



Board of Trustees Regular Meeting
Thursday, May 28, 2020 5:30pm
Port Angeles Main Library
Port Angeles, WA

PANDEMIC RESPONSE. Governor Inslee issued [Proclamation 20-28](#) on March 24, 2020, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28, the following will be in effect at the May 28, 2020 Board meeting.

- Board action will be limited to matters that are either (1) necessary and routine, or (2) necessary to respond to the COVID-19 outbreak and the current public health emergency. All other matters must be postponed until regular meetings may resume that are in full compliance with the OPMA.
- Trustees and Staff will participate remotely by teleconference.
- Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at www.nols.org/board-administration/.

Public Comments

Public comment periods are never required under the Washington Open Public Meeting Act. Due to the social distancing measures in effect, and the added complexities and risks associated with managing open teleconferences, public comments will not be taken at the May 28, 2020 meeting. As always, public comments may submitted to Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or LibraryBoard@nols.org.

Amended AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of April 30, 2020
4. Communications
5. Financial report: April 2020
6. Approval of vouchers: April 2020
7. Unfinished business
None

8. New business
 - N.1. Verbal update and discussion regarding NOLS coronavirus response
 - N.2. Verbal report about the Washington State Department of Commerce's Library Capital Improvement Program and the opportunity to use the program to expand the Sequim Branch Library - *Board Packet updated to include written Staff Report and project proposal*
9. Reports
 - R.1. Monthly activity reports: April 2020
 - R.2. Monthly statistics March and April 2020
10. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
11. Next meeting: 5:30pm, Thursday, June 25, 2020, at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.
12. Agenda items for next meeting: Election of Officers and committee appointments.
13. Adjournment

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

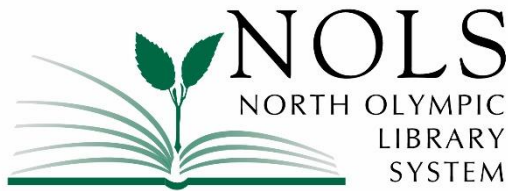
NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, June 25, 2020	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, August 27, 2020	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, September 24, 2020	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, October 22, 2020	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, November 19 , 2020	5:30pm	Regular meeting	Port Angeles Main Library

Meetings may be conducted by teleconference or locations may be adjusted to better accommodate public health parameters in effect on the date of the meeting. Posted agendas will reflect these arrangements.

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



Board of Trustees Regular Meeting
Thursday, April 30, 2020 5:30pm

This meeting was held by teleconference.

MINUTES

PANDEMIC RESPONSE. Governor Inslee issued [Proclamation 20-28](#) on March 24, 2020, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28 the following measures were in effect at the April 30, 2020 Board meeting.

- Board action limited to matters that are either (1) necessary and routine, or (2) necessary to respond to the COVID-19 outbreak and the current public health emergency. All other matters must be postponed until regular meetings may resume that are in full compliance with the OPMA.
- Trustees and Staff participated remotely by teleconference.
- Members of the public participated by phoning or linking in, using the instructions available prior to the meeting at www.nols.org/board-administration/.

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present by teleconference: Mark Urnes, Jennifer Pelikan, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present by teleconference: Director Margaret Jakubcin, Assistant Library Director Noah Glaude. Visitors present by teleconference: NOLS staff members Jessica Raivo and Alisa Weiss.

2. Approval of agenda

Motion by Ms. Gordon to approve agenda as presented. Motion seconded by Ms. Ure. Motion carried.

3. Approval of minutes for regular meeting of March 26, 2020

Motion by Ms. Rome to approve the minutes from the March 26, 2020 meeting. Motion seconded by Ms. Gordon. Motion carried.

4. Communications **None.**

5. Financial report: March 2020

The financial reports for March 2020 were accepted as presented.

6. Approval of vouchers: March 2020

Motion by Ms. Rome to approve the March 2020 vouchers, numbered #223 through #298, in the amount of \$318,051.23. Motion seconded by Ms. Gordon. Motion carried.

7. Unfinished business

None.

