready Workshop with End of Life Washington – 16 participants

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

- Youth Services Librarian, Jennifer L. assisted Outreach Services by providing a StoryCraft activity at the Neah Bay Boys & Girls Club.
- Youth Services Librarian, Clair D. gave a presentation about digital library services and new books across popular genres during lunch at Port Angeles High School. She also attended the PAHS student book club to chat about their first book, *A Walk to Remember* by Nicholas Sparks, and drop off their second group pick, *Six of Crows* by Leigh Bardugo.
- Glow Bowling with OlyCap! Youth Services Librarian, Jennifer L. tabled at Laurel Lanes for a resource fair—hosted by OlyCap. This free event included free pizza and free bowling for families. Most of the attendees were not “regular” library users and connections were made!
- Story Quest is a new program designed by Youth Services Librarian, Clair D. which was awarded the Table Top Role Playing Games (TTRPG) for All Innovation Grant, funded by the Institute of Museum and Library Services (IMLS) through the Washington State Library (WSL). Six fourth graders attended the first session of the Winter Break program, discussing *The Guardian Test* by Christina Soontornvat, learning about TTRPG character sheets, creating characters, and building model mini figures. They have two

more sessions of the program, including playing an original TTRPG campaign set in the world of Soontornvat's book!

- 2024 ended with a Noon Year's Eve Party with over three hundred community members in attendance. Crafts were made in the Carver room, a countdown and balloon drop with confetti happened at Noon in the "Living Room" and happy families DANCED!

## **Sequim Branch Library**

*Emily Sly, Library Manager*

December youth programs included storytime, Teen Advisory Board (TAB), Build It! with Lego program, Kids Book Club, Teen Lit Bags, STEAM Saturday, Pop-Up Paper Art for Tweens, Little Hands Art and Teen Night Escape Room. Librarian Charlotte visited local 4<sup>th</sup> grade classrooms to promote the upcoming Books and Trivia program for Sequim-area kids. Charlotte also tabled at the Middle School and High School promoting Tween and Teen Programs

Drop-in Tech Help continued on the first Friday of the month, Movie Night featured the movie *Yesterday*, Second Saturday Book Discussion Group met in-person and Yarn Circle continued each Saturday morning. Public Service Librarian Corrina coordinated 2 virtual art programs through SilverKite Community Arts: *Ornamental Lettering* and *Holiday Cards and Gift Tags Using Watercolor and Ink*.

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

## **Sequim Expansion and Renovation Project**

Emily and Public Services Specialist Ellen S. worked with Marketing to verify names for the donor wall. Framing and sheathing is being installed at the construction site.

## **West End Branches (Forks and Clallam Bay)**

*Troi K. Gale, Library Manager*

Daily operations:

- A printer and coin-operated machine installation project was completed in Forks and Clallam Bay this month. Public printers were upgraded and a new coin-op machine was installed, allowing patrons to pay for printing on their own without the assistance of a

staff member. Patrons and staff members alike are pleased with the easy-to-use technology and the look of the new public printing table.



- Staff turned the Forks branch into a snowy wonderland with winter-themed displays and artwork. Public Services Specialist Darrian K. created a Cozy Mystery display that attracted the attention of many patrons.
- Youth Service Specialist Angeles B. hung a winter-themed coloring poster that was created by local students during the Winter Craft Night. It added extra winter whimsy to the children's area.



