Notice of Public Hearing

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

Public Hearing on 2027 Operating Budget

Monday, November 16, 2026, 5:30pm
Forks Branch Library
171 South Forks Avenue, Forks, WA 98331

The North Olympic Library System Board of Trustees will hold a public hearing on the Library's draft 2027 Operating Budget during the Board's regular meeting on Monday, November 16, 2026, at 5:30pm. The Library's budget for 2026 is $7,323,969 and the proposed budget for 2027 is $7,902,730.

Members of the public are encouraged to share their thoughts at the November Board meeting, or if you cannot attend, by emailing the Executive Director, Noah Glaude, at Director@nols.org, or by emailing LibraryBoard@nols.org.

Library budget and financial information is available on the Library's website at nols.org/board-administration/.

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NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Board of Trustees Regular Meeting

Monday, November 16, 2026 5:30pm
Forks Branch Library

REMOTE ACCESS

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

PUBLIC COMMENTS

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

AGENDA

1. Call to Order, Roll Call and Introductions
2. Land Acknowledgement
3. Approval of Agenda
4. Approval of minutes for the regular meeting of October 22, 2026
5. Communications
6. Public Comments
7. Financial Reports: October 2026
8. Approval of Vouchers: October 2026
9. Reports
   - R.1. Monthly Statistics Reports: October 2026
   - R.2. Monthly Activity Reports: October 2026
   - R.3. Customer Comments: October 2026
   - R.4. Highlight Log: October2026
10. Unfinished Business
    - U.1. None

11. New Business
    - N.1. Review and discussion of proposed 2027 Operating Budget
    - N.2. Public Hearing on the proposed 2027 Operating Budget
    - N.3. Approval of Resolution 26-11-10: Authorizing Library Levy
    - N.4. Executive session to discuss collective bargaining agreements
    - N.5. Approval of 2027-2030 Collective Bargaining Agreement with General Employees Union
    - N.6. Approval of 2027-2030 Collective Bargaining Agreement with Management Employees Union
    - N.7. Approval of 2027 Wage and Salary Schedule for Non-Represented Positions
    - N.8. Approval of Resolution 26-11-11: Increasing Payroll Account Balance
    - N.9. Approval of Resolution 26-11-12: Authorizing Transfer of Funds and Payment of Special Election Costs
    - N.10 Approval of Resolution 26-11-13: Honoring Ian Miller
    - N.11 Executive session to conduct a performance review of Executive Director
    - N.12 Approval of Amendments to Executive Director Contract, if any

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, January 28, 2027

15. Agenda items for next meeting

16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board Meetings

Date	***Time***		***Location***
Thursday, January 28, 2027	*5:30pm*	*Regular meeting*	*Port Angeles*

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

North Olympic Library Foundation Meetings generally occur on the same dates as NOLS Board meetings, usually at 3pm via Zoom.

Friends of the Library Meetings

Clallam Bay Friends of the Library	Varies. Check with Clallam Bay Branch staff for the next date.
Friends of the Forks Library	Varies. Check with Forks Branch staff for the next date.
Port Angeles Friends of the Library	Second Tuesday of the month at 10:15am at the Port Angeles Library.
Friends of Sequim Library	Annual Meeting is held the third Tuesday in July at 9:30am.

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

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Board of Trustees Regular Meeting
Thursday, October 22, 2026 5:30pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
   Board Chair Bert Caldwell called the meeting to order at 5:30pm. Trustees present: Bert Caldwell, Jennifer Pelikan, Cyndi Ross, Betty Marcoux, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR and Business Manager Shaina Lent, Sequim Library Manager Emily Sly, Marketing and Communications Manager Cynthia French, and Outreach Library Manager José Castro.

2. Land Acknowledgement

3. Approval of agenda
   Motion by Betty Marcoux to approve the agenda as presented. Motion seconded by Cyndi Ross. Motion carried.

4. Approval of minutes for regular meeting of September 24, 2026
   Motion by Cyndi Ross to approve the minutes from the September 24, 2026 regular meeting. Motion seconded by Betty Marcoux. Motion carried.

5. Communications

6. Public Comments

7. Financial Reports: September 2026
   The financial reports for September 2026 were accepted as presented.

8. Approval of Vouchers: September 2026
   Motion by Cyndi Ross to approve the September 2026 vouchers, numbered #866 through #994, in the amount of $575,506.39. Motion seconded by Betty Marcoux. Motion carried.

9. Unfinished Business
   None

10. New Business
    N.1. Review and discussion of proposed 2027 Operating Budget
    N.2. Public Hearing on the proposed 2027 Operating Budget

11. Reports
    R.1. Monthly Statistics Reports: September 2026
    R.2. Monthly Activity Reports: September 2026
    R.3. Customer Comments: September 2026
    R.4. Highlight Log: September 2026

All reports were accepted as presented.

12. Public Comments

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

14. Next meeting: 5:30pm, Monday, November 16, 2026

15. Agenda items for next meeting
Final public hearing for the NOLS 2027 Operating Budget

16. Executive session to discuss Collective Bargaining Negotiations

At 7:12pm the Chair announced that the Board would move to executive session to discuss Collective Bargaining Negotiations and that the session was expected to last until approximately 7:20pm.

At 7:20 the Chair announced that the Board would extend the executive session until 7:40pm.

At 7:39pm the Chair announced that the Board had concluded its executive session and would now return to open session.

17. Action on executive session, if any

18. Adjournment
There being no further business, the meeting was adjourned by the Chair at 7:40pm.

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

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary

Staff Report

Meeting Date: November 16, 2026
To: Library Board of Trustees
From: Finance Manager, Amy Hough
Subject: Comments on Financial Reports for October 2026

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 $11,227 for the month. Port Angeles Friends of the Library provided a generous donation of $10,000 and Gil and Joyce Lynch donated $1,000. NOLS greatly appreciates their generosity. Miscellaneous Revenues for the month include NOLS' E-Rate reimbursement of $112,854.

Other revenue is within the expected range for this time of year.

Expenditures: Expenses this month for Collection Materials are $36,842, and include $13,378 in annual magazine subscriptions. Other expenses are within the expected range for this time of year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of $321,015 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement, and sale and use tax payments. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in October are $391,345.

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

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Account Balances*

October 31, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
Board Designated Accounts	*Board Designated Accounts*				
Fiscal Emergency Reserve [1]	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve [2]	557,864	-	16,652	-	574,516
Operating Reserve [3]	603,359	-	-	-	603,359
PA Capital Reserve [3]	315,794	-	-	-	315,794
Sequim Capital Reserve [3]	13,001	-	-	-	13,001
NOLS Capital Fund[4]	151,804	-	-	5,032	146,772
PA Capital Fund[4]	73,544	-	-	2,289	71,255
Sequim Capital Fund[4]	2,794	-	1,015	1,961	1,848
Total Board Designated Accounts	3,025,178	-	17,667	9,281	3,033,564
Grants and Donations					
Clallam Bay Donations Fund	7,183	-	0	-	7,183
Clallam Bay Friends Donations	2,817	-	-	178	2,639
Forks Donations Fund	18,112	-	-	-	18,112
Forks Friends Donations	1,443	-	-	237	1,206
NOLS Materials Fund	18,548	-	-	-	18,548
NOLS Donations Fund	73,069	-	139	-	73,208
Port Angeles Donations Fund	22,108	-	16	-	22,125
Port Angeles Friends Donations	30,544	-	10,000	2,323	38,222
Sequim Donations Fund	23,951	-	56	-	24,007
Sequim Friends Donations	25,584	-	-	1,268	24,316
NOLF Donations Fund	1,500	-	-	1,250	250
Outreach Donations Fund	15,073	-	-	386	14,687
Total Grants and Donations	239,932	-	10,212	5,641	244,502
Unclaimed Property Account	3,326	-			3,326
Total Designated Cash	3,268,436	-	27,879	14,923	3,281,392
Undesignated Cash Operating Funds	1,354,560	(12,956)			1,341,604
Total WA State Local Investment Pool	4,622,996	(12,956)	27,879	14,923	4,622,996

Notes:

(1) Reserve buffer against major economic catastrophe.

(2) Receives timber revenues designated to fund capital improvement projects.

(3) Reserves to balance deficit budgets.

(4) Fund management account for designated capital projects.

** All amounts are rounded to the nearest dollar.*

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Account Balances*

October 31, 2026

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Total Investments	4,622,996	(12,956)	27,879	14,923	4,622,996
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	1,169,320			1,169,320
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	25	-	25	6,000
Payroll Account (US Bank 1301)	200	321,015	-	321,015	200
Merchant Account (FF 7401)	1,000	(441)	463	22	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	180	-	-	-	180
Forks	80	-	-	-	80
Clallam Bay	80	-	-	-	80
Total Branch Change Funds	520	-	-	-	520
Total Imprest Accounts	7,720	320,598	463	321,061	7,720
Total Cash	7,720	1,489,918	463	321,061	1,177,040
Total Cash and Investments	4,630,716	1,476,962	28,341	335,984	5,800,036

** All amounts are rounded to the nearest dollar.*

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Revenue Report*

October 31, 2026

Operating Revenue				10/12ths is	83.3%
	Budgeted	**Current**	**YTD**	**Difference**	**Percent**
Property Taxes	4,894,378	1,510,014	4,542,272	352,106	92.8
Grants, Entitlements, Other Payments	27,000	89	21,323	5,677	79.0
Goods and Services	21,325	4,886	23,540	(2,215)	110.4
Library Fees	15,000	245	10,304	4,696	68.7
Miscellaneous Revenues					
Pool Fund Investment Interest	262,500	15,787	165,703	96,797	63.1
Facilities Leases (Short Term)	1,600	245	3,058	(1,458)	191.1
Contributions and donations [1]	96,000	10,212	102,549	(6,549)	106.8
Other Miscellaneous Revenue	126,234	112,915	118,903	7,331	94.2
Total Miscellaneous Revenues	486,334	139,159	390,212	96,122	80.2
Nonrevenues (excise taxes) [2]	1,100	145	1,467	(367)	133.4
Total Operating Revenue	**5,445,137**	**1,654,538**	**4,989,118**	**456,019**	**91.6**

[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					
Donations & Grants	689,500	1,015	613,911	75,589	89.0
Timber Revenues (received in 2026)	-	16,652	194,280	-	-
Total Capital Revenue		**17,667**	**808,191**		
Grand Total Revenues		**1,672,204**	**5,797,309**		

*All amounts are rounded to the nearest dollar

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report*

October 31, 2026

Operating Expenditures	Budgeted	Current	Year To Date	10/12ths is Difference	83.3% Percent
Personnel					
Salaries and Wages	3,773,681	286,068	2,852,656	921,025	75.6
Benefits	1,519,505	105,276	1,088,096	431,409	71.6
Total Personnel	5,293,186	391,345	3,940,753	1,352,433	74.4
Supplies					
Supplies, Office and Operating	110,400	9,335	92,655	17,745	83.9
Fuel	8,900	992	10,623	(1,723)	119.4
Collection Materials	455,000	36,842	222,895	232,105	49.0
Merchandise purchased for resale	1,230	(6)	4,949	(3,719)	402.4
Small Tools/Equip (<$200)	16,750	1,571	13,373	3,377	79.8
Total Supplies	592,280	48,735	344,495	247,785	58.2
Services					
Professional Services	384,425	12,868	274,101	110,324	71.3
Communication	177,473	13,375	163,163	14,310	91.9
Travel	28,650	3,461	16,506	12,144	57.6
Taxes and Operating Assessments	6,780	2,985	5,990	790	88.3
Operating Rentals and Leases	22,055	210	27,789	(5,734)	126.0
Insurance	161,576	-	148,937	12,639	92.2
Public Utilities	112,427	9,036	97,663	14,764	86.9
Repair and Maintenance	185,782	9,522	101,782	84,000	54.8
Miscellaneous Services	6,500	12	1,564	4,936	24.1
Dues	5,310	-	2,640	2,670	49.7
Total Services	1,090,978	51,470	840,136	250,842	77.0
Intergovernmental Services	1,020	-	450	570	44.2
Nonexpenditures (excise taxes) [1]	1,100	173	1,420	(320)	129.1
Debt Repayment	151,405	1,880	149,525	1,880	98.8
Interest & Other Debt Service Costs	194,000	-	98,625	95,375	50.8
Total Operating Expenditures	**7,323,969**	**493,603**	**5,375,405**	**1,948,564**	**73.4**

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

*All amounts are rounded to the nearest dollar.

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report*

October 31, 2026

10/12ths is **83.3%**

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	706,500	1,893	572,614	133,886	81.0
Other Improvements	14,500	396	14,093	407	97.2
Machinery & Equipment	232,000	5,155	65,063	166,937	28.0
Construction of Capital Assets	918,681	1,838	796,776	121,905	86.7
Total Capital Outlays	**1,871,681**	**9,281**	**1,448,546**	**423,135**	**77.4**
Grand Total All Expenditures	**9,195,650**	**502,885**	**6,823,951**	**2,371,699**	**74.2**

*All amounts are rounded to the nearest dollar.

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Voucher Approval for October 2026

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 #995 through #1092 are approved in the amount of $503,609.12 this 16th day of November 2026.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
995	Acila Consulting LLC	PO 1526 Capital Construction - SQ Library Expansion & Renovation Project - SQ CPA	1,837.50
996	ADP LLC	Payroll Services - Payroll Processing Fee (PPE 09-30-26) - NOLS	1,080.86
997	ADP Tax/Financial Services	Payroll and Payroll Tax PPE 09-30-2026 - EFT 1245	279,308.11
998	ADP Tax/Financial Services	Q1 2019 WA Paid Leave Balance Due - NOLS	15.85
999	AHBL Inc	PO 1539 Buildings & Structures - PA Accessible Pathways Project - PACR	1,892.50
1000	Alliance 2020 Inc	PO 1466 Professional Services - Background Checks - NOLS	183.08
1001	Amazon.com	Collection Materials	82.75
1002	Amazon.com	Collection Materials	49.29
1003	Amazon.com	Collection Materials	77.21
1004	Amazon.com	Collection Materials	133.31
1005	AW Rehn & Associates Inc	PO 1470 Professional Services - HRA Services - ADM	223.25
1006	Bocko Karyn	Travel - Business - Mileage Reimbursement - NOLS	110.96
1007	Bridge Wynelle	C-08 2025 Programming - Clallam County Poet Laureate Pmt 7 (NOLF)	1,250.00
1008	Brito Angeles	Travel - Business - Mileage Reimbursement - NOLS	31.92
1009	Brodart Company	Collection Materials	659.16
1010	Brodart Company	Collection Materials	267.71
1011	Canon Financial Services Inc	PO 1365 Leases - Printer & Copier Contract - NOLS	940.03
1012	Canon Financial Services Inc	PO 1523 Leases - Printer & Copier Contract - NOLS	940.03
1013	Castro Cordova Jose	Business Travel - Mileage Reimbursement - NOLS	167.50
1014	Center Point Large Print	Collection Materials	207.36
1015	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	93.11
1016	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	54.48
1017	CenturyLink PA 333561247	Communications - Fax - PA	349.56
1018	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	66.88
1019	Clallam County Treasurer	2026 Taxes and Assessments - Stormwater and Weed Control - NOLS	2,985.08
1020	Commercial Filter Sales & Service	PO 1457 Maintenance Supplies - HVAC Filters - FAC	1,438.98

No.	Claimant	Purpose	Amount
1021	Decker City Hardware	PO 1443 Maintenance Supplies - Cleaner - FAC	7.59
1022	Dept. of Retirement Systems	PERS and DCP PPE 09-30-2026 - EFT 1246	40,158.25
1023	Dept. of Revenue - Use/Sales Tax	September 2026 Sales & Use Tax - EFT 1247 Check #9958635	782.79
1024	Evans Earthworks, Inc	PO 1449 Groundskeeping - PA Lawn Care - FAC	895.57
1025	Fatbeam LLC	Communications - Internet Services - NOLS	10,353.51
1026	Fire Chief Equipment Co. Inc.	PO 1541 Repair & Maintenance - SQ Backflow Testing - FAC	1,788.53
1027	Follett Content Solutions LLC	Collection Materials	154.22
1028	Forks City of	Public Utilities - FO	181.55
1029	Gale/CENGAGE Learning	Collection Materials	428.53
1030	Gale/CENGAGE Learning	Collection Materials	343.85
1031	Glaude Noah	Travel - Business & Training - Mileage Reimbursement - NOLS, ADM	1,137.11
1032	Haggard & Ganson LLP	PO1465 Professional Services - Legal Services - ADM	877.50
1033	HD Supply	PO 1417 Maintenance Supplies - Disinfectant - FAC	99.48
1034	Health Care Authority	Medical EE PPE 09-30-2026	52,373.70
1035	Hi-Tech Security Inc.	PO 1467 Repair & Maintenance - FO Fire Alarm Monitoring - FAC	847.08
1036	Hi-Tech Security Inc.	PO 1516 Repair & Maintenance - Annex Alarm Monitoring - FAC	378.97
1037	Hough Amy	Travel - Business & Training - Mileage Reimbursement - NOLS, ADM	575.54
1038	Ingram Library Services	Collection Materials	3,596.69
1039	Ingram Library Services	Collection Materials	445.22
1040	Ingram Library Services	Collection Materials	5,498.53
1041	Ingram Library Services	Collection Materials	3,026.59
1042	KCDA Purchasing Cooperative	PO 1433 Copy/Printer Paper - NOLS	1,966.70
1043	Langan Adrienne	Travel - Business - Mileage Reimbursement - NOLS	13.07
1044	Lent Shaina	Travel - Business - Mileage Reimbursement - NOLS	53.20
1045	Les Schwab Tires	PO 1581 Repair & Maintenance - White Forester Tire Repair - FAC	8.42
1046	Libraria	Collection Materials	852.77
1047	Libraria	Collection Materials	32.56
1048	Lumen	Communications - VOiP - NOLS	146.00
1049	McGrew Charlotte	PO 1561 Program Supplies - Third Friday Tween Program (FOSL)	4.49
1050	Midwest Tape	Collection Materials	1,277.02
1051	Midwest Tape	Collection Materials	776.72
1052	Midwest Tape	Collection Materials	694.30
1053	Murreys Disposal Company Inc.	Public Utilities - SQ	444.47
1054	North Olympic Library System	Patron Refunds #2567	24.95
1055	Olympic Laundry & Dry Cleaners Inc.	PO 1450 - Professional Services - Laundry - FAC	211.46
1056	OverDrive Inc	Collection Materials	994.32
1057	OverDrive Inc	Collection Materials	879.54
1058	Pacific Office Equipment Inc.	Copier & Paper Use Charges Sept 26 - NOLS	1,775.67
1059	Paypal	Merchant Service Fees	21.71
1060	Playaway Products LLC	Collection Materials	364.21
1061	Port Angeles City of/Peabody St.	Public Utilities - PA	5,274.99
1062	Port Angeles/Orcas Avenue	Public Utilities - PA	335.32
1063	PUD Clallam County	Public Utilities - CB	444.99
1064	PUD Clallam County	Public Utilities - FO	414.65

No.	Claimant	Purpose	Amount
1065	PUD Clallam County	Public Utilities - SQ	713.61
1066	Rainbow Sweepers Inc.	PO 1460 Groundskeeping - PA Parking Lot Sweeping - FAC	250.47
1067	Raivo Jessica	Travel - Training - Mental Health First Aid Mileage - NOLS	5.78
1068	Seevers Dana	Travel - Business - Mileage Reimbursement - NOLS	13.68
1069	SenSource Inc	PO 1452 Technology - Annual Hosting - IT	1,160.25
1070	Sequim City of	Public Utilities - SQ	1,061.24
1071	Sequim City of	Public Utilities - SQ	360.00
1072	Springshare LLC	PO 1478 Technology Services - Patron Point Notices/SMS Module Usage	283.95
1073	Sullivan Meghan	Travel - Business - Mileage Reimbursement - NOLS	77.67
1074	Summit Law Group	PO 1589 Professional Services - Legal Services - ADM	1,364.28
1075	Swain's General Store, Inc.	PO 1421 Maintenance Supplies - Batteries, Gloves, Wire - FAC	43.16
1076	Swain's General Store, Inc.	PO 1572, 1573 Maintenance Supplies - Door Stops - FAC	26.04
1077	TRS Mechanical Inc	PO 1451 Repair & Maintenance - SQ HVAC Maintenance - FAC	2,412.97
1078	Unique Management Services Inc.	Professional Services - Debt Collection	157.60
1079	US Bank	Credit Card Services - October 2026	14,708.95
1080	US Postmaster	PO 1475 Operating Rentals - Annual Box 106 Rent - CB	210.00
1081	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	595.59
1082	Vick Ventures LLC	PO 1515 Professional Services - PA Carpet Cleaning - FAC	5,204.08
1083	WA Dept of Labor & Industries	Q3 2026 L&I - NOLS	7,958.77
1084	Washington Department of Revenue	2026 Unclaimed Property - EFT 1250	749.50
1085	WCIF	Vi/Li/EAP PPE 09-30-2026	1,284.13
1086	West Waste & Recycling	Public Utilities - FO & CB	98.53
1087	Whitmarsh Christine	PO 1559 Training Supplies - ASTD Coffee - NOLS	65.34
1088	Wright's Backflow Services	PO 1558 Machinery & Equipment - PA Irrigation Backflow Replacement	1,388.48
1089	WSCCCE - WPAS Inc	Dental Premiums PPE 09-30-2026 - NOV Coverage	8,007.44
1090	WSCCCE-Council 2 AFSCME AFL-CIO	Union Dues PPE 09-30-2026	2,238.52
1091	WT COX	Collection Materials	4,749.96
1092	WT COX	Collection Materials - Annual Magazine Subscriptions (includes vendor credits of $367.95)	13,010.33
			503,609.12

* Detail - NOLS Revolving Fund Account -- Voucher #1054			
2567	NOLS Patron	Patron Refund	24.95
			24.95

* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1078			
1	Adobe Creative Cloud	PO 1393 Technology Services - Creative Cloud Licenses - IT	209.94
2	Adobe Creative Cloud	PO 1491 Technology Services - Monthly Adobe Pro License - IT	7.67
3	Adobe Creative Cloud	PO 1551 Technology Services - Adobe Acrobat Pro - ADM	40.27
4	Amazon.com	PO 1400 Office Supplies - Acrylic Sign Holders, Fans - PA	69.67
5	Amazon.com	PO 1406 Office Supplies - Flash Drives for Staff Use - PA	69.01
6	Amazon.com	PO 1483 Program Supplies - Teen Kits (CBFOL)	37.12
7	Amazon.com	PO 1483 Program Supplies - Teen Kits (FOFOL)	37.12
8	Amazon.com	PO 1412 Program Supplies - Storytime (FOFOL)	44.24
9	Amazon.com	PO 1484 Program Supplies - Kids Display (FOFOL)	37.09

No.	Claimant	Purpose	Amount
10	Amazon.com	PO 1335 Small Tools & Equipment - Hardware Security Keys - IT	104.54
11	Amazon.com	PO 1398 Small Tools & Equipment - USB Hubs, Laptop Power Adaptors - IT	235.29
12	Amazon.com	PO 1429 Small Tools & Equipment - UPS Battery Pack - IT	357.80
13	Amazon.com	PO 1428 Small Tools & Equipment - Ergonomic Peripherals - IT	346.53
14	Amazon.com	PO 1293 Program Supplies - StoryWalk 2026 (PAFOL)	40.29
15	Amazon.com	PO 1404 Program Supplies - Teen Lit Bags, Cosplay Party, Spooky Story Contest (PAFOL)	168.37
16	Amazon.com	PO 1436 Program Supplies - Two Sentence Spooky Story Contest (PAFOL)	26.11
17	Amazon.com	PO 1427 Small Tools & Equipment - (3) Dell Docking Stations - IT	344.01
18	Amazon.com	PO 1424 Office Supplies - Monitor Light Bar - ADM	74.04
19	Amazon.com	PO 1459 Office Supplies - RFID Blocking CC Sleeves - ADM	26.83
20	Amazon.com	PO 1489 Office Supplies - Pens, Lanyards - NOLS	61.07
21	Amazon.com	PO 1490 Office Supplies - Interoffice Envelopes - NOLS	41.39
22	Amazon.com	PO 1503 Program Supplies - Tween Book Club (PAFOL)	40.72
23	Amazon.com	PO 1500 Program Supplies - Spooky Family Carnival (PAFOL)	133.32
24	Amazon.com	PO 1503 Program Supplies - 1000 Books Before Kinder (PAFOL)	8.70
25	Amazon.com	PO 1501 Program Supplies - Kid & Tween Book Club (PAFOL)	188.55
26	Amazon.com	PO 1502 Program Supplies - Spooky Carnival, Baby Storytime, Coastguard Day (PAFOL)	68.22
27	Amazon.com	PO 1316 Maintenance Supplies - Eyewash, Gauze Rolls - FAC	41.41
28	Amazon.com	PO 1316 Maintenance Supplies - Eyewash, Gauze Rolls - FAC	16.65
29	Amazon.com	PO 1529 Machinery & Equipment - Read & Return Shelves - FO	282.32
30	Amazon.com	PO 1531 Program Supplies - Program Giveaway (FOFOL)	16.27
31	Amazon.com	PO 1532 Office Supplies - Lumbar Cushion - FO	27.85
32	Amazon.com	PO 1363 Program Supplies - Kids & Teens Programming (FOSL)	102.30
33	Amazon.com	PO 1430 Program Supplies - Kid & Teen Programming (FOSL)	122.54
34	Amazon.com	PO 1446 Program Supplies - Autumn Seed Swap (FOFOL)	21.69
35	Arco	PO 1392 Courier Fuel - Pacifica - OR	46.08
36	Arco	PO 1431 Courier Fuel - Pacifica - OR	35.39
37	Arco	PO 1463 Courier Fuel - Pacifica - OR	43.23
38	Arco	PO 1455 Business Fuel - Bookmobile - OR	65.63
39	Arco	PO 1456 Business Fuel - Bookmobile - OR	79.11
40	Arco	PO 1462 Business Fuel - White Subaru - NOLS	63.47
41	Barnes & Noble	PO 1482 Program Supplies - CB Kids Book Club (CBFOL)	19.68
42	Barnes & Noble	PO 1482 Program Supplies - CB Kids Book Club (CBFOL)	108.29
43	Best Western	PO 1410 Travel - Training - WFOA Conference Lodging - ADM	481.11
44	Best Western	PO 1555 Travel - Training - Library Council of WA Lodging - ADM	144.73
45	California Burritos	PO 1411 Travel - Training - WFOA Conference Meal - ADM	19.18
46	Chick-Fil-A	PO 1411 Travel - Training - WFOA Conference Meal - ADM	13.37
47	Chinook Pharmacy	PO 1445 Program Supplies - Twilight Wonders Crafting Station (FOFOL)	36.92
48	Chinook Pharmacy	PO 1445 Program Supplies - Twilight Wonders Crafting Station (FOFOL)	-29.32
49	Circle K	PO 1528 Business Fuel - Blue Prius - NOLS	38.86
50	Clarkesworld Magazine	PO 1468 Collection Materials - NOLS	13.99
51	Costco	PO 1409 Program Supplies - Teen & Tween Programming (PAFOL)	79.94
52	Costco	PO 1508 Program Supplies - Kids Lead (FOSL)	41.88

No.	Claimant	Purpose	Amount
53	Costco	PO 1520 Program Supplies - Movie Night, Teen Programs (FOSL)	116.11
54	Domino's	PO 1509 Program Supplies - Teen Night (FOSL)	36.95
55	Domino's	PO 1510 Program Supplies - Financial Beginnings for Teens (FOSL)	32.50
56	Domino's	PO 1512 Program Supplies - Kids & Family Saturdays (FOSL)	36.25
57	E-Fax	PO 1488 Technology Services - HR Fax - ADM	37.02
58	Ergo Works	PO 1530 Machinery & Equipment - Office Chair - FO	889.44
59	First Book Marketplace	PO 1280 Program Supplies - Books & Trivia (FOSL)	184.49
60	First Book Marketplace	PO 1280 Program Supplies - Books & Trivia (FOSL)	568.41
61	Forks Outfitters	PO 1444 Program Supplies - Twilight Wonders Crafting Station (FOFOL)	16.89
62	Hess Market	PO 1546 Business Fuel - White Subaru - NOLS	82.46
63	Historic Washington Hotel	PO 1554 Travel - Training - Library Council of WA Lodging - ADM	109.60
64	Home Depot	PO 1394 Small Tools & Equipment - 1-Port Faceplate - IT	11.96
65	Home Depot	PO 1494 Maintenance Supplies - Storage Bin - FAC	21.76
66	Ione Public House	PO 1556 Travel - Training - Library Council of WA Meal - ADM	27.90
67	KCDA Purchasing Cooperative	PO 1407 Copy/Printer Paper - PA	53.84
68	KCDA Purchasing Cooperative	PO 1349 Office Supplies - Adhesive Tape - TS	60.27
69	Label Value	PO 1454 Office Supplies - Spine Labels - SQ	71.24
70	La Crosse Technology	PO 1493 Maintenance Supplies - Clock for Carver Room - FAC	74.04
71	La Quinta Hotel	PO 1548 Travel - Training - PLW Meeting Lodging - ADM	247.32
72	Love Birds Coffee	PO 1556 Travel - Training - Library Council of WA Meal - ADM	22.28
73	Lower Elwha Food & Fuel	PO 1358 Business Fuel - Bookmobile - OR	54.11
74	Lower Elwha Food & Fuel	PO 1442 Business Fuel - Chevy Van - NOLS	126.74
75	Lower Elwha Food & Fuel	PO 1351 Business Fuel - Bookmobile - OR	47.23
76	Lower Elwha Food & Fuel	PO 1331 Business Fuel - Bookmobile - OR	56.51
77	Lower Elwha Food & Fuel	PO 1391 Business Fuel - Bookmobile - OR	93.56
78	Lower Elwha Food & Fuel	PO 1415 Business Fuel - Bookmobile - OR	80.19
79	Maharaja	PO 1411 Travel - Training - WFOA Conference Meal - ADM	28.28
80	Meta (Facebook)	PO 1479 Professional Services - Sponsored Posts - Program Ads - MKT	51.72
81	Meta (Facebook)	PO 1557 Professional Services - Sponsored Posts - MKT	69.69
82	Microsoft	PO 1359 Technology Services - Shared Space Additional Licenses - IT	69.81
83	Microsoft	PO 1360 Technology Services - A5 Licenses - IT	525.20
84	Microsoft	PO 1361 Technology Services - A3 Licenses - IT	419.54
85	Model Railroader Magazine	Collection Materials - NOLS	43.51
86	National Safety Council	PO 1535 Training & Conferences - Defensive Driving for COS - NOLS	55.72
87	Prime Video	PO 1513 Program Supplies - Kids & Family Saturdays (FOSL)	4.35
88	Prime Video	PO 1521 Program Supplies - Movie Night (FOSL)	4.35
89	PWM Press	PO 1328 Program Supplies - PA Teen Murder Mystery Party (PAFOL)	39.95
90	QFC	PO 1511 Program Supplies - Silent Reading Party (FOSL)	13.27
91	Quill Corporation	PO 1533 Office Supplies - Cables, Binders, Tabs - FO	109.97
92	Quill Corporation	PO 1533 Office Supplies - Planners - FO	123.22
93	Quill Corporation	PO 1533 Office Supplies - Reusable Envelope - FO	0.01
94	Quill Corporation	PO 1533 Office Supplies - Scotch Book Tape - FO	65.15
95	Sequim Chamber of Commerce	PO 1397 Travel - Training - Sequim Chamber Meeting Lunch - SQ	28.00
96	Shell	PO 1396 Business Fuel - Chevy Van - NOLS	79.88

No.	Claimant	Purpose	Amount
97	Sirinya's Thai	PO 1556 Travel - Training - Library Council of WA Meal - ADM	36.17
98	Sloan Valve	PO 1426 Maintenance Supplies - Faucet Controller - FAC	214.09
99	Soba Teppanyaki	PO 1556 Travel - Training - Library Council of WA Meal - ADM	22.15
100	Stamps.com	PO 1338 Postage - TS	250.00
101	Stamps.com	PO 1344 Postage - TS	250.00
102	Stamps.com	PO 1380 Postage - TS	250.00
103	Stamps.com	PO 1418 Postage - TS	250.00
104	Stamps.com	PO 1434 Technology Services - Monthly Service Charges - TS	22.86
105	Stamps.com	PO 1439 Postage - TS	250.00
106	Stamps.com	PO 1447 Postage - TS	250.00
107	Stamps.com	PO 1458 Postage - TS	250.00
108	Taco del Mar	PO 1549 Travel - Training - PLW Meeting Meal - ADM	23.43
109	Target	PO 1481 Program Supplies - Rolling Utility Cart (PAFOL)	38.65
110	Target	PO 1405 Machinery & Equipment - Staff Laptop MKT - IT	2,472.02
111	The Farmhouse Cafe	PO 1556 Travel - Training - Library Council of WA Meal - ADM	11.69
112	Ubiquiti	PO 1399 Small Tools & Equipment - Unify Flex Mini Network Switches (5) - IT	170.98
113	Uplift Desk	PO 1448 Maintenance Supplies - Desk Keypad Controller - FAC	42.47
114	US Mobile	PO 1492 Communications - Voice - 1-Month Mobile Plan - IT	25.00
115	USPS	PO 1425 Postage - Return Label for Faucet Parts - FAC	8.22
116	WA Food Worker Card	PO 1474 Training & Conferences - Food Handler Card - NOLS	10.00
117	Walmart	PO 1413 Program Supplies - FO Kids Book Club (FOFOL)	43.30
118	Walmart	PO 1408 Program Supplies - Crayons, Puzzle Program (PAFOL)	12.84
119	Walmart	PO 1472 Program Supplies - Homeschool Hangout (PAFOL)	22.24
120	WA State Ferries	PO 1547 Travel - Training - PLW Meeting Ferry - ADM	21.63
121	WA State Ferries	PO 1550 Travel - Training - PLW Meeting Ferry - ADM	21.63
122	WA State Ferries	PO 1553 Travel - Training - Library Council of WA Ferry - ADM	27.81
123	Windfall Thrift Store	PO 1414 Program Supplies - Spooky Decor Teen Area (FOFOL)	12.80
124	Windfall Thrift Store	PO 1414 Program Supplies - Spooky Decor Teen Area (CBFOL)	12.80
125	WLA.org	PO 1534 Training & Conferences - WLA Training - NOLS	45.00
			14,708.95

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

1245	**ADP Tax/Financial Services**	Payroll and Payroll Tax (PPE 09-30-2026)	279,308.11
1246	**Dept. of Retirement Systems**	PERS and DCP (PPE 09-30-2026)	40,158.25
			319,466.36



2027 Proposed Operating Budget

Second Board Review and Public Hearing
November 16, 2026

Staff Report

Meeting Date: November 16, 2026
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Review and Adoption of the Operating Budget for Fiscal Year 2027
Public Hearing on the 2027 Budget

Attachments: Proposed 2027 Operating Budget Summary
2027 Budget Guidelines

Topic/Issue:
The Library Board of Trustees will review the final draft of the Library's Operating Budget for 2027, and conduct the second public hearing on the budget. In order to meet the Clallam County deadlines for submission of budget resolutions and levy certifications, the Board must adopt a budget at their November 16, 2026 meeting.

Background:
The Board reviewed an earlier draft of the proposed operating budget at their regular October meeting. The public hearing in November provides a second opportunity for members of the public to review the proposed budget and provide feedback to the Board.

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

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

Discussion:
The Management Team played a key role in the development of this draft budget. The Management Team sets system-wide priorities which reflect NOLS' Strategic Roadmap and Initiatives and branch and department work plans for the coming year. Managers developed their respective branch/department budgets, and then worked together to jointly review and finalize this draft. Finance Manager Amy Hough developed the personnel budget, calculated the Library's levy rate and provided extensive support in the creation of the budget. The Board's Finance Committee has reviewed the proposed budget.

Total Operating Expenditures budgeted in the proposed 2027 Operating Budget stand at $7,902,730, an increase of $579,034 from the 2026 approved Operating Budget of $7,323,969.

Tax Revenue Estimates
The Library budget generally reflects a conservative estimate of the expected tax revenues. These are calculated based on the preliminary estimates of the Assessed Valuation (AV) for the County as provided by the Assessor, and applying the limiting factors imposed by Washington State tax laws. The County Assessor estimates the county-wide taxable AV at $17,678,884,524 and the county-wide new construction value to be $195,047,236.

In April 2026, Clallam County voters approved increasing the Library's levy from its current rate of 28¢ per thousand of AV to 45¢ per thousand of AV. Tax revenues in the 2027 proposed budget have been projected based on this new rate (the new levy rate will not go into effect until 2027), with allowance for estimated new construction add-ons and additional refunds. In 2027, the levy is estimated to bring in $7,955,498.04 in property taxes, plus the Library will receive a refund of $26,586.74. That brings the total estimated property tax revenue in the 2027 Operating Budget to $7,982,085. The Library will not collect new construction the first year of the levy lid lift but will in all following years. Approximately 95% of the Library's revenue received in 2027 will derive from property taxes.

Library Fees
Revenues for 2027 from lost and damaged materials fees have been estimated at $12,000. In 2019, the Library stopped charging fines for overdue material.

Miscellaneous Revenues
The proposed budget includes $193,109 of investment interest income. The bulk of NOLS operating funds are invested via the State Pool. This estimate is based on the latest interest rate on State Pool funds and an estimate of the monthly average amount NOLS will have invested in the State Pool.

A total of $79,000 representing donations from the four Friends of the Library groups and the North Olympic Library Foundation has been included as estimated revenue. For the most part, Friends' donations are directed toward support for library programming and events. NOLS' exceptional array of public programming is almost entirely dependent on the generous support of the Friends groups.

E-rate revenues are received as part of the federal reimbursement program related to telecommunications. E-rate reimbursements have been estimated at $103,000 for 2027. This reimbursement is tied to network upgrades and internet service provided throughout the system.

Other miscellaneous revenues include $3,500 in credit card rebates and $3,000 for EV charging fees at the Sequim Branch Library.

Transfers-in / Transfers-out
The recent approval of the levy lid lift will ensure sufficient revenue in upcoming years and allow NOLS to rebuild its reserves. In adopting the Budget Guidelines for 2027, the Board of Trustees recognized that reserves, which have been carefully nurtured as a buffer against a shrinking levy rate, will play a critical role in balancing the budget in future years. Inflation and the costs of doing business, such as insurance, medical benefits and utilities, are not expected to stay within the 1% limit of

property tax revenue growth after the levy rate is raised in 2027. Despite the positive transfers expected in the next few years, within the next decade, NOLS will likely need to pull from reserves again to balance its budget.