8. New business

N.1. Verbal update and discussion regarding NOLS coronavirus response

No action taken.

N.2. Approval of HR Policy 12.17 (FFCRA leave policy)

Motion by Ms. Gordon to approve HR Policy 12.17: FFCRA Leave, as presented. Motion seconded by Ms. Rome. Motion carried.

N.3. Approval of revisions to Policy 6.1: Bylaws of the Library Board of Trustees

Motion by Ms. Rome to approve revisions to Policy 6.1 as presented. Motion seconded by Ms. Gordon. Motion carried.

N.4. Approval of revisions to Policy 6.3: Attendance at Meetings by Teleconference

Motion by Ms. Rome to approve revisions to Policy 6.3 as presented. Motion seconded by Ms. Ure. Motion carried.

9. Reports

R.1. Monthly activity reports: March 2020

(March statistics and highlights will be presented in the May packet)

The March activity report was accepted as presented.

10. Trustee comments

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

11. Next meeting: 5:30pm, Thursday, May 28, 2020 at the Port Angeles Main Library

Subject to possible rescheduling in response to ongoing public health emergency.

12. Agenda items for next meeting: None noted at this time.

13. Executive session to discuss performance of a public employee

At 6:24pm the Chair announced that the Board would move to executive session to discuss the performance of a public employee, and that the session was expected to last approximately 10 minutes.

At 6:36pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

14. (Action on executive session, if any). No action taken.

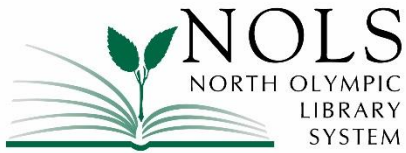
15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:36pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: May 28, 2020
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for April 2020

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: The interest earned on Investment Pool Fund funds for April was \$7,521. The current interest rate for the Investment Pool is 1.29950%. Private Grants and Donations includes a donation of \$13,388 from the Port Angeles Friends of the Library. Thank you Friends! Other Miscellaneous Revenue includes \$622 for the annual US Bank One Card Rebate which is the 2019 Excess Rebate. Property Tax and Leasehold Revenues were within, but at the lower edge, of the normal range for April receipts.

Expenditures: Expenditures are all within the expected range for this time of year. February and March credit card purchases were both paid in April. The February payment was delayed due to the library closure.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$239,385 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in April are \$296,233.

Of the \$239,385 in electronic transfers, \$177 was paid to the DOR for Sales and Use Tax. See Voucher 342.

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



Revenue Report

April 30, 2020

Operating Revenue				4/12ths is	33.3%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,333,000	1,615,451	2,148,408	2,184,592	49.6
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	26,575	7	4,631	21,944	17.4
<i>Library Fees</i>	25,500	327	3,541	21,959	13.9
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	69,500	7,521	26,789	42,711	38.5
Investment Interest (net of fees)	-	-	17,128	-	-
Facilities Leases (Short Term)	4,600	-	830	3,770	18.0
Private Grants and Donations	84,550	13,587	45,394	39,156	53.7
Other Miscellaneous Revenue	42,400	641	1,117	41,283	2.6
<i>Total Miscellaneous Revenues</i>	201,050	21,749	91,258	109,792	45.4
<i>Nonrevenues (excise taxes)</i>	2,040	-	438	1,602	21.5
<i>Transfers In</i>	369,685	-	-	369,685	-
Total Operating Revenue	4,957,850	1,637,533	2,248,276	2,709,574	45.3
Capital Revenue					
<i>Timber Revenues (received in 2020)</i>	-	9,764	91,432	-	-
Total Capital Revenue	-	9,764	91,432	-	-
Grand Total Revenues		1,647,297	2,339,707		