- Staff continued their learning throughout the month, engaging in the following professional development opportunities:
  - Bridging Book Deserts: Empowering Communities through Literacy Access



- Books and Outreach: Challenging Book Deserts and Homes Without Books Through Community
- Post-Election Insights & Connectivity Advocacy: Supporting Rural Libraries
- Celebrating the Freedom to Read: Book Banning, Censorship, and Democracy
- Neurodiversity in the Library
- Microaggressions: Racial Discrimination and the Impact on Libraries
- Understanding Post-Traumatic Stress Disorder
- Understanding Addiction
- Managing Your Own Emotions During Conflict
- Nurturing Wellness for Parents of Children with Disabilities
- Spanish for Stellar Librarians

#### Programming:

- Library Services Specialist Angeles B. organized a visit to the library for CB's 8th-grade class. During their time there, students engaged in a scavenger hunt. Additionally, before their departure, students had the opportunity to check out several books.
- Clallam Bay Branch had 22 patrons participate in the Winter movie craft night. The kids were happy to have been able to watch a movie, enjoy spaghetti, and even have s'mores!



- In Clallam Bay, a mother and her two sons attended little hands art. They stayed an extra hour after the program was scheduled to end, continuing to work on their craft. The older boy was reluctant to leave the library.
- In Forks, participants had a wonderful time with five attendees at Little Hands Art! We made s'mores during the program, and it was so heartwarming to see a family who had never had them before, feeling thrilled and grateful for the tasty treat.

### Community Visits:

- Angeles B. had the chance to visit four classes in Neah Bay at the beginning of December, and it was such an exciting experience! There was so much energy and enthusiasm in each class, making it a fun time for everyone involved.
- Angeles B. attended Forks Elementary School's annual winter craft night, accompanied by volunteer Deborah. During the event, they distributed 100 goodie bags along with 100 program flyers for January and February. FES students loved the large colorful sheet now displayed in the children's area of the library.



- Adult Services Specialist Jennifer S. attended the West End Wonderland Festivities Elf Movie and PJ Party and covered the craft table. Angeles B. and Public Services Specialists Darrian K. and Dianne B. did the craft prep. 47 people enjoyed the Elf, popcorn, cupcakes and an elf craft.





## **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* Cleaned rain gutters and roof drains; cleaned tables and chairs; patched and painted office walls; assembled new catalog station table and office desk; hung bulletin boards in Outreach; set-up the Noon Day's Eve balloon drop event; removed dangling limb from maple tree; raked-up leaves and kept debris out of parking lot drains.

*Sequim Library Project:* Observed framing and sheathing progress, as well as new parking lot paving; developed security system plans; finalized keying plan; attended weekly construction meetings.

*Sequim Temporary Library:* Cleaned front sidewalks; repaired light restroom switch; repaired outdoor trash can; worked with property manager to fix roof leaks.

*Vehicles:* Completed winter tire changes; cleaned vehicle interiors.

*Other:* Staff took time away from work for the holidays; tested emergency lights and inspected fire extinguishers; updated key and equipment inventories; updated paint schedules; updated staff and department work plans for 2025.

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

*Meghan Sullivan, Public Services Director*

### **Outreach Delivery Services**

During the month of December, 69 deliveries were made and 4 new patrons registered for Outreach Delivery Services. There were 566 items checked out and 63 items renewed for Outreach Delivery patrons.

Outreach staff have received lots of thanks for the services provided. Several patrons raved about the book selections:

- "You all are sending me such great things."
- "Your picks are so good that I read one of them three times! Keep it up!"
- "I don't know what I would do without you all!"
- "Whenever I write to friends and family I am full of praise for the Outreach program of the North Olympic Library System!"

### **Bookmobile Outreach Services**

During the month of December, there were 35 visitors across 4 Library Pop-Ups and two Bookmobile stops with 2 Rainbow Suncatcher Take & Makes being handed out.

The Bookmobile made its return to Neah Bay! Patrons were excited to see the vehicle back in service. Several people honked and waved as they passed and many people dropped in with returns and to see the refreshed collection.



On December 17 and 18, WE Public Services Specialist Arriana M., staffed impromptu Library Pop-Ups at the Makah Community Gym to serve the community following road closures due to landslides following inclement weather conditions.

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

In December the Acquisitions department ended the fiscal year by ordering as many materials as possible prior to the cut-off date, scrambled to get invoices and materials from vendors, and generally breathed a sigh of relief after the fiscal year rollover was completed. Ordering was back on and going strong as of the 23<sup>rd</sup> of December.