The proposed 2027 Operating Budget will allow a transfer-out to the Operating Reserve in the amount of $885,788. As of October 31, 2026, NOLS had $603,359 in the Operating Reserve account.

The proposed 2027 Operating Budget also includes transfers in from the NOLS Donation Fund and several Branch Donation Funds. There will be $2,000 transferred from the Clallam Bay Donations Fund and $7,000 from the Forks Donation Fund to help cover programming costs at those branches. Purchasing program prizes and giveaways using Friends of the Library donation and the NOLS Donations Fund helps avoid any possible concerns about gifts of public funds that can arise when utilizing property tax revenue to purchase program prizes.

The 2027 Operating Budget also includes a $322,375 transfer from the Sequim Capital Project Account to pay the LOCAL Program financing costs associated with Sequim Library Expansion and Renovation Project. The Sequim Capital Project Account has been funded by a mix of timber revenue, grants and donations.

Timber Revenue

In accordance with the Fiscal Management Policy, and established Board practice, projected revenues from timber and forest products are not included in the Operating Budget for 2027. The Board will be presented with a draft of the Capital Budget for 2027 at the January meeting. Revenue for the Capital Budget is drawn from the Capital Budget Account. The Finance Committee will have opportunities to review drafts of the 2027 Capital Budget prior to its presentation to the Board in January 2027.

Personnel Expenditures

Personnel costs (salaries and benefits) represent approximately 73% of the total 2027 budget. Personnel costs stand at $5,743,112 in the proposed Operating Budget, up from the $5,293,186 budgeted in 2026, an increase of 8.5%. Personnel expense calculations reflect salaries, anticipated individual step (proficiency) increases, longevity benefits (CSBs), and other established cost increases and decreases, for all current positions.

The 2027 Budget Guidelines recognize that the compensation study commissioned in 2026 would be utilized to ensure employees are compensated appropriately and that the Library can retain and recruit excellent employees, its most important resource.

The compensation study recommended increasing the current pay structure by 4% to account for the change in market. Additionally, it recommended increasing the number of steps in each grade of the wage and salary schedule from five steps to seven steps. This change will increase the range width to be more aligned with pay structures in other governmental entities. The study also recommended increasing the number of grades to accommodate positions that would be below the market in the current pay structure's highest grade. Finally, the study also recommended adjusting position pay grades so that each position is in the grade that most closely aligns the market 50th percentile with the new grade midpoint.

While the study found that most of the benefits NOLS offers were in line with the market, it was noted that the level of medical benefits available to employee dependents was low.

During collective bargaining negotiations in the fall of 2026, NOLS reached new agreements with its two union units - the General Employee Unit and Management Employee Unit. Those agreements establish a new Wage & Salary Schedule that adjusts employee pay to be closer to the midpoint of the market. In addition to covering the costs of those salary adjustments, the proposed 2027 Operating Budget has been adjusted to cover a larger portion, $500/month, of a dependent's medical insurance, if the dependent enrolls through a NOLS plan. Determining exactly how much the dependent coverage will be utilized is challenging, so the contracts allow for the topic of dependent coverage to be reopened during the next two years, if it causes a financial strain on the Library. Other sections of the collective bargaining agreements that had a financial impact have been accounted for in the proposed 2027 Operating Budget.

In 2027, the Washington state minimum wage will increase by $0.60, 3.5%, to $17.73/hour. There will be a nearly 3% increase to medical premiums for 2027. Additionally, approximately 18% more has been budgeted for L&I payments, 9% more for PERS retirement payments, and 18% more for Washington Paid Family Leave. Personnel costs in the proposed 2027 Operating Budget have been adjusted to reflect these required increases.

The 2026 personnel costs were based on a staffing array that totaled 62.27 FTE. The 2027 personnel costs are based on a staffing array that totals 63.27 FTE. A number of staffing adjustments are planned or were recently implemented, which result in the net gain of 1 FTE. These include not filling an IT position that has been left vacant since late 2025, changing a Technical Services position to part-time, and adding a part-time Facilities Technician and part-time Administration Specialist.

Supplies Expenditures

Friends of the Library contributions are essential to NOLS' ability to provide library programming. For budgeting purposes, Friends' support for programming is split between *Supplies* and *Services;* in the 2027 Operating Budget, Friends' funding for program supplies stands at an estimated total of $33,500. Another $32,500 is budgeted to come from the North Olympic Library Foundation and other donation funds. Programming supplies include expenditures for a wide array of items, ranging from craft materials to prizes. Friends' and Foundation donations provide a majority of the funding necessary for programming supplies and presenters/services. NOLS truly could not provide this core service without support from the Library's wonderful and generous Friends of the Library groups and the Foundation.

Collection materials (books, DVDs, downloadable audio books, e-books, online databases and other library materials) are included in the Supplies category. The proposed 2027 Operating Budget increases the amount budgeted for collection materials by 1% to $460,000.

The fuel budget was reduced significantly in recent years due to NOLS utilizing EV and hybrid vehicles for courier services between the branches across Clallam County. Due to the unexpected fuel price increases in 2026, including the record high prices for diesel used by the Bookmobile, the draft 2027 Operating Budget includes a 71% increase for fuel – an increase from $8,900 in 2026 to $15,200 in 2027.

The Small Tools & Minor Equipment budget line has increased from $16,750 in 2026 to a proposed $22,400 in 2027 due to a decision by NOLS staff to shift most items that cost less than $2,000, such as IT peripherals, from the Capital Budget to the Operating Budget. The change aligns with best financial practices recommended by the state auditor.

Professional Services
Expenditures under this category include a wide variety of services such as software subscriptions and digital advertising, training fees and legal counsel.

Consultants that assisted NOLS' with previous strategic initiatives, such as the compensation study, are no longer needed now that their work is complete, but new projects have been budgeted for, such as updating the NOLS website to meet required ADA standards, be more user-friendly and secure. NOLS will continue to budget for an E-rate consultant to ensure the Library is fully and efficiently utilizing the Federal E-rate program. In the 2027 draft, $8,010 is budgeted for the E-rate consultant, but the Library plans to receive approximately $103,000 in revenue back from the program.

Communications
All internet, phone and data contracts have been reviewed carefully by IT staff during the past year. They have been able to eliminate some unneeded legacy services, but plans are being developed to add additional cell phones at the branches and for staff to improve emergency preparedness and best practices for local governments. Even with these changes, the communications budget is expected to remain relatively consistent with just a 2.3% increase from 2026 to 2027.

Travel
To reduce the amount NOLS needed to pull from reserves in 2026, the amount budgeted for conference travel was reduced significantly. Staff training and professional development has remained a priority for NOLS, so the proposed 2027 Operating Budget restores travel funding, increasing the training travel budget from $21,650 in 2026 to $36,900. As NOLS' ongoing investment in this area continues to expand skill sets and staff abilities, the Library will continue to refine this budget line to best address staff professional development needs.

The amount budgeted for NOLS business travel has also increased from $8,000 to $13,000, based on the federal mileage reimbursement rate (currently 76 cents per mile), the likelihood of that rate increasing, and the ongoing need of employees to use their personal vehicles to conduct NOLS business.

Operating Rentals and Leases
NOLS no longer needs to budget for the temporary building and storage used for the Sequim Library Expansion and Renovation Project, resulting in the 98.5% drop in this budget line. The remaining $340 budgeted in 2027 is for a safe deposit box and a post office box.

Insurance
Actual insurance costs in 2026 are estimated to be $148,937. In 2027, premiums are expected to increase, so $167,326 has been budgeted for insurance, a 12% increase over 2026 actual spending.

Utilities
Utility costs at each facility have been projected based on current use trends and all other data available. In the current draft of the 2027 Operating Budget, utility costs remain stable compared to 2026. Despite rising rates, the new Sequim Branch Library is currently using significantly less energy than the smaller older building. We will be closely analyzing energy usage in Sequim through the fall and winter months to get a more accurate understanding of how it is performing.

Intergovernmental Services
The Office of the Washington State Auditor is scheduled to complete an audit of NOLS in 2027. Based on the cost of the 2024, audit, $30,000 has been budgeted for this required work.

Capital Outlays
As noted elsewhere in this report, all capital outlay expenditures are reflected in the 2027 Capital Budget, which will be presented to the Library Board of Trustees in January 2027. The Capital budget is funded through the Capital Budget account and expenditures are generally scaled to align with timber/forest product revenues received during the previous fiscal year. Timber revenues of $194,280 have been received through October 31, 2026. The 2027 Capital Budget is still in a very early stage of development. Both Capital Budget revenue and expenditure projections will change between now and adoption of the Capital Budget.

Alternatives for Consideration:
As always staff will continue to seek cost-savings and efficiencies in all areas, in order to bring down the bottom line as the budget year progresses. The Board may direct or suggest specific changes to proposed expenditures.

Action/Motion:
- The Board must adopt the 2027 Operating Budget by motion at the November 16, 2026 meeting. Proposed language: "I move to adopt the 2027 Operating Budget in the amount of $7,902,730 as presented."
- The Board must also adopt Resolution 26-11-10, which authorizes collection of the regular property tax levy for 2027 at the new voter-approved rate of $.45 per $1,000 of assessed value. A separate staff report will address this action.

North Olympic Library System

2027 Summary Operating Budget

November 2026 DRAFT

	2026 Approved Budget	2027 Proposed Budget	Change from 2026 Approved Budget to 2027 Proposed Budget
Operating Revenue			
Property Taxes	4,894,378	7,982,085	63.1%
Intergovernmental Revenues	-		
Grants, Entitlements, Other Payments	27,000	26,000	-3.7%
Goods and Services	21,325	26,550	24.5%
Library Fees	15,000	12,000	-20.0%
Miscellaneous Revenues			
Pool Fund and Investment Interest	262,500	193,109	-26.4%
Facilities Rentals (short term)	1,600	2,400	50.0%
Contributions and Donations [1]	96,000	79,000	-17.7%
E-Rate Reimbursements	122,234	103,000	-15.7%
Other Miscellaneous Revenues	4,000	6,500	62.5%
Total Miscellaneous Revenues	486,334	384,009	-21.0%
Nonrevenues (excises taxes) [2]	1,100	1,500	36.4%
Total Operating Revenue	**5,445,137**	**8,432,143**	**54.9%**
Transfers In/Out			
NOLS Materials Gift Fund	45,825	5,000	-89.1%
Branch Donations Funds	22,000	9,000	-59.1%
NOLS Donations Fund	15,000	20,000	33.3%
Sequim Capital Project Reserve	345,000	322,375	-6.6%
Operating Reserve	677,199	(885,788)	-230.8%
Fiscal Emergency Reserve	773,808		-100.0%
Total Transfers In/Out	1,878,832	(529,413)	-128.2%
Operating Funds	**7,323,969**	**7,902,730**	**7.9%**

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

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

North Olympic Library System

2027 Summary Operating Budget

November 2026 DRAFT

	2026 Approved Budget	2027 Proposed Budget	Change from 2026 Approved Budget to 2027 Proposed Budget
Expenditures			
Personnel			
Salaries and Wages	3,773,681	4,104,483	8.8%
Benefits	1,519,505	1,638,629	7.8%
Total Personnel	5,293,186	5,743,112	8.5%
Supplies			
Collection Materials	455,000	460,000	1.1%
Supplies, Office and Operating (1)	110,400	128,460	16.4%
Fuel	8,900	15,200	70.8%
Merchandise Purchased for Resale	1,230	3,750	204.9%
Small Tools/Equipment	16,750	22,400	33.7%
Total Supplies	592,280	629,810	6.3%
Services			
Professional Services (1)	384,425	394,061	2.5%
Communication	177,473	181,573	2.3%
Travel	28,650	49,900	74.2%
Taxes and Operating Assessments	6,780	6,780	0.0%
Operating Rentals and Leases	22,055	340	-98.5%
Insurance	161,576	167,326	3.6%
Utilities	112,427	113,200	0.7%
Repair and Maintenance	185,782	220,550	18.7%
Miscellaneous Services	11,810	15,440	30.7%
Total Services	1,090,978	1,149,170	5.3%
Intergovernmental Services	1,020	30,970	2936.3%
Nonexpenditures (excise taxes) (2)	1,100	1,500	36.4%
Long-term Liabilities	151,405	157,418	4.0%
Debt Service	194,000	190,750	-1.7%
Total Operating Expenditures	**7,323,969**	**7,902,730**	**7.9%**

(1) Includes anticipated grants from Friends of the Library groups, the North Olympic Library Foundation, 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.

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

2027 BUDGET GUIDELINES

With the 2027 Operating and Capital Budget, the Library Board of Trustees will be a responsible steward of the Library's public and private funds, and manage NOLS resources prudently utilizing the following guidelines:

1. In Spring 2026, Clallam County voters approved increasing the Library's compressed levy rate, allowing the NOLS 2027 budget to emphasize maintaining current library services and staffing levels.

2. The Library's 2026-2030 Strategic Roadmap, in addition to ongoing community feedback, will provide guidance on which services, programs, and projects will be prioritized.

3. The compensation study commissioned in 2026 will be utilized to ensure employees are compensated appropriately and that the Library can retain and recruit excellent employees, its most important resource.

4. The Library will maintain Board Designated Reserve Accounts as described in Fiscal Management Policy 5.15 and recognizes that the Operating Reserve will need to be built back up to prepare for the inevitable shrinking of the Library's levy rate in future years.

5. The Board agrees that prudence and fiscal responsibility require that operational efficiencies will be continually sought, identified, and swiftly implemented wherever appropriate.

Adopted by the NOLS Board of Trustees
Proposed for adoption on September 24, 2026

Staff Report

Meeting Date: November 16, 2026
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of Resolution 26-11-10: Authorizing the Library Levy for 2027

Attached: Resolution 26-11-10
NOLS 2027 Levy Certification Form

Topic:
Approval of resolution 26-11-10, authorizing the Library Levy for the fiscal year 2027.

Discussion:
This resolution authorizes Clallam County to collect the Library's 2027 property taxes, pursuant to RCW 84.55.120 and 84.55.092. Approval of the resolution by the NOLS Board of Trustees is required in order to collect property tax revenues at the maximum lawful level.

In addition to levy resolution, NOLS must submit the attached levy certification from to county. The Board does not need to act on the levy certification form. Under RCW 84.52.070, levy certifications must be submitted to the County Legislative Authority by November 30. The Clallam County Assessor's Office has asked the taxing districts submit their materials no later than November 20, 2026, so they have tome to review them and identify any issues before they go the County Commissioners for certification.

Financial and Policy Implications:
An estimate of the District's property tax levy for 2027 has been calculated and included in the proposed 2027 Operating Budget. As noted elsewhere, levy calculations are subject to a number of possible limiting factors. Resolution 26-11-10 authorizes the Library Levy at the most optimum level permitted under law.

Recommendation: The Board of Trustees approve Resolution 26-11-10 as presented.

Resolution 26-11-10

Library Board of Trustees
North Olympic Library System

Authorizing the Library Levy for 2027

WHEREAS on April 28, 2026 the voters of the district approved a measure to restore the levy rate from $.28 to $.45 per $1,000 of assessed value; and

WHEREAS the Board of Trustees of the North Olympic Library System taxing district has met and considered its budget for the fiscal year of 2027; and

WHEREAS the district identified that the revenue generated from the restoration of the levy rate would support maintaining library operations and meeting the district's financial obligations;

WHEREAS the district would otherwise have been eligible for a 1% increase over the 2026 property tax revenue amount plus new construction; and

WHEREAS the levy rate of $.45 per one thousand dollars of assessed value is less than the statutory limit for library districts; and

NOW THEREFORE BE IT RESOLVED that the library levy rate for 2027 tax collection be certified at the $.45 per $1,000 of the assessed valuation in accordance with RCW. 27.12.150. This is exclusive of additional revenue resulting from the addition of new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

ADOPTED BY THE BOARD OF TRUSTEES OF THE NORTH OLYMPIC LIBRARY SYSTEM at the regular meeting held this 16th day of November 2026.

_____
Chair

_____
Trustee

_____
Trustee

_____
Trustee

_____
Trustee

ATTESTED BY:

_____
Secretary to the Board

Department of Revenue
Washington State

Form 64 0100

Reset form

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Noah Glaude** *(Name)*, **Executive Director** *(Title)*, for **North Olympic Library System** *(District name)*, do hereby certify to the **Clallam** *(Name of county)* County legislative authority that the **Board of Trustees** *(Commissioners, Council, Board, etc.)* of said district requests that the following levy amounts be collected in **2027** *(Year of collection)* as provided in the district's budget, which was adopted following a public hearing held on **11/16/2026** *(Date of public hearing).*

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	**8,100,000.00**	
Administrative refund amount	**26,586.74**	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

Print form

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

~~COLLECTIVE BARGAINING AGREEMENT~~

~~Between~~

~~NORTH OLYMPIC LIBRARY SYSTEM~~

~~and~~

~~**General Employees Unit**~~

~~**Local No. 1619L**~~

~~WASHINGTON STATE COUNCIL~~

~~of~~

~~COUNTY AND CITY EMPLOYEES~~

~~COUNCIL 2, AFSCME, AFL-CIO~~

Collective Bargaining Agreement
by and between

North Olympic Library System (NOLS)

and

General Employees Unit (GEU)
Local 1619-L, Washington State Council of County and City Employees (WSCCCE), AFSCME Council 2, AFL-CIO

January 1, ~~2023~~ 2027 through December 31, ~~2025~~2030

Table of Contents

ARTICLE 1: PREAMBLE 2
ARTICLE 2: NONDISCRIMINATION 2
ARTICLE 3: RECOGNITION, BARGAINING UNIT AND DEFINITIONS 3
ARTICLE 4: UNION MEMBERSHIP AND DUES DEDUCTION 5
ARTICLE 5: MANAGEMENT RIGHTS 6
ARTICLE 6: UNION BUSINESS 7
ARTICLE 7: HOURS OF WORK AND OVERTIME 8
ARTICLE 8: EMPLOYMENT POLICIES ..... 11~~10~~
ARTICLE 9: EMPLOYMENT RECORD ..... 13~~12~~
ARTICLE 10: HOLIDAYS ..... 14~~13~~
ARTICLE 11: VACATION LEAVE 14
ARTICLE 12: SICK LEAVE AND BEREAVEMENT LEAVE ..... 16~~15~~
ARTICLE 13: OTHER LEAVES ..... 18~~16~~
ARTICLE 14: GROUP INSURANCE ..... 19~~18~~
ARTICLE 15: OTHER BENEFITS ..... 19~~18~~
ARTICLE 16: WAGES AND CONTINUOUS SERVICE BENEFIT 20
ARTICLE 17: LAYOFFS AND RECALL ..... 25~~22~~
ARTICLE 18: GRIEVANCE PROCEDURE ..... 27~~24~~
ARTICLE 19: EMPLOYEE DISCIPLINE AND DISMISSAL ..... 29~~26~~
ARTICLE 20: LIBRARY FACILITIES ..... 30~~27~~
ARTICLE 21: NO STRIKE/LOCKOUT ..... 30~~27~~
ARTICLE 22: INTEGRATION CLAUSE ..... 30~~27~~
ARTICLE 23: SAVINGS CLAUSE ..... 31~~28~~
ARTICLE 24: TERM OF AGREEMENT ..... 31~~28~~
APPENDIX A: ~~2023~~ 2027 WAGE AND SALARY SCHEDULE ..... 32~~29~~

ARTICLE1: PREAMBLE

This Agreement is entered into by the North Olympic Library System, hereinafter referred to as the "Employer", and Local 1619L Washington State Council of County and City Employees, Council 2, AFSCME, AFL-CIO, hereinafter referred to as the "Union". The Agreement and the procedures which it defines are intended to contribute to the continuation of positive employee relations between the parties.

The Employer and the Union are working toward a common goal of serving the community and recognize that staff are the library's most valuable resource in achieving that goal. The Employer and the Union agree that it is in the best interests of the library to promote and encourage areas of understanding and cooperation in labor-management relations; promote efficiency and responsibility in the performance of the work and the accomplishment of the public purposes of the library; to promote procedures and methods to promptly and fairly adjust disputes; to establish reasonable and fair working conditions including the rates of pay, hours of work, and other conditions of employment; to promote financial sustainability in the delivery of high quality, efficient services to the community and stakeholders; and to encourage an environment of good will and harmony between the Employer and the Union for the benefit of all.

ARTICLE 2: NONDISCRIMINATION

Section 1. Non-discrimination. There shall be no discrimination by either the Employer or the Union in carrying out their respective obligations under this Agreement because of age, sex, gender, marital status, sexual orientation, race, religion, national origin, color, union activities protected by law and not in violation of NOLS work rules and expectations, protected leave status, disability and veteran status (provided, however, that the parties recognize and do not intend to prohibit lawful action justifiable based on legitimate non-discriminatory factors such as bona fide occupational qualifications and business necessity).

It is agreed by the Employer and the Union that every Employee has a right to be treated with respect and dignity and a responsibility to treat others in the same way. Harassment and/or bullying in whatever form is proscribed behavior and is prohibited.

The Employer agrees to establish Union representation on affirmative action or equal opportunity committees, where they exist, such as the Labor-Management Committee, with Union right to designate or elect representatives.

Section 2. Grievances Arising Under Article 2. Employees may process a grievance dealing with unlawful discrimination to Step 3 of the grievance process as described in Article 18. The parties may mutually agree to proceed to the alternative dispute resolution procedures as described in Article 18. Failing to reach a settlement, Employees may take the issues under this Article to the appropriate agency for adjudication.

Section 3. Gender Interpretations. Words denoting gender in this Agreement are intended to apply equally to all genders.

ARTICLE 3: RECOGNITION, BARGAINING UNIT AND DEFINITIONS

Section 1. Unit Description. The Employer recognizes the Union as the exclusive bargaining agent for all full-time employees and regular part-time employees, as defined herein, excluding confidential employees, managers, supervisors, shelvers, processors, on-call employees, temporary employees and other positions which fall under the terms of RCW 41.56.030(11).

Section 2. Definitions. Terms used in this Agreement are defined as follows:

A. Anniversary date: The first day of the month following the employee's hire date or the employee's move to a different salary range. An employee's anniversary date changes because of promotion or demotion.

B. Classification: A position defined by its characteristics and listed on the NOLS salary schedule.

C. Compensatory time: Hours worked exceeding forty (40) per week, which have been approved in advance by the Employer.

D. Confidential employee: An employee who, in the regular course of their duties, assists in a confidential capacity with labor relations or who, in the regular course of their duties, has authorized access to information relating to the employer's collective bargaining policies.

E. Continuous employment: Employment uninterrupted by resignation, retirement, termination or dismissal as determined by the employee's hire date. Time spent due to layoff, authorized leave of absences, administrative leave with pay or disciplinary suspension shall not be considered an interruption of employment; however, such time will not count toward the determination of the accrual of benefits.

F. Dependents: A person dependent upon the employee for financial support and meeting all criteria established by the IRS and group insurance carriers.

G. Domestic partner: Two adults who meet the requirements for a valid state registered domestic partnership as established by RCW 26.60.030 AND who have been issued a certificate of state registered domestic partnership by the Secretary of State.

H. Extended illness: Extended illnesses shall mean one continuous illness or condition causing the depletion of an employee's benefit hours.

I. Flex time: Hours worked by a full-time employee beyond seven and one half (7.5) in any single day, with prior approval of the Employer, with the total number of hours worked per week not exceeding forty (40).

J. Grievance: A dispute between the Employer and the Union alleging a violation of this Agreement in the interpretation or application of a specific provision of this Agreement.

K. Hire date: The date on which an employee's continuous employment originally begins. An employee's anniversary date changes because of promotion or demotion but the hire date remains the same.

L. Intern: A student or recent graduate who is undergoing supervised practical training on a voluntary, non-paid basis for a defined period.

M. Lateral transfer: The transfer of an employee to a position within the same salary range.

N. Manager: An employee who has responsibility for the management of a library or department.

O. On-call employee: An employee who is on-call for intermittent scheduling. On-call employees are not included in the bargaining unit.

P. Position: A group of current assigned duties and responsibilities requiring the full-time or part-time services of an employee.

Q. Regular full-time employee: An employee included in the bargaining unit who is budgeted and scheduled to work thirty-seven and one-half (37.5) hours per week and whose appointment is intended to be of indefinite and continuous duration.

R. Regular part-time employee: An employee included in the bargaining unit who is budgeted and scheduled to work between twenty (20) and twenty-eight (28) hours per week and whose appointment is intended to be of indefinite and continuous duration.

S. Religious holiday: A day set aside for personal religious observance as a tenet of a bona fide religion that is not a formally recognized holiday for purposes of compensation.

T. Salary range: Levels on the salary schedule to which positions are assigned. Each range consists of steps. Increases are computed based on Step 1 so that step-to-step differentials are maintained.

U. Seniority: The length of continuous service with the Employer determined by the actual numbers of hours of continuous employment since the employee's hire date.

V. Step: Increment of pay on a salary range.

W. Supervisor: An employee whose duties include preparing and conducting an employee's performance evaluation and overseeing job performance.

X. Temporary Employee: An employee hired to work a full-time or part-time schedule for a defined period not to exceed five (5) consecutive months. Temporary employees are not included in the bargaining unit.

Y. Volunteer: As defined by the Fair Labor Standards Act, a volunteer is an individual who donates their service "without contemplation of pay" and does so voluntarily.

Z. Work schedule: The days and shifts worked by each employee. Work schedules may vary from day to day and week to week with regard to starting and ending times. The Employer will make a reasonable effort to accommodate schedule adjustments requested by an employee when it is operationally feasible and there is no adverse impact on the Library.

ARTICLE 4: UNION MEMBERSHIP AND DUES DEDUCTION

Section 1. Union Membership. All employees covered by this Agreement are entitled to voluntarily join the Union. Business related to Union membership is the sole responsibility of the Union. The Employer will notify the local Union President or designee by email regarding the scheduled on-boarding day for any new employee who will be represented by the bargaining unit. It will be the responsibility of the employee and representative of the Union to schedule the Union orientation meeting, in coordination with their supervising managers. The representative of the Union and the new employee will be allowed up to thirty minutes of work time, at no loss of pay, for a new employee orientation meeting with the Union.

Section 2. Union Dues Processing and Membership Reporting. The Employer agrees to deduct Union dues and fees once each month from the pay of employees who individually provide written authorization of such deductions to the Employer in accordance with RCW 41.56.061. The amounts to be deducted shall be certified in writing by the Union to the Employer with reasonable advance notice. The Employer shall continue deductions until such time as the employee separates from employment or the Union provides the Employer with written notice that the employee has properly terminated the payroll authorization signed by the employee. The Employer shall transfer such amounts deducted to Council 2. Authorizations for payroll deduction are valid whether executed in writing or electronically. Upon receipt of an authorization for payroll deduction from the employee or Union representative, the Employer will promptly forward a courtesy copy to C2everett@council2.com. The Employer will maintain authorization for payroll deduction and representation cards in personnel files. Copies will be made available to an authorized Union representative upon request.

The Employer will provide to the Union, no more frequently than once a month, a complete list of all bargaining unit members that includes: employee name, hire date, Union membership start date, department, address, hours worked, and monthly gross pay. This information will remain confidential within the Union.

Section 3. Revocation. The Employer will continue payroll deductions until such time as the Union notifies the Employer that the authorization has been terminated in compliance with the terms of the payroll authorization signed by the employee. The Employer will end the payroll deduction no later than the ~~next~~ second payroll after the Union notifies the Employer.

Section 4. Indemnity. In the event of an error in relation to dues/fees deductions or union membership, the parties agree to cooperate in making the appropriate adjustments. The Union shall hold harmless and indemnify the Employer from any claim which may be brought by virtue

of the Employer's administration of dues/fees deductions and by virtue of any action taken by the Employer in compliance with this Article relating to payroll deductions.

Section 5. Voluntary Deductions for PEOPLE. The Employer agrees to deduct from the wages of any Union member any voluntary deductions for PEOPLE or a similar Union-authorized activity, as provided for in written or electronically executed authorizations for payroll deduction. An executed authorization for PEOPLE or a similar Union-authorized activity may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Employer will transfer amounts deducted to the authorized agent.

ARTICLE 5: MANAGEMENT RIGHTS

Section 1. Except as otherwise expressly and specifically limited by the terms of this Agreement, the Employer retains all its customary, usual and exclusive rights, decision-making prerogatives, functions, and authority connected with or in any way incidental to its responsibility to manage its affairs. The rights of the employees in the bargaining unit and the Union hereunder are limited to those specifically set forth in this Agreement, and the Employer retains all prerogatives, functions, and rights not specifically limited by the terms of this Agreement. The Employer shall have no obligation to negotiate with the Union with respect to any such subjects or the exercise of its discretion and decision-making with regard thereto, any subjects covered by the terms of this Agreement and closed to further negotiations for the term thereof, and any subject which was or might have been raised in the course of collective bargaining, but is closed for the term hereof.

Section 2. Without limitation, but by way of illustration, the exclusive prerogatives, functions, and rights of the Employer shall be consistent with the terms of this Agreement, include the following:

A. To direct and supervise all operations, functions and policies of the Employer in which the employees in the bargaining unit are employed.

B. To close or liquidate an office, branch, operation or facility, or combination of facilities, or to relocate, reorganize, or combine the work of divisions, offices, branches, operations or facilities for budgetary or other reasons.

C. To determine the need for a reduction or an increase in the workforce and the implementation of any decision with regard thereto.

D. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials, equipment, methods and procedures. It is jointly recognized that the Employer must retain broad authority to fulfill and implement its responsibilities and shall do so by written work rules, existing or future. Changes in rules, standards or

procedures will be reasonable in nature and implemented only after copies have been provided to the Union.

E. To implement new, and to revise or discharge, wholly or in part, old methods, procedures, materials, equipment, facilities, and standards.

F. To assign and distribute work.

G. To determine, establish and/or change work shifts.

H. To determine the need for and the qualifications of new employees, transfers, and promotions.

I. To discipline, suspend, demote, or discharge an employee for just cause ~~[*struck as unnecessary]~~.

J. To determine the need for additional educational courses, training programs, on-the-job training, and cross-training and to assign employees to such duties for period to be determined by the Employer.

K. To contract out for services of any or all types consistent with the past practice of the Employer and in the absence of adequate resources, providing such contracting out shall not displace any member of the bargaining unit. Prior to the contracting out of work, the President of the Local shall be informed in writing of the type of services, length of assignment, and reason for contracting of such work. Contractors will be retained only in circumstances where existing staff is either unavailable or unqualified to perform the work.

ARTICLE 6: UNION BUSINESS

Section 1. Union Representatives. Official Union representatives shall be allowed reasonable time away from their duty stations during regular hours of work without loss of pay when attending meetings with the Employer or when investigating grievances or complaints. The Union representative, if an employee, shall receive permission from his or her Supervisor or the Director prior to leaving the job site or engaging in union business during the workday which is more than incidental and of short duration. The Union shall advise the Employer, in writing, of the names of the authorized Union representatives and of any changes as they occur.

Section 2. Negotiators. The Union negotiating team shall consist of three (3) to five (5) members. Negotiations shall be conducted at mutually agreed-upon times without loss of pay when conducted during working hours.

Section 3. Bulletin Boards. The Employer shall furnish for use by the Union convenient, suitable bulletin boards in each Library facility. The Union shall limit its posting of notices and bulletins to such bulletin boards. A copy of any notice to be posted shall be furnished to the Executive Director or designated Administrative staff.

Section 4. Use of NOLS Mail System. The Employer's internal delivery/mail and electronic mail system may be used to inform Union members of meetings and to provide incidental notices

and relevant material for posting on bulletin boards. More than incidental use is not authorized by this labor agreement. NOLS mail and electronic systems afford no expectations of privacy and constitute a public record subject to public disclosure.

Section 5. Use of NOLS Premises. The Union President shall request in advance each use of Library facilities and/or equipment, and must provide advance written notice of Union meetings held on Library premises to the Executive Director or designee and receive advance authorization from the Director or designee.

ARTICLE 7: HOURS OF WORK AND OVERTIME

Section 1. Work Day and Work Week. The work week begins at 12:01am Monday and ends at midnight the following Sunday. At a date to be determined by the Library, with at least 45 days' notice to the Union and all Employees, during the term of this Agreement, the work week will begin at 12:01 am on Sunday and end at midnight the following Saturday. The normal work day for regular full-time employees shall consist of seven and one-half (7.5) hours, excluding the normal meal period. The normal work week for regular full-time employees shall consist of thirty-seven and one-half (37.5) hours worked over five (5) work days. Whenever possible, each regular full-time employee and part-time employee shall receive two (2) consecutive days off during each seven (7) day period.

Section 2. Relief Periods.

A. The following provisions supersede WAC 296-126-092: each regular full-time employee shall receive two (2) fifteen (15) minute, or one (1) thirty (30) minute paid relief periods in each day's work schedule, except in cases of emergency which prevents the taking of such relief periods. Relief periods shall occur such that service to the public will not be impaired. Such relief periods may be added to the normal meal period or taken at the end of the work shift if approved in advance by the Supervisor. Missed breaks will be reported to a supervisor.

B. Part-time employees shall receive paid relief periods according to the chart below~~one (1) fifteen (15) minute relief period for each three (3) consecutive hours worked~~. Such relief period shall occur approximately midway through the employee's shift. Relief periods shall occur such that service to the public will not be impaired.

Section 3. Meal Periods. The following provisions supersede WAC 296-126-092. Any time an employee works more than five (5) consecutive hours they shall receive ~~a~~ one uninterrupted unpaid scheduled meal period of 30-60 minutes~~thirty (30) minute, scheduled uninterrupted unpaid meal period. Any time an employee works seven and one-half (7.5) consecutive hours or more, they shall receive up to a maximum of one (1) hour uninterrupted unpaid scheduled meal period, at the employee's option~~. The employee and their supervisor will agree on the duration of the meal period. Meal periods shall not be taken to arrive late or leave early unless approved in advance by the supervisor. Missed meal periods will be reported to a supervisor.

~~Part-Time~~ Employees Break Chart ~~(for illustrative purposes only)~~		
Work Hours	**Rest Break (Paid)**	**Meal Break (Unpaid)**
0 hrs to 2.99 hrs	None	None
3.0 hrs to 5.0 hrs	One 15-Minute Break	None
5.01 hrs to ~~5~~6.99 hrs	One 15-Minute Break	One 30-60 Minute Meal Period
~~6~~7.0 to ~~7~~10. ~~4~~99 hrs	Two 15-Minute Breaks	One 30-60 Minute Meal Period
~~7.5 hrs 8.99 hrs~~	~~Two 15-Minute Breaks~~	~~One 30-Minute Meal Period~~
~~9.0 to 12.0~~11+ hours	Three 15-Minute Breaks	One 30-60 Minute Meal Period

Section 4. Flex time. Accrual of flex time must be approved in advance by management. Accrued flex time must be used within the pay period in which it was earned. Use of accrued flex time will, to the extent operationally feasible, be scheduled at a time mutually agreeable to the Employee and Managing Supervisor. Carry-over of unused flex time to the next pay period requires advance approval by the Executive Director or designee.

Section 5. Overtime and Compensatory Time. When hours worked exceed forty (40) per week, and the excess cannot be offset through the use of flex time within the work week, all time in paid status that is assigned and authorized in advance by the Executive Director or designee in excess of forty (40) hours per week shall be paid at the rate of one and one-half (1.5) times the regular straight time rate of pay. The employee may request compensatory time off equivalent to one and one-half (1.5) hours for each hour of overtime worked in lieu of overtime pay, which the Employer may approve or deny.

As per federal law, compensatory time will be accrued at the employee's regular overtime rate and paid at the employee's regular straight time rate. Compensatory time may be earned and taken off with the mutual agreement of the Employer and the employee. If a request for compensatory time off is denied, the employee may request compensatory payment in lieu of time off.

Upon separation from employment, accrued compensatory time will be paid out at the final regular straight-time rate earned by the employee.

Compensatory time off will be taken by the employee only at times that do not disrupt operations or cause the Employer undue hardship.

The Employer may substitute cash and purchase compensatory time off if an agreement to schedule requested compensatory time off cannot be reached, or at any other time the Employer elects to do so. Once compensatory time is approved and scheduled, the Employer shall not purchase the time to prevent the employee from taking time off.

Section 6. Posting Work Schedules. Work schedules, showing the employee's work days, and hours, shall normally be posted in the employee's department or branch, or in an accessible location on the staff network. The Employer will provide at least fourteen (14) days' advance

notice of the preliminary schedule, which is subject to adjustment to accommodate employee absences and other operational needs with mutual agreement or~~.~~ in emergency situations to maintain public service

Section 7. Sunday Premium. Employees hired prior to January 1, 2027~~Employees~~ who are required by the Employer to work on a Sunday shall receive one and one-half times (1.5x) their regular straight time rate of pay for all hours worked. Full-time employees hired prior to January 1, 2027 may choose to receive one and one half (1.5x) times their regular hours in compensatory time in lieu of pay. The Sunday premium shall be waived for employees hired prior to January 1, 2027 who request a schedule which includes Sunday hours. Employees hired on or after January 1, 2027 are not eligible for Sunday premium under this section of the Agreement.

Section 8. Overtime Assignments. An employee is not required to work overtime and may decline without negative consequences.

Section 9. Working on a Religious Holiday. Time off shall be granted for religious holidays to the extent operationally possible and as a religious accommodation. Such time off shall be arranged in advance with the employee's supervisor. Employees may use the floating holiday, vacation, leave without pay, or, when feasible, may choose to make up the time; provided that full-time employees must arrange to make up time during the same work week that the holiday occurs. Employees may arrange to make up the time during the same work week consistent with operational needs provided that by doing so the Library does not incur an FLSA overtime liability.

Section 10. Working out of Classification. An employee who is temporarily assigned responsibilities of a higher classification for a period of five (5) working days or more, shall be paid at the rate of pay which reflects at least five percent (5%) more than their current Range/Step. Out-of-class pay must be approved in advance by the Executive Director.

Section 11. Temporary Reassignment. An employee temporarily reassigned to fill a position in a higher classification must receive at least Step A on the range for that Classification, and a salary at least equivalent to their current Range/Step. Temporary reassignments must be approved, in advance, by the Director.

Section 12. Unscheduled Call-Backs. An employee required to respond to an unscheduled call-back by physically reporting to the work site shall receive a site fee of one hour at their current rate of pay, plus a guaranteed minimum compensation of one (1) hour at their current rate of pay. All rules governing overtime, holiday pay and Sunday pay shall apply.

Section 13. Travel Time to a Non-Regular Worksite. When an employee is scheduled to work at a worksite that is not the employee's regular worksite, the employee will be paid for commuting time and mileage in excess of the time/mileage the employee normally takes to commute from home to their regular worksite. The parties understand that some employees have more than one regular worksite. This paragraph does not prohibit an employee from using public transportation to commute. In lieu of mileage reimbursement for All Staff Training Days,

each employee attending All Staff Training at a location other than their regular worksite will receive a $15 stipend.