Expenditure Report

April 30, 2020

				4/12ths is	33.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,537,880	209,502	778,827	1,759,053	30.7
Benefits	1,099,703	86,730	321,217	778,486	29.2
Total Personnel	3,637,583	296,233	1,100,044	2,537,539	30.2
<i>Supplies</i>					
Supplies, Office and Operating	125,125	5,711	23,630	101,495	18.9
Fuel	11,600	899	1,321	10,279	11.4
Merchandise for resale	2,200	-	32	2,169	1.4
Collection Materials	481,460	12,666	121,260	360,200	25.2
Small Tools/Equip (<\$200)	1,500	13	211	1,289	14.1
Total Supplies	621,885	19,289	146,454	475,431	23.6
<i>Services</i>					
Professional Services	213,500	11,441	33,467	180,033	15.7
Communication	124,185	6,131	25,870	98,315	20.8
Travel	27,450	6,237	6,835	20,615	24.9
Taxes and Operating Assessments	2,750	-	3,254	(504)	118.3
Operating Rentals and Leases	765	-	-	765	0.0
Insurance	78,900	-	-	78,900	0.0
Public Utilities	100,037	8,506	30,112	69,925	30.1
Repair and Maintenance	116,340	1,390	17,858	98,482	15.4
Miscellaneous Services	15,675	-	2,167	13,508	13.8
Total Services	679,602	33,704	119,564	560,038	17.6
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>235</i>	<i>1,968</i>	<i>14,772</i>	<i>11.8</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>2,040</i>	<i>96</i>	<i>565</i>	<i>1,475</i>	<i>27.7</i>
Total Operating Expenditures	4,957,850	349,556	1,368,595	3,589,255	27.6

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	34,700	-	-	34,700	0.0
Other Improvements	90,100	-	-	90,100	0.0
Machinery & Equipment	222,650	4,841	6,512	216,138	2.9
Total Capital Outlays	347,450	4,841	6,512	340,938	1.9
Grand Total All Expenditures	5,305,300	354,398	1,375,107	3,930,193	25.9



Account Balances

April 30, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	2,603,959	-	9,764	-	2,613,723
Operating Reserve ⁽³⁾	1,159,544	-	-	-	1,159,544
Technology Reserve ⁽⁴⁾	115,000	-	-	-	115,000
PA Capital Reserve ⁽⁵⁾	156,511	-	-	-	156,511
Capital Budget - 2020 ⁽⁵⁾	240,779	-	-	4,841	235,938
<i>Total Board Designated Accounts</i>	5,582,812	-	9,764	4,841	5,587,735
<i>Grants and Donations</i>					
NOLS Donations Fund	70,855	-	200	-	71,054
NOLS Materials Fund	17,070	-	-	-	17,070
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Port Angeles Donations Fund	5,331	-	-	-	5,331
Port Angeles Friends Donations	7,769	-	13,388	2,356	18,800
Sequim Donations Fund	47,617	-	-	-	47,617
Sequim Friends Donations	29,864	-	-	367	29,496
Forks Donations Fund	1,550	-	-	-	1,550
Forks Friends Donations	2,226	-	-	110	2,115
Clallam Bay Donations Fund	6,881	-	-	-	6,881
Clallam Bay Friends Donations	2,139	-	-	-	2,139
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	437,477	-	13,587	2,834	448,231
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,022,951	-	23,351	7,675	6,038,627
<i>Undesignated Cash Operating Funds</i>	1,521,528	(67,577)			1,453,951
Total WA State Local Investment Pool	7,544,479	(67,577)	23,351	7,675	7,492,578

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) Reserves to fund significant or unplanned technology needs.
- (5) Fund management account for designated capital projects.



Account Balances

April 30, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁶⁾	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁶⁾	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,278,889	-	-	-	1,278,889
Total Investments	8,823,368	(67,577)	23,351	7,675	8,771,467
Cash					
Cash Operating Funds					
Cash held by County Treasurer	51,901	1,344,801			1,396,701
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	782	-	782	6,000
Payroll Account (US Bank 1301)	200	239,385	-	239,385	200
Merchant Account (FF 7401)	200	(412)	533	122	200
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	6,850	239,756	533	240,289	6,850
Total Cash	58,751	1,584,556	533	240,289	1,403,551
Total Cash and Investments	8,882,119	1,516,979	23,884	247,963	10,175,018

Notes:

(6) Legally designated as a facility maintenance reserve fund for the Port Angeles Main Library. (fully funded)