1075 physical items were processed and available for customers in the month of December. 187 print materials were repaired including some from recataloging projects. 133 media items were resurfaced or repaired to extend their lives. 78 physical donations were made and will be added to the collection. 695 totes were moved between NOLS' branches by the couriers, plus 4 more for Outreach deliveries. Tech Services filled 174 InterLibrary Loan requests for NOLS' patrons and 103 loans out to other libraries.

In December, Technical Services staff participated in trainings, webinars, tasks and meetings related to ILS Team, primary materials vendor, Health and Safety Committee, Collection Management, All Staff Day Committee, Web Team, IT, cataloging training, capital budget, Management Team, and EDI Team.

2024 highlights include:

- Welcoming new Technical Services Specialist Jennifer F.— “Everyone has been really helpful with training the newbie. It has been a really nice environment to be trained in.”
- It was interesting for Tech Services staff to see the IT setup and get more of an idea of what they do.

- Forks vertical files were started and finished!
- “It always makes my day hearing from our interlibrary loan patrons, whether it’s a little note we receive or a “thank you” on the phone. I appreciate hearing about how much patrons value our work.”
- “I ordered an interlibrary loan one morning and it arrived from a library in Tacoma the next afternoon – barely over 24 hours later! It’s amazing how perfectly timed everything had to be for that to happen.”
- “I will never forget the comically large interlibrary loan that came from the Washington State Library and the huge box it had to be sent back in.”
- New, improved cataloging workflow – easier to get bibliographic records and more streamlined information.
- “The outreach patrons are so appreciative of the library’s service and express it every month. It is a joy to do the deliveries.”
- Looking over the microfilm to determine what is actually there, what’s missing and getting it ready to send in for digitization.
- Reviewing and entering (physical) surveys submitted regarding potential change in library hours.
- During a recent delivery to Clallam County Transit for the Read & Ride program – they were happy to see me and even opened the door for me. Guess they were looking forward to the new batch of books.
- New members of TS, Sarah C. and Jennifer F. (even though Sarah started before the last year) are great additions to the team, learning quickly and adding their own knowledge and fresh perspectives.
- Completing the recats is satisfying – items are catalogued more consistently and are more accessible for patrons and staff.
- Lots of recataloging projects!:
  - About 400 NOLO, travel guides and testing book bibliographic records were updated so the editions had the correct publication date;
  - Removal of incorrect ISBN or UPC codes from about 18,000 bibliographic records;
  - Updated closed caption information on about 8,000 DVDs for better accessibility in catalog;
  - Updated over 100 items’ series with correct information to help in searching and grouping;
  - Catalogers updated 200 DVD, music and audiobook items that had volume info in the item records. This project is still going;
  - Approximately 500 poetry books were updated to reflect the correct Dewey number.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Lent, HR & Business Manager*

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

- Management Team meeting
- All Staff Training Day planning meeting
- Equity, Diversity, and Inclusion Team planning
- Health Reimbursement Arrangement (HRA) implementation with new vendor

#### **Recruitments:**

- Public Services Specialist – PA
- Public Services Librarian – PA
- IT Systems Administrator – IT
- IT Specialist 3 – IT
- WE Community Outreach Specialist – OR

#### **New Hires:**

- None

#### **Promotions:**

- Adrienne Langan – Community Outreach Librarian – OR
- Arriana Moccardine – WE Community Outreach Specialist – OR

#### **Reclassifications/Status Changes:**

- John Danks – Lead Systems Administrator – IT
- Jina Felton – Training Coordinator – ADM

#### **Separations:**

- None

## **Marketing and Communications**

*Karyn Bocko, Marketing and Communications Manager*

Email Marketing:

- E-Newsletter: Two e-newsletters were sent in December. Each were sent to more than 19,225 recipients with a read rate of 41.5% and 44% respectively. Notably, patrons were very engaged with the updated hours announcement, resulting in a high click-through of nearly 21% compared to a prior average of 7.7%
- Notices: 15,626 were sent with an average read rate of 66%.