Section 14. Stipend for Employees with Two Regular Worksites. An employee assigned to two regular worksites (for example, an employee regularly assigned to work at both the Forks and Clallam Bay branches) will receive a monthly stipend of ~~$40~~ $60.

ARTICLE 8: EMPLOYMENT POLICIES

Section 1. Probation. New hires covered by this Agreement shall be subject to a probationary period concluding on the last day of the sixth month following the anniversary date. Employer reserves the right to extend the probationary period up to an additional three (3) months, for nine (9) months total, when an employee's performance and/or progress acquiring job skills suggests additional training and assessment time is required. Union shall be notified regarding any extensions of the probationary period.

Section 2. Termination of Probationary Employees. Probationary employees may be terminated by the Employer without cause.

Section 3. Probationary Period for Existing Employees who are Promoted or Given a Lateral Transfer. Existing employees promoted to a new position or granted a lateral transfer shall serve a probationary period. The probationary period will begin on the first day of the month following the transfer or promotion and will conclude six months later. In the event an employee does not successfully complete the probationary period, as determined by the Employer, such employee shall be assigned to their former position and pay if such is available, or to another vacant position for which the employee is qualified, if available. If the employee does not successfully complete the probationary period and cannot be reassigned to their former position and pay, the circumstances shall be discussed by the Employer, the employee and the Union prior to any reclassification or other action as determined by the Employer.

Section 4. Filling Vacancies. Whenever a job opening occurs in any job classification covered by this Agreement, a notice of such opening shall be posted on all internal bulletin boards for at least five (5) working days. A notice of such vacancy shall also be sent to all staff via electronic mail. During this period, employees who wish to apply for the vacancy, including employees on layoff, may do so. Employees applying for vacant positions, including lateral transfers and promotions, must follow the posted in-house application instructions for that position. Vacancies in the Public Services Specialist, Courier, and Facilities Technician 2 positions may be posted internally and externally simultaneously. Prior to interviewing candidates for promotions or from outside the Library System, the Employer shall consider all employees who have submitted a request for transfer. In all cases, employees represented by this Agreement, including employees on layoff status, shall receive first consideration for represented vacancies, providing the employee meets the minimum qualifications of the position. Position vacancies shall be filled based on ability and qualification. If the Employer concludes that two or more employees are equally qualified to fill the vacancy, the Employer agrees to select the employee with the greatest seniority. Local Union officers may make application on behalf of absent

employees. Position vacancies outside the bargaining unit shall be filled at the discretion of the Employer.

Section 5. Pay Upon Voluntary Demotion. Employees who request a demotion will work at the Step on the Range for the lower classification which is closest to the employee's hourly rate prior to demotion. Approval of the Executive Director or designee is required.

Section 6. Notification by Employer of Intent to Reclassify an Existing Filled or Vacant Position. The Employer shall notify the employee and the Union in writing of its intent to reclassify the employee's position or change his or her job description. The Employer shall notify the Union of its intent to reclassify a vacant position.

Section 7. Request by Employee or Supervisor for a Reclassification. An employee or supervisor may ask the Employer for a position reclassification by submitting a written request to the Executive Director. The Director shall give written notification of the results of the reclassification request and explanation of findings to the employee within ninety (90) days of the request.

Section 8. Temporary Employees. Temporary employees may be used when additional assistance is necessary for a limited period, or when existing regular employees are insufficient to keep up with work demands. Temporary employees shall not displace any current member of the bargaining unit or reduce hours of employees represented by this Agreement. The names of, and hours worked by temporary employees as well as the locations of work shall be made available to the Union.

Section 9. On-call Employees. On-call employees may be used when intermittent assistance is necessary and existing employees are either unavailable or unqualified to perform the work, or when work is significantly backlogged and the work hours of regular employees are insufficient to correct the situation. On-call employees shall not displace any current member of the bargaining unit or reduce hours of employees represented by this Agreement. No on-call employee shall work for more than twenty-eight (28) hours per week without the prior approval of the Union President. The names of, and hours worked by on-call employees as well as the locations of work shall be made available to the Union.

Section 10. Volunteers. Volunteers may be used only to 1) supplement work performed by regular library employees, and 2) perform specific tasks which are limited in scope. No volunteer job description shall encompass the entirety of the job description of any position represented by this Agreement. Volunteers shall not displace any current member of the bargaining unit or reduce hours of employees represented by this Agreement. The use of volunteers shall be determined on a case-by-case basis by the Branch Manager or Department head, after receiving input from the employee(s) directly responsible for the supervision of volunteers. The names of volunteers and the locations of their work shall be made available to the Union. No employee under this Agreement shall be required to volunteer their services for the Library.

Section 11. Interns. Interns must be used in accordance with the terms of the Fair Labor Standards Act. Interns shall not displace any member of the bargaining unit or reduce hours of

employees represented by this Agreement. The names of interns and the locations of their work shall be made available to the Union.

Section 12. Artificial Intelligence. The Library shall give advance notice of implementation and, if demanded, engage in impacts bargaining with the Union regarding the introduction of any Artificial Intelligence (AI) technology or programming that is reasonably expected to have a material impact on bargaining unit employees' wages, hours or terms and conditions of employment, or job security. This obligation does not apply to AI features that are incidental to existing software or systems (e.g., upgrades or embedded tools within commercially available products such as Adobe or Microsoft applications), or to the adoption of new technology that does not impact bargaining unit wages, hours or terms and conditions of employment. However, the Library agrees that the introduction of AI, whether standalone or embedded, is intended to be utilized to support and enhance human work and not intended for the purpose of laying off employees.

ARTICLE 9: EMPLOYMENT RECORD

Section 1. Training and Educational Records. Employees may file, on a form specified by the Employer, information pertaining to education courses, seminars, workshops and other job-related activities they have attended or participated in during the past calendar year. Such form shall become part of the employee's official Library Employment Record.

Section 2. File Review. At any reasonable time, employees, upon appointment, may review their own official Library Employment Record in the presence of ~~the~~ a Library administrative employee and, upon request, a Union representative. An employee shall have the opportunity to submit rebuttal or corrective information in accordance with State law. (RCW 49.12.250)

Section 3. Employee Copy of Entries. Whenever the Employer places a document in an employee's official Employment Record, the employee will be given a copy, unless the document has the employee's signature on it. A current or former Library employee may request and receive one copy of each document contained in the official Personnel File not more than once annually, for which the Employer may charge the employee the actual cost permitted by public records laws of Washington. Any other party requesting a copy of the Personnel File will be charged the current copying fee.

Section 4. Confidentiality of Disclosure. Employees' personnel records will be maintained with confidentiality consistent with Washington law. Access will permitted only to those with a legitimate business need or in the interest of the Employer, or upon written authorization of the employee. The contents of an Employee's official Library Employment Record shall not be released without the prior written consent of the employee except as otherwise may be required or permitted by law. In the event of release with the employee's written consent, records will be disclosed in accordance with any release in a form acceptable to the Employer signed by the employee.

ARTICLE 10: HOLIDAYS

Section 1. Recognized Holidays. The following shall be designated as paid holidays by the Employer. Full-time employees shall be compensated for seven and one-half (7.5) hours of time for each holiday. Part-time employees budgeted for 22.5 hours per week shall be compensated on a pro-rated basis of 4.5 hours per holiday. Part-time employees budgeted for 28 hours per week shall be compensated on a pro-rated basis of 5.7 hours per holiday. Part-time employees budgeted for other schedules will be compensated on a pro-rated basis, with holiday pay rounded to the nearest tenth hour. When a part-time employee's holiday shift is longer than their pro-rated holiday pay, they can choose to use accrued paid leave to make up the difference or request to be rescheduled within the same workweek.

New Year's Day
Martin Luther King's Birthday
Presidents Day
Memorial Day
Juneteenth
Independence Day
Veterans Day
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

Section 2. Holiday Pay. Employees who are scheduled to work on a holiday shall receive double (2x) their regular straight-time rate of pay for each hour worked, with a minimum of one hour of pay at the double (2x) time rate. Full-time employees may choose to receive double compensatory time in lieu of pay.

Section 3. Sunday Holidays. In the event the official date of a library-designated holiday falls on a Sunday, the following Monday shall be observed as the Library holiday. If the following Monday is a separate library-designated holiday, then the holiday on Sunday will be observed on the immediately adjacent preceding Saturday.

Section 4. Holidays that Fall on Employees' Days Off. In the event a holiday falls on an employee's regularly scheduled day off, an accrued holiday will be credited to that employee. Accrued holidays must be taken with the advance approval of the Supervisor and must be used within thirty (30) days of accrual.

ARTICLE 11: VACATION LEAVE

Section 1. Accrual of Vacation Leave for Full Time Employees. Regular full-time employees shall accrue vacation leave in accordance with the following schedule of continuous service with the Employer:

Years of Continuous Service	Hours Per Year	Days Per Year
0 through 4	112.50	15

5 through 9	142.50	19
10 through 15	165.00	22
16 or more	187.5	25

Section 2. Accrual of Vacation Leave for Part-Time Employees. Part-time employees shall accrue vacation leave in accordance with the same schedules of continuous service as full-time employees, except that the accrual rate shall be pro-rated based on the number of hours budgeted per week for that employee.

Section 3. Vacation Accrual Cap. Since paid vacation time is only of benefit to the employee if taken, any accrued vacation time in excess of two hundred twenty five (225) hours for full-time employees, one hundred thirty five (135) hours for twenty two and one half (22.5) hrs/wk part-time employees, and one hundred sixty nine (169) hours for twenty eight (28) hrs/wk part-time employees that is not taken by the end of any calendar year shall be lost unless it has been necessary to delay the employee's vacation due to the work requirements of the employer. Any employee who desires to carry over more than two hundred twenty five (225) hours of unused vacation time for full time employees, one hundred thirty five (135) hours of unused vacation time for 22.5 hrs/week part-time employees, or one hundred sixty-nine (169) hours of unused vacation time for 28 hrs/week part time employees, from one calendar year to the next must receive the prior approval of the Executive Director or designee.

Section 4. Vacation Accrual during Probationary Period. Employees who are in probationary status shall accrue vacation leave, and are eligible to use accrued vacation leave once it has been posted to their time and attendance record~~but vacation cannot be taken until the employee has successfully completed the probation period~~.

Section 5. Payment for Unused Vacation Time upon Separation from Employment. An employee who has completed probation and who resigns with a minimum of two (2) weeks written notice or is terminated shall be paid their accrued but unused vacation time through date of separation.

Section 6. Rate of Pay. All vacation time paid shall be at the employee's current straight-time rate of pay.

Section 7. Vacation Schedule. Employees may select their own vacation time with the approval of their Supervisor. Whenever choices of vacation time conflict, scheduling will be based on the first request for the particular time period. An employee shall not be permitted to work and receive vacation compensation simultaneously.

Section 8. Changing Vacation Time in Event of Illness. An employee who, while on paid vacation time, suffers a disability or illness which requires confinement to a hospital or confinement to home and is under the care of a physician may apply in writing for sick leave to begin the first day following confinement. Vacation pay and sick leave pay shall not be payable for the same period of time.

~~Section 9. PERS 1 Cap. As per RCW 41.50.150, a PERS 1 employee's accrued and unused vacation and sick leave benefits payable upon resignation or retirement in total shall not exceed two hundred forty (240) hours.~~

ARTICLE 12 - SICK LEAVE AND BEREAVEMENT LEAVE

Section 1. Sick Leave Definition and Use. Sick leave is defined as a specified period of time that an eligible employee is absent from work due to a qualifying event. Sick leave shall be paid at the employee's regular rate of pay. Qualifying events and relationships are defined in Article 12 Section 3 and 4, below.

Section 2. Sick Leave Accrual. Full-time employees, including those on probation, shall accrue seven and one-half (7.5) hours of sick leave per month without limitation. Part-time employees, including those on probation, shall accrue sick leave at a rate that is pro-rated according to the number of hours the employee is budgeted per week, without limitation. Probationary employees are eligible to use sick leave during the probationary period.

Section 3. Qualifying Events. Accrued sick leave may be used for the following events:

A. The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of an employee's health condition; or an employee's preventive medical care; or

B. The employee's care for a family member with an illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment; or care for a family member who needs preventive medical care; or

C. When the employee's workplace or their child's school or place of care has been closed by a public official for (i) any health-related reason; or (ii) after the declaration of an emergency by a local or state government or agency, or by the federal government; or

D. Absences covered by the domestic violence/sexual assault/stalking leave law~~.~~; or

~~D.~~E. To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.

Section 4. Family Members. Family members include an employee's child (whether biological, adoptive, foster, step-child, or child for whom the employee stands in loco parentis, is a legal guardian for, or is a de facto parent and regardless of age or dependency status); parent (whether biological, adoptive, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child); spouse or registered domestic partner; grandparent; grandchild; or sibling. Family members ~~also~~ include~~s~~ an individual for whom the employee can show they have power of attorney. Family members also include an individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family members include any individual who regularly resides in the employee's home, except

that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

Section 5. Workers' Compensation Supplement. In the event that an employee is absent due to illness or injury for which the employee is receiving state Workers' Compensation Benefits, the Employer's obligation for payment of accrued leave shall be the difference between the employee's regular wages and the amount received from the state. An employee receiving payment under an industrial insurance claim will have the option of either: a) supplementing the difference between their industrial insurance claim and their regular rate of pay (net after taxes) with sick leave and/or vacation, or b) receiving just the insurance portion of their industrial insurance claim.

Section 6. Bereavement and Funeral Leave. An employee shall be granted paid bereavement leave of up to ~~three (3) days~~four (4) shifts per occurrence in the event of a death in the employee's immediate family, which includes~~:~~ employee's:

- ~~spouse~~Spouse~~,~~ or domestic partner
- ~~, p~~Parent, step-parent, or parent-in-law
- ~~child~~Child, step-child, child-in-law, or foster child
- Sibling, step-sibling, or sibling-in-law
- ~~father-in-law, mother-in-law, brother, sister, g~~Grandparent, step-grandparent, or grandparent-in-law
- ~~grandchild~~Grandchild, step-grandchild, or grandchild-in-law~~son-in-law, daughter-in-law, and~~
- A person ~~individuals~~ for whom the employee is the current legal guardian~~.~~
- ~~A person for whom the Bereavement leave shall also be granted under this Section for any~~ employee who can show that they have power of attorney~~.~~
- A person residing in the immediate household of the employee at the time of death
- An ex-spouse or partner whom the employee co-parents children under the age of 18 with

Additional leave, to be deducted from accrued and unused sick leave, may be authorized by the employee's Supervisor.

An employee shall be granted up to three (3) hours of Funeral leave, as needed, to attend the funeral of a NOLS employee or former NOLS employee, subject to scheduling feasibility and approval of Supervisor.

It is understood that Bereavement and Funeral leave may be requested with minimal notice to the Employer, and Employer will grant the leave if operationally feasible.

Section 7. Sick Leave Separation Payments. Upon retirement, resignation or death, twenty (20) percent of accrued and unused sick leave shall be paid to employees in good standing who

have at least five years of continuous employment, including time spent on official layoff status, up to a maximum payout of $7,500.00. ~~Employees who participate in the Washington PERS I plan are not entitled to this benefit for retirement purposes.~~

~~Section 8. Sick Leave pay-outs for PERS I Employees. As per RCW 41.50.150, a PERS I employee's accrued and unused vacation and sick leave benefits payable upon resignation or retirement shall not exceed two hundred forty (240) compensable hours. In the event it is determined this Article is not in conformance with RCW 41.50.150, or the application of this Article would result in an assessment levied against the Employer by PERS, this section shall be void and no payment shall be made.~~

~~Section 9. Donations of Sick Leave. An employee may donate a portion of accrued sick leave (in hours) to another employee whose paid time off hours are depleted or about to become depleted as further defined in the Employer's policies.~~

ARTICLE 13 – OTHER LEAVES

Section 1. Family and Medical Leave. An eligible employee shall be entitled to Family and Medical Leave in accordance with state and federal law, as further defined in the Employer's policies.

Section 2. Jury Duty. An employee called for Jury Duty on a working day shall receive regular pay less the amount of the jury duty appearance fee paid by the court to the employee. If excused from jury duty on a working day, the employee shall contact his Supervisor for work assignments.

Section 3: Other Protected Leave. Eligible employees shall be entitled to other protected leaves as further defined in the Employer's policies and in compliance with applicable state and federal laws.

Section 4: External Laws. Violations of external state or federal leave laws (e.g., FMLA, PFML, military leave, domestic violence, etc.) may be pursued as a grievance up to Step 3 of the grievance process. After Step 3, they shall be pursued as a complaint to the appropriate governmental agency and shall not be pursued to grievance arbitration under this Agreement.

Section ~~4~~5. Personal Leave. Employees covered by this Agreement shall be entitled to receive Personal Leave equivalent to the number of hours per week for which their position is budgeted (for example an employee whose position is budgeted for 37.5 hours per week shall be entitled to receive 37.5 hours of Personal Leave per year, an employee whose position is budgeted for 28 hours per week shall be entitled to receive 28 hours of Personal Leave per year). Employees may schedule their own personal leave with the advance approval of the Supervisor. Personal leave balances may not be carried over from one calendar year to the next. Personal leave is granted to new employees on a pro-rated basis determined by the number of weeks remaining between the date of hire and the end of the year.

Section ~~5~~6. Leave of Absence Without Pay. LWOP requests will be reviewed and approved on a case-by-case basis at the discretion of the Executive Director or designee, in consultation

with the employee's supervisor, and taking into account the current operational needs of the Library and as noted above. When approving a LWOP request, the Director or designee will specify the approved length of time for the leave. The Director's approval will also reflect whether or not the employee's job can be held for ~~him/her~~them pending their return to work. If the Library is unable to hold the position for the employee's return, the employee may withdraw the request for LWOP without penalty. An employee on LWOP may also be concurrently on a FMLA or PFML leave. In these cases, the employer's policies for FMLA and/or PFML eligibility and record-keeping will apply.

Section ~~6~~7. Emergency Library Closure Leave. Each employee may take leave with pay for up to thirty (30) hours per calendar year as emergency library closure leave. Such leave may be used when the employee cannot work because the Library facility the employee is assigned to work at is officially closed as the result of adverse weather or similar emergency conditions. Emergency library closure leave does not roll over from one calendar year to the next and shall not be cashed out.

Section ~~7~~8. Washington State Paid Family Medical Leave. The Employer will comply with the Washington State Paid Family and Medical Leave (PFML) program. Premiums are established by the State of Washington. Employees will pay the designated employee share of premiums via payroll deduction and the Employer will pay the designated employer share.

Section 9. Administrative Leave. The Employer may place an employee on administrative leave with pay for legitimate operational reasons, including after a threat, incident of violence, or other safety incident until the Library determines the employee is safe to return to work.

Section 10. Workplace Violence. The Employer recognizes the impact that workplace violence can have on staff. Following such an event, the Employer will provide affected employees with information to access the Employee Assistance Program (EAP). Furthermore, employees may, if eligible, access L&I Workers' Compensation, Washington State Paid Family and Medical Leave (PFML), and/or Family and Medical Leave (FMLA).

ARTICLE 14: GROUP INSURANCE

Section 1. Full-Time Benefits.

A. For the term of this Agreement, the Employer shall pay the full cost of group insurance premiums for the following plans for enrolled full-time employees:

   Family Vision Service Plan (WCIF)

   Employee Group Life and Accidental Death/Dismemberment (WCIF)

   Employee Assistance Program (WCIF)

B. Effective January 1, 2023, the Employer will pay 95% of the monthly medical premium to cover each full-time employee on the Classic Medical Plan, or an equivalent dollar amount to cover an employee who chooses a different plan. Any remaining cost, including dependent premiums, will be paid by the employee via payroll deduction.

C. The Employer will pay 98% per employee per month for Family Dental Plan #13 (AFSCME).

D. AFSCME will enroll full-time employees who are not members of the bargaining unit in AFSCME administered benefits plans.

E. Dependent Reimbursement. For ~~those~~ full-time employees ~~hired prior to January 1, 2011~~, the Employer shall reimburse up to ~~two~~ five hundred dollars ($~~200~~500) per month toward the monthly group medical insurance premium for each employee who has a spouse and/or dependents enrolled in the plan. For this purpose, "dependent" is defined as a person dependent upon the employee for financial support and meeting all criteria established by the IRS and group insurance carriers. If the cost of dependent reimbursement becomes financially unsustainable due to significant cost to the Employer during renewals in 2027 or 2028, the Library may reopen this subsection of the Agreement to bargain with the Union. After 2028, with mutual agreement the parties may reopen this subsection of the Agreement to bargain.

Section 2. Part-Time Benefits.

A. For the term of this Agreement, the Employer shall pay the full cost of group insurance premiums for the following plans for enrolled part-time employees:

Family Vision Service Plan (WCIF)

Employee Group Life and Accidental Death/Dismemberment (WCIF)

Employee Assistance Program (WCIF)

B. Part-time employees shall be eligible to enroll in the employee Group Medical Plan of their choice. For enrolled part-time employees budgeted at 28 hours per week, the Employer will pay seventy-five percent (75%) of the sum paid toward the monthly premium for full-time employees. For enrolled part-time employees budgeted at 22.5 hours per week, the Employer will pay sixty percent (60%) of the sum paid toward the monthly premium for full-time employees. The part-time employee shall pay the remaining premium amount of the Group Medical Plan, or any other PEBB plan which may be offered. For enrolled part-time employees budgeted at 28 hours per week, the Employer will reimburse up to three hundred and seventy-five dollars ($375) per month toward the monthly group medical insurance premium for each employee who has a spouse and/or dependents enrolled in the plan. For enrolled part-time employees budgeted at 22.5 hours per week, the Employer will reimburse up to three hundred dollars ($300) per month toward the monthly group medical insurance premium for each employee who has a spouse and/or dependents enrolled in the plan. ~~, and the full cost of any monthly dependent premium.~~ The amount of the premium will be deducted from the employee's salary through payroll deduction.

C. ~~Effective January 1, 2022, p~~Part-time employees shall be eligible to enroll in the Family Dental Plan #13 (AFSCME). For enrolled part-time employees budgeted at 28 hours per week, the Employer will pay seventy-five percent (75%) of the sum paid toward the

monthly premium for full-time employees. For enrolled part-time employees budgeted at 22.5 hours per week, the Employer will pay sixty percent (60%) of the sum paid toward the monthly premium for full-time employees. The part-time employee shall pay the remaining premium amount and the ~~full~~ remaining cost of any monthly dependent premium through payroll deduction.

Section 3. Benefits Cost Increases. Employer shall notify and meet, upon request, with the union regarding any ~~proposed~~ changes to insurance benefits prior to such changes becoming effective.

Section 4. Benefit Effective Date. During the term of this Agreement, the Employer will take steps to modify its insurance benefits so that Group insurance benefits provided in this Article are effective the first day of the calendar month following the employee's hire or as soon as reasonably practical.

ARTICLE 15: OTHER BENEFITS

Section 1. Health Reimbursement Arrangement Plan (HRA).

A. Full-Time Employee Health Reimbursement Arrangement (HRA) Plan. Every regular full-time employee shall be eligible for reimbursement tax-free for qualified medical expenses up to a maximum dollar amount of one thousand seven hundred and fifty ($1,750) annually for deductible health related expenses as defined under applicable IRS rules. Also eligible for HRA reimbursement are qualifying medical expenses provided to the Employee's spouse and/or dependents. In order to be eligible for the NOLS HRA benefit, Employees must certify to the Employer that they, and any family member for whom reimbursements are requested, meet the eligibility requirements for HRAs as established by IRS rules. The employee must submit appropriate documentation with each request for reimbursement in the year the expense is incurred. Health reimbursements for new employees shall be paid on a pro rata basis during their first year of employment. Health reimbursements for separating employees during the final year of employment shall also be paid on a pro rata basis. Benefit overpayments will be withheld from employee's final paycheck. HRA benefits do not roll over from year to year.

B. Part-Time Employee Health Reimbursement Arrangement (HRA) Plan. Every part-time employee shall be eligible for reimbursement tax-free for qualified medical expenses as defined under applicable IRS rules for up to the following maximum annual dollar amounts: $1,375 for a part-time employee budgeted for 28 hours per week; $1,150 for a part-time employee budgeted for 22.5 hours per week.~~.~~ Also eligible for HRA reimbursement are qualifying medical expenses provided to the Employee's spouse and/or dependents. The employee must submit appropriate documentation with each request for reimbursement in the year the expense is incurred. Health reimbursements for new Employees shall be paid on a pro rata basis during their first year of employment. Health reimbursements for separating employees during the final year of

employment shall also be paid on a pro rata basis. Benefit overpayments will be withheld from the employee's final paycheck. In order to be eligible for the NOLS HRA benefit, Employees must certify to the Employer that they, and any family member for whom reimbursements are requested, meet the eligibility requirements for HRAs as established by IRS rules. HRA benefits do not roll over from year to year.

C. If an Employee is ineligible to participate in the HRA Plan because the Employee is enrolled in an Employer-offered High Deductible Health Plan (CDHP) with Health Savings Account (HSA), the Employer will make an equivalent contribution to the Employee's HSA. The Employer's HSA contribution will be paid monthly. No HSA contribution will be made that exceeds applicable IRS limits.

D. If there are IRS changes during the duration of this Agreement, Article 15 section 1 may be mutually reopened for negotiations.

Section 2. Cell Phone Usage Allowance. The Employer will provide a cell phone allowance in the amount of twenty dollars ($20) per month to designated employees covered by this Agreement if the Employer determines that use of a personal mobile phone is appropriate to the requirements of the Employee's job. Employees receiving the cell phone usage allowance will be subject to all NOLS policies establishing appropriate use of personal devices on the job and required management of the public records which such use may create.

Section 3. Employer Contribution to Deferred Compensation Plan. Effective January 1, 2021, for Employees enrolled in the DRS deferred compensation plan offered by the Employer, the Employer will match Employee contributions up to a maximum employer contribution of $30 per month per employee.

ARTICLE 16: WAGES AND CONTINUOUS SERVICE BENEFIT

Section 1.

Wages for ~~2023~~ 2027 shall be as set forth in the attached Appendix.

Effective January 1, 2028, the pay plan referenced in Appendix A will be increased by 100% of the CPI-W, all U.S. cities, June 2026-to-June 2027, with a minimum of 1.0% and a maximum of 3.5%.

Effective January 1, 2029, the pay plan referenced in Appendix A will be increased by 100% of the CPI-W, all U.S. cities, June 2027-to-June 2028, with a minimum of 1.0% and a maximum of 3.5%.

Effective January 1, 2030, the pay plan referenced in Appendix A will be increased by 100% of the CPI-W, all U.S. cities, June 2028-to-June 2029, with a minimum of 1.0% and a maximum of 3.5%.

~~A COLA of two percent (2%) will be awarded effective January 1, 2024.~~

~~A COLA of two and one-half percent (2.5%) will be awarded effective January 1, 2025.~~

~~If a levy lid lift successfully passes before December 31, 2025, either party may reopen Article 16 Section 1.~~

Section 2. New Positions. When any position not listed on the salary schedule is established, the Employer may designate a job classification and salary range for the position.

Section 3. Wage Upon Promotion. Upon promotion to a classification that is higher on the salary range, the employee shall receive an increase in salary which is at least five percent (5%) higher than the employee's current salary and not less than Step A of the new salary range.

Section 4. ~~Monthly Payroll~~Pay Periods. The salaries and wages of employees ~~shall be~~are currently paid monthly, consistent with the current employer's policies. The Library agrees to transition to a 24 or 26-pay period system during the term of this Agreement, with at least sixty (60) days' advance written notice to all employees. If the transition is not achievable for any reason, the Library will notify the Union and provide a written explanation for the delay. If the Library seeks to transition to a 26-pay period system, it will provide 120 days' notice to the Union and the parties agree to meet and discuss appropriate modifications to any monthly payments in this Agreement.

Section 5. Step Increases. Step increases on the salary schedule will be awarded on a 12-month cycle for full-time and part-time employees covered by this Agreement. In the event an employee is on an active, formal Work Improvement Plan (W.I.P.) on the date they are scheduled to receive a step increase, the increase shall be held in abeyance until the W.I.P. is successfully completed. Upon successful completion of the W.I.P., the employee shall immediately advance to the step retroactive to their original scheduled step increase date. A delayed increase under this section shall not alter or delay the employee's subsequent annual step anniversary dates.

Section 6. Continuous Service Benefit. Continuous Service Benefit (CSB) premiums shall be paid to employees represented by this Agreement on a monthly basis, beginning with the first full pay period following the employee's completion of ~~eight~~ seven years of service. CSBs are paid in addition to salary and are calculated by multiplying the years of service by $6.00 per year.

For each regular part-time employee hired on or after January 1, 2013 and represented by this Agreement, once the employee becomes eligible for a CSB, the dollar value will be calculated on a pro-rata basis, based on the number of hours the employee is budgeted for and regularly scheduled to work. Regular part-time employees budgeted and scheduled for twenty eight (28) hours per week shall earn seventy-five percent (75%) of the dollar amount per month for full-time employees as indicated in the chart below. Regular part-time employees budgeted and scheduled for twenty two and one-half (22.5) hours per week shall earn sixty percent (60%) of the dollar amount per month for full-time employees indicated in the chart below.

Employees shall be eligible for Continuous Service Benefits in accordance with the following schedule:

Length of continuous employment	Full-time employees	28 hrs/week employees hired on or after 1/1/13	22.5 hrs/wk employees hired on or after 1/1/13
0 through ~~5~~ 6 completed years	0	0	0
~~6 completed years~~	~~$36/month~~	~~$27/month~~	~~$21.60/month~~
7 completed years	$42/month	$31.50/month	$25.20/month
8 completed years	$48/month	$36/month	$28.80/month
9 completed years	$54/month	$40.50/month	$32.40/month
10 completed years	$60/month	$45/month	$36/month
11 completed years	$66/month	$49.50/month	$39.60/month
12 to 25 completed years	$6.00 additional dollars per month for each year of continuous employment through the twenty-fifth (25th) completed year.	$4.50 additional dollars per month for each year of continuous employment through the twenty-fifth (25th) completed year.	$3.60 additional dollars per month for each year of continuous employment through the twenty-fifth (25th) completed year.

A. Upon ratification and implementation of this Agreement, any employee who is actively receiving the Continuous Service Benefit for six (6) completed years of service shall continue to receive that monthly benefit until they complete their seventh (7th) year of continuous service and become eligible for the Year 7 CSB rate.

~~A.~~B. All Continuous Service Benefits payments are based on continuous length of service with the Employer and not on service within a classification.

~~B.~~C. The Continuous Service Benefit is capped at twenty-five (25) years of continuous service, for all employees who received less than one thousand eight hundred dollars ($1,800) per year as of March 1, 2009.

~~C.~~D. Effective with the date of a change in status, the CSB for a CSB-eligible employee hired on or after January 1, 2013 who moves from one status to another (part-time at twenty two and one half (22.5) hours per week to part-time at twenty eight (28) hours

per week or vice versa, part-time to full-time, or full-time to part-time status) will be adjusted to the dollar amount per month for the employee's new status.

Section 7. In the event that the existing salary schedule is revised during the term of this Agreement, employees whose present wage is higher than the top step in their classification in the new salary schedule would remain at their present wage until such time as the negotiated Cost of Living Adjustments and/or other adjustments to that schedule cause the employees' salaries to be within the appropriate range for those classifications. They are eligible for Continuous Service Benefit payments according to the eligibility requirements described in Section 6 of this Article. Any other matters associated with wages and continuous service benefits are covered in the Employer's policies.

Section 8. Bilingual Pay. Employees assigned to perform non-English bilingual, interpretive and/or translation services for the Library shall receive monthly premium pay of $150 per month. ~~There are two tiers of the monthly premium depending on the amount of time the language skill is utilized. Tier I: averages at least one hour and less than five hours per week is $40.00 per month. Tier II: averages at least five hours per week is $80.00 per month.~~

The Library shall have full control to determine the number of employees needed and assigned to this bilingual premium. Selection shall be based on first come first served based on Library needs. Before an employee is approved to receive the language premium, the Library shall ensure the employee passes a language skills assessment pursuant to the NOLS Bilingual Pay procedure~~by a third-party the Library has hired~~. ~~The Library and the Union will discuss the selection of the third-party provider in Labor Management.~~ The Library may ask for a skills assessment annually and may terminate the language premium at any time if the employee is no longer assigned to perform non-English bilingual, interpretive and/or translation services. ~~Employees Mary Givins and Angeles Brito will be paid at the appropriate Tier until such time as the language skills assessment is conducted.~~

ARTICLE 17: LAYOFFS AND RECALL

The parties agree to keep Article 17 open for continued bargaining during the first calendar quarter of 2027. Any agreement reached to make further changes to Article 17 will be documented in a signed MOU.

Section 1. Reductions in the work force by the Employer shall be motivated by documented lack of funds, lack of work, or impending lack of funds or lack of work. The Union shall be notified at least two (2) weeks in advance of any layoff notice to an employee. The Employer and the Union shall meet and discuss the effects of a layoff or reduction in hours on the employees. The following procedures will be followed.

A. The Library will determine which classifications and number of positions will be affected.

B. The principle of seniority shall apply provided that the more senior employees have the skill and ability to perform the work as determined by the Employer.

C. All temporary employees within the affected classification shall be terminated.

D. Volunteers may not be used to fill positions of employees displaced during layoffs. They may continue to work in unaffected areas of the Library. During layoffs, Volunteer positions and work should be reviewed quarterly by the Union.

E. During layoffs, any on-call hours or temporary positions should be offered in the following order, provided that the individual has the qualifications and ability to perform the work for which the hours are needed:

1. To regular employees;
2. To laid off employees;
3. To on-call employees;
4. To volunteers; and
5. Through external recruitments.

F. Each employee to be laid off shall be given at least four (4) weeks' notice of layoff. Full-time employees shall receive sixteen hours of paid time off during that period to seek work. Part-time employees shall receive such time off, pro-rated according to the number of hours budgeted per week. The Employer shall provide the Union with current layoff seniority lists within two (2) weeks of the Employer's decision that a layoff will occur. Any employee who is laid off shall receive written notice thereof, and a copy shall be placed immediately in the employee's personnel file.

Section 2. Employees shall initially be placed on paid vacation status until any such accrued vacation leave is exhausted, with the layoff period beginning the first regular work day following the vacation period. Alternately, employees shall have the option of receiving a one-time payment of the total of their accrued but unused vacation leave up to the date of layoff.

Section 3. In the event of layoff, employees shall have the option of bumping to an existing position at the same or a lower level of classification and pay in lieu of being laid off by utilizing their seniority, provided, however, that bumping to a particular position shall be contingent on the employee's qualifications and ability to perform the duties of the position to be assumed as determined by the Employer. The employee may bump only the employee in the lower classification with the least seniority.

Section 4. Any employee who is laid off shall be placed on a recall list for that classification and for any lower classification for which the employee has the skill and ability to perform the work. The employee shall remain on the recall list for a period of twenty-four (24) months. The employee shall have the responsibility to keep the Employer informed as to their current address and telephone number. Failure of an employee to respond within five (5) working days or to report within ten (10) working days of notification to report for recall shall result in the removal of the name from the recall list. A reporting date in excess of ten (10) working days may be mutually agreed to. Employees may decline reinstatement to a lower classification than that which the employee held at the time of layoff without loss of their seniority ranking on the recall list. Any notification of re-employment to an employee laid off shall be made by telephone followed by written notification.

Section 5. Recall procedures are as follows:

A. Prior to the recall of a laid off employee, employees within a position classification and work status shall have the right to apply for a lateral transfer. Terms of Article 8 shall apply. Article 8, Section 5 shall be waived for an employee returning to a previously held position.

B. Laid off employees shall be recalled in order of seniority provided that the employee has the qualifications and ability for a position to which the employee may be reinstated.

C. In order of seniority, laid off or reassigned employees shall have the first opportunity to return to their former classification and/or pay range in the event an opening occurs.

Section 6. Recalled employees shall be reinstated with full seniority and sick leave accrual which they had as of the date of layoff. Vacation, seniority and sick leave shall not accrue during periods of layoff.

ARTICLE 18: GRIEVANCE PROCEDURE

Section 1. Grievance Defined. A grievance is defined as a claim by an employee or by a group of employees that there has been an improper application or violation of specific provisions of this Agreement.

Section 2. Time Limits. Grievances shall be processed in the following manner and within the stated time limits unless waived or extended by the Union and Employer in writing. Working days for purposes of this Article shall be ~~considered~~ defined as Monday through Friday, ~~and~~ excluding Saturdays, ~~and~~ Sundays, and holidays.

Section 3. Steps in Grievance Process.

Step 1. *Supervisor Notification.* The employee shall present the grievance in writing to their Supervisor within thirty (30) calendar days of the occurrence first giving rise to the grievance or the date when the employee knew or should have known of the alleged contract violation. The grievance shall contain the following information:

A. A general statement explaining the conditions or actions under which the alleged grievance occurred and the time of occurrence;

B. The specific Article(s) and Section(s) of the Agreement alleged to have been improperly administered or violated;

C. The remedial action requested.

A meeting will be arranged between the employee, the employee's supervisor and a representative of the local Union. The supervisor shall provide a written response to the employee within five (5) working days of such meeting. If the grievance is not resolved, the Employee may proceed to Step 2 within three (3) working days following the supervisor's written response in this Step 1.

Step 2. *Review by the Union Grievance Committee.* The grievance shall be submitted to the Union Grievance Committee or Union Executive Board for review. In the event the Grievance Committee/Executive Board is not convinced the employee has a legitimate grievance, such

grievance shall be considered resolved upon written notification to the Employer. If the Grievance Committee/Executive Board believes the employee has a legitimate grievance, the employee may proceed to Step 3 by submitting the grievance and all related grievance documentation to the Executive Director or designee within ~~eight (8)~~fifteen (15) working days following the supervisor's Step 1 written response.

Step 3. *Review by the Executive Director.* At Step 3, the grievance becomes the property of the Union, and the employee must work with the Union to further pursue the grievance. If the matter is raised to Step 3, ~~The~~ the grievance shall be submitted to the Executive Director or designee. A meeting shall be convened between the Director or designee, the employee and Union ~~Grievance Committee~~ within five (5) working days of receipt of the Step 3 grievance. The Director or designee shall render a written decision to the employee and the Union within five (5) working days of the meeting. ~~If the grievance is not resolved, the employee may proceed to Step 4. If an employee chooses to proceed to Step 4, a written copy of the grievance will be submitted to the Library Board of Trustees by the Library Director.~~

Step 4. *Submission to Arbitration.* ~~Either the Employer or t~~The Union may notify the ~~other party~~Executive Director of its intent to submit the grievance to arbitration within fifteen (15) working days following the receipt of the decision in Step 3. The Union must submit its Step 4 grievance to the Executive Director. Such notification shall be accompanied by the following information:

A. The question or dispute at issue;

B. The specific Article(s) and Section(s) of the Agreement alleged to be improperly administered or violated and an explanation of the reasons the Union contends the contract was violated;

C. A statement of the facts agreed to by both parties;

D. A statement of the facts in dispute, if any; and

E. The remedy requested;

Step 5. *Arbitration Process.*

A. The requesting party shall request a list of eleven (11) arbitrators from the Public Employment Relations Commission (PERC)~~, the Federal Mediation and Conciliation Service,~~ or the labor panel of the American Arbitration Association located in Washington, Oregon, and/or Idaho.