(7) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR APRIL 2020

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
299	ADP Tax/Financial Services	Net Payroll (PPE 03-31-20) - EFT 738	140,052.81	
300	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-20) - EFT 739	52,139.33	
305	NOLS Employee	HRA Reimbursement	156.28	
310	NOLS Employee	HRA Reimbursement	371.92	
334	NOLS Employee	HRA Reimbursement	122.76	
335	NOLS Employee	HRA Reimbursement	1,150.00	
338	Dept. of Labor & Industries	Q1 2020 L&I NOLS	5,528.15	
340	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-20) - EFT 740	38,596.44	
341	Dept. of Retirement Systems	DCP Retirement 04-2020 (PPE 03-31-20) - EFT 741	8,220.00	
345	NOLS Employee	HRA Reimbursement	1,145.00	
346	NOLS Employee	HRA Reimbursement	353.94	
348	NOLS Employee	HRA Reimbursement	271.56	
349	Hartford Retirement Plan Solutions	MMDCP 04-2020 (PPE 03-31-20) - EFT 742	200.00	
350	Health Care Authority	HCA 04-2020 (PPE 03-31-20)	36,630.54	
351	HealthEquity	HSA ER Contributions - April 2020	706.70	
352	NOLS Employee	HRA Reimbursement	203.20	
364	NOLS Employee	HRA Reimbursement	181.04	
365	NOLS Employee	HRA Reimbursement	403.82	
370	NOLS Employee	HRA Reimbursement	271.56	
373	NOLS Employee	HRA Reimbursement	92.98	
375	United Way of Clallam County	United Way Donations (PPE 03-31-20)	45.00	
380	WCIF	Vision/Life/EAP Premiums 04-2020 (PPE 03-31-20)	1,313.62	
383	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-20) - May Coverage	5,278.68	
384	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2020 (PPE 03-31-20)	2,015.56	
CK 2144	NOLS Employee	HRA Reimbursement	781.72	296,232.61
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
333	Commercial Filter Sales & Service	PO 315 Maintenance Supplies - HVAC Filters - FAC	305.33	
342	Dept. of Revenue - Use/Sales Tax	March 2020 Sales & Use Tax - EFT 744	22.42	
368	Swains General Store, Inc.	PO 340 Maintenance Supplies - Padlock and Hasp for Bookdrop - FAC	16.89	
369	Swains General Store, Inc.	PO 364 Maintenance Supplies - Oil Absorbant for Parking Lot - FAC	3.78	
371	The Home Depot Pro	PO 370 Maintenance Supplies - Cleaning Supplies - FAC	281.39	
372	True Value	PO 349 Maintenance Supplies - Sponges and Cable Ties - FAC	11.15	
CC 6	Amazon.com	PO 338 Office Supplies - Wall Calendar - ADM	19.46	
CC 7	Amazon.com	PO 179 Tech Supplies - Ethernet Caps, Wall Mounts - IT	41.45	
CC 8	Amazon.com	PO 184 Tech Supplies - USB Hubs, Audio Adapter - IT	86.20	
CC 9	Amazon.com	PO 287 Tech Supplies - Back Rest - IT	(28.41)	