### News Releases & Articles:

- 11 news releases were sent.
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette, “How the library can save you money this holiday season,” was contributed by branch manager Emily Sly.

### Social Media:

- A photo of Clallam Bay Branch patron Lance, who drives in from Neah Bay to read The Seattle Times, received significant engagement in December. It reached 17K unique accounts and generated 418 interactions across platforms.
- Also of note, a short video clip of the Noon Year’s Eve balloon drop, capturing the excitement of young patrons, was played more than 3K times.



### Financial Operations

*Amy Hough, Finance Manager*

Participated in the following:

- State Auditor’s Office Audit Results Discussion and Exit Conference
- Management Team meetings
- All Staff meeting
- Finance meeting with Branch Managers

### Public Service Director’s Report

*Meghan Sullivan, Public Services Director*

- Acting as the interim Port Angeles Library Manager.
- Participated in recruitment activities for West End Community Outreach Specialist position.
- Continued activities to support Outreach Services including onboarding for new the Community Outreach Librarian Adrienne L.; Bookmobile opening and closing procedures for new COS staff; and other activities in preparation for onboarding a new Community Outreach Librarian and Library Manager to the Outreach Services Team.
- Facilitated the December monthly Port Angeles Branch Staff meeting.
- Participated in preparation activities for the 2025 Capital Budgets including finalizing the

drafts of 2025 Work Plans for multiple NOLS Work Teams and Committees.

- Attended monthly ARSL Membership Committee meeting and was selected as the Committee Co-Chair for 2025-2026.
- Attended All Area Operational Meeting with Clallam County Emergency Management.
- Site visits to Clallam Bay and Sequim branch libraries.
- Routine Management Team, Branch Manager, Outreach Services, ILS Team, Health & Safety Team, Adult Services Team, Youth Services Team, PA Branch Staff Meeting; IT Department; and One-on-One meetings including PA Public Services Lead and Specialists staff.

## **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
  - Development of signage and wayfinding design package
  - Weekly Owner, Architect and Contractor (OAC) meetings
- Participated in with Washington State Auditor activities
- Prepared policy updates for Special board Meeting
- Assisted with new printer install at West End branches
- Coordinated implementation of adjusted operating hours
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team Meetings



## Customer Comments

### November and December 2024

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

#### **Comment:**

I just got off of the phone with someone at the Port Angeles branch, who recommended I submit a query here. I'm in need of some etymology references, and would love access to something as comprehensive as the Oxford English Dictionary--which is available online, with a subscription. While the cost is prohibitive to me, the website does list library partnerships. Is it possible for NOLS to enroll and grant access to its members?

Unfortunately, there just aren't many free etymological references online. (I promise I tried a few channels before taking this one and potentially wasting a beloved library's time!)

#### **Response:**

Thank you for your question about accessing the Oxford English Dictionary. Hopefully these resources will help.

First, NOLS does own older editions of the Oxford English Dictionary in print. These are available in the reference section at the Port Angeles Main Library. If you use another NOLS branch most of the time, I can arrange to have these volumes transferred to your preferred library location for in-house use. Please let me know which volume(s) you'd need, if you'd like to proceed with this option.

NOLS adds databases generally once per year, and the 2025 database selections have already been made. However! As a state resident, some of your taxes support our state universities; as a result, you are eligible to use some university resources while on campus. If your travels will take you near any of the main or satellite campuses of any of the state universities listed below, you would be able to go into those libraries and use any of their databases while on site.