B. If the parties cannot agree on an arbitrator from the list of arbitrators received, the Employer and the Union shall have the right to strike names alternately from the list until one arbitrator remains. The party who shall have the right to strike the first name shall be determined by coin toss. Unless the parties mutually agree to extend the time, the choice of an arbitrator shall be made within thirty (30) days of receipt of the list.

C. The decision and award of the arbitrator shall be requested by the parties in writing within sixty (60) days after the conclusion of the arbitration hearing unless the parties

request a bench decision. Any issue of substantive or procedural arbitrability shall be presented by the parties in briefs and affidavits for decision in advance of any subsequent hearing on the merits. The arbitrator shall either issue a decision or issue a determination that the decision requires additional evidence.

D. The decision of the arbitrator shall be final and binding on both parties and shall not add to nor take away from this Agreement.

E. The cost of the arbitrator shall be borne equally by both parties. All costs incurred by either party relating to the presentation of its case shall be paid exclusively by such party, and neither party may seek or receive attorney fees or other costs as a prevailing party.

Section 4. Consequences of Missed Deadline. Failure by the Union to follow the proper Steps in Section 3 of this Article and time limits as prescribed herein shall constitute abandonment of the grievance by the Union. Failure by management to follow the proper Steps and time limits shall cause the grievance to advance to the next step. Waiving of the time limits or eliminating any Steps in the procedure must be mutually agreed upon by both parties in writing.

Section 5. Voluntary Resolution. A grievance may be terminated at any time upon receipt of a signed statement from the Union or the employee that the matter has been resolved.

Section 6. Mediation. Either party may request mediation following a Step 3 response that does not resolve the grievance. Should both parties agree, they will meet with a mediator and try to resolve the grievance, however, the mediation shall not delay time lines for submission to arbitration unless the time limits are tolled by written agreement. In the event that the grievance is not resolved, the Union will have thirty (30) calendar days from the close of the mediation session in which to submit a written notice for arbitration to the Director of the Library or designee.

ARTICLE 19: EMPLOYEE DISCIPLINE AND DISMISSAL

Section 1. Just Cause and Progressive Discipline. The Employer may discipline an employee ~~[*struck as unnecessary]~~ for just cause. The Employer recognizes principles of progressive discipline and may impose the following forms of discipline when the Employer determines that to do so is appropriate~~, per HR policy 8.9~~:

A. Verbal Notification

B. Written Notice.

C. Suspension without pay.

~~C.~~D. Demotion (if determined to be appropriate)

~~D.~~E. Termination.

Section 2. Immediate Imposition of Suspension Without Pay, Demotion or Termination. Before suspending an employee without pay, demoting, or terminating an employee's employment, the Library shall provide the employee with written notice of the charges and the

ranges of discipline under consideration, and an opportunity to meet with the Director or designee to discuss the charges and the facts on which the charges are based, offer defense and mitigation and correct any misunderstandings of fact before discipline of suspension without pay or termination is imposed.

ARTICLE 20: LIBRARY FACILITIES

Section 1. Working Conditions. The Employer shall provide adequate, clean, safe and sanitary working conditions, including reasonable levels of lighting, warmth and ventilation. In the event of a dispute about what is adequate, the parties agree to jointly request direction from the Department of Labor & Industries. Where facilities are not directly controlled by the Library, every effort shall be made by the Employer to have them brought up to legal standards. Where feasible, a room shall be set aside for the use of the Library employees at mealtime and during breaks. This room may not be preempted for non-library business. Work materials shall be provided by the Employer where such materials are required to perform assigned duties. Library facilities shall be made available to the Union for meetings, provided sufficient advance request is made in writing. All Employer facilities shall be non-smoking facilities.

Section 2. Health and Safety. Occupational health and safety is the mutual concern of the Employer, the Union and employees. Employees or the Union shall report safety and health hazards of which they are aware to their Supervisor. The Employer shall comply with applicable federal, state and local safety laws, rules, and regulations. Nothing in this Agreement shall imply that the Union has assumed legal responsibility for the health and safety of employees.

The Union and the Library agree that within 120 days following the ratification of this Agreement by both parties, the Library and both bargaining units of the Union will meet in a Labor Management setting to discuss protocols for Library closures due to severe weather or emergency conditions including snow, ice, power outages, construction, and water outages. The parties shall work in good faith to review and/or establish a clear policy regarding specific conditions that will trigger branch closures and possible reassignment protocols for affected employees.

ARTICLE 21: NO STRIKE/LOCKOUT

Section 1. No lockout of employees shall be instituted by the Employer during the term of this Agreement.

Section 2. No strikes of any kind shall be ~~cased~~ caused or sanctioned by the Union during the term of this Agreement. At no time, however shall employees be required to act as strike-breakers or to go through picket lines.

ARTICLE 22: INTEGRATION CLAUSE

The parties to this Agreement acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for

collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the Employer and the Union each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect any subject or matter ~~not~~ specifically covered by the Articles of this Agreement during the term of this Agreement, except as otherwise provided for in this Agreement or mutually agreed upon.

ARTICLE 23: SAVINGS CLAUSE

If any section, subsection, sentence, clause or phrase of this Agreement shall for any reason be held to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such section, subsection, sentence, clause, or phrase shall declared to be severable. Such decisions shall not affect the validity of the remaining sections, subsections, sentences, clauses and phrases of this Agreement, and they remain in full force and effect for the duration of this Agreement, it being the intent of the Employer and the Union that this Agreement shall stand notwithstanding the invalidity of any part.

ARTICLE 24: TERM OF AGREEMENT –

Section 1.The terms of this Agreement shall become effective January 1, ~~2023~~2027, and shall remain in effect through December 31, ~~2025~~2030.

Section 2. Reopener. Both parties agree that negotiations will not be reopened during the term of this agreement unless mutually agreed upon.

Executed this _____day of ~~2022~~2026.

NORTH OLYMPIC LIBRARY SYSTEM	WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, COUNCIL 2, AFSCME, AFL-CIO LOCAL NO. 1619L
Mark Urnes, Chair NOLS Board of Trustees	Jennifer Smathers, ~~Vice~~ President AFSCME, AFL-CIO Local No. 1619L
Noah Glaude, Executive Director North Olympic Library System	~~Aaron Cole~~Tim Binschus, Staff Representative Council 2, AFSCME

APPENDIX A: ~~2023~~ 2027 GEU WAGE AND SALARY SCHEDULE

2027 Wage and Salary Schedule NOLS PROPOSAL 10-21-26

Salary restructure explanation: Steps are 4% apart; Steps F and G have been added to the schedule; Column D is 4% higher than Column D on the 2026 schedule.

2027 NOLS General Employee's Unit (GEU)

CLASSIFICATION		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly	F	F Hourly	G	G Hourly
Courier	8.5	3,017.96	18.57	3,138.68	19.31	3,264.23	20.09	3,394.80	20.89	3,530.59	21.73	3,671.81	22.60	3,818.69	23.50
	9	3,091.58	19.03	3,215.24	19.79	3,343.85	20.58	3,477.60	21.40	3,616.71	22.26	3,761.38	23.15	3,911.83	24.07
	10	3,246.15	19.98	3,376.00	20.78	3,511.04	21.61	3,651.48	22.47	3,797.54	23.37	3,949.44	24.30	4,107.42	25.28
Public Services Specialist, Facilities Tech 2	11	3,408.46	20.98	3,544.80	21.81	3,686.59	22.69	3,834.05	23.59	3,987.42	24.54	4,146.91	25.52	4,312.79	26.54
Technical Services Specialist	12	3,578.88	22.02	3,722.04	22.90	3,870.92	23.82	4,025.76	24.77	4,186.79	25.76	4,354.26	26.80	4,528.43	27.87
IT Specialist 1	13	3,757.83	23.13	3,908.14	24.05	4,064.47	25.01	4,227.05	26.01	4,396.13	27.05	4,571.98	28.14	4,754.86	29.26
Community Outreach Spec., Marketing Spec.	14	3,945.72	24.28	4,103.55	25.25	4,267.69	26.26	4,438.40	27.31	4,615.93	28.41	4,800.57	29.54	4,992.59	30.72
IT Specialist 2, Facilities Lead	15	4,143.00	25.50	4,308.72	26.52	4,481.07	27.58	4,660.31	28.68	4,846.73	29.83	5,040.59	31.02	5,242.22	32.26
Technical Services Lead, Public Services Lead	16	4,350.15	26.77	4,524.15	27.84	4,705.12	28.95	4,893.32	30.11	5,089.06	31.32	5,292.62	32.57	5,504.32	33.87
Marketing Lead	17	4,567.66	28.11	4,750.37	29.23	4,940.38	30.40	5,138.00	31.62	5,343.52	32.88	5,557.26	34.20	5,779.55	35.57
IT Specialist 3, Library Services Specialist	18	4,796.04	29.51	4,987.88	30.69	5,187.40	31.92	5,394.90	33.20	5,610.69	34.53	5,835.12	35.91	6,068.52	37.34
	19	5,035.85	30.99	5,237.28	32.23	5,446.77	33.52	5,664.64	34.86	5,891.23	36.25	6,126.88	37.70	6,371.95	39.21
Public Services Librarian, Training Coord.	20	5,287.64	32.54	5,499.14	33.84	5,719.11	35.19	5,947.87	36.60	6,185.79	38.07	6,433.22	39.59	6,690.55	41.17
Community OR Lib., Web & Digital Systems	21	5,552.02	34.17	5,774.11	35.53	6,005.07	36.95	6,245.27	38.43	6,495.08	39.97	6,754.89	41.57	7,025.08	43.23
Collection Development Librarian	22	5,829.62	35.87	6,062.81	37.31	6,305.32	38.80	6,557.53	40.35	6,819.83	41.97	7,092.63	43.65	7,376.33	45.39
	23	6,121.11	37.67	6,365.95	39.18	6,620.59	40.74	6,885.41	42.37	7,160.83	44.07	7,447.26	45.83	7,745.15	47.66
IT Systems Administrator	24	6,427.16	39.55	6,684.25	41.13	6,951.62	42.78	7,229.68	44.49	7,518.87	46.27	7,819.63	48.12	8,132.41	50.05
	25	6,748.52	41.53	7,018.46	43.19	7,299.20	44.92	7,591.17	46.71	7,894.82	48.58	8,210.61	50.53	8,539.03	52.55
Lead Systems Administrator	26	7,085.95	43.61	7,369.39	45.35	7,664.16	47.16	7,970.73	49.05	8,289.56	51.01	8,621.14	53.05	8,965.98	55.18

GEU Proposed Position Range Adjustments

Position Title	2026 Range	2027 Range
Facilities Technician 2	Range 10	Range 11
Community Outreach Specialist	Range 13	Range 14
Marketing Specialist	Range 13	Range 14
Public Services Lead	Range 15	Range 16
Marketing Lead	Range 16	Range 17
IT Specialist 3	Range 17	Range 18
Library Services Specialist	Range 17	Range 18
Training Coordinator	Range 18	Range 20
Web & Digital Resources Coord.	Range 18	Range 21
IT Systems Administrator	Range 21	Range 24
Lead IT Systems Administrator	Range 23	Range 26

NOLS Salary Implementation Plan:

- For all positions whose ranges are not adjusted, the employee will remain on the same range/step on the 2027 salary schedule.
- For positions that are moving up one or more ranges, NOLS will place the employee on their new range on the step that is closest to the dollar amount to their 2026 range/step on the 2027 salary schedule that provides for an increase.
  - For example, for a Facilities Tech 2 employee, an employee may be on Range/Step 10-C in 2026. This position is moving from Range 10 to Range 11. NOLS will identify the rate for 10-C on the 2027 salary schedule ($21.57/hour). This amount is in between 11-A ($20.87/hour) and 11-B ($21.74/hour) on the 2027 salary schedule, so NOLS will place the employee at 11-B ($21.74/hour).
- Employee anniversary dates will not change as a result of this salary restructure.

~~COLLECTIVE BARGAINING AGREEMENT~~

~~Between~~

~~NORTH OLYMPIC LIBRARY SYSTEM~~

~~and~~

~~**Management Employees Unit**~~

~~**Local No. 1619L**~~

~~WASHINGTON STATE COUNCIL~~

~~of~~

~~COUNTY AND CITY EMPLOYEES~~

~~COUNCIL 2, AFSCME, AFL-CIO~~

Collective Bargaining Agreement
by and between

North Olympic Library System (NOLS)

and

Management Employees Unit (MEU)
Local 1619-L, Washington State Council of County
and City Employees (WSCCCE), AFSCME Council 2, AFL-CIO

January 1, ~~2023~~ 2027 through December 31, ~~2025~~2030

Table of Contents

ARTICLE 1 - PREAMBLE 1
ARTICLE 2 - NONDISCRIMINATION 1
ARTICLE 3 - RECOGNITION, BARGAINING UNIT AND DEFINITIONS 1
ARTICLE 4 - UNION MEMBERSHIP AND DUES DEDUCTION 3
ARTICLE 5 - MANAGEMENT RIGHTS 4
ARTICLE 6 - UNION BUSINESS 5
ARTICLE 7 - HOURS OF WORK AND OVERTIME 6
ARTICLE 8 - EMPLOYMENT POLICIES 7
ARTICLE 9 - EMPLOYMENT RECORD 9
ARTICLE 10 - HOLIDAYS 10
ARTICLE 11 - VACATION LEAVE 10
ARTICLE 12 - SICK LEAVE AND BEREAVEMENT LEAVE 12
ARTICLE 13 - OTHER LEAVES 13
ARTICLE 14 - GROUP INSURANCE 15
ARTICLE 15 - OTHER BENEFITS 16
ARTICLE 16 - WAGES and CONTINUOUS SERVICE BENEFIT 18
ARTICLE 17 - LAYOFFS AND RECALL 21
ARTICLE 18 - GRIEVANCE PROCEDURE 22
ARTICLE 19 - EMPLOYEE DISCIPLINE AND DISMISSAL 25
ARTICLE 20 - LIBRARY FACILITIES 25
ARTICLE 21 - NO STRIKE/LOCKOUT 26
ARTICLE 22 - INTEGRATION CLAUSE 26
ARTICLE 23 - SAVINGS CLAUSE 26
ARTICLE 24 - TERM OF AGREEMENT 26
APPENDIX A – ~~2023~~ 2027 WAGE AND SALARY SCHEDULE 28

ARTICLE 1 - PREAMBLE

This Agreement is entered into by the North Olympic Library System, hereinafter referred to as the "Employer", and Local 1619L Washington State Council of County and City Employees, Council 2, AFSCME, AFL-CIO, hereinafter referred to as the "Union". The Agreement and the procedures which it defines are intended to contribute to the continuation of positive employee relations between the parties.

ARTICLE 2 - NONDISCRIMINATION

Section 1. Non-discrimination. There shall be no discrimination by either the Employer or the Union in carrying out their respective obligations under this Agreement because of age, sex, gender, marital status, sexual orientation, race, religion, national origin, color, union activities protected by law and not in violation of NOLS work rules and expectations, protected leave status, disability and veteran status (provided, however, that the parties recognize and do not intend to prohibit lawful action justifiable based on legitimate non-discriminatory factors such as bona fide occupational qualifications and business necessity).

It is agreed by the Employer and the Union that every Employee has a right to be treated with respect and dignity and a responsibility to treat others in the same way. Harassment and/or bullying in whatever form is proscribed behavior and is prohibited.

The Employer agrees to establish Union representation on affirmative action or equal opportunity committees, where they exist, such as the Labor-Management Committee, with Union right to designate or elect representatives.

Section 2. Grievances Arising Under Article 2. Employees may process a grievance dealing with unlawful discrimination to Step 3 of the grievance process as described in Article 18. The parties may mutually agree to proceed to the alternative dispute resolution procedures as described in Article 18. Failing to reach a settlement, Employees may take the issues under this Article to the appropriate agency for adjudication.

Section 3. Gender Interpretations. Words denoting gender in this Agreement are intended to apply equally to all genders.

ARTICLE 3 - RECOGNITION, BARGAINING UNIT AND DEFINITIONS

Section 1. Unit Description. The Employer recognizes the Union as the exclusive bargaining agent for all ~~full-time employees and regular part-time~~ employees, as defined herein, excluding confidential employees, managers, shelvers, processors, on-call employees, temporary employees and other positions which fall under the terms of RCW 41.56.030(11).

Section 2. Definitions. Terms used in this Agreement are defined as follows:

A. Anniversary date: The first day of the month following the employee's hire date or the employee's move to a different salary range. An employee's anniversary date changes because of promotion or demotion.

B. Classification: A position defined by its characteristics and listed on the NOLS salary schedule.

C. Confidential employee: An employee who, in the regular course of their duties, assists in a confidential capacity with labor relations or who, in the regular course of their duties, has authorized access to information relating to the employer's collective bargaining policies.

D. Continuous employment: Employment uninterrupted by resignation, retirement, termination or dismissal as determined by the employee's hire date. Time spent due to layoff, authorized leave of absences, administrative leave with pay or disciplinary suspension shall not be considered an interruption of employment; however, such time will not count toward the determination of the accrual of benefits.

E. Dependents: A person dependent upon the employee for financial support and meeting all criteria established by the IRS and group insurance carriers.

F. Domestic partner: Two adults who meet the requirements for a valid state registered domestic partnership as established by RCW 26.60.030 AND who have been issued a certificate of state registered domestic partnership by the Secretary of State.

G. Extended illness: Extended illnesses shall mean one continuous illness or condition causing the depletion of an employee's benefit hours.

H. Flex time: Hours worked by a full-time employee beyond the budgeted hours per week that are offset by the same number of hours not worked elsewhere in the same pay period.

I. Grievance: A dispute between the Employer and the Union alleging a violation of this Agreement in the interpretation or application of a specific provision of this Agreement.

J. Hire date: The date on which an employee's continuous employment originally begins. An employee's anniversary date changes because of promotion or demotion but the hire date remains the same.

K. Intern: A student or recent graduate who is undergoing supervised practical training on a voluntary, non-paid basis for a defined period.

L. Lateral transfer: The transfer of an employee to a position within the same salary range.

M. Manager: An employee who has responsibility for the management of a library or department.

N. On-call employee: An employee who is on-call for intermittent scheduling. On-call employees are not included in the bargaining unit.

O. Position: A group of current assigned duties and responsibilities requiring the ~~full-time or part-time~~ services of an employee.

P. Regular full-time employee: An employee included in the bargaining unit who is budgeted and scheduled to work thirty-seven and one-half (37.5) hours per week and whose appointment is intended to be of indefinite and continuous duration.

~~Q. Regular part-time employee: An employee included in the bargaining unit who is budgeted and scheduled to work between twenty (20) and twenty-eight (28) hours per week and whose appointment is intended to be of indefinite and continuous duration.~~

~~R.~~Q. Religious holiday: A day set aside for personal religious observance as a tenet of a bona fide religion that is not a formally recognized holiday for purposes of compensation.

~~S.~~R. Salary range: Levels on the salary schedule to which positions are assigned. Each range consists of steps. Increases are computed based on Step 1 so that step-to-step differentials are maintained.

~~T.~~S. Seniority: The length of continuous service with the Employer determined by the actual numbers of hours of continuous employment since the employee's hire date.

~~U.~~T. Step: Increment of pay on a salary range.

~~V.~~U. Supervisor: An employee whose duties include preparing and conducting an employee's performance evaluation and overseeing job performance.

~~W.~~V. Temporary employee: An employee hired to work a full-time or part-time schedule for a defined period not to exceed five (5) consecutive months. Temporary employees are not included in the bargaining unit.

~~X.~~W. Volunteer: As defined by the Fair Labor Standards Act, a volunteer is an individual who donates their service "without contemplation of pay" and does so voluntarily.

~~Y.~~X. Work schedule: The days and shifts worked by each employee. Work schedules may vary from day to day and week to week with regard to starting and ending times. The Employer will make a reasonable effort to accommodate schedule adjustments requested by an employee when it is operationally feasible and there is no adverse impact on the Library.

ARTICLE 4 - UNION MEMBERSHIP AND DUES DEDUCTION

Section 1. Union Membership. All employees covered by this Agreement are entitled to voluntarily join the Union. Business related to Union membership is the sole responsibility of the Union. The Employer will notify the local Union President or designee by email regarding the scheduled on-boarding day for any new employee who will be represented by the bargaining unit. It will be the responsibility of the employee and representative of the Union to schedule the Union orientation meeting, in coordination with their supervising managers. The representative of the Union and the new employee will be allowed up to thirty minutes of work time, at no loss of pay, for a new employee orientation meeting with the Union.

Section 2. Union Dues Processing and Membership Reporting. The Employer agrees to deduct Union dues and fees once each month from the pay of employees who individually provide written authorization of such deductions to the Employer in accordance with RCW 41.56.061. The amounts to be deducted shall be certified in writing by the Union to the Employer with reasonable advance notice. The Employer shall continue deductions until such time as the employee separates from employment or the Union provides the Employer with written notice that the employee has properly terminated the payroll authorization signed by the employee. The Employer shall transfer such amounts deducted to Council 2. Authorizations for payroll deduction are valid whether executed in writing or electronically. Upon receipt of an

authorization for payroll deduction from the employee or Union representative, the Employer will promptly forward a courtesy copy to C2everett@council2.com. The Employer will maintain authorization for payroll deduction and representation cards in personnel files. Copies will be made available to an authorized Union representative upon request.

The Employer will provide to the Union, no more frequently than once a month, a complete list of all bargaining unit members that includes: employee name, hire date, Union membership start date, department, address, hours worked, and monthly gross pay. This information will remain confidential within the Union.

Section 3. Revocation. The Employer will continue payroll deductions until such time as the Union notifies the Employer that the authorization has been terminated in compliance with the terms of the payroll authorization signed by the employee. The Employer will end the payroll deduction no later than the ~~next~~ second payroll after the Union notifies the Employer.

Section 4. Indemnity. In the event of an error in relation to dues/fees deductions or union membership, the parties agree to cooperate in making the appropriate adjustments. The Union shall hold harmless and indemnify the Employer from any claim which may be brought by virtue of the Employer's administration of dues/fees deductions and by virtue of any action taken by the Employer in compliance with this Article relating to payroll deductions.

Section 5. Voluntary Deductions for PEOPLE. The Employer agrees to deduct from the wages of any Union member any voluntary deductions for PEOPLE or a similar Union-authorized activity, as provided for in written or electronically executed authorizations for payroll deduction. An executed authorization for PEOPLE or a similar Union-authorized activity may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Employer will transfer amounts deducted to the authorized agent.

ARTICLE 5 - MANAGEMENT RIGHTS

Section 1. Except as otherwise expressly and specifically limited by the terms of this Agreement, the Employer retains all its customary, usual and exclusive rights, decision-making prerogatives, functions, and authority connected with or in any way incidental to its responsibility to manage its affairs. The rights of the employees in the bargaining unit and the Union hereunder are limited to those specifically set forth in this Agreement, and the Employer retains all prerogatives, functions, and rights not specifically limited by the terms of this Agreement. The Employer shall have no obligation to negotiate with the Union with respect to any such subjects or the exercise of its discretion and decision-making with regard thereto, any subjects covered by the terms of this Agreement and closed to further negotiations for the term thereof, and any subject which was or might have been raised in the course of collective bargaining, but is closed for the term hereof.

Section 2. Without limitation, but by way of illustration, the exclusive prerogatives, functions, and rights of the Employer shall be consistent with the terms of this Agreement, include the following:

A. To direct and supervise all operations, functions and policies of the Employer in which the employees in the bargaining unit are employed.

B. To close or liquidate an office, branch, operation or facility, or combination of facilities, or to relocate, reorganize, or combine the work of divisions, offices, branches, operations or facilities for budgetary or other reasons.

C. To determine the need for a reduction or an increase in the workforce and the implementation of any decision with regard thereto.

D. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials, equipment, methods and procedures. It is jointly recognized that the Employer must retain broad authority to fulfill and implement its responsibilities and shall do so by written work rules, existing or future. Changes in rules, standards or procedures will be reasonable in nature and implemented only after copies have been provided to the Union.

E. To implement new, and to revise or discharge, wholly or in part, old methods, procedures, materials, equipment, facilities, and standards.

F. To assign and distribute work.

G. To determine, establish and/or change work shifts.

H. To determine the need for and the qualifications of new employees, transfers, and promotions.

I. To discipline, suspend, demote, or discharge an employee for just cause.

J. To determine the need for additional educational courses, training programs, on-the-job training, and cross-training and to assign employees to such duties for period to be determined by the Employer.

K. To contract out for services of any or all types consistent with the past practice of the Employer and in the absence of adequate resources, providing such contracting out shall not displace any member of the bargaining unit. Prior to the contracting out of work, the President of the Local shall be informed in writing of the type of services, length of assignment, and reason for contracting of such work. Contractors will be retained only in circumstances where existing staff is either unavailable or unqualified to perform the work.

ARTICLE 6 - UNION BUSINESS

Section 1. Union Representatives. Official Union representatives shall be allowed reasonable time away from their duty stations during regular hours of work without loss of pay when attending meetings with the Employer or when investigating grievances or complaints. The Union representative, if an employee, shall receive permission from their Supervisor or the Director prior to leaving the job site or engaging in union business during the workday which is

more than incidental and of short duration. The Union shall advise the Employer, in writing, of the names of the authorized Union representatives and of any changes as they occur.

Section 2. Negotiators. The Union negotiating team shall consist of ~~three~~ two (~~3~~2) to ~~five~~ three (~~5~~3) members. Negotiations shall be conducted at mutually agreed-upon times without loss of pay when conducted during working hours.

Section 3. Bulletin Boards. The Employer shall furnish for use by the Union convenient, suitable bulletin boards in each Library facility. The Union shall limit its posting of notices and bulletins to such bulletin boards. A copy of any notice to be posted shall be furnished to the Executive Director or designated Administrative staff.

Section 4. Use of NOLS Mail System. The Employer's internal delivery/mail and electronic mail system may be used to inform Union members of meetings and to provide incidental notices and relevant material for posting on bulletin boards. More than incidental use is not authorized by this labor agreement. NOLS mail and electronic systems afford no expectations of privacy and constitute a public record subject to public disclosure.

Section 5. Use of NOLS Premises. The Union President shall request in advance each use of Library facilities and/or equipment, and must provide advance written notice of Union meetings held on Library premises to the Executive Director or designee and receive advance authorization from the Director or designee.

ARTICLE 7 - HOURS OF WORK AND OVERTIME

Section 1. Work Day and Work Week. The work week begins at 12:01am Monday and ends at midnight the following Sunday. At a date to be determined by the Library, with at least 45 days' notice to the Union and all Employees, during the term of this Agreement, the work week will begin at 12:01 am on Sunday and end at midnight the following Saturday. The normal work day for regular full-time employees shall consist of seven and one-half (7.5) hours, excluding the normal meal period. The normal work week for regular full-time employees shall consist of thirty-seven and one-half (37.5) hours worked over five (5) work days. Whenever possible, each regular full-time employee and part-time employee shall receive two (2) consecutive days off during each seven (7) day period.

For employees who are FLSA "salaried" and exempt, the work hours will be consistent with work demands, job accomplishment and priorities, flex time as provided for in this Agreement, and appropriate latitude to manage work time and personal time consistent with the needs of the Employer.

Section 2. Relief and Meal Periods. Employees in this bargaining unit are FLSA Salaried Exempt and are allowed to exercise professional judgment in managing their full-time schedule, including taking rest and meal periods as appropriate to maintain well-being and productivity.

~~A. The following provisions supersede WAC 296-126-092, each regular full-time employee shall receive two (2) fifteen (15) minute, or one (1) thirty (30) minute relief periods in each day's work schedule, except in cases of emergency which prevents the taking of such relief periods. Relief periods shall occur such that service to the public will not be impaired. Such relief periods may be added to the normal meal period or taken at the end of the work shift if approved in advance by the Supervisor.~~

~~B. Part-time employees shall receive one (1) fifteen (15) minute relief period for each three (3) consecutive hours worked. Such relief period shall occur approximately midway through the employee's shift. Relief periods shall occur such that service to the public will not be impaired.~~

~~Section 3. Meal Periods. Any time an employee works more than five (5) consecutive hours they shall receive a thirty (30) minute scheduled uninterrupted unpaid meal period. Any time an employee works seven and one-half (7.5) consecutive hours or more, he/she shall receive up to a maximum of one (1) hour uninterrupted unpaid scheduled meal period, at the employee's option.~~

Section ~~4~~3. FLSA Exempt Salaried Schedule. Employees are FLSA salaried exempt and not entitled to earn overtime compensation. Employees shall be permitted to flex time for hours worked in excess of the regular full-time hours of work during which the employees are expected to be at work as a general rule, and take such flex time off as workload permits. Under no circumstance shall the Employer be or become responsible to pay an employee the cash value of all or any part of a flex time balance. Employees routinely working in excess of their regular full-time hours should contact their supervisor to discuss their workload.

Section ~~5~~4. Employer-required Work on Sunday or Holiday. Employees who are required by the Employer to work on a Sunday or holiday shall be entitled to flex off a work day within the same calendar month

Section ~~6~~5. Working on a Religious Holiday. Time off shall be granted for religious holidays to the extent operationally possible and as a religious accommodation. Such time off shall be arranged in advance with the employee's supervisor. Employees may use the floating holiday, vacation, leave without pay, or, when feasible, may choose to make up the time; provided that full-time employees must arrange to make up time during the same work week that the holiday occurs.

Section ~~7~~6. Working out of Classification. An employee who is temporarily assigned responsibilities of a higher classification for a period of five (5) working days or more, shall be paid at the rate of pay which reflects at least five percent (5%) more than their current Range/Step. Out-of-class pay must be approved in advance by the Executive Director.

Section ~~8~~7. Temporary Reassignment. An employee temporarily reassigned to fill a position in a higher classification must receive at least Step A on the range for that Classification, and a salary at least equivalent to their current Range/Step. Temporary reassignments must be approved, in advance, by the Director.

Section ~~9~~8. Stipend for Employees with Two Regular Worksites. An employee assigned to two regular worksites (for example, an employee regularly assigned to work at both the Forks and Clallam Bay branches) will receive a monthly stipend of ~~$40~~ $60.

ARTICLE 8 - EMPLOYMENT POLICIES

Section 1. Probation. New hires covered by this Agreement shall be subject to a probationary period concluding on the last day of the ninth month following the anniversary date. Employer reserves the right to extend the probationary period up to an additional 3 months (for 12 months total) when an employee's performance and/or progress acquiring job skills suggests

additional training and assessment time is required. Union shall be notified regarding any extensions of the probationary period.

Section 2. Termination of Probationary Employees. Probationary employees may be terminated by the Employer without cause.

Section 3. Probationary Period for Existing Employees who are Promoted or Given a Lateral Transfer. Existing employees promoted to a new position or granted a lateral transfer shall serve a probationary period. The probationary period will begin on the first day of the month following the transfer or promotion and will conclude six months later. In the event an employee does not successfully complete the probationary period, as determined by the Employer, such employee shall be assigned to their former position and pay if such is available, or to another vacant position for which the employee is qualified, if available. If the employee does not successfully complete the probationary period and cannot be reassigned to their former position and pay, the circumstances shall be discussed by the Employer, the employee and the Union prior to any reclassification or other action as determined by the Employer.

Section 4. Filling Vacancies. Whenever a job opening occurs in any job classification covered by this Agreement, a notice of such opening shall be posted on all internal bulletin boards for at least five (5) working days. A notice of such vacancy shall also be sent to all staff via electronic mail. During this period, employees who wish to apply for the vacancy, including employees on layoff, may do so. Employees applying for vacant positions, including lateral transfers and promotions, must follow the posted in-house application instructions for that position. Prior to interviewing candidates for promotions or from outside the Library System, the Employer shall consider all employees who have submitted a request for transfer. In all cases, employees represented by this Agreement, including employees on layoff status, shall receive first consideration for represented vacancies, providing the employee meets the minimum qualifications of the position. Position vacancies shall be filled based on ability and qualification. If the Employer concludes that two or more employees are equally qualified to fill the vacancy, the Employer agrees to select the employee with the greatest seniority. Local Union officers may make application on behalf of absent employees. Position vacancies outside the bargaining unit shall be filled at the discretion of the Employer.

Section 5. Pay Upon Voluntary Demotion. Employees who request a demotion will work at the Step on the Range for the lower classification which is closest to the employee's hourly rate prior to demotion. Approval of the Executive Director or designee is required.

Section 6. Notification by Employer of Intent to Reclassify an Existing Filled or Vacant Position. The Employer shall notify the employee and the Union in writing of its intent to reclassify the employee's position or change their job description. The Employer shall notify the Union of its intent to reclassify a vacant position.

Section 7. Request by Employee or Supervisor for a Reclassification. An employee or supervisor may ask the Employer for a position reclassification by submitting a written request to the Executive Director. The Director shall give written notification of the results of the reclassification request and explanation of findings to the employee within ninety (90) days of the request.

Section 8. Temporary Employees. Temporary employees may be used when additional assistance is necessary for a limited period, or when existing regular employees are insufficient

to keep up with work demands. Temporary employees shall not displace any current member of the bargaining unit or reduce hours of employees represented by this Agreement. The names of, and hours worked by temporary employees as well as the locations of work shall be made available to the Union.

Section 9. On-call Employees. On-call employees may be used when intermittent assistance is necessary and existing employees are either unavailable or unqualified to perform the work, or when work is significantly backlogged and the work hours of regular employees are insufficient to correct the situation. On-call employees shall not displace any current member of the bargaining unit or reduce hours of employees represented by this Agreement. No on-call employee shall work for more than twenty-eight (28) hours per week without the prior approval of the Union President. The names of, and hours worked by on-call employees as well as the locations of work shall be made available to the Union.

Section 10. Volunteers. Volunteers may be used only to 1) supplement work performed by regular library employees, and 2) perform specific tasks which are limited in scope. No volunteer job description shall encompass the entirety of the job description of any position represented by this Agreement. Volunteers shall not displace any current member of the bargaining unit or reduce hours of employees represented by this Agreement. The use of volunteers shall be determined on a case-by-case basis by the Branch Manager or Department head, after receiving input from the employee(s) directly responsible for the supervision of volunteers. The names of volunteers and the locations of their work shall be made available to the Union. No employee under this Agreement shall be required to volunteer their services for the Library.

Section 11. Interns. Interns must be used in accordance with the terms of the Fair Labor Standards Act. Interns shall not displace any member of the bargaining unit or reduce hours of employees represented by this Agreement. The names of interns and the locations of their work shall be made available to the Union.

Section 12. Artificial Intelligence. The Library shall give advance notice of implementation and, if demanded, engage in impacts bargaining with the Union regarding the introduction of any Artificial Intelligence (AI) technology or programming that is reasonably expected to have a material impact on bargaining unit employees' wages, hours or terms and conditions of employment. This obligation does not apply to AI features that are incidental to existing software or systems (e.g., upgrades or embedded tools within commercially available products such as Adobe or Microsoft applications), or to the adoption of new technology that does not impact bargaining unit wages, hours or terms and conditions of employment. However, the Library agrees that the introduction of AI, whether standalone or embedded, is intended to be utilized to support and enhance human work and not intended for the purpose of laying off employees.

ARTICLE 9 - EMPLOYMENT RECORD

Section 1. Training and Educational Records. Employees may file, on a form specified by the Employer, information pertaining to education courses, seminars, workshops and other job-related activities they have attended or participated in during the past calendar year. Such form shall become part of the employee's official Library Employment Record.

Section 2. File Review. At any reasonable time, employees, upon appointment, may review their own official Library Employment Record in the presence of a Library administrative employee and, upon request, a Union representative. An employee shall have the opportunity to submit rebuttal or corrective information in accordance with State law. (RCW 49.12.250)

Section 3. Employee Copy of Entries. Whenever the Employer places a document in an employee's official Employment Record, the employee will be given a copy, unless the document has the employee's signature on it. A current or former Library employee may request and receive one copy of each document contained in the official Personnel File not more than once annually, for which the Employer may charge the employee the actual cost permitted by public records laws of Washington. Any other party requesting a copy of the Personnel File will be charged the current copying fee.

Section 4. Confidentiality of Disclosure. Employees' personnel records will be maintained with confidentiality consistent with Washington law. Access will be permitted only to those with a legitimate business need or in the interest of the Employer, or upon written authorization of the employee. The contents of an Employee's official Library Employment Record shall not be released without the prior written consent of the employee except as otherwise may be required or permitted by law. In the event of release with the employee's written consent, records will be disclosed in accordance with any release in a form acceptable to the Employer signed by the employee.

ARTICLE 10 - HOLIDAYS

Section 1. Recognized Holidays. The following shall be designated as paid holidays by the Employer. ~~Full-time e~~Employees shall be compensated for seven and one-half (7.5) hours of time for each holiday. ~~Part-time employees budgeted for 22.5 hours per week shall be compensated on a pro-rated basis of 4.5 hours per holiday. Part-time employees budgeted for 28 hours per week shall be compensated on a pro-rated basis of 5.7 hours per holiday. Part-time employees budgeted for other schedules will be compensated on a pro-rated basis, with holiday pay rounded to the nearest tenth hour.~~

New Year's Day
Martin Luther King's Birthday
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

Section 2. Sunday Holidays. In the event the official date of a library-designated holiday falls on a Sunday, the following Monday shall be observed as the Library holiday. If the following Monday is a separate library-designated holiday, then the holiday on Sunday will be observed on the immediately adjacent preceding Saturday.

Section 3. Holidays that Fall on Employees' Days Off. In the event a holiday falls on an employee's regularly scheduled day off, an accrued holiday will be credited to that employee. Accrued holidays must be taken with the advance approval of the Supervisor and must be used within thirty (30) days of accrual.