Category	Claimant	Purpose	Amount	Subtotal
CC 13	Amazon.com	PO 299 Maintenance Supplies - Weedeater Parts - FAC	7.55	
CC 14	Amazon.com	PO 259 Maintenance Supplies - Disinfecting Wipes - FAC	238.84	
CC 20	CCI Solutions	PO 137 Processing Supplies - Media Cases - TS	441.29	
CC 28	Dell Marketing	PO 176 Toner - PA	271.74	
CC 33	Elm USA	PO 141 Processing Supplies - Disk Repair - TS	207.95	
CC 42	Home Depot	PO 284 Tech Supplies - SQ MPR Wall Raceway - IT	24.31	
CC 43	Home Depot	PO 214 Maintenance Supplies - Asphalt Patch - FAC	16.70	
CC 49	KCDA Purchasing Cooperative	PO 177 Paper Supplies - PA	67.50	
CC 50	KCDA Purchasing Cooperative	PO 238 Office Supplies - Batteries, Tape - PA	54.48	
CC 51	KCDA Purchasing Cooperative	PO 258 Office Supplies - Labels, Note Pads - PA	10.75	
CC 52	KCDA Purchasing Cooperative	PO 258 Paper Supplies - PA	40.06	
CC 53	KCDA Purchasing Cooperative	PO 138 Processing Supplies - Tape - TS	222.69	
CC 54	Labels Direct, Inc.	PO 139 Processing Supplies - Labels - TS	138.00	
CC 55	LabelValue.com	PO 227 Office Supplies - Labels - SQ	37.65	
CC 65	Namifiers	PO 221 Office Supplies - Nametags - NOLS	12.04	
CC 66	Namifiers	PO 221 Office Supplies - Nametags - NOLS	14.18	
CC 67	Namifiers	PO 221 Office Supplies - Nametags - VOL	151.52	
CC 69	NewEgg.com	PO 285 Tech Supplies - Thermal Paste Cleaner - IT	7.01	
CC 70	NewEgg.com	PO 285 Tech Supplies - Electrical Tape - IT	11.08	
CC 71	NewEgg.com	PO 285 Tech Supplies - CPU Fans - IT	30.98	
CC 72	NewEgg.com	PO 285 Tech Supplies - Thermal Paste - IT	11.67	
CC 73	Office Depot	PO 303 Paper Supplies - SQ	81.16	
CC 82	Port Angeles Power Equipment	PO 198 Maintenance Supplies - Gas Cap - FAC	6.50	
CC 87	POSPAPER.com	PO 195 Paper Supplies - PA	79.95	
CC 88	Quill Corporation	PO 257 Paper Supplies - PA	72.82	
CC 89	Quill Corporation	PO 140 Toner - TS	32.60	
CC 90	Quill Corporation	PO 140 Processing Supplies - Stamps - TS	16.48	
CC 91	Quill Corporation	PO 203 Office Supplies - File Guides - FO	55.18	
CC 122	Sally Beauty	PO 302 Office Supplies - Rubbing Alcohol - SQ	17.72	
CC 135	Swains General Store, Inc.	PO 236 Maintenance Supplies - Batteries - FAC	10.84	
CC 147	Amazon.com	PO 277 Technology Supplies - Cable Ties, Batteries - IT	24.65	
CC 150	Amazon.com	PO 259 Maintenance Supplies - Disinfectant Wipes - FAC	358.40	
CC 152	Angeles Millwork & Lumber Company	PO 308 Maint. Supplies - Wood, Stain, Post Caps - FAC	180.40	
CC 157	Home Depot	PO 360 Office Supplies - Cleaning Supplies - SQ	39.58	
CC 161	KCDA Purchasing Cooperative	PO 325 Paper Supplies - PA	8.91	
CC 166	Port Angeles Power Equipment	PO 309 Maintenance Supplies - Fuse - FAC	6.51	
CC 173	True Value	PO 326 Office Supplies - Canvas Dropcloth - FO	31.45	
CC 176	Walmart	PO 343 Office Supplies - Ziplock Bags - PA	15.04	3,815.84
<u>PROGRAM SUPPLIES</u>				
308	Baker & Taylor Information	PO 350 Program Supplies - Teen SRP (PAFOL)	1,424.10	
CC 1	ALA Store	PO 247 Program Supplies - Teen Lounge (PAFOL)	97.76	
CC 5	Amazon.com	PO 143 Program Supplies - Cooking Program (PAFOL)	37.59	
CC 10	Amazon.com	PO 290 Program Supplies - Oculus Headset Masks (PAFOL)	42.14	
CC 25	Costco	PO 300 Program Supplies - February Art Walk (FOSL)	22.57	