- [Pacific Lutheran University](#) (Tacoma)
- [Washington State University](#) (Pullman, Spokane, Tri-Cities, Everett, Vancouver)
- [University of Puget Sound](#) (Tacoma)
- [University of Washington](#) (Seattle, Bothell, Tacoma)
- [The Evergreen State College](#) (Olympia, Tacoma)

All three of these universities currently list the Oxford English Dictionary, as well as other Oxford Dictionaries and Oxford Reference sources, as currently available to students and credentialed users.

If you are affiliated with any other college, or are an alum of any school, you could certainly check that institution's database lists to see if they offer the OED online.

If you're not planning on travelling to any place with a university branch, you could try contacting a librarian at any of the schools listed above, to see if they would provide PDFs or images of the entries you're looking for.

Please let me know if you have any additional questions!

**Comment:** Recently, the book selection on Hoopla that NOLS patrons have access to borrow has been dramatically reduced. I don't know why this has changed but I'm disappointed that I can no longer borrow some of my favorite audiobooks as well as new books that I was really looking forward to reading.

**Response:**

Thank you for your interest in the NOLS collection. NOLS patrons currently have access to digital content through two main vendors – hoopla and Libby. The lending model varies between the two vendors. Libby purchases are done on a title-by-title basis by staff and access to the titles is provided for multiple users. Hoopla works more like a subscription. Staff aren't able to choose or get rid of titles and their lending model is cost per circulation – meaning NOLS is charged for every checkout. Hoopla is a much more expensive model.

Hoopla's costs have been rising and NOLS is not able to accurately predict and budget for the rising costs. The broad fluctuation in cost varies from month to month. The average cost per hoopla checkout (January – November 2024) is \$2.48. Compare with the Libby cost of \$0.99 per checkout. Additionally the Libby cost will go down in December as more users access checkouts through December. The cost for hoopla in December will fluctuate based on how many people checkout titles with different price points.

The budgeting challenges and cost constraints associated with hoopla also limit the potential for additional formats and/or vendors. If the costs were more predictable NOLS staff could better understand how to plan for new digital content through various other platforms.



In order to better address the needs of the collection, patron interest and suggestions, and maintain fiscal responsibility we've made the difficult decision to put a price cap on the content offered by hoopla. This should reduce costs and help budgetary planning in 2025. We understand this may cause disappointment for some patrons. There are still over 100,000 eAudiobook titles available for checkout with hoopla and some titles that were removed from hoopla are still available via Libby. There are also tens of thousands of other digital titles available.

Thanks again for your interest. Please let me know if you have additional questions.

**Comment (a):**

I keep looking for the staff's pick kiosk (in the Port Angeles Library) and was just wondering if the staff recommendation kiosk was moved somewhere or temporarily taken down. I always enjoy going through the staff picks and have found new authors I would never have tried/discovered in addition to non-fiction books I would never have sought out. I think it is a valuable service and a quick way to try something new so I hope this is just a temporary removal....

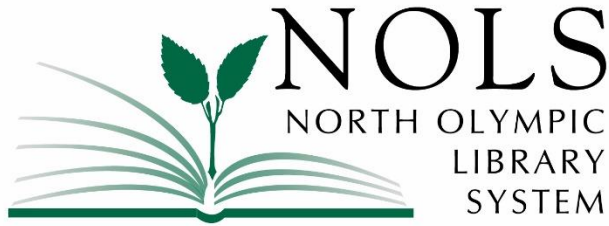
**Comment (b):**

*Bring back staff picks pretty please!*

**Response:**

Thank you for your positive feedback regarding the Staff Picks display at the Port Angeles Library. It is wonderful to hear how much you have enjoyed selecting items chosen by staff and that it has introduced you to new authors and non-fiction titles. This is a temporary pause as we made some updates to our display units in the main area of the Library as well as the public computers and printer area. We plan to start adding the Staff Picks by mid-January where they will be located on top of the low shelving unit where audiobooks are shelved.