ARTICLE 11 - VACATION LEAVE

Section 1. Accrual of Vacation Leave for Full Time Employees. Regular full-time employees shall accrue vacation leave in accordance with the following schedule of continuous service with the Employer:

Years of Continuous Service	Hours Per Year	Days Per Year
0 through 4	112.50	15
5 through 9	142.5	19
10 through 15	165.00	22
16 or more	187.5	25

~~Section 2. Accrual of Vacation Leave for Part-Time Employees. Part-time employees shall accrue vacation leave in accordance with the same schedules of continuous service as full-time employees, except that the accrual rate shall be pro-rated based on the number of hours budgeted per week for that employee.~~

Section ~~3~~2. Vacation Accrual Cap. Since paid vacation time is only of benefit to the employee if taken, any accrued vacation time in excess of two hundred twenty five (225) hours for full-time employees~~, one hundred thirty five (135) hours for twenty two and one half (22.5) hrs/wk part-time employees, and one hundred sixty nine (169) hours for twenty eight (28) hrs/wk part-time employees~~ that is not taken by the end of any calendar year shall be lost unless it has been necessary to delay the employee's vacation due to the work requirements of the employer. Any employee who desires to carry over more than two hundred twenty five (225) hours of unused vacation time for full time employees~~, one hundred thirty five (135) hours of unused vacation time for 22.5 hrs/week part-time employees, or one hundred sixty-nine (169) hours of unused vacation time for 28 hrs/week part time employees,~~ from one calendar year to the next must receive the prior approval of the Executive Director or designee.

Section ~~4~~3. Vacation Accrual during Probationary Period. Employees who are in probationary status shall accrue vacation leave, and are eligible to use accrued vacation leave once it has been posted to their time and attendance record.

Section ~~5~~4. Payment for Unused Vacation Time upon Separation from Employment. An employee who has completed probation and who resigns with a minimum of two (2) weeks written notice or is terminated shall be paid their accrued but unused vacation time through date of separation.

Section ~~6~~5. Rate of Pay. All vacation time paid shall be at the employee's current straight-time rate of pay.

Section ~~7~~6. Vacation Schedule. Employees may select their own vacation time with the approval of their Supervisor. Whenever choices of vacation time conflict, scheduling will be based on the first request for the particular time period. An employee shall not be permitted to work and receive vacation compensation simultaneously.

Section ~~8~~7. Changing Vacation Time in Event of Illness. An employee who, while on paid vacation time, suffers a disability or illness which requires confinement to a hospital or

confinement to home and is under the care of a physician may apply in writing for sick leave to begin the first day following confinement. Vacation pay and sick leave pay shall not be payable for the same period of time.

~~Section 9. PERS 1 Cap. As per RCW 41.50.150, a PERS 1 employee's accrued and unused vacation and sick leave benefits payable upon resignation or retirement in total shall not exceed two hundred forty (240) hours.~~

ARTICLE 12 - SICK LEAVE AND BEREAVEMENT LEAVE

Section 1. Sick Leave Definition and Use. Sick leave is defined as a specified period of time that an eligible employee is absent from work due to a qualifying event. Qualifying events and relationships are defined in Article 12 Section 3 and 4, below.

Section 2. Sick Leave Accrual. Full-time employees, including those on probation, shall accrue seven and one-half (7.5) hours of sick leave per month without limitation. ~~Part-time employees, including those on probation, shall accrue sick leave at a rate that is pro-rated according to the number of hours the employee is budgeted per week, without limitation.~~ Probationary employees are eligible to use sick leave during the probationary period.

Section 3. Qualifying Events. Accrued sick leave may be used for the following events:

A. The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of an employee's health condition; or an employee's preventive medical care; or

B. The employee's care for a family member with an illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment; or care for a family member who needs preventive medical care; or

C. When the employee's workplace or their child's school or place of care has been closed by a public official for (i) any health-related reason; or (ii) after the declaration of an emergency by a local or state government or agency, or by the federal government; or

D. Absences covered by the domestic violence/sexual assault/stalking leave law~~.~~; or

~~D.~~E. To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family members.

Section 4. Family Members. Family members include an employee's child (whether biological, adoptive, foster, step-child, or child for whom the employee stands in loco parentis, is a legal guardian for, or is a de facto parent and regardless of age or dependency status); parent (whether biological, adoptive, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child); spouse or registered domestic partner; grandparent; grandchild; or sibling. Family members ~~also~~ include~~s~~ an individual for whom the employee can show they have power of attorney. Family members also include an individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. Family members include any individual who regularly resides in the employee's home, except

that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

Section 5. Workers' Compensation Supplement. In the event that an employee is absent due to illness or injury for which the employee is receiving state Workers' Compensation Benefits, the Employer's obligation for payment of accrued leave shall be the difference between the employee's regular wages and the amount received from the state. An employee receiving payment under an industrial insurance claim will have the option of either: a) supplementing the difference between their industrial insurance claim and their regular rate of pay (net after taxes) with sick leave and/or vacation, or b) receiving just the insurance portion of their industrial insurance claim.

Section 6. Bereavement and Funeral Leave. An employee shall be granted paid bereavement leave of up to ~~three (3) days~~four (4) shifts per occurrence in the event of a death in the employee's immediate family, which includes~~:~~ employee's:

- ~~spouse~~Spouse~~,~~ or domestic partner
- ~~, p~~Parent, step-parent, or parent-in-law
- ~~child~~Child, step-child, child-in-law, or foster child
- Sibling, step-sibling, or sibling-in-law
- ~~father-in-law, mother-in-law, brother, sister, g~~Grandparent, step-grandparent, or grandparent-in-law
- ~~grandchild~~Grandchild, step-grandchild, or grandchild-in-law~~son-in-law, daughter-in-law, and~~
- A person ~~individuals~~ for whom the employee is the current legal guardian~~.~~
- ~~A person for whom the Bereavement leave shall also be granted under this Section for any~~ employee who can show that they have power of attorney~~.~~
- A person residing in the immediate household of the employee at the time of death
- An ex-spouse or partner whom the employee co-parents children under the age of 18 with

Additional leave, to be deducted from accrued and unused sick leave, may be authorized by the employee's Supervisor.

An employee shall be granted up to three (3) hours of paid Funeral Leave, as needed, to attend the funeral of a NOLS employee or former NOLS employee, subject to scheduling feasibility and approval of Supervisor.

It is understood that Bereavement and Funeral leave may be requested with minimal notice to the Employer, and Employer will grant the leave if operationally feasible.

Section 7. Sick Leave Separation Payments. Upon retirement, resignation or death, twenty (20) percent of accrued and unused sick leave shall be paid to employees in good standing who have at least five years of continuous employment, including time spent on official layoff status,

up to a maximum payout of $7,500. ~~Employees who participate in the Washington PERS I plan are not entitled to this benefit for retirement purposes.~~

~~Section 8. Sick Leave pay-outs for PERS I Employees. As per RCW 41.50.150, a PERS I employee's accrued and unused vacation and sick leave benefits payable upon resignation or retirement shall not exceed two hundred forty (240) compensable hours. In the event it is determined this Article is not in conformance with RCW 41.50.150, or the application of this Article would result in an assessment levied against the Employer by PERS, this section shall be void and no payment shall be made.~~

~~Section 9. Donations of Sick Leave. An employee may donate a portion of accrued sick leave (in hours) to another employee whose paid time off hours are depleted or about to become depleted as further defined in the Employer's policies.~~

ARTICLE 13 – OTHER LEAVES

Section 1. Family and Medical Leave. An eligible employee shall be entitled to Family and Medical Leave in accordance with state and federal law, as further defined in the Employer's policies.

Section 2. Jury Duty. An employee called for Jury Duty on a working day shall receive regular pay less the amount of the jury duty appearance fee paid by the court to the employee. If excused from jury duty on a working day, the employee shall contact their Supervisor for work assignments.

Section 3. Other Protected Leave. Eligible employees shall be entitled to other protected leaves as further defined in the Employer's policies and in compliance with applicable state and federal laws.

Section 4. External Laws. Violations of external state or federal leave laws (e.g. FMLA, PFML, military leave, domestic violence, etc.) may be pursued as a grievance up to Step 3 of the grievance process. After Step 3, they shall be pursued as a complaint to the appropriate governmental agency and shall not be pursued to grievance arbitration under this Agreement.

Section ~~4~~5. Personal Leave. Employees covered by this Agreement shall be entitled to receive annual Personal Leave equivalent to the number of hours per week for which their position is budgeted (for example an employee whose position is budgeted for 37.5 hours per week shall be entitled to receive 37.5 hours of Personal Leave per year~~, an employee whose position is budgeted for 28 hours per week shall be entitled to receive 28 hours of Personal Leave per year~~). Employees may schedule their own personal leave with the advance approval of the Supervisor. Personal leave balances may not be carried over from one calendar year to the next. Personal leave is granted to new employees on a pro-rated basis determined by the number of weeks remaining between the date of hire and the end of the year.

Section ~~5~~6. Management leave. Employees covered by this Agreement shall be entitled to 37.5 hours of management leave per year. Management leave shall be credited to the employee on January 1 of each year. Management leave is granted to new management employees on a pro-rated basis determined by the number of weeks remaining between the date of hire and the end of the year.

A. ~~Management Leave Accrual Cap~~Use of Management Leave. Management leave accrued on or after January 1, 2027 must be used in the calendar year earned and cannot be carried over into a subsequent calendar year.~~Accrued management leave in excess of 75 hours for full-time employees and 60 hours for part-time employees that is not taken by the end of any calendar year shall be lost unless it has been necessary to delay the employee's use of such leave due to the work requirements of the Employer. Any employee who desires to carry over more than the cap from one calendar year to the next must receive the prior approval of the Executive Director or designee.~~

~~B. Accrual of Management Leave During Probationary Period. Employees who are in probationary status shall accrue management leave and may take it during the probation period with the prior approval of the Executive Director or designee.~~

B. Separation. Management leave accrued on or after January 1, 2027 is available for use as provided in this Section and is not eligible to be cashed out upon separation from employment.

C. ~~Payment for Unused Management Leave upon Separation~~ Management Leave Accrued Prior to 2027. ~~An employee who has completed probation and who resigns with a minimum of two (2) weeks written notice or is terminated shall be paid for their accrued but unused management leave. Payment for unused management leave at time of separation shall be at the employee's current rate of pay.~~ All management leave accrued and unused as of January 1, 2027, shall be cashed out in the first pay period of 2027 utilizing the pay range and step the employee is at in January 2027.

D. Scheduling Management Leave. Employees may schedule their use of management leave with prior approval of the Executive Director or designee.

Section ~~6~~7. Leave of Absence Without Pay. LWOP requests will be reviewed and approved on a case-by-case basis at the discretion of the Executive Director or designee, in consultation with the employee's supervisor, and taking into account the current operational needs of the Library and as noted above. When approving a LWOP request, the Director or designee will specify the approved length of time for the leave. The Director's approval will also reflect whether or not the employee's job can be held for them pending their return to work. If the Library is unable to hold the position for the employee's return, the employee may withdraw the request for LWOP without penalty. An employee on LWOP may also be concurrently on a FMLA or ~~FLA~~ PFML leave. In these cases, the employer's policies for FMLA/~~FLA~~ PFML eligibility and record-keeping will apply.

Section ~~7~~8. Washington State Paid Family Medical Leave. The Employer will comply with the Washington State Paid Family and Medical Leave (PFML) program. Premiums are established by the State of Washington. Employees will pay the designated employee share of premiums via payroll deduction and the Employer will pay the designated employer share.

Section 8. Administrative Leave. The Employer may place an employee on administrative leave with pay for legitimate operational reasons, including after a threat, incident of violence, or other safety incident until the Library determines the employee is safe to return to work.

Section 9. Workplace Violence. The Employer recognizes the impact that workplace violence can have on staff. Following such an event, the Employer will provide affected employees with

information to access the Employee Assistance Program (EAP). Furthermore, employees may, if eligible, access L&I Workers' Compensation, Washington State Paid Family and Medical Leave (PFML), and/or Family and Medical Leave (FMLA).

ARTICLE 14 - GROUP INSURANCE

Section 1. Full-Time Benefits.

A. For the term of this Agreement, the Employer shall pay the full cost of group insurance premiums for the following plans for enrolled full-time employees:

Family Vision Service Plan (WCIF)

Employee Group Life and Accidental Death/Dismemberment (WCIF)

Employee Assistance Program (WCIF)

B. Effective January 1, 2023, the Employer will pay 95% of the medical premium to cover each full-time employee on the Classic Medical Plan, or an equivalent dollar amount to cover an employee who chooses a different plan. Any remaining cost, including dependent premiums, will be paid by the employee via payroll deduction.

C. The Employer will pay 98% per employee per month for Family Dental Plan #13 (AFSCME).

D. AFSCME will enroll full-time employees who are not members of the bargaining unit in AFSCME administered benefits plans.

E. Dependent Reimbursement. For ~~those~~ full-time employees ~~hired prior to January 1, 2011~~, the Employer shall reimburse up to ~~two~~ five hundred dollars ($~~200~~500) per month toward the monthly group medical insurance premium for each employee who has a spouse and/or dependents enrolled in the plan. For this purpose, "dependent" is defined as a person dependent upon the employee for financial support and meeting all criteria established by the IRS and group insurance carriers. If the cost of dependent reimbursement becomes financially unsustainable due to significant cost to the Employer during renewals in 2027 or 2028, the Library may reopen this subsection of the Agreement to bargain with the Union. After 2028, with mutual agreement the parties may reopen this subsection of the Agreement to bargain.

~~Section 2. Part-Time Benefits.~~

~~A. For the term of this Agreement, the Employer shall pay the full cost of group insurance premiums for the following plans for enrolled part-time employees:~~

~~Family Vision Service Plan (WCIF)~~

~~Employee Group Life and Accidental Death/Dismemberment (WCIF)~~

~~Employee Assistance Program (WCIF)~~

~~B. Part-time employees shall be eligible to enroll in the employee Group Medical Plan of their choice. For enrolled part-time employees budgeted at 28 hours per week, the Employer will pay seventy-five percent (75%) of the sum paid toward the monthly premium for full-time employees. For enrolled part-time employees budgeted at 22.5~~

~~hours per week, the Employer will pay sixty percent (60%) of the sum paid toward the monthly premium for full-time employees. The part-time employee shall pay the remaining premium amount of the Group Medical Plan, or any other PEBB plan which may be offered, and the full cost of any monthly dependent premium. The amount of the premium will be deducted from the employee's salary through payroll deduction.~~

Section ~~3~~2. Benefits Cost Increases. Employer shall notify and meet, upon request, with the union regarding any ~~proposed~~ changes to insurance benefits prior to such changes becoming effective.

Section 3. Benefit Effective Date. During the term of this Agreement, the Employer will take steps to modify its insurance benefits so that Group insurance benefits provided in this Article are effective the first day of the calendar month following the employee's hire or as soon as reasonably practical.

ARTICLE 15 – OTHER BENEFITS

Section 1. Health Reimbursement Arrangement Plan (HRA).

A. Full-Time Employee Health Reimbursement Arrangement (HRA) Plan. Every regular full-time employee shall be eligible for reimbursement tax-free for qualified medical expenses up to a maximum dollar amount of one thousand seven hundred and fifty ($1,750) annually for deductible health related expenses as defined under applicable IRS rules. Also eligible for HRA reimbursement are qualifying medical expenses provided to the Employee's spouse and/or dependents. In order to be eligible for the NOLS HRA benefit, Employees must certify to the Employer that they, and any family member for whom reimbursements are requested, meet the eligibility requirements for HRAs as established by IRS rules. The employee must submit appropriate documentation with each request for reimbursement in the year the expense is incurred. Health reimbursements for new employees shall be paid on a pro rata basis during their first year of employment. Health reimbursements for separating employees during the final year of employment shall also be paid on a pro rata basis. Benefit overpayments will be withheld from employee's final paycheck. HRA benefits do not roll over from year to year.

~~B. Part-Time Employee Health Reimbursement Arrangement (HRA) Plan. Every part-time employee shall be eligible for reimbursement tax-free for qualified medical expenses as defined under applicable IRS rules for up to the following maximum annual dollar amounts: $1,375 for a part-time employee budgeted for 28 hours per week; $1,150 for a part-time employee budgeted for 22.5 hours per week.. Also eligible for HRA reimbursement are qualifying medical expenses provided to the Employee's spouse and/or dependents. The employee must submit appropriate documentation with each request for reimbursement in the year the expense is incurred. Health reimbursements for new Employees shall be paid on a pro rata basis during their first year of employment. Health reimbursements for separating employees during the final year of employment shall also be paid on a pro rata basis. Benefit overpayments will be withheld from the employee's final paycheck. In order to be eligible for the NOLS HRA benefit, Employees must certify to the Employer that they, and any family member for~~

~~whom reimbursements are requested, meet the eligibility requirements for HRAs as established by IRS rules. HRA benefits do not roll over from year to year.~~

~~C.~~B. If an Employee is ineligible to participate in the HRA Plan because the Employee is enrolled in an Employer-offered High Deductible Health Plan (CDHP) with Health Savings Account (HSA), the Employer will make an equivalent contribution to the Employee's HSA. The Employer's HSA contribution will be paid monthly. No HSA contribution will be made that exceeds applicable IRS limits.

~~D.~~C. If there are IRS changes during the duration of this Agreement, Article 15 section 1 may be mutually reopened for negotiations.

Section 2. Cell Phone Usage Allowance. The Employer will provide a cell phone allowance in the amount of twenty dollars ($20) per month to employees covered by this Agreement if the Employer deems it appropriate. Employees receiving the cell phone usage allowance will be subject to all NOLS policies establishing appropriate use of personal devices on the job and required management of the public records which such use may create.

Section 3. Employer Contribution to Deferred Compensation Plan. Effective January 1, 2020, for Management Employees enrolled in the DRS deferred compensation plan offered by the employer, the Employer will match Employee contributions up to a maximum employer contribution of $30 per month per employee.

ARTICLE 16 - WAGES AND CONTINUOUS SERVICE BENEFIT

Section 1.

Wages for ~~2023~~ 2027 shall be as set forth in the attached Appendix.

Effective January 1, 2028, the pay plan referenced in Appendix A will be increased by 100% of the CPI-W, all U.S. cities, June 2026-to-June 2027, with a minimum of 1.0% and a maximum of 3.5%.

Effective January 1, 2029, the pay plan referenced in Appendix A will be increased by 100% of the CPI-W, all U.S. cities, June 2027-to-June 2028, with a minimum of 1.0% and a maximum of 3.5%.

Effective January 1, 2030, the pay plan referenced in Appendix A will be increased by 100% of the CPI-W, all U.S. cities, June 2028-to-June 2029, with a minimum of 1.0% and a maximum of 3.5%.

~~A COLA of two percent (2%) will be awarded effective January 1, 2024.~~

~~A COLA of two and one-half percent (2.5%) will be awarded effective January 1, 2025.~~

~~If a levy lid lift successfully passes before December 31, 2025, either party may reopen Article 16 Section 1.~~

Section 2. New Positions. When any position not listed on the salary schedule is established, the Employer may designate a job classification and salary range for the position.

Section 3. Wage Upon Promotion. Upon promotion to a classification that is higher on the salary range, the employee shall receive an increase in salary which is at least five percent (5%) higher than the employee's current salary and not less than Step A of the new salary range.

Section 4. ~~Monthly Payroll~~Pay Periods. The salaries and wages of employees ~~shall be~~are currently paid monthly, consistent with the current employer's policies. The Library agrees to transition to a 24 or 26-pay period system during the term of this Agreement, with at least sixty (60) days' advance written notice to all employees. If the transition is not achievable for any reason, the Library will notify the Union and provide a written explanation for the delay. If the Library seeks to transition to a 26-pay period system, it will provide 120 days' notice to the Union and the parties agree to meet and discuss appropriate modifications to any monthly payments in this Agreement.

Section 5. Step Increases. Step increases on the salary schedule will be awarded on a 12-month cycle for full-time and part-time employees covered by this Agreement. In the event an employee is on an active, formal Work Improvement Plan (W.I.P.) on the date they are scheduled to receive a step increase, the increase shall be held in abeyance until the W.I.P. is successfully completed. Upon successful completion of the W.I.P., the employee shall immediately advance to the step retroactive to their original scheduled step increase date. A delayed increase under this section shall not alter or delay the employee's subsequent annual step anniversary dates.

Section 6. Continuous Service Benefit. Continuous Service Benefit (CSB) premiums shall be paid to employees represented by this Agreement on a monthly basis, beginning with the first full pay period following the employee's completion of ~~six~~ seven years of service. CSBs are paid in addition to salary and are calculated by multiplying the years of service by $6.00 per year. ~~For each regular part-time employee hired on or after January 1, 2013 and represented by this Agreement, once the employee becomes eligible for a CSB, the dollar value will be calculated on a pro-rata basis, based on the number of hours the employee is budgeted for and scheduled to work on a regular basis. Regular part-time employees budgeted and scheduled for twenty eight (28) hours per week shall earn seventy-five percent (75%) of the dollar amount per month for full-time employees as indicated in the chart below. Regular part-time employees budgeted and scheduled for twenty two and one-half (22.5) hours per week shall earn sixty percent (60%) of the dollar amount per month for full-time employees indicated in the chart below.~~

Employees shall be eligible for Continuous Service Benefits in accordance with the following schedule:

Length of continuous employment	~~**Full-time employees**~~**CSB**	~~**28 hrs/week employees hired on or after 1/1/13**~~	~~**22.5 hrs/wk employees hired on or after 1/1/13**~~
0 through ~~5~~ 6 completed years	0	~~0~~	~~0~~
~~6 completed years~~	~~$36/month~~	~~$27/month~~	~~$21.60/month~~
7 completed years	$42/month	~~$31.50/month~~	~~$25.20/month~~

8 completed years	$48/month	~~$36/month~~	~~$28.80/month~~
9 completed years	$54/month	~~$40.50/month~~	~~$32.40/month~~
10 completed years	$60/month	~~$45/month~~	~~$36/month~~
11 completed years	$66/month	~~$49.50/month~~	~~$39.60/month~~
12 to 25 completed years	$6.00 additional dollars per month for each year of continuous employment through the twenty-fifth (25th) completed year.	~~$4.50 additional dollars per month for each year of continuous employment through the twenty-fifth (25th) completed year.~~	~~$3.60 additional dollars per month for each year of continuous employment through the twenty-fifth (25th) completed year.~~

A. Upon ratification and implementation of this Agreement, any employee who is actively receiving the Continuous Service Benefit for six (6) completed years of service shall continue to receive that monthly benefit until they complete their seventh (7th) year of continuous service and become eligible for the Year 7 CSB rate.

~~A.~~B. All Continuous Service Benefits payments are based on continuous length of service with the Employer and not on service within a classification.

~~B.~~C. The Continuous Service Benefit is capped at twenty-five (25) years of continuous service, for all employees who received less than one thousand eight hundred dollars ($1,800) per year as of March 1, 2009.

~~C. Effective with the date of a change in status, the CSB for a CSB-eligible employee hired on or after January 1, 2013 who moves from one status to another (part-time at twenty two and one half (22.5) hours per week to part-time at twenty eight (28) hours per week or vice versa, part-time to full-time, or full-time to part-time status) will be adjusted to the dollar amount per month for the employee's new status.~~

Section 7. In the event that the existing salary schedule is revised during the term of this Agreement, employees whose present wage is higher than the top step in their classification in the new salary schedule would remain at their present wage until such time as the negotiated Cost of Living Adjustments and/or other adjustments to that schedule cause the employees' salaries to be within the appropriate range for those classifications. They are eligible for Continuous Service Benefit payments according to the eligibility requirements described in Section 6 of this Article. Any other matters associated with wages and continuous service benefits are covered in the Employer's policies.

Section 8. Bilingual Pay. Employees assigned to perform non-English bilingual, interpretive and/or translation services for the Library shall receive monthly premium pay of $150 per

month. ~~There are two tiers of the monthly premium depending on the amount of time the language skill is utilized. Tier I: averages at least one hour and less than five hours per week is $40.00 per month. Tier II: averages at least ten five hours per week is $80.00 per month.~~

The Library shall have full control to determine the number of employees needed and assigned to this bilingual premium. Selection shall be based on first come first served based on Library needs. Before an employee is approved to receive the language premium, the Library shall ensure the employee passes a language skills assessment pursuant to the NOLS Bilingual Pay procedure~~by a third-party the Library has hired. The Library and the Union will discuss the selection of the third-party provider in Labor Management~~. The Library may ask for a skills assessment annually and may terminate the language premium at any time if the employee is no longer assigned to perform non-English bilingual, interpretive and/or translation services.

Section 9. Salary Exempt. Should the minimum salary threshold for exempt status under state or federal law increase, the Library may, in its discretion, increase employees' salaries to the new minimum.

ARTICLE 17 - LAYOFFS AND RECALL

The parties agree to keep Article 17 open for continued bargaining during the first calendar quarter of 2027. Any agreement reached to make further changes to Article 17 will be documented in a signed MOU.

Section 1. Reductions in the work force by the Employer shall be motivated by documented lack of funds, lack of work, or impending lack of funds or lack of work. The Union shall be notified at least two (2) weeks in advance of any layoff notice to an employee. The Employer and the Union shall meet and discuss the effects of a layoff or reduction in hours on the employees. The following procedures will be followed.

A. The Library will determine which classifications and number of positions will be affected.

B. The principle of seniority shall apply provided that the more senior employees have the skill and ability to perform the work as determined by the Employer.

C. All temporary employees within the affected classification shall be terminated.

D. Volunteers may not be used to fill positions of employees displaced during layoffs. They may continue to work in unaffected areas of the Library. During layoffs, Volunteer positions and work should be reviewed quarterly by the Union.

E. During layoffs, any on-call hours or temporary positions should be offered in the following order, provided that the individual has the qualifications and ability to perform the work for which the hours are needed:

   1. To regular employees;
   2. To laid off employees;
   3. To On-call employees;
   4. To Volunteers; and
   5. Through external recruitments.

F. Each employee to be laid off shall be given at least four (4) weeks' notice of layoff. ~~Full-time e~~Employees shall receive sixteen hours of paid time off during that period to seek work. ~~Part-time employees shall receive such time off, pro-rated according to the number of hours budgeted per week.~~ The Employer shall provide the Union with current layoff seniority lists within two (2) weeks of the Employer's decision that a layoff will occur. Any employee who is laid off shall receive written notice thereof, and a copy shall be placed immediately in the employee's personnel file.

Section 2. Employees shall initially be placed on paid vacation status until any such accrued vacation leave is exhausted, with the layoff period beginning the first regular work day following the vacation period. Alternately, employees shall have the option of receiving a one-time payment of the total of their accrued but unused vacation leave up to the date of layoff.

Section 3. In the event of layoff, employees shall have the option of bumping to an existing position at the same or a lower level of classification and pay in lieu of being laid off by utilizing their seniority, provided, however, that bumping to a particular position shall be contingent on the employee's qualifications and ability to perform the duties of the position to be assumed as determined by the Employer. The employee may bump only the employee in the lower classification with the least seniority.

Section 4. Any employee who is laid off shall be placed on a recall list for that classification and for any lower classification for which the employee has the skill and ability to perform the work. The employee shall remain on the recall list for a period of twenty-four (24) months. The employee shall have the responsibility to keep the Employer informed as to their current address and telephone number. Failure of an employee to respond within five (5) working days or to report within ten (10) working days of notification to report for recall shall result in the removal of the name from the recall list. A reporting date in excess of ten (10) working days may be mutually agreed to. Employees may decline reinstatement to a lower classification than that which the employee held at the time of layoff without loss of their seniority ranking on the recall list. Any notification of re-employment to an employee laid off shall be made by telephone followed by written notification.

Section 5. Recall procedures are as follows:

A. Prior to the recall of a laid off employee, employees within a position classification and work status shall have the right to apply for a lateral transfer. Terms of Article 8 shall apply. Article 8, Section 5 shall be waived for an employee returning to a previously held position.

B. Laid off employees shall be recalled in order of seniority provided that the employee has the qualifications and ability for a position to which the employee may be reinstated.

C. In order of seniority, laid off or reassigned employees shall have the first opportunity to return to their former classification and/or pay range in the event an opening occurs.

Section 6. Recalled employees shall be reinstated with full seniority and sick leave accrual which they had as of the date of layoff. Vacation, seniority and sick leave shall not accrue during periods of layoff.

ARTICLE 18 - GRIEVANCE PROCEDURE

Section 1. Grievance Defined. A grievance is defined as a claim by an employee or by a group of employees that there has been an improper application or violation of specific provisions of this Agreement.

Section 2. Time Limits. Grievances shall be processed in the following manner and within the stated time limits unless waived or extended by the Union and Employer in writing. Work days for purposes of this Article shall be ~~considered~~ defined as Monday through Friday, ~~and~~ excluding Saturdays, ~~and~~ Sundays, and holidays.

Section 3. Steps in Grievance Process.

Step 1. *Supervisor Notification.* The employee shall present the grievance in writing to their Supervisor within thirty (30) calendar days of the occurrence first giving rise to the grievance or the date when the employee knew or should have known of the alleged contract violation. The grievance shall contain the following information:

A. A general statement explaining the conditions or actions under which the alleged grievance occurred and the time of occurrence;

B. The specific Article(s) and Section(s) of the Agreement alleged to have been improperly administered or violated;

C. The remedial action requested.

A meeting will be arranged between the employee, the employee's supervisor and a representative of the local Union. The supervisor shall provide a written response to the employee within five (5) working days of such meeting. If the grievance is not resolved, the Employee may proceed to Step 2 within three (3) working days following the supervisor's written response in this Step 1.

Step 2. *Review by the Union Grievance Committee.* The grievance shall be submitted to the Union Grievance Committee or Union Executive Board for review. In the event the Grievance Committee/Executive Board is not convinced the employee has a legitimate grievance, such grievance shall be considered resolved upon written notification to the Employer. If the Grievance Committee/Executive Board believes the employee has a legitimate grievance, the employee may proceed to Step 3 by submitting the grievance and all related grievance documentation to the Executive Director or designee within ~~eight (8)~~fifteen (15) working days following the supervisor's Step 1 written response.

Step 3. *Review by the Executive Director.* At Step 3, the grievance becomes the property of the Union, and the employee must work with the Union to further pursue the grievance. If the matter is raised to Step 3, ~~The~~ the grievance shall be submitted to the Executive Director or designee. A meeting shall be convened between the Director or designee, the employee and Union ~~Grievance Committee~~ within five (5) working days of receipt of the Step 3 grievance. The Director or designee shall render a written decision to the employee and the Union within five (5) working days of the meeting. ~~If the grievance is not resolved, the employee may proceed to Step 4. If an employee chooses to proceed to Step 4, a written copy of the grievance will be submitted to the Library Board of Trustees by the Executive Director.~~

Step 4. *Submission to Arbitration.* ~~Either the Employer or t~~The Union may notify the ~~other party~~Executive Director of its intent to submit the grievance to arbitration within fifteen (15) working days following the receipt of the decision in Step 3. The Union must submit its Step 4

grievance to the Executive Director. Such notification shall be accompanied by the following information:

A. The question or dispute at issue;

B. The specific Article(s) and Section(s) of the Agreement alleged to be improperly administered or violated and an explanation of the reasons the Union contends the contract was violated;

C. A statement of the facts agreed to by both parties;

D. A statement of the facts in dispute, if any; and

E. The remedy requested;

Step 5. *Arbitration Process.*

A. The requesting party shall request a list of eleven (11) arbitrators from the Public Employment Relations Commission (PERC)~~, the Federal Mediation and Conciliation Service,~~ or the labor panel of the American Arbitration Association located in Washington, Oregon, and/or Idaho.

B. If the parties cannot agree on an arbitrator from the list of arbitrators received, the Employer and the Union shall have the right to strike names alternately from the list until one arbitrator remains. The party who shall have the right to strike the first name shall be determined by coin toss. Unless the parties mutually agree to extend the time, the choice of an arbitrator shall be made within thirty (30) days of receipt of the list.

C. The decision and award of the arbitrator shall be requested by the parties in writing within sixty (60) days after the conclusion of the arbitration hearing unless the parties request a bench decision. Any issue of substantive or procedural arbitrability shall be presented by the parties in briefs and affidavits for decision in advance of any subsequent hearing on the merits. The arbitrator shall either issue a decision or issue a determination that the decision requires additional evidence.

D. The decision of the arbitrator shall be final and binding on both parties and shall not add to nor take away from this Agreement.

E. The cost of the arbitrator shall be borne equally by both parties. All costs incurred by either party relating to the presentation of its case shall be paid exclusively by such party, and neither party may seek or receive attorney fees or other costs as a prevailing party.

Section 4. Consequences of Missed Deadline. Failure by the Union to follow the proper Steps in Section 3 of this Article and time limits as prescribed herein shall constitute abandonment of the grievance by the Union. Failure by management to follow the proper Steps and time limits shall cause the grievance to advance to the next step. Waiving of the time limits or eliminating any Steps in the procedure must be mutually agreed upon by both parties in writing.

Section 5. Voluntary Resolution. A grievance may be terminated at any time upon receipt of a signed statement from the Union or the employee that the matter has been resolved.

Section 6. Mediation. Either party may request mediation following a Step 3 response that does not resolve the grievance. Should both parties agree, they will meet with a mediator and

try to resolve the grievance, however, the mediation shall not delay time lines for submission to arbitration unless the time limits are tolled by written agreement. In the event that the grievance is not resolved, the Union will have thirty (30) calendar days from the close of the mediation session in which to submit a written notice for arbitration to the Director of the Library or designee.

ARTICLE 19 - EMPLOYEE DISCIPLINE AND DISMISSAL

Section 1. Just Cause and Progressive Discipline. The Employer may discipline an employee for just cause. The Employer recognizes principles of progressive discipline and may impose the following forms of discipline when the Employer determines that to do so is appropriate~~, as per HR Policy 8.9~~.

A. Verbal notification

B. Written notice.

C. Suspension without pay.

~~C.~~D. Demotion (if determined to be appropriate)

~~D.~~E. Termination.

Section 2. Immediate Imposition of Suspension Without Pay, Demotion, or Termination. Before suspending an employee without pay, demoting, or terminating an employee's employment, the Library shall provide the employee with written notice of the charges and the ranges of discipline under consideration, and an opportunity to meet with the Director or designee to discuss the charges and the facts on which the charges are based, offer defense and mitigation and correct any misunderstandings of fact before discipline of suspension without pay or termination is imposed.

ARTICLE 20 - LIBRARY FACILITIES

Section 1. Working Conditions. The Employer shall provide adequate, clean, safe and sanitary working conditions, including reasonable levels of lighting, warmth and ventilation. In the event of a dispute about what is adequate, the parties agree to jointly request direction from the Department of Labor & Industries. Where facilities are not directly controlled by the Library, every effort shall be made by the Employer to have them brought up to legal standards. Where feasible, a room shall be set aside for the use of the Library employees at mealtime and during breaks. This room may not be preempted for non-library business. Work materials shall be provided by the Employer where such materials are required to perform assigned duties. Library facilities shall be made available to the Union for meetings, provided sufficient advance request is made in writing. All Employer facilities shall be non-smoking facilities.

Section 2. Health and Safety. Occupational health and safety is the mutual concern of the Employer, the Union and employees. Employees or the Union shall report safety and health hazards of which they are aware to their Supervisor. The Employer shall comply with applicable federal, state and local safety laws, rules, and regulations. Nothing in this Agreement shall imply that the Union has assumed legal responsibility for the health and safety of employees.

The Union and the Library agree that within 120 days following the ratification of this Agreement by both parties, the Library and both bargaining units of the Union will meet in a Labor Management setting to discuss protocols for Library closures due to severe weather or emergency conditions including snow, ice, power outages, construction, and water outages. The parties shall work in good faith to review and/or establish a clear policy regarding specific conditions that will trigger branch closures and possible reassignment protocols for affected employees.

ARTICLE 21 - NO STRIKE/LOCKOUT

Section 1. No lockout of employees shall be instituted by the Employer during the term of this Agreement.

Section 2. No strikes of any kind shall be ~~cased~~ caused or sanctioned by the Union during the term of this Agreement. At no time, however shall employees be required to act as strike-breakers or to go through picket lines.

ARTICLE 22 - INTEGRATION CLAUSE

The parties to this Agreement acknowledge that each has had the unlimited right and opportunity to make proposals with respect to any matter deemed a proper subject for collective bargaining. The results of the exercise of that right are set forth in this Agreement. Therefore, the Employer and the Union each voluntarily and unqualifiedly agree to waive the right to oblige the other party to bargain with respect any subject or matter ~~not~~ specifically covered by the Articles of this Agreement during the term of this Agreement, except as otherwise provided for in this Agreement or mutually agreed upon.

ARTICLE 23 - SAVINGS CLAUSE

If any section, subsection, sentence, clause or phrase of this Agreement shall for any reason be held to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such section, subsection, sentence, clause, or phrase shall declared to be severable. Such decisions shall not affect the validity of the remaining sections, subsections, sentences, clauses and phrases of this Agreement, and they remain in full force and effect for the duration of this Agreement, it being the intent of the Employer and the Union that this Agreement shall stand notwithstanding the invalidity of any part.

ARTICLE 24 - TERM OF AGREEMENT

Section 1. The terms of this Agreement shall become effective January 1, ~~2023~~2027, and shall remain in effect through December 31, ~~2025~~2030.

Section 2. Reopener. Both parties agree that negotiations will not be reopened during the term of this agreement unless mutually agreed upon.

Executed this _____ day of _____, ~~2022~~2026.

NORTH OLYMPIC LIBRARY SYSTEM	WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, COUNCIL 2, AFSCME, AFL-CIO LOCAL NO. 1619L
Mark Urnes, President, NOLS Board of Trustees	Troi Gale~~Erin Shield~~, President AFSCME, AFL-CIO Local No. 1619L
Noah Glaude, Executive Director North Olympic Library System	~~Aaron Cole~~Tim Binschus, Staff Representative Council 2, AFSCME

APPENDIX A – ~~2023~~ 2027 WAGE AND SALARY SCHEDULE

2027 Wage and Salary Schedule NOLS PROPOSAL 10-21-26 — **Salary restructure explanation:** Steps are 4% apart; Steps F and G have been added to the schedule; Column D is 4% higher than Column D on the 2026 schedule.