Category	Claimant	Purpose	Amount	Subtotal
CC 26	Costco	PO 185 Program Supplies - Teen Lounge (PAFOL)	52.07	
CC 27	Country Aire	PO 144 Program Supplies - Teen Lounge (PAFOL)	3.59	
CC 30	Demco, Inc.	PO 182 Program Supplies - IK Books Tally Sheet (FOSL)	25.39	
CC 31	Dollar Tree	PO 294 Program Supplies - Valentines Program (FOSL)	16.28	
CC 47	JoAnn Fabrics	PO 294 Program Supplies - Valentines Program (FOSL)	35.13	
CC 83	Port Book and News	PO 264 Program Supplies - PAHS Book Club (PAFOL)	134.40	
CC 84	Port Book and News	PO 265 Program Supplies - Book Wars Prizes (PAFOL)	270.00	
CC 85	Port Book and News	PO 265 Program Supplies - Book Wars Prizes (FOSL)	162.00	
CC 86	Port Book and News	PO 265 Program Supplies - Book Wars Prizes (FOFOL)	108.00	
CC 107	Saars Grocery	PO 183 Program Supplies - Teen Lounge (PAFOL)	13.26	
CC 108	Saars Grocery	PO 332 Meeting Supplies - ADM	18.94	
CC 113	Safeway	PO 266 Program Supplies - Book Wars (PAFOL)	5.58	
CC 114	Safeway	PO 266 Program Supplies - Book Wars (FOSL)	3.34	
CC 115	Safeway	PO 266 Program Supplies - Book Wars (FOFOL)	2.24	
CC 116	Safeway	PO 294 Program Supplies - Valentines Program (FOSL)	23.98	
CC 117	Safeway	PO 332 Meeting Supplies - ADM	8.33	
CC 136	Swains General Store, Inc.	PO 145 Program Supplies - Cooking Program (PAFOL)	56.35	
CC 137	UPS	PO 246 Program Supplies - Shipping for Teen Giveaways (PAFOL)	37.88	
CC 138	UPS	PO 245 Program Supplies - Shipping Teen Books (PAFOL)	76.30	
CC 143	Walmart	PO 295 Program Supplies - Teen Lounge (FOSL)	12.18	
CC 145	Amazon.com	PO 278 Program Supplies - 3D Pen (PAFOL)	58.49	
CC 146	Amazon.com	PO 315 Program Supplies - 3D Pen (PAFOL)	46.72	
CC 149	Amazon.com	PO 279 Program Supplies - Board Games (FOSL)	30.96	
CC 110	Safeway	PO 301 Program Supplies - Book Group (FOSL)	35.35	2,860.92
<u>FUEL</u>				
CC 23	Chevron	PO 275 Fuel - Training - PLA - FAC	20.57	
CC 24	Chevron	PO 170 Fuel - Business - Nolsy White - FAC	17.88	
CC 56	Lower Elwha Food & Fuel	PO 210 Fuel - Business - Nolsy Red - FAC	31.83	
CC 57	Lower Elwha Food & Fuel	PO 293 Fuel - Business - Nolsy White - FAC	26.14	
CC 58	Lower Elwha Food & Fuel	PO 272 Fuel - Business - Nolsy Red - FAC	34.49	
CC 59	Lower Elwha Food & Fuel	PO 224 Fuel - Business - Nolsy White - NOLS	31.58	
CC 60	Lower Elwha Food & Fuel	PO 296 Fuel - Business - NOLS	24.14	
CC 118	Safeway Fuel	PO 208 Fuel - Business - Nolsy White - NOLS	32.48	
CC 119	Safeway Fuel	PO 261 Fuel - Business - Transport Van - NOLS	34.61	
CC 120	Safeway Fuel	PO 204 Fuel - Business - NOLS	24.30	
CC 121	Safeway Fuel	PO 175 Fuel - Business - FAC	26.46	
CC 124	Shell	PO 181 Fuel - Business - Facilities Van - FAC	57.94	
CC 125	Shell	PO 197 Fuel - Business - Cargo Van - FAC	80.30	
CC 126	Shell	PO 242 Fuel - Business - Facilities Van - FAC	75.78	
CC 127	Shell	PO 310 Fuel - Training - Westy - FAC	31.01	
CC 140	USA Food Mart & Deli	PO 235 Fuel - Business - Power Equipment - FAC	20.00	
CC 153	Arco	PO 317 Fuel - Business - NOLS Van - NOLS	50.12	
CC 154	Arco	PO 327 Fuel - Business - NOLS Van - NOLS	57.66	