## Highlight Log

(November 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.*

### **11/05/2024 – Port Angeles**

A parent and educator who lives in Germany and whose parents live in Port Angeles wrote in to express gratitude and excitement about a book their children read at grandma's house -- Federico and the Wolf by Rebecca J. Gomez. The educator teaches linguistics and sang this book's PRAISES for its "fantastic storytelling" representation of code switching, and "beautiful illustrations." The educator then asked for more recommendations and Clair was able to provide an excellent array of picture books with well-integrated multilingualism. The educator was very happy and it "made (their) day!"

### **11/06/2024 – Port Angeles**

A lot of patrons are stopping to browse the "Millennial Nostalgia" display in the living room, and today I heard one parent exclaim "I LOVED these books!" while pointing out a historical fiction series.

### **11/13/2024 – Sequim**

A patron came in and wanted to praise Sarah M for the great new quilting books that are in the collection. Yeah Sarah!

### **11/14/2024 – Port Angeles**

During STEAM for Tweens--a youth who receives Teen Lit Bags expressed his excitement about the books he received. He proceeded to ask if he could get them more frequently!

During the same program a dad to one of the tweens in attendance thanked Clair for hosting Tabletop Role-Playing Game Night because he and his daughter attend that as well.

Tweens created scribble bots. New friends were made. Creative thinking and engineering skills were used and lots of laughter was heard!

### **11/15/2024 – Port Angeles**

The Second Look Art in the Library Opening on Friday night with Ant Bath was a lot of fun. At least 130 folks came out for the show – a good chunk of them in the sometimes harder to reach 20-30-year-old demographic. We heard lots of positive comments from attendees and at least a couple dozen people hung out for a half hour after the show just chatting and connecting in the library.

**11/15/2024 – Port Angeles**

Shout out to Annie D for her Indigenous Voices display in the Living Room here in PA. I just watched a patron intently reading back covers, taking photos of interesting books, etc., for fifteen minutes! They were not the first patron I've seen stop and spend time at the main display.

**11/16/2024 – Port Angeles**

A teen in the kids' section of the library was excited to recognize me as someone who had visited Stevens Middle School. She then asked where the manga was located. After showing her--she exclaimed, "I didn't know the library had this many! I'm in HEAVEN!" as she hugged herself!

**11/18/2024 – Port Angeles**

A patron shared with me that he has been super impressed with all of the programs that Clair has been leading lately: his daughter has been attending a bunch of the tween/teen events. "Clair is knocking it out of the park" with everything they have been attending!

**11/18/2024 – Port Angeles**

Many tweens and teens who have been coming to learn Magic: the Gathering at the library every Monday attended a free event at Anime Kat over the weekend where they got a deck of cards to keep. At yesterday's Magic Monday they had a great time showing off their new favorite cards and testing their decks out against each other. Four of them even tried out some methods for playing two-vs.-two and a free for all where they were all against each other. They are all getting a lot better at the game and forming friendships over their shared interests in trading card games.

**11/19/2024 – Port Angeles**

When I was making announcements at the beginning of Preschool Storytime, one family shared that they had been on the Story Walk and "it is a really cool program!"

**11/19/2024 – Port Angeles**

After the Computer Class this week, one of the regular attendees was giddy, and said "after coming for months, I can finally say, this time I had fun!". This particular patron has grown a lot in their technology skills since they started attending and it was great to see that excitement.

**11/22/2024 – Port Angeles**

A patron sweetly told me that she had just come back to town from being away on a long trip and the library was her first stop because she missed it so much.

**11/23/2024 – Port Angeles**

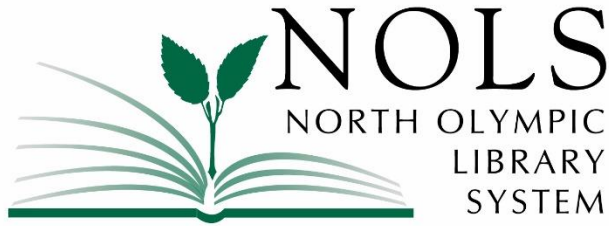
A young woman was extremely excited to get her NOLS library card this morning (she is collecting as many as she can, and drove out to Port Angeles specifically to visit the library). She shared that anyone with a US address can apply for a library card with the Queer Liberation Library as well (this is a digital library, so easily accessible from anywhere in the country).