2027 NOLS Management Employee's Unit (MEU)

CLASSIFICATION		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly	F	F Hourly	G	G Hourly
	M5	6,060.58	37.30	6,303.00	38.79	6,555.12	40.34	6,817.32	41.95	7,090.02	43.63	7,373.62	45.38	7,668.56	47.19
	M6	6,363.61	39.16	6,618.15	40.73	6,882.88	42.36	7,158.20	44.05	7,444.52	45.81	7,742.30	47.64	8,052.00	49.55
	M7	6,681.79	41.12	6,949.06	42.76	7,227.02	44.47	7,516.10	46.25	7,816.74	48.10	8,129.41	50.03	8,454.59	52.03
	M8	7,015.87	43.17	7,296.51	44.90	7,588.37	46.70	7,891.90	48.57	8,207.58	50.51	8,535.88	52.53	8,877.32	54.63
MKT & Communications Mgr, Library Mgr	M9	7,366.67	45.33	7,661.34	47.15	7,967.79	49.03	8,286.50	50.99	8,617.96	53.03	8,962.68	55.15	9,321.19	57.36
Facilities Manager	M10	7,735.00	47.60	8,044.40	49.50	8,366.18	51.48	8,700.83	53.54	9,048.86	55.69	9,410.81	57.91	9,787.25	60.23
Technical Services Manager	M11	8,121.75	49.98	8,446.63	51.98	8,784.49	54.06	9,135.87	56.22	9,501.30	58.47	9,881.36	60.81	10,276.61	63.24

MEU Proposed Position Range Adjustments

Position Title	2026 Range	2027 Range
Marketing & Communications Manager	Range M5	Range M9
Library Manager	Range M7	Range M9
Facilities Manager	Range M8	Range M10
Technical Services Manager	Range M9	Range M11

NOLS Salary Implementation Plan:

- For all positions whose ranges are not adjusted, the employee will remain on the same range/step on the 2027 salary schedule.
- For positions that are moving up one or more ranges, NOLS will place the employee on their new range on the step that is closest to the dollar amount to their 2026 range/step on the 2027 salary schedule that provides for an increase.
  - For example, for a Library Manager, the employee may be on Range/Step M7-E in 2026. This position is moving from Range M7 to Range M9. NOLS will identify the rate for M7-E on the 2027 salary schedule ($48.10/hour). This amount is in between M9-B ($47.00/hour) and M9-C ($48.95/hour) on the 2027 salary schedule, so NOLS will place the employee at M9-C ($48.95/hour).
- Employee anniversary dates will not change as a result of the salary restructure.

Staff Report

Meeting Date:	November 16, 2026
To:	Library Board of Trustees
From:	Noah Glaude, Executive Director
Subject:	Approval of Placement of Non-Represented Positions on the 2027 Wage and Salary Schedule
Attachments:	2027 Wage & Salary Schedule North Olympic Library System 2026 Market Study Executive Summary

Topic/Issue:

A 2027 Wage & Salary Schedule has been prepared for NOLS employees. The schedule utilizes a new structure compared to previous years. The collective bargaining agreements addresses where union-represented positions are placed on the schedule. The NOLS Board of Trustees is being asked to approve where non-represented positions are placed on the new schedule.

Background:

In 2026, NOLS engaged a consultant, Compensation Connections, to conduct a comprehensive compensation study. The study included market-based pay analysis, job classification comparisons, benefits analysis, pay structure development, and implementations recommendations. Compensation Connections presented their findings at the August 2026 Library Board of Trustees meeting and their Executive Summary is attached.

The study recommended increasing the pay structure by 4% to account for the change in market. Additionally, it recommended increasing the number of steps in each grade from 5 steps to 7 steps. This change will increase the range width to be more aligned with pay structures in other governmental entities. The study also recommended increasing the number of grades to accommodate jobs that would be below the market in the current pay structure's highest grade. Finally, it also recommended adjusting position pay grades so that each position is in the grade that most closely aligns the market 50th percentile with the new grade midpoint.

Discussion:

NOLS utilized the compensation study findings and recommendations while negotiating new collective bargaining agreements in the fall of 2026. The new Wage and Salary Schedules that the General Employees Unit and Manager Employees Unit tentatively agreed to were restructured to have 7 steps instead of 5; and the steps are 4% apart instead of 5%. Additionally, Step D of the 2027 schedule is 4% higher than Step D of the 2026 schedule.

The following chart shows where positions were placed in 2026 and where they are proposed to be placed on the 2027 schedule to ensure they better align with the market:

Position Title	2026 Range	2027 Range
Shelver	Min. Wage	Min. Wage
Processor	Min. Wage	Min. Wage
Facilities Technician I	Range 8.5	Range 8.5
On-Call Public Services Assistant	Range 8.5	Range 8.5
Administrative Operations Specialist 2	Range 14	Range 17
Finance Manager	Range M6	Range M9
HR & Business Manager	Range M6	Range M10
Public Services Director	Range M11	Range M13

The Executive Director's salary is negotiated directly with the Board of Trustees and is not placed on the Wage and Salary Schedule.

Policy Considerations:

HR Policy 6.1 assigns the Executive Director responsibility for setting appropriate salary ranges for each classification/position. This has been the practice in the past for smaller adjustments, but due to the comprehensive Wage and Salary Schedule restructuring from 2026 to 2027, the Executive Director is asking the Library Board of Trustees to review and approve the placement of non-represented positions on the new wage and salary schedule.

The Finance Committee reviewed the 2027 Wage and Salary Schedule and has approved it for submittal to the Board.

Fiscal Considerations:

The personnel expenses in the draft 2027 Operating Budget were estimated utilizing this 2027 Wage and Salary Schedule.

Recommendation:

That the Board move to approve the 2027 Wage and Salary Schedule and the placement of the non-represented positions as presented.

2027 NOLS Wage and Salary Schedule

General Employee's Unit (GEU) and Non-represented Employees

CLASSIFICATION		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly	F	F Hourly	G	G Hourly
Courier, Facilities Technician 1, On-Call Public Services Assistant	8.5	3,017.96	18.57	3,138.68	19.31	3,264.23	20.09	3,394.80	20.89	3,530.59	21.73	3,671.81	22.60	3,818.69	23.50
	9	3,091.58	19.03	3,215.24	19.79	3,343.85	20.58	3,477.60	21.40	3,616.71	22.26	3,761.38	23.15	3,911.83	24.07
	10	3,246.15	19.98	3,376.00	20.78	3,511.04	21.61	3,651.48	22.47	3,797.54	23.37	3,949.44	24.30	4,107.42	25.28
Public Services Specialist, Facilities Tech 2	11	3,408.46	20.98	3,544.80	21.81	3,686.59	22.69	3,834.05	23.59	3,987.42	24.54	4,146.91	25.52	4,312.79	26.54
Technical Services Specialist	12	3,578.88	22.02	3,722.04	22.90	3,870.92	23.82	4,025.76	24.77	4,186.79	25.76	4,354.26	26.80	4,528.43	27.87
IT Specialist 1	13	3,757.83	23.13	3,908.14	24.05	4,064.47	25.01	4,227.05	26.01	4,396.13	27.05	4,571.98	28.14	4,754.86	29.26
Community Outreach Specialist, Marketing Specialist	14	3,945.72	24.28	4,103.55	25.25	4,267.69	26.26	4,438.40	27.31	4,615.93	28.41	4,800.57	29.54	4,992.59	30.72
IT Specialist 2, Facilities Lead	15	4,143.00	25.50	4,308.72	26.52	4,481.07	27.58	4,660.31	28.68	4,846.73	29.83	5,040.59	31.02	5,242.22	32.26
Technical Services Lead, Public Services Lead	16	4,350.15	26.77	4,524.15	27.84	4,705.12	28.95	4,893.32	30.11	5,089.06	31.32	5,292.62	32.57	5,504.32	33.87
Administrative Operations Specialist 2, Marketing Lead	17	4,567.66	28.11	4,750.37	29.23	4,940.38	30.40	5,138.00	31.62	5,343.52	32.88	5,557.26	34.20	5,779.55	35.57
IT Specialist 3, Library Services Specialist	18	4,796.04	29.51	4,987.88	30.69	5,187.40	31.92	5,394.90	33.20	5,610.69	34.53	5,835.12	35.91	6,068.52	37.34
	19	5,035.85	30.99	5,237.28	32.23	5,446.77	33.52	5,664.64	34.86	5,891.23	36.25	6,126.88	37.70	6,371.95	39.21
Public Services Librarian, Training Coordinator	20	5,287.64	32.54	5,499.14	33.84	5,719.11	35.19	5,947.87	36.60	6,185.79	38.07	6,433.22	39.59	6,690.55	41.17
Community Outreach Librarian, Web & Digital Systems Coordinator	21	5,552.02	34.17	5,774.11	35.53	6,005.07	36.95	6,245.27	38.43	6,495.08	39.97	6,754.89	41.57	7,025.08	43.23
Collection Development Librarian	22	5,829.62	35.87	6,062.81	37.31	6,305.32	38.80	6,557.53	40.35	6,819.83	41.97	7,092.63	43.65	7,376.33	45.39
	23	6,121.11	37.67	6,365.95	39.18	6,620.59	40.74	6,885.41	42.37	7,160.83	44.07	7,447.26	45.83	7,745.15	47.66
IT Systems Administrator	24	6,427.16	39.55	6,684.25	41.13	6,951.62	42.78	7,229.68	44.49	7,518.87	46.27	7,819.63	48.12	8,132.41	50.05
	25	6,748.52	41.53	7,018.46	43.19	7,299.20	44.92	7,591.17	46.71	7,894.82	48.58	8,210.61	50.53	8,539.03	52.55
Lead Systems Administrator	26	7,085.95	43.61	7,369.39	45.35	7,664.16	47.16	7,970.73	49.05	8,289.56	51.01	8,621.14	53.05	8,965.98	55.18

Management Employee's Unit (MEU) and Non-represented Management Employees

CLASSIFICATION		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly	F	F Hourly	G	G Hourly
	M5	6,060.58	37.30	6,303.00	38.79	6,555.12	40.34	6,817.32	41.95	7,090.02	43.63	7,373.62	45.38	7,668.56	47.19
	M6	6,363.61	39.16	6,618.15	40.73	6,882.88	42.36	7,158.20	44.05	7,444.52	45.81	7,742.30	47.64	8,052.00	49.55
	M7	6,681.79	41.12	6,949.06	42.76	7,227.02	44.47	7,516.10	46.25	7,816.74	48.10	8,129.41	50.03	8,454.59	52.03
	M8	7,015.87	43.17	7,296.51	44.90	7,588.37	46.70	7,891.90	48.57	8,207.58	50.51	8,535.88	52.53	8,877.32	54.63
Finance Manager, Library Manager, Marketing & Communications Manager	M9	7,366.67	45.33	7,661.34	47.15	7,967.79	49.03	8,286.50	50.99	8,617.96	53.03	8,962.68	55.15	9,321.19	57.36
Facilities Manager, HR & Business Manager	M10	7,735.00	47.60	8,044.40	49.50	8,366.18	51.48	8,700.83	53.54	9,048.86	55.69	9,410.81	57.91	9,787.25	60.23
Technical Services Manager	M11	8,121.75	49.98	8,446.63	51.98	8,784.49	54.06	9,135.87	56.22	9,501.30	58.47	9,881.36	60.81	10,276.61	63.24
	M12	8,527.84	52.48	8,868.96	54.58	9,223.71	56.76	9,592.66	59.03	9,976.37	61.39	10,375.42	63.85	10,790.44	66.40
Public Services Director	M13	8,954.23	55.10	9,312.40	57.31	9,684.90	59.60	10,072.30	61.98	10,475.19	64.46	10,894.20	67.04	11,329.96	69.72

Salary restructure explanation: There are now seven steps instead of five; Steps F and G have been added. The steps are 4% apart instead of 5%; Column D is 4% higher than Column D on the 2026 schedule.

Blue type indicates non-union positions

2027 Minimum Wage = $17.73/hour

Minimum Wage Positions: Shelver, Processor

Salary threshold for overtime exempt employees = $91,468/year

The Executive Director's salary is set by Board and contract; does not receive annual steps, and is therefore not on the Wage and Salary schedule.

North Olympic Library System
2026 Market Study
Executive Summary

Background

The North Olympic Library System (NOLS) is a junior taxing district serving Clallam County, Washington. The System consists of a main library in Port Angeles with branches in Clallam Bay, Forks, and Sequim. NOLS offers outreach, online, and Bookmobile services.

NOLS engaged Compensation Connections to conduct a comprehensive compensation study. The study included market-based pay analysis, job classification comparisons, benefits analysis, pay structure development, and implementations recommendations.

Project Activities

The project activities for this market study include:

- Compare NOLS job classifications for similarities across pay ranges
- Conduct a base pay compensation market study of published survey data
- Review and suggest revisions to the existing salary schedule
- Conduct a market benefits study of published survey data

Summary of Methodology

The study began with planning and alignment between the project team members, including representatives from the North Olympic Library System and Compensation Connections. The team confirmed project goals, deliverables, timelines, and expectations for both market research and job classification comparison.

Compensation Connections reviewed the job classifications provided by the Library. We compared the job similarities within a single grade, and across grade levels. Documentation of our findings was provided to the NOLS team.

The market study included a detailed job matching process that compared the duties, qualifications, certifications, and scope of responsibility for each library classification to published survey job summaries. Survey market data was gathered to determine the Library's base pay competitiveness at the 25th, 50th, and 75th percentile of the market. The survey data gathered for the analysis represents the economic, demographic, and geographic factors that most closely match the Library.

A pay range structure recommendation was provided to the NOLS team. The structure recommendation reflects current trends in public sector pay administration. NOLS will need to negotiate the final pay range structure and job grade placement with the Unions representing their employees.

Compensation Connections compared the employee benefits provided by NOLS to the data in published benefits surveys. The analysis included a variety of benefits categories and multiple surveys to determine how aligned NOLS is with regards to benefits. Details of this work can be found in Appendix B.

Background

Market Reference Point

Published surveys typically provide data at the 25th, 50th, and 75th percentiles of the market. For a particular set of respondents, the pay data is ordered from least to greatest. The least number in the data set has the lowest percentile and the greatest number has the highest percentile of the data. The 50th percentile is the number half-way between the least and greatest data points. The 25th percentile is the number half-way between the least and 50th percentile. The 75th percentile is the number half-way between the 50th percentile and greatest data point.

Compensation Connections has provided data for each job at the 25th, 50th, and 75th percentiles. We compared each classification's pay midpoint to these three market percentiles and have provided the analysis in Appendix A.

Cost of Labor

Cost of labor refers to the cost of hiring and retaining employees with the education and skills to do a job in a specific industry. This calculation is impacted by the availability of talent as well as the "going rate" paid to that talent in a particular geographic market. The cost varies, based on supply and demand.

Cost of labor (and pay for the same job) can vary by geographic location. Applying geographic variances for the cost of labor lets us utilize pay data from the published salary surveys. This is a professional best practice, which ensures the market data incorporates any systemic differences in the cost of labor for specific geographic areas. We applied a geographic differential to the data based on the survey's reported location. The differential was determined using the Economic Research Institute's (ERI) Geographic Assessor. Adjusting the survey data to align with the Library's primary location results in an apples-to-apples comparison to the survey data.

Hourly Rate Comparison

The published survey data is gathered and reported based on working 40 hours per week, or 2080 hours annually. NOLS considers 37.5 hours per week to be full-time employment. For this reason, we standardized the survey data and NOLS pay data to an hourly rate when comparing the two.

Market Data Sources

The published survey data used in the pay study has been normalized to an implementation date of January 1, 2027. The data for each survey has been adjusted from the survey's publication date to the implementation date. The adjustment factor, 3.5% annual increase, is aligned with the best practices in compensation.

Each job was compared to job summaries from the following surveys. When a survey match was used in the analysis, the data came from one of the following scopes. The number of surveys used per job ranged from 2 to 7 surveys. We used an average of 4.75 surveys per job.

The survey names and data scopes:

Survey Name	Data Scoping
CompAnalyst - 2026 Q2	Port Angeles,WA (City) - Government - $5M - $10M Revenues
CompData - BenchmarkPro-West 2026	Washington - ALL - ALL Washington - Gross Revenue (Millions) - Up to $20.0 West - ALL - ALL
CompData - Executive Compensation 2026	Market Breakouts - Gross Revenue (Millions) - Up to $20.0
CompData - Not-for-Profit 2026	West - ALL - ALL West - Industry Category - Government Entities
ERI - 2026 Q2	Port Angeles, Washington - Libraries and Archives - eSIC: 8231, NAICS: 519210, usSEC: 8200 Port Angeles, Washington - Libraries and Archives - eSIC: 8231, NAICS: 519210, usSEC: 8200 - Fiscal Year Budget: 5,000,000
Lightcast - 2026 Q1	Advertised Wage - All Data - All Industry – National Aggregated Wage - All Data - All Industry - National
Milliman USA - 2024 Washington Public Employers Salary Survey	Agency Types: Other All Data
Milliman USA - 2025 NW Management and Professional Comp Survey	All Data Industries: Government / Education
PRM - NFP Survey 2025	All Data Organization Budget - $5.0 Million - $9.9 Million
The NonProfit Times - 2025 Salary Report	All Organizations Public, Societal Benefit

At-Market

A job is considered "at-market" when the job's grade midpoint is +/- 5% from the market reference point. More than 5% above market is considered "leading" the market. More than 5% below market should be considered "lagging" the market. Jobs excessively lagging the market are considered "below" market.

Key Findings and Recommendations

Compensation

General Employee Union: The market pay study found that compared to the 50th percentile of the market, five jobs' grade midpoint have remained competitive in the market. Most jobs are lagging, or below, the market 50th percentile.

When comparing the grade midpoint against the market 25th percentile, most jobs are market competitive. Only 1 job falls below market at the 25th percentile.

Management Employees Union: Comparing these jobs at the 25th percentile, only 1 job remains competitive in the market. All other jobs are below or lag the market at the 25th percentile. At the 50th percentile, all jobs have a midpoint below or lagging the market.

Recommendations: For both unions, we recommend increasing the pay structure by 4% to account for the change in market. Additionally, we recommend increasing the number of steps in each grade from 5 steps to 7 steps. This will increase the range width to be more aligned with pay structures in other governmental entities. We recommend increasing the number of grades to accommodate jobs that would be below the market in the current pay structure's highest grade. Finally, we recommend adjusting job pay grades so that the job is in the grade that most closely aligns the market 50th percentile with the new grade midpoint.

Benefits

The benefits study found NOLS offers competitive benefits compared to survey participants. NOLS leads in vision and dental benefits, but lags in life insurance and accidental death & dismemberment coverage. There is no offering of short-term or long-term disability at the Library.

Recommendations: We recommend a review of benefits utilization and gather employee feedback to determine which, if any, benefits could be added, increased, reduced, or eliminated.

About Compensation Connections

Compensation Connections is a Seattle-area consulting firm advising organizations in matters related to total rewards. Founded in 2014, Shannon Drohman leads a team of nine consultants and analysts.

We have assisted hundreds of organizations with the overall design of compensation and rewards programs, market studies, pay equity analysis, job descriptions, FLSA assessment, classification systems, internal job evaluation, custom pay surveys, benchmarking studies, development or revision of pay structures, incentive plans, performance management systems, employee impact analysis, budget impact analysis, and implementation support.

Most of our clients are located in the Pacific Northwest, although we have many across the U.S. Our client mix includes public sector, non-profit, engineering consulting, environmental science, education, construction, manufacturing, financial services, professional services, and healthcare.

Appendix A

These charts compare the grade midpoint hourly rate to the 25th, 50th, and 75th percentile of the market data. The variance columns represent the difference between the NOLS job's grade midpoint and the indicated market percentile. A variance greater than 100% indicates the NOLS grade midpoint is greater than the market percentile data. A variance less than 100% indicates the market percentile is greater than the NOLS grade midpoint.

General Employees Unit						
Job Title	Market 25th	25th Variance	Market 50th	50th Variance	Market 75th	75th Variance
Materials Processor	$16.46	104.1%	$17.43	98.3%	$17.93	95.5%
Shelver	$14.81	115.7%	$16.39	104.5%	$18.07	94.8%
Courier	$18.50	103.4%	$20.78	92.0%	$23.01	83.1%
Facilities Tech 1	$18.55	103.1%	$20.49	93.4%	$22.79	83.9%
On-Call Public Services Assistant	$18.62	102.7%	$20.59	92.9%	$23.84	80.2%
Facilities Tech 2	$21.06	97.7%	$23.23	88.6%	$26.10	78.8%
Public Services Specialist	$20.82	103.8%	$23.12	93.4%	$26.88	80.4%
Technical Services Specialist	$22.82	99.4%	$24.77	91.6%	$28.17	80.5%
Community Outreach Specialist	$24.15	98.7%	$26.60	89.6%	$29.36	81.1%
Marketing Specialist	$24.18	98.5%	$27.01	88.2%	$30.50	78.1%
Administrative Operations Specialist 2	$26.86	93.1%	$30.37	82.4%	$34.53	72.4%
Facilities Lead	$22.72	115.6%	$25.73	102.1%	$29.51	89.0%
Public Services Lead	$26.90	97.6%	$29.42	89.3%	$31.43	83.5%
Marketing Lead	$29.98	92.0%	$33.05	83.4%	$37.84	72.9%
Technical Services Lead	$26.59	103.7%	$29.26	94.2%	$32.86	83.9%
IT Specialist 3	$27.27	106.2%	$32.65	88.7%	$37.98	76.2%
Library Services Specialist	$28.47	101.7%	$31.33	92.4%	$34.79	83.2%
Training Coordinator	$34.55	88.0%	$38.54	78.9%	$44.30	68.6%
Web & Digital Systems Coordinator	$36.84	82.5%	$42.88	70.9%	$47.61	63.9%
Public Services Librarian	$30.20	111.0%	$35.99	93.1%	$40.91	81.9%
Community Outreach Librarian	$30.95	113.7%	$35.89	98.1%	$40.53	86.8%
Systems Administrator	$40.55	86.8%	$46.69	75.4%	$52.69	66.8%
Collection Development Librarian	$31.80	116.2%	$36.62	100.9%	$41.27	89.6%
Lead Systems Administrator	$51.44	75.4%	$57.10	67.9%	$61.96	62.6%

Management Employees Unit						
Job Title	Market 25th	25th Variance	Market 50th	50th Variance	Market 75th	75th Variance
Marketing & Communications Manager	$49.03	78.4%	$57.09	67.3%	$65.83	58.4%
Finance Manager	$48.32	83.5%	$54.71	73.7%	$61.49	65.6%
HR and Business Manager	$50.99	79.1%	$59.86	67.4%	$69.08	58.4%
Library Manager	$45.50	93.1%	$50.36	84.1%	$54.69	77.4%
Facilities Manager	$45.49	97.8%	$54.23	82.0%	$63.73	69.8%
Technical Services Manager	$50.10	93.2%	$54.45	85.8%	$58.12	80.4%
Public Services Director	$58.08	88.6%	$60.09	85.7%	$62.26	82.7%

LEADS MARKET
AT MARKET
LAGGING MARKET
BELOW MARKET

APPENDIX B

	Benefit Offering	Coverage Employer (ER) Employee (EE)	North Olympic Library System	Nonprofit Times Bluewater Group, 2025 *All Organizations*	Nonprofit Times Bluewater Group, 2025 *National, $5M - $9.9M Operating Budget* or 51-100 EEs	ERI *Government Orgs, All (7)* (Benefits Survey 2025)	ERI *Non-Profit, All (12)* (Benefits Survey 2025)	ERI *West Coast, All (10)* (Benefits Survey 2025)	PRM (Management Compensation of Not-for-Profit Orgs, 2024)	Overall Rating Blue = better Green = equivalent Yellow = less Red = not offered	NOTES
	Medical - PPO	ER Premium %: EE Only	95-100% ($994.59 total cost)	86% ($545 avg cost / month)	86% ($599 avg cost)	100% of orgs offered coverage 14% of orgs covered 100% medical costs 14% of orgs covered 90 - 99% 72% covered 80 - 89%	100% of orgs offered coverage 25% of orgs covered 100% medical costs 25% of orgs covered 90 - 99% 17% covered 80 - 89% 33% covered 70-79%	90% offer coverage 25% of orgs covered 100% medical 25% of orgs covered 90 - 99% 38% covered 80 - 89% 12% covered 60-69%	>70%	☑	★NOLS offers benefits to part time employees, which is a richer benefit than most survey respondents. ☑NOLS' employee only premium coverage (at 100%) for two plans ("Select" and CDHP) and 95% for one plan ("Classic"). Amount EE pays is less than survey respondents. Most survey respondents provide benefits to part time employees but the coverage level is not specified in the published surveys. !!NOLS dependent premium sharing is more expensive for EEs when compared survey respondents. Most respondents report covering ~70% or more of dependent premiums. NOLS covers 0%. In lieu of dependent coverage, NOLS has been increasing the amount of the HRA which can be used toward dependent coverage.
		ER Premium %: EE + Fam	Covers only EE portion. EE pays 100% of dependent premiums.	59% ($1,039 avg cost)	65% ($1,243 avg cost)				>70%		
		EE Premium: EE Only Monthly	Select and CDHP: $0 Classic Plan: $52.35	$92.00	$97.00	Avg: $120 (PPO) Avg: $84 (HDHP)	Avg: $195 (PPO) Avg: $157 (HDHP)	Avg: $125 (PPO) Avg: $100 (HDHP)	71% of orgs EE premium share < 30%		
		EE Premium: EE + Family Monthly	Select: $1,588.48 CDHP: $1,488.44 Classic Plan: $1,761.54	$710.00	$879.00	Avg: $388 (PPO) Avg: $382.40 (HDHP)	Avg: $923 (PPO) Avg: $669 (HDHP)	Avg: $573 (PPO) Avg: $669 (HDHP)	58% of orgs EE premium share < 30%		
		Deductible (indv/fam) Annual	Classic (PPO): $250/$750 *(most staff on this plan)* Select (PPO): $750/$2,250 CDHP (HDHP): $1,700/$3,400	n/a	n/a	Median: $1,400 (employee only, in network) - PPO Median: $2,100 (EE only, HDHP in network)	Median: $1,900 (employee only, in network PPO) Median: $2,500 (EE only, HDHP in network)	Median: $1,600 (employee only, in network PPO) Median: $2,000 (EE only, HDHP in network)	Market median: $1,500/$3,000		
		Out of Pocket Max (indiv/fam) Annual	Classic (PPO): $2,000/$4,000 *(most staff on this plan)* Select (PPO): $3,500/$7,000 CDHP (HDHP): $4,200/$8,400	n/a	n/a	Median: $3,650 (EE only, PPO in network) Median: $5,100 (EE only, HDHP in network)	Median: $4,500 (employee only, PPO in network) Median: $4,500 (EE only, HDHP in network)	Median: $3,875 (employee only, PPO in network) Median: $4,100 (EE only, HDHP in network)	Market median: $3,750/ $8,000		
		% of Orgs Offering	2 PPO, 1 HDHP	73% PPO 35% HMO 9%POS 7% EPO	80% PPO 34% HMO 16% POS 5% EPO	100% PPO 28% HMO 33% HDHP, 67% Non-HDHP	100% PPO 33% HMO 8% indemnity	100% PPO 50% HMO 35% HDHP, 65% Non-HDHP	1% PPO18% HMO11% POS6% EPO25% HDHP		
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	17% offer to PT EEs	13% offer to PT EEs	57% offer to PT EEs	50% offer to PT EEs	60% offer to PT EEs	n/a		
CDHP Only	Health Savings Account (HSA)	FTE Annual Contribution	HSA for CDHP only	n/a	n/a	n/a	n/a	n/a	n/a	☑	NOLS annual employee contributions equal to survey respondents.
			$2,450.08	$2,625.00	$2,449.00	n/a	n/a	n/a	n/a		
		% of Orgs Offering HSA	Provided	28%	46%	51%	66	89%	n/a		
Non-CDHP Only	Health Reimbursement Arrangment (HRA)	FTE Annual Contribution	MEU: up to $1750 annually	$1,739	$1,852	n/a	n/a	n/a	n/a	☑	☑NOLS annual employee contributions similar to average survey respondents. ★Less than half or responding organizations offer this benefit.
		Only non-CDHP Plans	GEU: up to $1750 annually	n/a	n/a	n/a	n/a	n/a	n/a		
		% of Orgs Offering HRA		28%	46%	n/a	n/a	n/a	n/a		
	Dental (DPPO)	ER Premium %: EE Only	98% ($140.13)	68% ($27 avg cost/month to employer)	61% ($23 avg cost)	57% covered 100% medical costs 14% of orgs covered 90 - 99% 29% covered 80-89%	25% of orgs covered 100% medical costs 17% of orgs covered 90 - 99% 8% of corgs covered 80 - 89% 17% of orgs covered 70- 79% 17% of orgs covered 50- 59% 16% covered 0%	63% of orgs covered 100% medical costs 13% of orgs covered 90 - 99% 12% covered 80 - 89% 12% covered 60-69%	n/a	★	NOLS dental coverage and premium are better than all survey response averages.
		ER Premium %: EE + Fam	30% ($134 total premium) incl vision	47% ($54 avg cost to employer)	44% ($47 avg cost)						
		EE Premium: EE Only	0%/ $0	$12.00	$14.00	Avg: $4 per month	Avg: $24 per month	Avg: $7 per month	56% of orgs EE premium share <30%		
		EE Premium: EE + Family	0%/$0	$62.00	$59.00	Avg: $19 per month	Avg: $77 per month	Avg: $37 per month	53% of orgs premium share <30%		
		Deductible (indv/fam)	$50/$150 (incl vision)	n/a	n/a	Avg: $22.50 (EE only) - all plan types	Avg: $35.29 (EE only) - all plan types	Avg: $31.82 (EE only) - all plan types	Most commonly $50/$150 - all plan types		
		Annual Maximum	$2,000 / participant	n/a	n/a	Avg: $2,107 (per person) - all plan types	Avg: $2,050 (per person) - all plan types	Avg: $2,194 (per person) - all plan types	Most commonly ~$1,500/ participant (36%), 29% $2k or more, 16% less than $1,500		
		NOTE	Total premium does not increase for dependents.	n/a	n/a						
		% Orgs Offering Dental	Provided	73% offer Dental Plan	98% offer Dental Plan	100%	100%	80%	73% offer Dental PPO,		
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	19% offer to part time EEs	18% offer to part time EEs	57% offer to part time EEs	58% offer to part time EEs	60% offer to part time EEs	n/a		

	Benefit Offering	Coverage Employer (ER) Employee (EE)	North Olympic Library System	Nonprofit Times Bluewater Group, 2025 *All Organizations*	Nonprofit Times Bluewater Group, 2025 *National, $5M - $9.9M Operating Budget* or 51-100 EEs	ERI *Government Orgs, All (7)* (Benefits Survey 2025)	ERI *Non-Profit, All (12)* (Benefits Survey 2025)	ERI *West Coast, All (10)* (Benefits Survey 2025)	PRM (Management Compensation of Not-for-Profit Orgs, 2024)	**Overall Rating** Blue = better Green = equivalent Yellow = less Red = not offered	**NOTES**
Additional Insurance	**Vision (VPO)**	Average EE coverage	100% covered for both EE and dependents	53% / 47% (avg total cost $8), EE Only 36% / 64% (avg total cost $22), EE+Fam Employer/Employee split	40% / 60% (avg total cost $8), EE Only 25% / 75% (avg total cost $22), EE+Fam Employer/Employee split	14% covered 100% medical costs 29% of orgs covered 80 - 89% 14% of orgs covered 60-69% 43% of orgs covered 0% Avg Monthly EE Cost: $3.37 EE Only / $9.90 Family	25% of orgs covered 100% 17% of orgs covered 90 - 99% medical costs 8% of orgs covered 70 - 79% 8% of orgs covered 60 - 69% 42% of orgs covered 0% Avg Monthly EE Cost: $4.13 EE only / $14.72 Family	44% of orgs covered 100% 6% of orgs covered 90 - 99% medical costs 6% covered 80 - 89% 31% covered 0% Avg Monthly EE Cost: $0.74 EE only / $3.35 Family	n/a		
		% Orgs Offering Vision	Provided	60%	88%	100%	100%	80%	n/a	★	NOLS vision coverage and premium are better than all survey rseponse averages.
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	19% offer to part time EEs	18% offer to part time EEs	57% offer to part time EEs	75% offer to part time EEs	60% offer to part time EEs	n/a		
	Life Insurance	Average EE coverage	$24k for employee and $1k for dependent EE can purchase supplemental life insurance	n/a	n/a	Avg: $53,750 Flat Amount (Basic life) 1.5 times base salary	Avg: $50,000 Flat Amount (Basic life) 1.46 times base salary	Avg: $210,625 Flat Amount (Basic life) 1.5 times base salary	$233k median flat dollar amount 2.0 salary multiplier (median benefit)	‼	NOLS life benefit is low compared to survey respondents.
		% Orgs Offering Life/ADD (Premiums Paid)	Provided Premium Covered at 100%	60% offer Basic Life 23% offer Supplemental Life	89% offer Basic Life 46% offer Supplemental Life	100% Offered Life Insurance	90% Offered Life Insurance	90% Offered Life Insurance	96% offer Life Insurance		
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	10% offer to part time EEs	14% offer to part time EEs	57% offer to part time EEs	50% offer to part time EEs	60% offer to part time EEs	n/a		
	Accidental Death & Dismemberment (ADD)	Average EE coverage	Equal to life benefit	n/a	n/a	Avg: $30,555 Flat Amount (Basic life) 1.93 times base salary	Avg: $37, 143 Flat Amount (Basic life) 1.7 times base salary	Avg: $37, 143 Flat Amount (Basic life) 1.7 times base salary	Market median: coverage 2x base salary, Avg flat $ amount $100k (varies widely by org	‼	NOLS ADD benefit is low compared to survety
		% Orgs Offering Life/ADD (Premiums Paid)	Provided Premium Covered at 100%	36% offer AD&D	55% offer AD&D	43% offer ADD	8% offer ADD	57% offer ADD	89% Offer Life		
	Short Term Disability	Average coverage	Not offered	n/a	n/a	Avg: 62.3% Salary	Avg: 62.7% salary	Avg: 61% salary	Market median: 60% weekly earnings, up to $1,700 per week - 12 wks max	⊗	Not reported/offered.
		% Orgs Offering STD (Premiums Paid)		37%	55%	71% offered	91% offered	80% offered	86% offered		
	Long Term Disability	Average coverage	Not offered	n/a	n/a	Avg: 60% Salary	Avg: 61.7% salary	Avg: 60.8% salary	Market median: replace 60% monthly earnings up to $10k/ month	⊗	Not reported/offered.
		% Orgs Offering LTD (Premiums Paid)		44%	59%	71% offered	100% offered	90% offered	92% offered		

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Time Off	**Paid Holidays**	Average days	11 days (FTE = 7.5 hours per holiday)	Avg: 9.7 days	Avg: 10.2 days	Avg: 11.1 days	Avg: 9.9 days	Avg: 10.2 days	Avg paid holidays/year: 12 days + 1-2 floating days	☑	NOLS vacation days are similar to government survey respones and offer ~1 day more compared to other respondents.
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	31% offer to part time EEs	33% offer to part time EEs	Not reported	Not reported	Not reported			
		% Orgs offering PTO	Offered	88% offer Paid Holidays	95% offer Paid Holidays	100% offer	100% offer	100% offer			
	Vacation	% Orgs offering PTO	Provided - max amounts	53%	50%	14% Offer PTO, 86% offer traditional leave	25% Offer PTO, 75% offer traditional leave	10% Offer PTO, 90% offer traditional leave	~30% offer PTO (combined sick, vacation, holiday, personal leave)	☑	NOLS maximum accrual is slightly less compared to survey respondents but very close.
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	33% offer to part time EEs	38% offer to part time EEs	71% offer to part time EEs	58% offer to part time EEs	40% offer to part time EEs			
		Vacation Maximum days Full time	0 - 4 years: ~14 days (112.5 hrs)	6 mos=8.1 days 1 year=12 days 3 years=14.2 days	6 mos=9.1 days 1 year=13.2 days 3 years=15.2 days	3 months: 5.8 avg days	3 months: 11.4 avg days	3 months: 5.4 avg days			
			5 - 9 yrs: ~17.8 days (142.5 hrs)	5 years=17.2 days	5 years=18.7 days	1 year: 13.2 avg days	1 year: 16.1 avg days	1 year: 15.6 avg days			
			10 - 15 yrs: ~20.6 days (165 hrs)	10 years=19.5 days 15 years=20.7 days	10 years=20.7 days 15 years=21.8 days	5 yrs 17.6 10 yrs: 19.8	5 yrs 18.3 10 yrs: 20.6	5 yrs 19.1 10 yrs: 21.4	46% allocate PTO based on tenure 26% allocate PTO based on tenure + position level		
			16+ yrs: ~23.4 days (187.5 hrs)	20 years=21.4 days 25 years=21.7 days	20 years=22.3 days 25 years=22.6 days	20 yrs: 22 25 yrs: 22.2	20 yrs: 21.7 25 yrs: 21.9	20 yrs: 22.6 25 yrs: 22.6	Median: 25 days max accrual		
	Sick Leave (Annual Days/Hours)	% Orgs offering Sick	Accrues up to 48.75 days (390 hours) per year	59% offer paid sick leave	61% offer paid sick leave	71% offer to part time EEs	58% offer to part time EEs	60% offer to part time EEs	98% offer sick leave	★	NOLS offers more sick leave than average survey respondents.
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	34%	41%	71% offer to part time EEs	58% offer to part time EEs	60% offer to part time EEs	n/a		
		Median or Avg annual days (hours)		6mos=7.3 days 1 year = 9.8 days 3 years=10.2 days 5 years=10.4 days 10 years=10.6 days 15 years=10.7 days 20 years=10.7 days 25 years=10.8 days	6mos=7.6 days 1 year = 10.3 days 3 years=10.4 days 5 years=10.6 days 10 years=10.7 days 15 years=10.7 days 20 years=10.6 days 25 years=10.7 days	3 mos=5.1 days 1 year = 10.3 days 5 years=11.5 days 10 years=13.2days 20 years=16.3 days 25 years=17.7 days	3 mos=7.1 days 1 year = 8.9 days 5 years=9.2 days 10 years=9.2 days 20 years=9.2 days 25 years=9.2 days	3 mos=5.4 days 1 year = 7.9 days 5 years=9.3 days 10 years=10.6 days 20 years=12.9 days 25 years=13.9 days	Median of Maximum Accrual: 32 days		
	Other Leaves as needed	Jury/witness duty, FMLA, bereavement	Personal Leave (up to 37.5 hours per year), Management Leave (up to 37.5 hours per year for managers only), Bereavement Leave up to 3 days per occurance, Paid Jury Duty leave, Military leave per law, FMLA per law, Workers Comp per law	31% offer paid Personal Days (between 2.8 and 4.4 days) 34% offer Floating Holidays 74% offer bereavement (3.1 days avg) 29% offer FMLA with pay	31% offer paid Personal Days (between3.4 and 4.4 days) 34% offer Floating Holidays 89% offer bereavement (3.3 days avg) 33% offer FMLA with pay	86% offer jury duty 86% offer bereavement 86% offer community service leave 57% offer floating holidays 86% offer personal day leave	75% offer jury duty 75% offer bereavement 50% offer community service 75% offer floating holidays 75% offer personal day leave	90% offer jury duty 90% offer bereavement 90% offer community service 50% offer floating holidays 90% offer personal day leave	Not reported	☑	NOLS leaves are typical to average survey respondents. NOLS offers more personal leave days than survey respondents. Previously, these were called floating holidays at NOLS.

	Benefit Offering	Coverage Employer (ER) Employee (EE)	North Olympic Library System	Nonprofit Times Bluewater Group, 2025 *All Organizations*	Nonprofit Times Bluewater Group, 2025 *National, $5M - $9.9M Operating Budget* or 51-100 EEs	ERI *Government Orgs, All (7)* (Benefits Survey 2025)	ERI *Non-Profit, All (12)* (Benefits Survey 2025)	ERI *West Coast, All (10)* (Benefits Survey 2025)	PRM (Management Compensation of Not-for-Profit Orgs, 2024)	**Overall Rating** Blue = better Green = equivalent Yellow = less Red = not offered	**NOTES**
Retirement	**Retirement**	% Orgs Offering	Pension 457 Plan	2% Defined Pension 34% 401(k) 31% 403(b) 3% 457 11% SEP-IRA	2% Defined Pension 41% 401(k) 41% 403(b) 2% 457 12% SEP-IRA	100% offer pension, 29% offer 401(k) 14% offer 403(b) 100% offer 457 plan 29% offer Roth 401(k)	17% offer pension, 50% offer 401(k) 58% offer 403(b) 50% offer 457 plan 25% offer Roth 401(k)	20% offer pension, 80% offer 401(k) 10% offer 403(b) 20% offer 457 plan 20% offer Roth 401(k)	49% 401(k) 46% 403(b) 24% 457 plans for highly compensated EEs	☑	NOLS' plans offered are typical. NOLS' contributions for both pension and 457 plan are similar or less.
		% of Orgs Offering to Part-Time EEs	Offered, pro-rated	20% offer to part time EEs	23% offer to part time EEs	Not reported	Not reported	Not reported	n/a		
		Average Employer Contribution/Match	Pension: 5.58% of salary 457 Plan: up to $30 per month match ($360 annually)	9.3% max contribution (Pension Plans) 5.5% max contribution (457 Plan)	25% max contribution (Pension Plans) 6% max contribution (457 Plan)	14% matched contributions 43% fixed contributions 0% both matching & non-matching 29% no contributions Avg match of $0.25 for each $1 up to 2% maximum	42% matched contributions 33% fixed contributions 8% both matching & non-matching 0% no contributions Avg match of $1 for each $1 up to 5.36% maximum	10% matched contributions 20% fixed contributions 10% both matching & non-matching 30% no contributions Avg match of $1 for each $1 up to 3.5% maximum	21% no match, 50% match, 15% guaranteed contribution, 13% discretionary contribution Most respondents (50%) matched employer contributions (fixed flat percentage) - typically vested immediately. Median employer contribution: 6% of base salary		
Other Benefits	**Cell Phone Allowance**	% of Orgs Offerring Amount	$20/month (only to qualifying employees)	18% offer Cell Phone for EE personal use	19% offer Cell Phone for EE personal use	Not reported	Not reported	Not reported	Not reported	☑	Not much information reported. Where cell phone benefit is offered, it was not reported as a reimbursement but a phone provided which is probably equivalent or a richer benefit than $20/month.
	Other Health and Wellness Programs/Benefits	% Orgs offering	Employee Assistance Program (EAP)	7% offer subsidized or paid fitness membership/on-site fitness 8% financial incentives for employee wellbeing 43% offer EAP	9% offer subsidized or paid fitness membership/on-site fitness 10% financial incentives for employee wellbeing 67% offer EAP	86% offer wellness program 56% offer EAP	58% offer wellness program 37% offer EAP	50% offer wellness program 36% offer EAP	82% offer FSA or Section 125 plan for medical, dental, dependent care	☑	☑ EAP coverage seems fairly typical. ☑ Other wellness programs are provided.
	Professional Education/Dues	% Orgs offering	Pool for tuition reimbursement. Available funds are variable and set by the board and reimbursement is subject to approval. Offered to regular part-time and full-time staff.	36% professional dues 43% subsidized prof development 17% tuition assistance	40% professional dues 49% subsidized prof development 16% tuition assistance	71% offer Professional Dues 86% offer Graduate Education Assistance 71% offer Undergraduate Education Assistance 57% offer Subsidized Professional Development	50% offer Professional Dues 67% offer Graduate Education Assistance 67% offer Undergraduate Education Assistance 42% offer Subsidized Professional Development	40% offer Professional Dues 20% offer Graduate Education Assistance 30% offer Undergraduate Education Assistance 50% offer Subsidized Professional Development	57% offer tuition reimbursement or education assistance	☑	NOLS benefit is typical to or better than most respondents.
	Flexible Work (WFH)	% Orgs offering	No benefit policy	35% Remote Work 56% Hybrid Workplace 15% offer remote work/home office stipend	33% Remote Work 69% Hybrid Workplace 20% offer remote work/home office stipend	57% offer Remote Work 86% offer Hybrid Workplace	42% offer Remote Work 75% offer Hybrid Workplace	80% offer Remote Work 70% offer Hybrid Workplace	Not reported	⊗	Not reported/offered.
	Other benefits (not currently offered)	% Orgs offering - Various other benefits	**Continuous Service Benefit** for represented positions only. Begins at year 6 up to $36/month to $54/month for year 9. Years 10-25, up to $6/month for each year of service. **Shortened Work Week**-Non-exempt full time employees only scheduled (and paid) for 37.5/hours per week. **Bilingual Stipend**-$40 or $80 per month depending on role/utilization **No other benefits reported.**	14% shortened work week 17% financial counseling 7% carpooling/transit subsidy 37% free/susidized parking 18% personal computer	18% shortened work week 22% financial counseling 12% carpooling/transit subsidy 42% free/susidized parking 20% personal computer	Carpooling/Transit Subsidy 29% Free/Subsidized Parking 57% Personal Computer 29% Company Picnics 43%	Carpooling/Transit Subsidy Not offered Free/Subsidized Parking 17% Personal Computer 17% Company Picnics 50%	Carpooling/Transit Subsidy 10% Free/Subsidized Parking 40% Personal Computer 30% Company Picnics 50%	Not reported	☑	Shortened work week prevalence is <20% in survey respondents. No information on if shortened work week means that EEs get paid for full week (40 hours) of pay or just scheduled for fewer hours. No information on how many hours shorter the work week is for respondents. No information on CSB or bilingual stipends in surveys.

Staff Report

Meeting Date: November 16, 2026
To: Library Board of Trustees
From: Shaina Lent, HR & Business Manager
Subject: Approval of Resolution 26-11-11

Topic/Issue:
An increase to the fund balance of the NOLS US Bank checking account

Background:
NOLS has a US Bank checking account that is used to fund payroll related expenses. The fixed balance of this account is set at $200. Once per month funding is transferred into this account to cover payroll related expenses, which are then paid by electronic funds transfer (EFT) or check.

Discussion:
After listening to staff feedback, research, and careful consideration, NOLS is switching to a new vendor to administrate the Health Reimbursement Arrangement (HRA) for 2027. NOLS's current vendor allows NOLS to pay for HRA claims by check, but the new vendor, HealthEquity, has different requirements for payment.

HealthEquity requires HRA claims to be partially prefunded, meaning that HealthEquity will hold about 15% of the total HRA liability for the plan year. This exact amount cannot be calculated until staff enrollment has concluded, but NOLS estimates that it will be about $15,000. HRA claims by NOLS staff will come directly out of those funds held by HealthEquity. HealthEquity will then debit NOLS' bank account each week to replenish the prefunding amount back to 15%.

NOLS will need to have funds available in the US Bank payroll account for the vendor to debit on a weekly basis. The amount of time between HealthEquity issuing an invoice to NOLS and debiting the NOLS bank account will not allow enough time for NOLS administrative staff to transfer funds. Instead, NOLS will need to increase the fund balance of the NOLS US Bank checking account to preemptively cover the invoiced amounts and will plan to replenish the account on a weekly basis. Administrative staff have analyzed staff usage of HRA claims for the past two years and recommend increasing the US Bank checking account fund amount from $200 to $12,000 to ensure that the account will not be overdrafted.

Policy Considerations:

Per Policy 5.7: Cash Management the NOLS Administration department maintains several imprest checking accounts for various operational functions. Board of Trustees approval is required to create or close these accounts and to increase or decrease the fund balance of a petty cash checking account.

Per Policy 5.18: Electronic Funds Transfers, the Finance Manager will oversee the transfers for this employee benefit.

Fiscal Considerations:

The fiscal impact of increasing the fund balance of the NOLS US Bank checking account will result in those funds not being invested in the state investment pool managed by Clallam County.

Recommendation/Alternatives:

That the Library Board of Trustees approve an increase to the imprest amount in the NOLS US Bank checking account from $200 to $12,000 to protect the Library from overdraft fees. Alternatively, the Board can vote to establish a different amount of funding.

Motion/Action:

That the Library Board of Trustees approve Resolution 26-11-11 authorizing an increase to the imprest amount in the NOLS US Bank checking account from $200 to $12,000.

Resolution 26-11-11

Library Board of Trustees
North Olympic Library System

Authorizing an increase to the NOLS US Bank Payroll Account

Whereas, a change in Health Reimbursement Arrangement (HRA) vendors has indicated that a larger reserve in the NOLS US Bank Checking Account is necessary to cover payment for HRA claims automatically debited from the US Bank checking account; and

Whereas, a larger reserve is necessary to protect the NOLS US Bank Checking Account from overdraft charges;

Now therefore be it resolved: that the amount of imprest cash in the NOLS US Bank Checking Account shall be increased from $200 to $12,000.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 16th day of November 2026.

President	Trustee
Trustee	Trustee
Trustee	

Attested by:

Secretary to the Board

Staff Report

Date: November 16, 2026
To: Library Board of Trustees
From: Noah Glaude, Library Executive Director
Subject: Approval of Resolution 26-11-12 and Payment of Special Election Costs

Attachments: Resolution 26-11-12: Authorizing Transfer of Funds
Bill to NOLS 2026 April Special Election
Election Costs Categories and Allocation

Topic:
Approving a transfer of funds from the Operating Reserve to the Undesignated Cash Operating Fund to pay the Clallam County Auditor's Office for the cost of the 2026 Special Election.

Discussion:
At their regular meeting on February 26, 2026, the Library Board of Trustees approved Resolution 26-02-05 authorizing the North Olympic Library System to increase its regular property tax levy in support of library services through an election on April 28, 2026. The Board was told at that meeting they would be notified when election costs were available and they would be able to decide at that time how the Library would pay for the election costs.

The NOLS levy lid lift was the only item on the ballot for Clallam County's April 2026 Special Election. The levy lid lift passed with a 51.17% yes vote and 42.07% voter turnout. The new levy rate will not go into effect until 2027.

On October 20, 2026, NOLS received an invoice of $243,907.19 from the Clallam County Auditor's Office for the cost of the 2026 April Special Election. The attached Election Costs Categories and Allocation provides a breakdown of the costs. Additionally, the 2026 Elections Guide for Jurisdictions and Candidates in Clallam County provide the following explanation of election costs:

> "Each jurisdiction is responsible for paying its proportionate share of election costs. Clallam County will bill the jurisdiction directly for these costs.
>
> The State Auditor's Office has established uniform procedures for allocating election costs to each jurisdiction based upon its registered voter population as a percentage of registered voters in all jurisdictions participating in that election.
>
> Election costs vary from one election to the next depending on a variety of factors. However, the number of participating jurisdictions and their respective size are the primary variables

impacting costs. For example, an election shared by three jurisdictions will likely cost more per voter than an election shared by twenty-five jurisdictions.

Special Elections in February and April are often shared by a smaller number of jurisdictions; thus, the proportionate share of the cost is often significantly greater.

A specific cost or quote is difficult to provide in advance of an election. The cost allocation is dependent upon the number of jurisdictions and registered voters participating in the election. Estimates will be based on a reasonable range, taking into account historical information and specific known information about a particular election date.

The preparation of a local voters' pamphlet is an election cost. It is prorated, charged, and billed to local jurisdictions in the same manner as other election costs."

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:
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 following chart show the anticipated impacts on the accounts if the recommended transfers are approved:

Fund	10-31-2026 Fund Balance	Transfers In	Transfers Out	Ending Fund Balance
Undesignated Cash Operating Fund	1,354,560	243,907	-	1,598,467
NOLS Operating Reserve	603,359	-	243,907	359,452

The transfer proposal discussed above has been approved by the Finance Committee.

Recommendation/Alternatives:
That the Library Board of Trustees approve Resolution 26-11-12, authorizing transfer of $243,907.19 from the Operating Reserve to the Undesignated Cash Operating Fund.

Additionally, it is recommended that the Library Board of Trustees make a motion to approve the payment of the October 20, 2026 invoice form the Clallam County Auditor's Office for the 2026 April Special Election costs for the North Olympic Library System.

Alternatively, the Board could designate that transfers out of reserves be directed from different reserve accounts, or payment of the election costs could be made utilizing unspent funds in the Undesignated Cash Operating Fund.

Resolution 26-11-12

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, a transfer is required to fund the payment of an invoice to Clallam County for the cost of the April 2026 Special Election; 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
$243,907.19	Operating Reserve	Undesignated Cash Operating

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 16th day of November 2026.

Chair

Trustee

Trustee

Trustee

Trustee

Attested by:

Secretary to the Board

Clallam County Auditor's Office
Elections and Voter Registration Division
Shoona Riggs, Auditor
223 E 4th St, Room 042 ✧ Port Angeles, WA 98362
Phone: 360-417-2221 ✧ Fax: 360-417-2312
Email: elections@clallamcountywa.gov

INVOICE

October 20, 2026

BILL TO:
North Olympic Library System
Attn: Amy Hough
(Invoice sent via email)

According to RCW 29A.04.410: "Whenever any city, town, or district holds any primary or election, general or special, on an isolated date, all cost of such elections must be borne by the city, town, or district concerned."

The 2026 April Special Election prorated costs for the North Olympic Library System are below:

Total Due: $243,907.19

Total payment is due within 30 days. Please make your check payable to the Clallam County Auditor.

Sincerely,

Shoona Riggs
Clallam County Auditor

Cost Summary for	Special
Election Date	4/28/2026
County Name	Clallam
Allocation Method (Costs)	WAC 434-270-030 Method Two

Election Costs by Category

Indirect costs from Federal schedule. Skip if using 15% overhead factor.				$	-
Salaries and Wages				$	66,187.06
Personnel benefits				$	26,306.44
Supplies				$	390.91
Other services and charges				$	119,208.80
Election Costs Subtotal by Category				**$**	**212,093.21**
Less: Direct Costs				$	9,104.48
Less: Minimum fees	$50	*	1	$	50.00
TOTAL COSTS TO BE ALLOCATED				**$**	**202,938.73**
Add overhead (15% of election costs subtotal) do not use when applying Federal schedule			Autofills to Election Cost Allocation Schedule cell	$	31,813.98
Total Cost of Election				**$**	**243,907.19**

Election	2026 April Special Election
Election Date	April 28, 2026
County	Clallam
Allocation Method	WAC 434-270-030 Method Two

Total cost of election	$	243,907.19
Direct costs	$	9,104.48
*TOTAL COSTS TO BE ALLOCATED	$	202,938.73

Remainder due to rounding (each allocation to be paid is rounded to the nearest penny) $ -

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10	COLUMN 11
TOTALS	59,720	1	1.00	59,720	1.000000	$ 202,938.73	$ 50.00	$ 9,104.48	$ 31,813.98	$ 243,907.19
Jurisdiction Name	Total Active Registered Voters	Number of Offices and Issues	0.2 Issue and Office Factor	Weighted Registration Factor	Percentage Cost Factor	Cost Allocation (Jurisdiction's share)	Minimum Fee $50.00	Direct Costs (Local Voters Pamphlet)	Indirect Cost Factor 15% if not using Federal Cost Schedule	TOTAL COST
STATE OF WASHINGTON			0	-	-	$ -	$ -	$ -	$ -	$ -
CLALLAM COUNTY			0	-	-	$ -	$ -	$ -	$ -	$ -
PORT OF PORT ANGELES			0	-	-	$ -	$ -	$ -	$ -	$ -
PUBLIC UTILITY DISTRICT 1			0	-	-	$ -	$ -	$ -	$ -	$ -
HOSPITAL DISTRICT 1			0	-	-	$ -	$ -	$ -	$ -	$ -
HOSPITAL DISTRICT 2			0	-	-	$ -	$ -	$ -	$ -	$ -
CITY OF FORKS			0	-	-	$ -	$ -	$ -	$ -	$ -
CITY OF PORT ANGELES			0	-	-	$ -	$ -	$ -	$ -	$ -
CITY OF SEQUIM			0	-	-	$ -	$ -	$ -	$ -	$ -
PORT ANGELES SCHOOL DISTRICT 121			0	-	-	$ -	$ -	$ -	$ -	$ -
CRESCENT SCHOOL DISTRICT 313			0	-	-	$ -	$ -	$ -	$ -	$ -
SEQUIM SCHOOL DISTRICT 323			0	-	-	$ -	$ -	$ -	$ -	$ -
CAPE FLATTERY SCHOOL DISTRICT 401			0	-	-	$ -	$ -	$ -	$ -	$ -
QUILLAYUTE VALLEY SCHOOL DISTRICT 402			0	-	-	$ -	$ -	$ -	$ -	$ -
FIRE PROTECTION DISTRICT 1			0	-	-	$ -	$ -	$ -	$ -	$ -
FIRE PROTECTION DISTRICT 2			0	-	-	$ -	$ -	$ -	$ -	$ -
FIRE PROTECTION DISTRICT 3			0	-	-	$ -	$ -	$ -	$ -	$ -
FIRE PROTECTION DISTRICT 4			0	-	-	$ -	$ -	$ -	$ -	$ -
FIRE PROTECTION DISTRICT 5			0	-	-	$ -	$ -	$ -	$ -	$ -
FIRE PROTECTION DISTRICT 6			0	-	-	$ -	$ -	$ -	$ -	$ -
CLALLAM COUNTY PARK & REC 1			0	-	-	$ -	$ -	$ -	$ -	$ -
QUILLAYUTE VALLEY PARK & REC			0	-	-	$ -	$ -	$ -	$ -	$ -
BLACK DIAMOND WATER DISTRICT			0	-	-	$ -	$ -	$ -	$ -	$ -
SUNLAND WATER DISTRICT			0	-	-	$ -	$ -	$ -	$ -	$ -
NORTH OLYMPIC LIBRARY SERVICES	59,720	1	1	59,720	1.000000	$ 202,938.73	$ 50.00	$ 9,104.48	$ 31,813.98	$ 243,907.19
			0	-	-	$ -	$ -	$ -	$ -	$ -
			0	-	-	$ -	$ -	$ -	$ -	$ -
			0	-	-	$ -	$ -	$ -	$ -	$ -
			0	-	-	$ -	$ -	$ -	$ -	$ -
			0	-	-	$ -	$ -	$ -	$ -	$ -

Resolution 26-11-13

Library Board of Trustees
North Olympic Library System

HONORING IAN MILLER
FOR HIS SERVICE TO THE LIBRARY AND THE COMMUNITY

WHEREAS Ian Miller joined the Board of Trustees of the North Olympic Library System in January 2021, bringing to the Board a valuable blend of life and library experience; and

WHEREAS Ian has announced his resignation from the Board of Trustees effective December 31, 2026, in order to dedicate more time to his role on the Board of the Olympic Coast Exploration Center; and

WHEREAS Ian has served for 6 years with dedication and flexibility not only as a member of the NOLS Board of Trustees, but also as Vice Chair, and as a member of the Board's Finance Committee and Personnel Committee; and

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

WHEREAS Ian's professional experience in research and science was always clear through his curiosity and great questions at Board meetings, whether it be while helping navigate the Library out of the COVID-19 pandemic, supporting efforts to build a new Sequim Branch Library, analyzing changes in usage statistics, or learning about a proposed library service; and

WHEREAS his and his family's regular use of the Port Angeles Library provided Ian valuable insight into the patron and community experience at NOLS; and

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

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

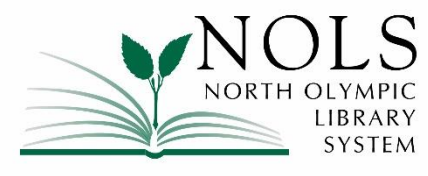
ADOPTED BY THE BOARD OF TRUSTEES OF THE NORTH OLYMPIC LIBRARY SYSTEM at the special meeting held this 16th day of November 2026.

_____	_____
Chair	Trustee
_____	_____
Trustee	Trustee

ATTESTED BY:

_____
Secretary to the Board

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Executive Director Employment Agreement

Original Term Effective: June 1, 2020
Amended December 11, 2024

PARTIES: North Olympic Library System, also known as Clallam County Rural Library District, a political subdivision of the State of Washington (hereinafter referred to as the "Library") and Noah Glaude (hereinafter referred to as "Employee").

RECITALS: The North Olympic Library System (NOLS) Board of Trustees wishes to employ Employee as Executive Director with overall executive and administrative functions assigned by the NOLS Board of Trustees.

Employee desires to accept such employment and acknowledges that Employee meets the job qualifications and has the capability to perform the duties of the position as described in the position description set forth as Addendum A to this Agreement.

The parties desire to enter in an agreement which provides an inducement for Employee to remain in employment, to establish a regular process for evaluating performance, and to provide a just means for ending the employment relationship at such time as Employee should become unable to discharge their duties due to some intervening event or condition, or because the Library desires to otherwise end the employment relationship.

The parties agree that Employee shall abide by all current and future NOLS Human Resources policies unless specifically directed otherwise by the Library Board of Trustees.

IT IS AGREED:

DUTIES. The Library shall employ Employee as Executive Director to perform the executive and administrative functions identified in the attached position description and assigned by the NOLS Board of Trustees. Employee reports to and is subject to supervision by the NOLS Board of Trustees.

EFFECTIVE DATE AND TERM OF AGREEMENT. The original term of this Agreement will become effective June 1, 2020 and continue indefinitely until terminated by either party subject to the provisions of this Agreement. The terms of this Agreement may be reviewed for possible revision at the request of either party. This agreement is subject to the North Olympic Library System Human Resources Policies, as any of these may be amended periodically.

Nothing in this Agreement shall grant the Employee a property right in the position, or any renewals of this Agreement, or prevent, limit or otherwise interfere with the right of the Library to terminate the services of the Employee at any time for any reason, with or without cause, subject only to the provisions of this Agreement.

Employee may resign at any time for any reason, subject only to the provisions of this Agreement relating to notice.

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OUTSIDE EMPLOYMENT. The Employee will remain in the exclusive employ of the Library and shall not become employed by any other employer. As used in this paragraph, the term "employed" shall not be construed to prevent occasional teaching, writing or consulting work unrelated to the work of Executive Director for the North Olympic Library System, so long as it does not interfere with the Employee's ability to effectively discharge assigned duties and responsibilities, or any activity engaged in with the prior written approval of the NOLS Board of Trustees.

TERMINATION. It is agreed that the standards of performance, conduct and competence for the Employee are quantitatively and qualitatively different (higher) than the standards by which some subordinates may be judged. Factual determinations made related to performance and conduct are reserved to the Library in its sole discretion.

Termination without cause. This Agreement may be terminated either by the Library or the Employee at any time and for any reason whatsoever upon the giving of thirty (30) days written notice to the other party. The Library may pay Employee salary in lieu of notice.

Termination with cause. This Agreement may be terminated upon the determination of cause by the Library in its sole discretion acting in good faith. Cause shall include, but is not limited to:

a. Willful and repeated failure or refusal to comply with the policies, standards and regulations of the Library as are established periodically;
b. Commission of fraud, dishonesty, misappropriation of funds, embezzlement, or other crime or act of misconduct in rendering services on behalf of the Library;
c. Failure, refusal or inability to perform faithfully, diligently, and competently any of the duties of their position as set forth in the job description and as assigned periodically and reasonably.

Voluntary resignation. If the Employee voluntarily resigns from the Library, the Employee shall give the Library at least thirty (30) days' written notice in advance.

COMPENSATION.
Salary. Employee is a salaried employee whose compensation will be nine thousand nine hundred seventy four dollars per month ($10,223.35/month) effective January 1, 2025. The Library agrees to pay Employee in installments at the same times as other Library employees are paid. Salary increases may be awarded, based on the achievement of performance goals as established by the Library Board of Trustees. Salary increases must be established by minute action of the Library Board of Trustees, and will be effective the first day of the month following the Board's action.

HOURS OF WORK. The parties recognize that Employee must devote time outside of normal Library work hours to accomplish the job duties of the position. Employee agrees to secure prior written approval from the Board of Trustees or the Board's authorized representative before using any more than four consecutive weeks of paid and/or unpaid leave in any single calendar year.

BUSINESS TRAVEL REIMBURSEMENT. Employee shall be entitled to reimbursement for business-related travel and lodging expenses incurred on behalf of the Library, pursuant to the Library's policies. Commuting to and from work is not considered Library business travel.

GENERAL EXPENSES. The Library shall reimburse Employee for necessary business expenses, subject to Library policies. The Employee is authorized to expend Library funds in the execution of Library business, subject to library policy.

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DUES AND SUBSCRIPTIONS. The Library will reimburse the Employee for professional dues and subscriptions appropriate for the Employee's full participation in associations and organizations necessary and desirable for professional participation, growth and advancement, and to improve Employee's performance of duties as Executive Director.

PROFESSIONAL DEVELOPMENT. In accordance with Library policies, the Library shall budget and pay registration, travel and subsistence expenses of the Employee for professional and official travel, meetings and occasions deemed necessary or desirable to continue the professional development of the Employee.

BENEFITS. Employee shall receive the benefits provided to other Library managers as enumerated in the current Collective Bargaining Agreement for management employees, with the exception that Employee shall not be eligible for the Continual Service Benefit (CSB).

The Library shall provide Employee with a PERS 2 or PERS 3 retirement benefit, at the Employee's option, subject to the terms of the plan. The Employee may also choose to participate in the Library's deferred compensation plan.

At the Library Board's discretion, additional benefits may be awarded, in accordance with NOLS policy and state and federal laws.

GOAL-SETTING AND PERFORMANCE EVALUATION. The NOLS Board of Trustees shall periodically conduct performance evaluations and work with the Employee to identify the Library's goals, priorities and concerns by informal discussions with Employee or by more formal means.

Dated this 11th day of December, 2024.

North Olympic Library System Board of Trustees

Signed by:
Jennifer Pelikan
8AF36E3926804B4...

Chair, Library Board

Employee

Signed by:
Noah Glaude
09551C2A290C4D8...

Noah Glaude

Attached: Addendum A: Executive Director Position Description

Docusign Envelope ID: DA47E7EF-9543-4161-BB12-016D2F98843C

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Position Description

Position Title: **Executive Director**
Position Status: **Exempt from FLSA**
Supervised By: **Library Board of Trustees**
Updated/Revised: **04/22/21**

Summary of Position Responsibilities:

The Executive Director provides leadership, direction, stewardship and administrative oversight for all library operations. Uses the Strategic Roadmap as central guidance by which to prioritize library services and operational, financial, and administrative decisions. Exercises considerable independent judgment and action and works under minimal supervision.

Examples of Essential Job Functions:

Work performed may include, but is not limited to, the following activities

1. Develops and maintains strategic vision for NOLS and directs NOLS in alignment with the NOLS mission statement and Strategic Roadmap:

    - Leads short-term and longer-range strategic planning to meet changing and future library needs;
    - Provides leadership and direction to the Library's Management Team, and develops leadership capacity within the Management group to identify, analyze, explore, plan, implement, and evaluate new services, programs, and operational projects and initiatives;
    - Provides leadership to staff, and supports staff in developing and expanding skills that aid innovative service and program development and delivery, and effective utilization of resources;
    - Stays abreast of trends and best practices in library and public administration, with an emphasis on the interface between the library, the community and technology, and participates in continuing education as appropriate;
    - Provides administrative oversight to the Library's collection management program.

2. Oversees all aspects of financial administration for NOLS:

    - Directs the development and administration of the Library's annual operating and capital budgets and manages expenditures;
    - Monitors the Library's revenue streams and makes revenue and financial projections for the Board;
    - Seeks new revenue through grants, entrepreneurship, partnerships, and other avenues;
    - Develops investment, allocation and spending recommendations for the Board.

3. Manages NOLS personnel, oversees recruitment and hiring; coordinates labor relations and collective bargaining:

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- Manages and supervises staff and directs their schedules and work activities;
- Oversees management of all branch libraries, departments and other services, and oversees the coordination of services between branches and departments;
- Administers NOLS labor relations; insures that NOLS adheres to collective bargaining agreement, and stays informed of changes and developments in labor relations law;
- Develops and monitors staffing strategies, hires staff, provides orientation and training; counsels employees and addresses performance problems as needed, develops and conducts performance evaluations, conducts disciplinary action when required;
- Oversees development of annual work plans. Works with managers and staff to accomplish annual work plans and evaluate workplan progress.

4. Performs administrative tasks, develops NOLS policy and interacts with the Board:

- Administers library policies and procedures and ensures that NOLS complies with federal, state and local regulations;
- Provides administrative support to the Library Board of Trustees and keeps the Board informed of library operations and pending and potential challenges and opportunities;
- Provides relevant information to the Board about emerging trends in library policies, innovations and administration;
- Provides administrative oversight to the Library's collection management program.

5. Guides community relations and actively promotes NOLS throughout the county and region:

- Promotes NOLS throughout Clallam County and the region;
- Acts as liaison between NOLS and local government and agencies;
- Develops and maintains effective relationships with the Library Foundation and Friends of the Library groups;
- Supports development and oversees the Library's community partnerships;
- Provides oversight and direction on the Library's public communications.

6. Performs related duties as required.

Education, Experience, and Certifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:

- Masters of Library/Information Science degree or Masters of Public Administration or equivalent in education and experience;
- Washington State Librarian's Certificate (required if MLS);
- At least five years of management experience in a library setting.

Knowledge and Skills Required:

- Public library services, systems, procedures and best practices;

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- Demonstrated ability to lead in a public library setting;
- Strategic planning, financial management, personnel management;
- Demonstrated ability to establish and maintain effective working relationships with staff; the Library Board, public officials, the media, stakeholders and the public;
- Outstanding written and oral communication skills;
- Well-developed skills in problem solving, analysis and evaluation;
- Effective management of organizational change;
- Strong customer service attitude;
- Standard workplace computer applications and equipment.

Physical Requirements: *Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following:*

- CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
- FREQUENT side-to-side turning of neck; walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- OCCASIONAL squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Ability to push, pull, load, unload, and maneuver heavy book carts.
- Ability to work a varied schedule (including evenings and weekends).
- Ability to travel between library locations using personal car, NOLS vehicle or public transportation.

Working Conditions:

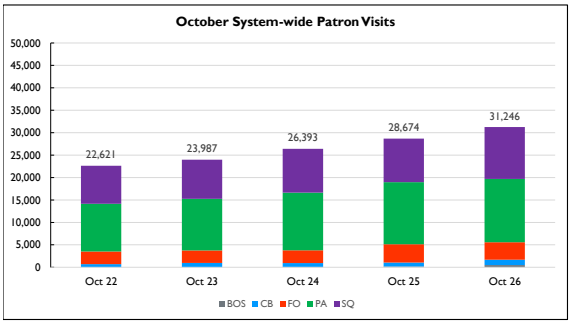
Duties are generally performed indoors. Evening and weekend hours are occasionally required. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Work requires frequent interaction with co-workers and with the public. Environment includes normal range of noise, dust and other distractions, working around standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.

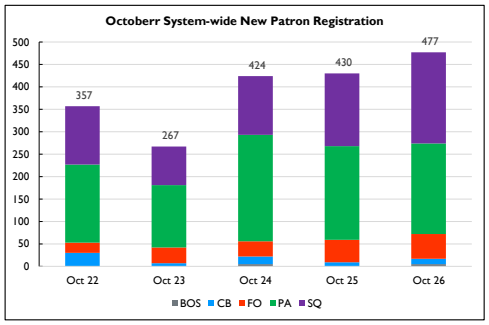
October 2026
Monthly Statistics Report

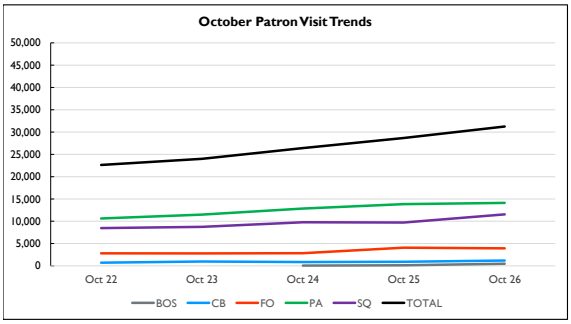
Patron Visits		
	2026	% of System
Port Angeles	14,115	45.2%
Children	6%	
Sequim	11,545	36.9%
Children	7%	
Forks	3,912	12.5%
Children	6%	
Clallam Bay	1,194	3.8%
Children	9%	
Bookmobile	480	1.5%
Total	31,246	100.0%

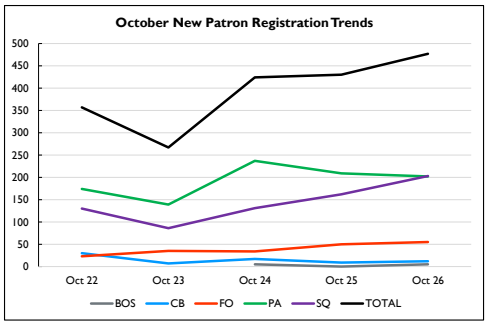
**Door sensors count objects less than 4'7" as children.*

New Patron Registration		
	2026	% of System
PA	202	42.3%
SQ	203	42.6%
FO	55	11.5%
CB	12	2.5%
BOS	5	1.0%
Total	477	100.0%









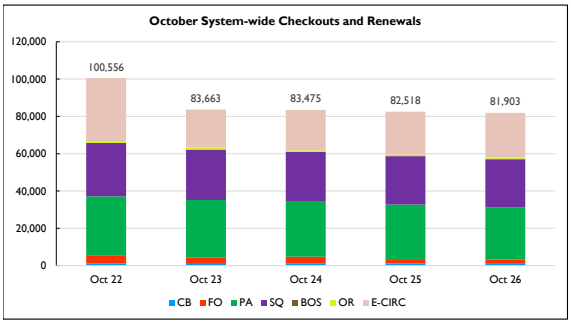
** The Sequim Branch Library started operating out of a temporary location in April 2024 - March 2026.*

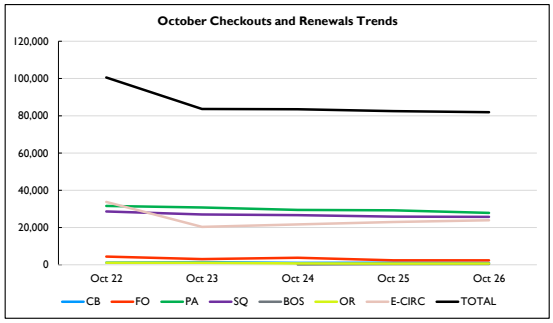
Checkouts & Renewals		
	2026	**% of System**
Port Angeles		
Checkouts	16,061	27.3%
% From Self-Check	*78%*	
% From Holds	*29%*	
Renewals	11,780	51.2%
Total	**27,841**	**34.0%**
Sequim		
Checkouts	15,476	26.3%
% From Self-Check	*77%*	
% From Holds	*36%*	
Renewals	10,232	44.4%
Total	**25,708**	**31.4%**
Forks		
Checkouts	1,960	3.3%
% From Self-Check	*35%*	
% From Holds	*29%*	
Renewals	411	1.8%
Total	**2,371**	**2.9%**
Clallam Bay		
Checkouts	556	0.9%
% From Self-Check	*24%*	
% From Holds	*27%*	
Renewals	411	1.8%
Total	**967**	**1.2%**
Outreach		
Checkouts	676	1.1%
% From Holds		
Renewals	15	0.1%
Total	**691**	**0.8%**
Bookmobile		
Checkouts	240	0.4%
% From Holds	*25%*	
Renewals	171	0.7%
Total	**411**	**0.5%**
Electronic Circulation *(OverDrive/Libby, Hoopla & Kanoopy checkouts do not renew)*		
Checkouts	**23,914**	**29.2%**
Systemwide Totals		
Checkouts	58,883	
Renewals	23,020	
System Total	**81,903**	

Interlibrary Loan Services	
Items borrowed from other libraries	185
Items loaned to other libraries	132

*Interlibrary Loan items are included in Checkouts & Renewals statistics

Holds		
	Requests Fulfilled	**Avg Days to Fill**
PA	4,637	22.80
SQ	5,627	23.06
FO	561	17.52
CB	149	12.56
OR	801	6.95
BOS	102	11.88
Total	11,877	21.38





** The Sequim Branch Library started operating out of a temporary location in April 2024 - March 2026.*

Library Programs		
	Programs/Attendees	% of System
Port Angeles	48/1265	41%/55%
Sequim	38/495	33%/21%
Forks	17/430	15%/19%
Clallam Bay	5/52	4%/2%
NOLS	0/0	0%/0%
Virtual	8/61	7%/3%
Total	116/2303	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	40/500	43%/74%
Sequim	40/111	43%/16%
Forks	11/63	12%/9%
Clallam Bay	1/1	1%/0%
Total	92/675	100%/100%

Proctor Exams Administered		
Port Angeles	3	75.0%
Sequim	1	0.0%
Forks	0	0.0%
Clallam Bay	0	0.0%
Total	4	100%/100%

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	40.25	6
Sequim	0	0
Forks	9.25	1
Clallam Bay	0	0
Outreach	0	0
NOLS	37	1
Total	87	8

Community Outreach Events		
	Events/Attendees	% of System
PA	4/498	57%/64%
SQ	1/175	14%/22%
FO	2/107	29%/14%
CB	0/0	0%/0%
OR	0/0	0%/0%
NOLS	0/0	0%/0%
Total	7/780	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	381
Read & Ride (Clallam Transit Buses)	52
Dolly Parton Imagination Library	1,262
Library Programs & Outreach	67
Clallam County Correctional Facility	0
Total	1762

Outreach Delivery Services	
Deliveries/Pickups	95
New Patrons w/ Delivery Services	4

BookMatch Requests Fulfilled	
Number of Requests	2
Titles Suggested	10

Bookmobile	
Routine Stops	17
Special Stops	1
Library Pop-Ups (no bookmobile)	3
Appearance (e.g. parade)	-
Miles Traveled	1,264

Notary Services	
Number of Notary Service Users	6
Documents Notarized	6

General Public Computer Use *(excludes Special Computer Use)*				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	24	1,784	1,734	33.3%
Sequim	10	977	636	29.3%
Forks	8	248	195	11.3%
Clallam Bay	8	288	278	21.9%
Total	50	3,297	2,842	27.4%

Special Computer Use *(ADA, Express, Microfilm, Scanner)*				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	410	114	8.7%
Sequim	3	347	98	15.0%
Forks	3	111	24	3.6%
Clallam Bay	0	n/a	n/a	n/a
Total	12	868	235	9.0%

Computer Prints Made				
	Public Computer Prints	Remote Device Prints	Total Pages Printed	% of System
Port Angeles	10,064	1,477	11,541	50.3%
Sequim	7,743	1,417	9,160	40.0%
Forks	1,085	346	1,431	6.2%
Clallam Bay	696	100	796	3.5%
Total	19,588	3,340	22,928	100.0%

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	4,943	48.5%
Sequim	3,048	29.9%
Forks	1,699	16.7%
Clallam Bay	499	4.9%
Total	10,189	100.0%

Website Visits	
Total Visits	43,315
Unique Visitors	13,249
Average Time on Site	49 sec

Database Access	
Total Sessions on all Databases	9,211

Facebook Activity	
Followers	6,537
Content Published	42
Reach (views)	40,736
Reactions/Likes/Comments, etc.	537

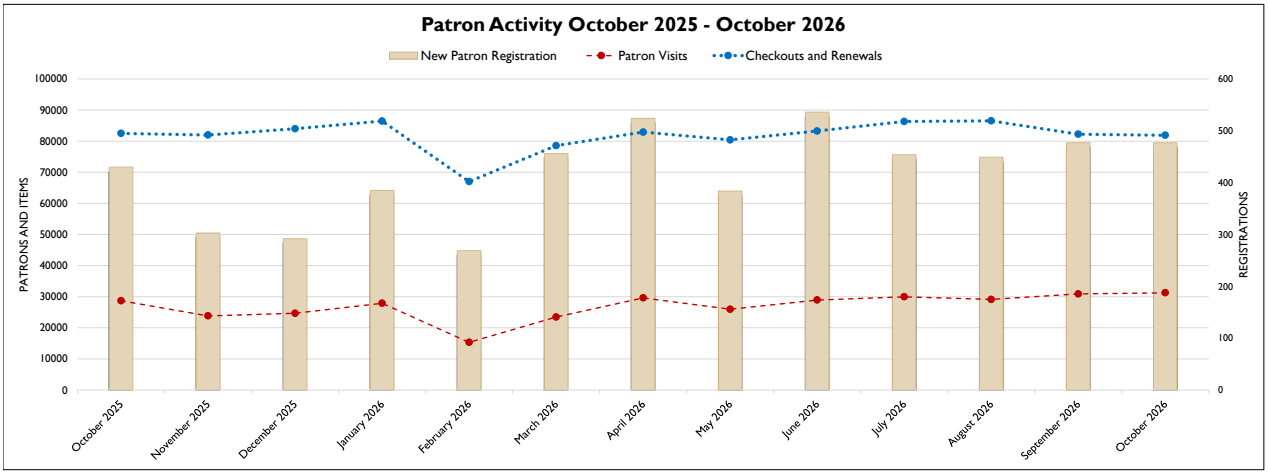
Instagram Activity	
Followers	2,144
Content Published	38
Reach (views)	9,604
Reactions/Likes/Comments, etc.	385

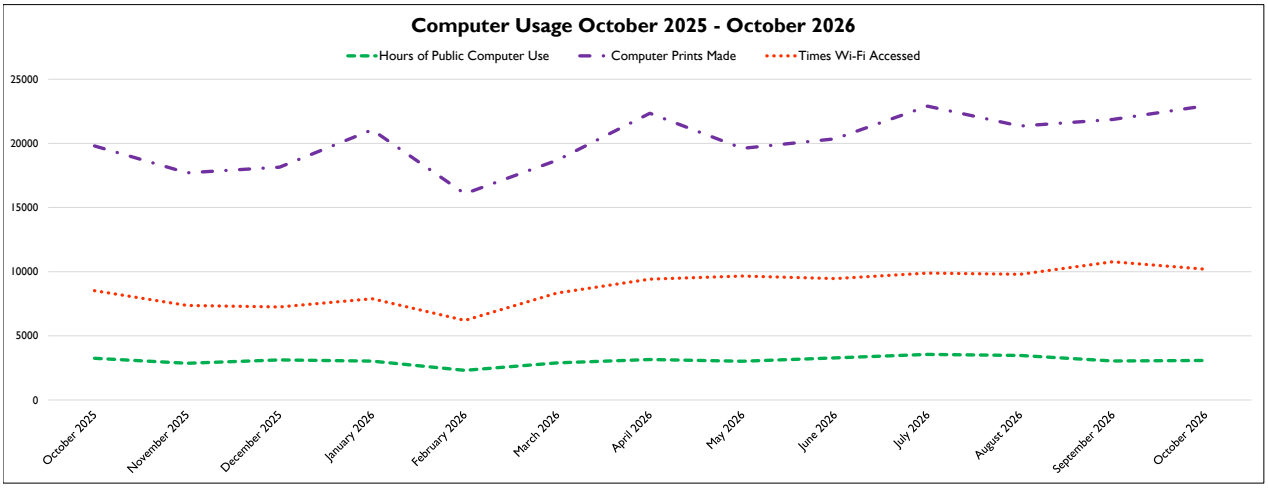
Advertising	
Ads Run	1
Reach (views)	3,598

YouTube Activity	
Subscribers	500
Videos Published	1
Program Recordings	-
Views (lifetime content)	131,431
Watch Time (hours)	3,100

eNewsletter	
Number Sent	35,118
Read Rate	46%
Click-Through Rate	2%

Notices	
Number Sent	16,237
Read Rate	66%





Significant Events During the Past 13 Months:

April 2024 - January 2026 - The Sequim Branch Library operated out of a temporary space while a new building was constructed.