**11/26/2024 – Port Angeles**

At Teen Tuesday we learned about and wrote some ekphrastic poems. One teen shared that his poem is about a time when his family first visited the area and encountered Poetry Walks in the Hoh Rainforest--totally on accident! He said one of the poems on the trail affected him so much that he

cried, and he shared about another poem he loved about "someone carving their initials into an old tree, and the poet basically asks 'why don't you have any whimsy in your life?!'" Seeing the poems on the trail was a great experience for his family and impacted their decision to move here, and he's looking forward to Poetry Walks again this year now.





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### **12/02/2024 – Port Angeles**

A tween patron approached the desk to ask about cookbooks. We talked about what they liked to cook for their family, their family members' food limitations, and what they'd like to try cooking next. I showed them the catalog and how to see which cookbooks were available in the branch today. When writing down the call number for the third book we found, the patron noted, "now, I see that these all start with 641," so I was delighted to provide a crash course on Dewey Decimal Classification. We pulled four books from the shelves and the patron sat down to look through them; they later checked out two of the books.

### **12/02/2024 – Port Angeles**

During Magic Monday, a patron came in to deliver a surprise donation of Magic: the Gathering (MtG) cards from local shop Good Eevening. He also brought a donation from a game store in Portland, OR, of some materials for Tabletop Role-Playing Game (TTRPG) Night. This patron isn't local, but is in the area frequently and attended the first TTRPG Night, and he commended the library for hosting both these programs. Magic Monday participants today had a great time poring over the donated cards (which included both vintage cards and the newest MtG sets and everything in between) and building new decks that they tested out!

### **12/04/2024 – Outreach**

A note enclosed in Outreach returns states, "Whenever I write to friends and family I am full of praise for the Outreach program of the North Olympic Library System!"

### **12/09/2024 – Sequim**

A couple that frequent the library brought us in a fancy wrapped tin of cookies and a really sweet card, thanking the staff for "being so kind, always".

### **12/13/2024 – Port Angeles**

A little patron fresh out of Toddler Storytime pointed at me and asked "is that the book doctor"?

### **12/18/2024 – Sequim**

I recommended BookMatch to a patron last week. She was looking for books for her granddaughter

who would just be getting into Young Adult books. She came in today and let me know that the BookMatch team opened up a whole new world for her. She said they were great and thank you and she can't wait to use it for her own list. Kudos to the BookMatch Team!

### **12/23/2024 – Forks**

Our famous Summer Reading Program T-shirt artist Daria Hunt stopped by to give us homemade scones and wish us a Merry Christmas!

### **12/30/2024 – Port Angeles**

A patron stopped by the front desk to share that their daughter, who is the lead librarian at the University of Washington, visited the Port Angeles Main Library during the holiday break. She was impressed by the great collection, resources, and staff. She asked them to pass along her compliments. The patron said they already knew that the library was great, but wanted to give their gratitude to staff as well.

### **12/31/2024 – Port Angeles**

On three separate occasions, I've seen community members recommending library services or events on the Port Angeles Reddit threads. I saw one sharing book group info, another promoting the Noon Year's Eve program. And stumbled on another encouraging someone who is looking for community, to consider attending library programs. It's exciting to see that kind of support for the library online!

### **12/31/2024 – Port Angeles**

2024 ended with a BANG—of confetti and popping balloons! The Noon Year's Eve Party was a huge success with over 300 community members in attendance. We crafted, we counted down to noon, and we danced! A HUGE thank you to Brian and Kirby for putting up the balloon drop and helping to make sure the event went smoothly!