February 2026 - The Sequim Branch Library was closed as it moved to a new location. Holds Pickup was offered three days a week for three hours.

February 2026 - The Forks Branch patron counter malfunctioned and was not operating properly for over a week.

March 2026 - The Sequim Branch Library was closed for three weeks as it moved to a new location. Holds Pickup was offered three days a week for three hours.

March 2026 - The Forks Branch patron counter malfunctioned and was not operating properly for a week and a half.

March-April 2026 - The Sequim Branch Library opened its new building on March 21, 2026. April 2026 was its first full month of operation.

April-September 2026 - The Sequim Branch Library did not have a patron counter on its east/rear entrance.

April 2026 - NOLS had a levy lid lift on the April 28 special election ballot.

May 2026 - All branches were closed for one day for All Staff Training Day (this one-day closure has traditionally been held in April).

October 2026 - All branches were closed for one day for All Staff Training Day.

Monthly Activity Report

Meeting Date: November 16, 2026
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for October 2026

Port Angeles Main Library

Travis Porter, Library Manager

October was full of creativity, celebration, and community connections at the Port Angeles Library! Halloween festivities brought 264 people to our Spooky Family Carnival and 73 to our Costume Swap, while 17 participants explored Japanese art at our Kinusaiga Crafting workshop.

Beyond the library, staff connected with 243 people at the Port Angeles Book Fest, issuing eight new library cards, and shared spooky stories with 152 attendees at the Port Angeles Fine Arts Center's Celebration of Shadows.

It was a heartwarming month of bringing people together through books, art, and shared experiences!

Port Angeles Programming

I. Early Learning / Pre-K Programs

Baby Storytime – 109 participants at 4 events.

Toddler Storytimes – 338 participants at 10 events.

Preschool Storytime – 15 participants across 4 events.

II. Elementary Age Programs

Homeschool Hangout – 72 participants across 4 events.

Magic Monday – 46 participants across 4 events.

Build It: LEGO – 52 participants.

Kids Book Club – 14 participants. The group read and discussed *Pea, Bee, & Jay: The Big Bully*. Participants decorated wooden pumpkin ornaments and enjoyed a miniature golf course created by Youth Services Librarian Jennifer. Inspired by a pumpkin obstacle course in the book, the children used small foam pumpkins as golf balls.

Queen of Angels Kindergarten Class Visit – 19 participants. Jennifer welcomed the class to the library and read I'm So Happy You're Here: A Celebration of Library Joy by Mychal Threets.

III. Tween Programs

Tween Thursday – 38 participants across 4 events.

Tween Book Club – 2 participants. The group read and discussed *The Chronicles of Whetherwhy* by Anna James. Inspired by the book's characters, whose parents were bookbinders, participants created their own small accordion books.

IV. Teen/Tween Programs

Teen Lit Bags – 17 participants subscribed for the monthly service.

Teen Tuesday – 31 participants across 4 events.

Teen Cosplay Party – 17 participants. Teens gathered for a seasonal celebration featuring costumes and opportunities to socialize.

Two-Sentence Spooky Story Contest – 9 entries. Teens were challenged to create original spooky stories using just two sentences.

V. Adult Programs

League of Women Voters Candidate Forums – 48 virtual participants at 3 events. The library supported three candidate forums: County Assessor on October 2 (24 participants), PUD 1 Commissioner on October 5 (12 participants), and District Court Judge on October 7 (12 participants).

Medicare and Retirement Planning – 10 participants. Attendees had an opportunity to learn more about Medicare and retirement planning.

Kinusaiga Crafting – 17 participants. Participants learned about Kinusaiga, a Japanese art form developed in the 1980s that uses fabric to create decorative artwork. Each person selected a pattern and fabrics before beginning their own project, creating beautiful and unique pieces.

Puzzle Contest and Swap – 23 participants.

NorthStar Computer Class – 2 participants.

Fourth Wednesday Book Discussion Group – 7 participants.

VI. Family/All-Ages Programs

Tabletop Role-Playing Game Night – 13 participants. Players gathered to explore imaginative worlds, work together, and enjoy tabletop role-playing games.

Costume Swap – 73 participants. The all-ages Costume Swap was enthusiastically attended, with children excitedly rummaging through costumes and trying on new outfits. Several adults asked whether the library could offer the event again next year. All remaining

youth costumes were donated to First Step Family Support Center for its costume closet. The event was a wonderful opportunity to give costumes a second life while helping families prepare for Halloween.

Spooky Family Carnival – 264 participants. Youth Services Librarian Jennifer planned and organized the October 31 carnival, assisted by Public Services Specialist Vik and two teen volunteers. Families arrived in costume to enjoy a variety of activities throughout the library. The children's play area provided a dedicated space for babies and toddlers, with a beanbag toss, rubber ducks, and large foam blocks. In the Living Room, families made monster pins, while the Raymond Carver Room featured spider races, frog flinging, ring toss, and a magnetic skeleton activity. A scavenger hunt offered additional fun. The event was candy-free, with stickers, temporary tattoos, and creepy-crawly toys as prizes. Several caregivers expressed appreciation for the candy-free approach. The event welcomed both familiar families and new visitors, and several costumes from the earlier Costume Swap even made an appearance!

VII. Outreach / Community Events

Port Angeles Book Fest – 243 outreach contacts. Travis and Sequim Librarian Sophia staffed a NOLS table at the second annual Port Angeles Book Fest on October 24 at Field Arts & Events Hall. The event brought together local authors, artists, and small presses from Port Angeles and across the Northwest. Staff connected with community members, shared information about library resources and services, and issued eight new library cards.

Coast Guard Family Day – 115 outreach contacts. Jennifer and Sarah D. represented NOLS at the Family Coast Guard Day event at the Vern Burton Community Center. Staff shared library information and services with families, issued eight new library cards, and renewed several existing cards.

Early Learning Outreach Storytimes – 80 participants at 6 sessions. Jennifer provided three storytimes at OlyCAP Head Start and three at the Peninsula College Childcare Center, bringing early literacy activities directly to young children and their educators.

Celebration of Shadows: Spooky Storytime – 152 participants at 2 sessions. Jennifer presented two sessions of spooky stories at the Port Angeles Fine Arts Center's annual Celebration of Shadows event. The room was full, and the audience enthusiastically participated during a reading of Ghost Town in the Mountains by Lynn Becker. Many familiar storytime families attended, along with school-age children.

Peninsula College Studium Generale Tabling – 26 engagements. Librarian Amber represented NOLS at Peninsula College, connecting with students, staff, and community members and sharing information about library programs and services.

VIII. Port Angeles Staff Activity

All Staff Training Day – NOLS held an All-Staff Training Day in October. The presentations and breakout sessions included topics such as De-Escalation Tactics, Mindfulness, and NOLS IT services, and also provided time for individual departments to meet with all staff members in attendance.

Librarian Sarah M. attended the webinar Northstar Digital Literacy: Getting Started with Northstar, focused on supporting digital literacy instruction and use of the Northstar platform.

Sarah M. attended the Washington Digital Library Consortium Quarterly Membership Meeting.

Meghan, Sarah M., and Travis met with staff from Field Arts & Events Hall to discuss programming partnerships and opportunities for collaboration in 2027.



Photo: Sophia and Travis at Port Angeles Book Fest



Photo: Teen Cosplay Party



Photo: Kinusaiga Crafting



Photo: Storytime at PA Fine Arts Center's Celebration of Shadows



Photo: Spooky Carnival





Sequim Branch Library
Emily Sly, Library Manager

October programs at the Sequim Branch included:

- **Baby Storytime** – 62 participants at 5 events. Always a good turnout at this storytime geared for babies ages 0-18 months.
- **Board Games** – 36 participants
- **Build It! with Lego** – 3 participants
- **Diamond Painting & Costume Party**: **Grades 4-7** – 15 participants. Tweens had a blast dressing up, making spooky diamond art and eating snacks.
- **Drop-In Tech Help** – 6 participants at 5 events offering one-on-one support in accessing NOLS online resources.
- **Family Storytime** – 166 participants at 4 events.
- **Friday Night Movie** – 24 participants. This month's movie selection was *Practical Magic*. Perfect timing as *Practical Magic 2* was in theaters, giving a chance to watch the first film in this series.
- **Kids Book Club** – 10 participants. This was the first meeting of the new book club and it was a hit. Participants discussed *Ella Josephine and the Apartment House on Poppy Hill*, worked on a craft and picked up the next book club pick, *Gnome and Rat*.
- **Kids and Family**: **Anime and Manga Night** – 10 participants.
- **Kids Lead: Grades 4-7** – 6 participants. Tweens got together to talk about books, movies and give ideas for future library events.
- **Nature Storytime at Dungeness River Nature Center –** 15 participants.
- **Poetry Appreciation Class** – 18 participants at 2 events. Clallam County Poet Laureate Nellie Bridge led a discussion of poetry by Lucille Clifton and Wisława Szymborska.
- **Second Saturday Book Discussion Group** – 9 participants. Led by public Services Specialist, Dana S., the group discussed *Pushed: Miners, a Merchant, and (Maybe) a Massacre* by Ana Maria Spagna.
- **Sensory Storytime** – 2 participants. A newer storytime led by Youth Services Librarian Charlotte M, for kids and families who would like a lower stimulation storytime.
- **Silent Reading Party -** 4 participants.
- **Teen Lit Bags** – 15 participants. Heard from teen participant: "School sports are taking up too much of my time! I love the books Charlotte picks for me but I haven't had enough time to read both books that she picks for me lately."
- **Teen Night: Costume Party with Games** – 9 participants. A teen-only costume party with board, card, and Nintendo Switch games.
- **Teen Advisory Board** – 2 participants.
- **Yarn Circle** – 36 participants at 4 events.
- **Public Safety Fair Outreach –** 320 outreach contacts**.** Sequim staff joined Outreach staff with the bookmobile at this fair at Carrie Blake Park.
- **Book and Trivia outreach to Helen Haller 4th grade students** – 175 contacts at this school outreach event.

- **Class Visits** – 39 participants at 2 events. Youth Services Librarian Charlotte M hosted two class visits this month. Sequim Middle School Life Skills class as well as a 5th grade class visit from Helen Haller. Students had a tour of the new building (including behind-the-scenes) and information about using the library.

Sequim staff enjoyed attending All-Staff Training Day in Port Angeles and appreciate the opportunity to get to know coworkers from other NOLS branch libraries. Emily participated in recruitment activities for the Library Services Specialist position in Sequim. Adult Services Librarian Sophia R. joined PA Library Manager Travis P. at the Port Angeles Book Fest in October.





West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

West End Daily Operations:

- The West End Team welcomed Public Services Specialist Gustavus A. and Community Outreach Specialist Hannah G.
- Thursday, October 15 was Fall All Staff Training Day. All NOLS employees gathered at the Port Angeles branch to learn about De-escalation Tactics and Mindfulness.
- The West End Libraries in-branch displays have been getting a lot of attention. The decorations really stand out.

West End Programming:

- On the first Monday of October, the Olympic Resource Co-Op met in Clallam Bay for the first time. Six people attended to connect with community resources.
- Heritage Days Book Discussion had 11 people attend to discuss The Great Forks Fire. Everyone really enjoyed the video clips of local Forks resident speaking about the 1951 fire.
- Bad Art Night drew 5 people to create Harvest Moon-themed art.

- The Autumn Seed Swap drew 3 people who brought in seeds from plants they grew. We discussed planning a spring seed swap.
- Jefferson Transit held an information 101 talk to inform Forks residents about the free Olympic Connection Route. They connected with 5 people. This session provided ample awareness around JTA's West End lifeline route.
- Clallam Bay Cult Classic Movie - Beetlejuice drew 19 attendees. This was a fun all-ages event with 7-year-olds to 70-year-olds enjoying The Ghost with the Most.
- North Olympic Land Trust (NOLT) held an open house in the Forks meeting room. Three local West End residents chatted with Tom, the Executive Director, and other staff about NOLT's work on the West End.
- Forks Kids' Book Club had a total of 17 participants. The book we read was "Camp Scream: Shriek Week," which was perfect for the spooky vibes.



- Clallam Bay Kids Book Club had 12 students and 2 school staff members participate. The kids had a blast reading "Bigfoot and the Wild Boys." They also had a chance to play Bingo and another activity.



- LEGO Club numbers are 0 for both Forks and Clallam Bay. We will be canceling this program in 2027.
- Library Staff welcomed 237 participants in the Chamber's Trick or Treat annual event on Halloween.
- Library Manager Troi and Facilities Manager Brian prepared and submitted an Energy Resilience grant for pre-development efforts to the Department of Commerce.

West End Community Visits:

- Library Manager Troi tabled at the Forks High School career fair to engage with teens and provide information about Library Science. Students attended from across the region. 67 people stopped to engage with the Library table.
- Volunteer Kathryn and Library Manager Troi attended the Spooktacular Celebration in partnership with the Concerned Citizens of Forks. Families enjoyed Halloween Bingo, free book giveaways, dinner, and other activities also provided by Concerned Citizens. A total of 73 people attended the event.







Outreach Services: Bookmobile and Delivery Services

José E. Castro, Outreach Library Manager

Outreach Daily Operations:

- 95 outreach deliveries were made, 4 new patrons registered for delivery services, 676 items were checked out and 15 items renewed for delivery service patrons.
- Couriers transported 731 totes between NOLS branches, plus 34 more for Outreach Deliveries returns
- The Bookmobile travelled 1264 miles.

Programs and Community Outreach

I. Public Safety Fair – 10/3/2026 | 320 engagements

Invited by Sequim's C.E.R.T. (Community Emergency Response Team) and Clallam County Fire District 3 following our participation in Unity of Effort. Attendees expressed strong support for NOLS, with many identifying as library supporters and participating in photos with our team.



II. TANF Fair – 10/8/2026 | 50 engagements

Invited by the Quileute Tribe as part of our ongoing community partnership. This was the first opportunity for our West End Community Outreach Specialist to participate alongside library colleagues and connect directly with the community.

III. Indigenous Peoples' Day Poetry Reading – 10/12/2026 72 engagements

Community Outreach Librarian Adrienne led this program in partnership with Peninsula College. Approximately 10 poets of different ages shared original poetry and reflections connected to our local community, making for a memorable evening.







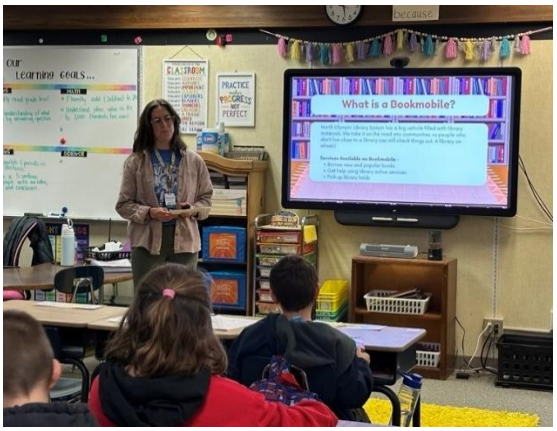


IV. Clallam Mosaic – 10/21/2026 | 6 engagements

Adrienne continued this ongoing partnership by sharing and reading stories with the Clallam Mosaic community.

V. Crescent Schools Bookmobile Presentation – 10/27/2026 | 50 engagements

Following the appointment of a new school liaison, Crescent Schools invited NOLS to present to students in grades 2–6. Students and teachers asked questions, expressed interest in future Bookmobile visits, discussed favorite titles, and explored opportunities to obtain library cards.



Pop-Up Libraries and Bookmobile:

- **Quileute Senior Center Pop-Up Library**: (4 visitors at 1 event)
- **Sekiu Community Center Senior Friday Lunch Pop-Up Library:** (Cancelled by Senior Center)
- **Makah Recovery Drop-In Center Pop-Up Library** (4 visitors at 1 stop)
- **Routine Bookmobile Stops:**
    - Neah Bay Community Gym (78 visitors at 4 stops)
    - Makah Senior Center: (1 visitors at 1 event)

- Sail River Heights Longhouse – Neah Bay (3 visitors at 1 stop)
- Beaver Grocery Store (4 visitors at 2 stops)
- Lake Pleasant (0 visitors at 2 stops)
- Quileute Tribal School (26 visitors at 1 stop)
- Akalat Center (60 visitors at 1 stop)
- Elk Creek Apartments with Sequim Mobile Pantry (6 visitors at 1 stops) *1 stop cancelled due to All Staff Training Day.*
- Port Angeles Food Bank (1 visitors at 1 stop)
- Joyce Mobile Market at Crescent School (5 visitors at 1 stop)
- Crescent School (xx visitors at 0 stops) *A Bookmobile presentation was provided instead (reported separately).*
- Joyce & Co. Café (2 visitors at 2 stops)

Community Updates:

OWWLS (Outreach Workers of Washington Library Systems) Conference 2026

Outreach Library Manager José attended the 2026 OWWLS Conference, connecting with outreach professionals from other Washington library systems to learn about their Bookmobile, Courier, and Outreach Delivery models. Books by Mail was identified as an interesting potential complement to existing services for patrons at select addresses.

Makah Community – Bookmobile Promotion

The Makah Community Gym has begun displaying Bookmobile visit dates and times on its roadside community sign. This increased visibility has brought several new families to the Bookmobile, where they obtained library cards and began establishing a regular Tuesday routine.

Beaver Bookmobile Stop – Community Highlight

A successful visit included one patron renewing a library account dating back to childhood and another picking up holds and receiving reader's advisory assistance. Both expressed appreciation for the service and a sense of accomplishment.

Facilities Department

Brian Phillips, Facilities Manager

Port Angeles Library: Replaced irrigation system backflow assembly unit; winterized irrigation system; professionally cleaned carpets throughout building; cleaned roof drains; inspected and cleaned parking lot drains; trimmed trees and shrubs, weeded beds and lawn care.

Sequim Library: Tested backflow assemblies for potable, irrigation and fire sprinkler systems; serviced fire extinguishers; inspected catch basins; ongoing work to install the east gable sun-shade and adjust door operation.

West End Libraries: Installed TV monitors in Forks and Clallam Bay; changed HVAC filters; cleaned out parking lot drains.

Vehicles: Provided staff vehicle orientations; cleaned bookmobile interior.

Other: Trained new Clallam Bay Facilities Tech 1, Javier Ramos-Lopez; Facilities staff attended All Staff Training Day; Brian assisted WE Manager Troi Gale in completing a grant application for West End facilities improvements.

Information Technology (IT) Department

Erin Shield, Technical Services Manager

IT worked on several projects in October. Getting staff prepared for moving to Polaris client-based software to a browser-based software (called Leap) requires some configuration and software implementation. The new configuration allows options for receipt and spine label printing. Port Angeles was set up first to help troubleshoot any issues. Remaining branches were fully implemented by mid-October.

Meeting rooms in Forks and Clallam Bay were updated with new equipment and configurations. The goal is to have consistent technology at each branch for ease of patrons and staff. Sequim is mostly set-up and the Carver Room will be updated during its refresh in late December.
The Operating Budget was underway in October and there was a lot of research and brainstorming about preparing for next year.

A replacement software for opening Publisher files was launched to all staff and IT offered some drop-in sessions for staff.

Tasks completed:

- 83 tickets resolved
- Cassie upgrade
- Office updates
- Windows 11 updates
- Training sessions for staff on how to utilize software to open Publisher files
- SQ people counter reports configured
- Direct-to-Printer launched at remaining branches
- Meeting rooms in Clallam Bay and Forks configured
- Technology inventory audit SQ
- Website security incident response
- Website emergency patching for PHP vulnerability
- Website plugins audit and removal of dated or not needed plugins
- Sequim energy monitors security audit and documentation
- Wireless network clean-up and standardization across branches

- All Staff Training Day cybersecurity presentation
- UPS audit resulting in two battery packs replaced and ordering a network card for the Sequim UPS
- More steps towards moving staff to Leap: added link to reports, added custom reports
- Lumen audit completed
- 4 new employees onboarded, 2 staff crossboarded
- Website onboarding for new Marketing Manager
- Second people counter set up in Sequim for East side

Technical Services Department

Erin Shield, Technical Services Manager

Technical Services Specialists Annie Dahlquist and Kim van der Elst continued their Cataloging training in October. They've already contributed to recataloging and database clean-up projects. New Librarian Sophia Ross-Hurtado took a little side trip in October to see how Tech Services performs some of the back-end tasks.

Technical Services staff participated in trainings, webinars, tasks and meetings in October related to Collection Management Team, ILS Team, E-Resources Team, Health and Safety Committee, and Management Team.

Notable in October:

- Cataloging staff is almost finished recataloging Tidepools titles. The project will add many new access points for local authors and artists as well as separate items onto their own records for ease of patron and staff use.
- The annual serials renewal is complete!
- Implemented Leave Request form for efficiency
- Updated serials docs with current information.
- Trained in mending from sorting incoming items to checking processed/mended items ready to recirculate.

Statistics:

- 1030 physical items processed;
- 218 print materials repaired, including 57 recats;
- 83 media items repaired;
- 12 physical donations added to collection;
- 185 InterLibrary Loan requests for NOLS' patrons filled;
- 132 items loaned to other libraries;
- 589 issues resolved by the Cataloging Team including incorrect cover images, titles not displaying properly, and a variety of other issues;
- Acquisitions Team: Less than half a day for the average turnaround time from selectors submitting materials shopping carts to getting materials ordered!

Administrative Operations Department

Human Resources

Shaina Lent, HR & Business Manager

Significant meetings/events and projects this month:

- Onboarding of new Training Coordinator, Alex P.
- Union Negotiations
- All Staff Training Day Implementation
- Benefits Open Enrollment
- Health Reimbursement Arrangement (HRA) new vendor transition
- Routine Management Team, All Staff Training Day, and Equity, Diversity, and Inclusion Team meetings.

Recruitments:

- Library Services Specialist – SQ
- Technical Services Lead – TS
- Technical Services Specialist – TS
- Public Services Specialist – SQ

New Hires:

- Hannah Gaydeski – WE Community Outreach Specialist – OR
- Gustavus Aronson – WE Public Services Specialist – FO & CB
- Javier Ramos-Lopez – CB Facilities Technician I – FAC
- Kirby Hawn – Shelver – PA

Transfers/Promotions:

- Alex Peterson – Training Coordinator – ADM
- Amellia Lowe – Public Services Specialist – PA

Separations:

- None

Marketing and Communications

Cynthia French, Marketing and Communications Manager

Highlights from the Marketing Team:

- Opened applications for the 2027-2029 Clallam County Poet Laureate on our website. Produced and released a promotional video that has performed well on social media. Watch it here.

- Completed designs for the Wildlife Photograph library cards that will be launched in December. There are two new designs featuring a marmot and elk. We will launch these once the new library card application is ready for the public. ETA late November.
- Training for the new department manager began Sept. 28 and goes through Nov. 6.
- Celebrated National Friends of the Library Week with a digital slide, a social media post, and a story about the Friends of the Sequim Library in the eNews.
- Completed the Teen Two-Sentence Spooky Story Contest and posted winning entries on the website and social media channels. Read the winning stories.
- Cedar sunshade information was updated on the Sequim Library Construction blog and posters were created to inform patrons during construction.
- Promoted the open call for *Drawn Here: Comic Art in the Library*. Exhibit opens Nov. 20,
- Promoted and attended the Indigenous Peoples' Day Poetry Event. This was the most popular post on Facebook for the month, with 591 views. The event was well-attended, and Adrienne did a wonderful job promoting library programs during the event.
- Monthly Stats for "reach" on Facebook are now using the "views" number provided on the main insights page on Meta Business.

News Releases & Articles:

- Issued 16 news releases.
- The monthly "Off the Shelf" Sequim Gazette article shared why people visit the library (books, resources, connecting with others), contributed by Sequim Library Manager, Emily Sly.
- The "Borrow This Book" column in the Sequim Gazette was written by Librarian Amber Kleefeld about Frieda McFadden's novel "The Housemaid" and how seeing the film adaptation in the library collection inspired her to listen to the audiobook, then watch the DVD.

Financial Operations

Amy Hough, Finance Manager

- Activities related to the 2027 Operating Budget preparation.
- Participated in All-Staff Training Day.
- Recruitment activities for the Sequim Library Services Specialist position.
- Routine Management Team meeting

Public Service Director's Report

Meghan Sullivan, Public Services Director

- Recruitment activities for the Sequim Library Services Specialist position.
- Activities for GEU and MEU Collective Bargaining Negotiations.
- Activities for 2027 Operating Budget Planning.
- Participated in All-Staff Training Day.

- Attended Deputy Director In-Person Meetup at the Federal Way Library (KCLS).
- Routine branch visit to the Forks Library.
- Routine Management Team, Branch Manager, Health & Safety Team, Adult Services Team, Youth Services Team, Programming Team, Port Angeles and Outreach Staff Meetings, IT Department Meeting, and individual One-on-One Meetings.

Executive Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- 2027 Budget Planning
- Collective Bargaining Negotiations
- Planning for 2027 Priorities
- Marketing and Communications Manager training
- Attended Library Council of Washington meeting in Metlaine Falls, WA
- Attended Forks Friends of the Library meeting
- Preparation for Holds Lockers
- Address post-occupancy issues at the Sequim Library
- Routine Branch Manager, Collection Management, ILS, IT, and Management Team meetings

Customer Comments
October 2026

The following comments were received by the Library during the month of October 2026. 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:
Sequim Library does not take volunteers for reading to children or adults! Storytime. I am a resource!

Response
Thank you for your interest in volunteering with our storytime programs at the Sequim Library and for your willingness to support children's programming as well as adult programming. At this time, we are not seeking volunteers for our NOLS storytime programs. Our storytimes are developed and presented by library staff trained in early learning and literacy skills. One of the volunteer job descriptions that we have at some of our NOLS locations is a Special Events Volunteer. The Special Events Volunteer helps the library provide quality programs by assisting with program set up and take down and other tasks to help support the program. As the Sequim Library begins to offer volunteer opportunities, this volunteer job description will be taken into consideration. We appreciate your enthusiasm and your interest in being involved with the library.

Comment:
Is it possible for the library to get the language learning app Mango?
Thank you for your assistance.

Response
Thank you for your interest in NOLS' collection. A committee considers which online resources would be appropriate for NOLS each year. Criteria include: past offerings and usage; requests from staff or patrons; whether or not the resource fills a gap in current offerings and other formats; price; and many other considerations. The decisions are made at the end of September to help fiscal planning for the following year.

NOLS has subscribed to different language databases in the past (including Mango.) They were discontinued as the cost was not proportionate to usage. The committee has already determined the database offerings for next year. There are free language assistance programs

accessible online such as duolingo. If you would like to submit a request for consideration for Mango in 2028 please feel free to reach out again next summer.

Highlight Log

(October 2026)

The Highlight Log provides an intranet location for NOLS staff to share uplifting anecdotes and patron comments. It provides an interesting glimpse into community perceptions about the Library. The following is a list of Highlights logged during the past month.

10/1/2026 – Sequim

The annual 4th grade book club, Books and Trivia, kicked off today. All the 4th grade students at Helen Haller learned about the three books we'll be reading together, with a final trivia battle in March as the culmination, and received applications to sign up. At a recent outreach event, a parent let me know her son did Battle of the Books (previous form of Books and Trivia) a few years back and it "started his love of reading."

10/1/2026 – NOLS

After reading an article a staff member wrote in the Sequim Gazette, a representative at Poetry Foundation reached out via email saying, "I wanted to thank you for your kind words about Poetry and for educating people about the resources available to them through their library cards. So: thank you!"

10/3/2026 – Sequim

A patron came up to the desk to show her pile of (FREE) color-printed maps to let us know how generous and simple our printing process was. "With the cost of toner, you'll be seeing me a lot more! So easy!"

10/3/2026 – Port Angeles

The Costume Swap was incredible! Families brought costumes to give away. There was a unicorn, superhero, baby bee, pirates, firefighters, princesses, and so many more costumes! Several kids tried on costumes and walked out wearing them--along with big smiles. Several parents asked if the library could host the costume swap again next year. There were 73 in attendance.

10/7/2026 – Port Angeles

A patron included this comment on a purchase suggestion, submitted on 10/5: "Big thanks for considering this request! And more big thanks to everyone at NOLS, the most wonderful library and support people that I have ever encountered in my 80 years of very avid library memberships!"

10/8/2026 – Outreach

At yesterday's Temporary Assistance for Needy Families (TANF) fair in La Push, library staff chatted with 50 community members! Many visitors came up to our table to check out library items, update their library accounts, and learn about Forks library programs and library pop-up dates. It was a great event!

10/8/2026 – Sequim

A patron bringing back the birding backpack raved about how great it is! She's been watching a pair of bald eagles that are nesting by her house, juncos, and a family of goldfinches.

10/10/2026 – Sequim

I got to sidekick Charlotte's nature Storytime at the Dungeness River Nature Center, and they did such a great job! The families were all very engaged, and everyone had a blast.

10/10/2026 – Forks

Two groups of visitors came up to the front desk interested in getting a library card. Gustavus and I signed up six people for library cards within 15 minutes, and they all left very happy about their cool new library cards.

10/12/2026 – NOLS

The 6th Annual Indigenous Peoples Day poetry reading was a success! Four poets from the Native Poets group read their work for the audience. It was an evening filled with joy and vulnerability. I heard gratitude from community members about NOLS' continued participation and sponsorship of the event.

10/12/2026 – Sequim

A young patron came in enthusiastically looking for Peanuts books. Turns out it was his birthday. He was proudly wearing a "It's my 7th Birthday!" shirt. Coincidentally, another Public Services Staff member was wearing a Snoopy sweatshirt. I can't think of a better way to celebrate his special day.

10/13/2026 – Forks

Young readers from grades 1-4 had an awesome time at today's Kids Book Club. They shared their thoughts in a lively book discussion, enjoyed some delicious cookies, and got creative making sand art while bonding with friends. Parents really appreciated seeing the program turn reading into such a fun and social experience (pictured).



10/13/2026 – Sequim

A 5th grade class from Helen Haller came today to talk about the library, learn about its resources, and look for books for their school project. One group is writing a play about Emperor Montezuma out of pure interest in the topic and needed resources. Kids walked away with scratch-and-sniff bookmarks from a scavenger hunt, some new library cards, and flyers for our upcoming Paper Squishy Making and Trading tween event. Super sweet class, and they were very excited.

10/20/2026 – Forks

A parent reached out today to share a photo of the book her daughter picked out at the FES book fair, adding: "I blame this on you! She is so excited to read it. I'm glad she's expanding her reading to different genres. Thank you, NOLS staff."

10/20/2026 – Forks

A gentleman came in to inquire about library resources for vision loss due to his health. I shared some free resources and materials as options for him, and he picked out a new library card for his account. We had a good conversation, and he thanked me for my help. He returned shortly with a sugar pumpkin grown at his place on Quillayute as a thank you to our library.

10/21/2026 – Outreach

The Clallam Mosaic group and I used library books to explore archeology and dinosaur facts today. We read about the Manis Mastodon that was found in Sequim and looked into facts about our favorite dinosaurs.

10/21/2026 – Sequim

The littles were cooking up a storm in the kids' area today! Charlotte recently purchased a play cook set, and it is quite the hit. After Storytime, I overheard parents exchanging phone numbers to meet up for playdates.

10/23/2026 – Forks

Three tourists came in and excitedly asked if they were able to get library cards to access our online resources. All three signed up and were very enthused to access Libby.

10/26/2026 – Port Angeles

A tween came into the building and said, "I thought this was a library, not a LOUD-brary!" We laughed about how many groups are currently having a lot of fun at the library (studying with friends, D&D, computers, building with blocks); it's busy in here today!

10/27/2026 – Bookmobile

On a visit to Crescent School this morning, we presented information about the Bookmobile to students and teachers in grades 2-6. Many students were already familiar with the Bookmobile and the process of placing holds. It was exciting to reintroduce ourselves and see lots of familiar faces from last year.

10/28/2026 – Port Angeles

A preschooler pointed to the Dolly Parton "READ" poster up in the Children's area and shouted, "Mom, look! Dolly Parton! I love you, Dolly Parton!"

10/29/2026 – Sequim

I want to say thank you to Port Angeles for letting me shadow two events this week: computer class with Vik and kinusaiga crafting with Leslie and Katie. They all did such a great job, and you could tell patrons were having a lot of fun at both events. Vik was both encouraging and patient, Leslie prepped so many beautiful templates and fun fabrics, and Katie did a great job checking on participants and answering questions. And huge kudos to Claire, Amelia, and Emma (the MVP!!) for making cleanup go quickly.



10/30/2026 – Sequim

Pete the Cat had some guests come visit and read with him in the children's area today (pictured).

10/31/2026 – Port Angeles

264 princesses, ghost busters, hedgehogs, owls, dinosaurs, and more attended the Spooky Family Carnival. We flung frogs into cauldrons, played ring toss, put bones in order, raced spiders, did a scavenger hunt, and made a craft. There was a lot of laughter, friend meet-ups, and happy memories made. A huge thank you to Vik for their assistance and three cheers for teen volunteers!



10/31/2026 – Sequim

Kicking off the day with some staff shenanigans. Happy Halloween (pictured)!