Category	Claimant	Purpose	Amount	Subtotal
CC 155	Evergreen 76	PO 319 Fuel - Business - Westy - FAC	28.20	
CC 162	Lower Elwha Food & Fuel	PO 307 Fuel - Business - NOLS Van - NOLS	60.52	
CC 163	Lower Elwha Food & Fuel	PO 320 Fuel - Business - NOLS Van - NOLS	47.00	
CC 164	Lower Elwha Food & Fuel	PO 298 Fuel - Business - NOLS	24.60	
CC 168	Safeway Fuel	PO 297 Fuel - Business - NOLS	29.11	
CC 169	Shell	PO 341 Fuel - Business - Transit Van - FAC	32.28	899.00
<u>COLLECTION MATERIALS</u>				
302	Amazon.com	Collection Materials	600.52	
303	Amazon.com	Collection Materials	210.22	
306	Baker & Taylor Entertainment	Collection Materials	152.68	
307	Baker & Taylor Entertainment	Collection Materials	294.85	
308	Baker & Taylor Information	Collection Materials	2,284.17	
309	Baker & Taylor Information	Collection Materials	2,953.49	
311	CENGAGE Learning	Collection Materials	242.39	
312	CENGAGE Learning	Collection Materials	301.79	
342	Dept. of Revenue - Use/Sales Tax	March 2020 Sales & Use Tax - EFT 744	23.58	
343	Dex YP	Collection Materials	93.38	
353	Midwest Tape	Collection Materials	927.66	
359	OverDrive, Inc.	Collection Materials	771.94	
360	OverDrive, Inc.	Collection Materials	1,551.12	
361	OverDrive, Inc.	Collection Materials	2,246.42	
CC 109	Safeway	PO 237 Collection Materials	2.00	
CC 111	Safeway	PO 237 Collection Materials	6.00	
CC 112	Safeway	PO 237 Collection Materials	2.00	
CC 167	Safeway	PO 354 Collection Materials	2.00	12,666.21
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
CC 41	Harbor Freight Tools	PO 199 Small Tools - Ratchet Straps - FAC	13.02	13.02
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
301	ADP, LLC	Payroll Services - Processing - (PPE 03-31-2020)	781.70	
337	Demco, Inc.	Technology Services - Public Use Software - Sign Up Renewal - 05-2020 to 04-2021 - IT	2,142.16	
347	E-Rate Expertise	PO 355 Professional Services - E-Rate Consulting - NOLS	1,125.00	
355	OCLC, Inc.	PO 330, 342 Technology Services - OCLC Metadata and Worldshare (12/2019 to 06/2020) - EZProxy (03/2020 to 02/2021) - TS	3,132.49	
356	OCLC, Inc.	PO 348 Technology Services - OCLC Metadata and Worldshare (12/2019 to 06/2020) - TS	2,471.61	
357	OCLC, Inc.	PO 352 Technology Services - Web Dewey Subscription (04/2020 to 03/2021) - TS	366.22	
358	Olympic Laundry & Dry Cleaners, Inc.	PO 351 Professional Services - Laundry - FAC	130.59	
363	Peabody, Karin	PO 372 Training - Self-Care Workshop - ASTD - NOLS	400.00	
367	Summit Law Group	PO 363 Professional Services - Legal Services - L&E Matters - ADM	165.00	
374	Unique Management Services, Inc.	Professional Services - Debt Collection	113.40	
CC 35	Facebook	PO 337 Advertising - Sponsored Posts - NOLS	86.33	

Category	Claimant	Purpose	Amount	Subtotal
CC 64	Microsoft Tech Support	PO 329 Technology Services - Commercial Desk Support - IT	499.00	
CC 78	Pay Pal	Gateway Service Fee - NOLS	59.95	
CC 131	Stamps.com	PO 225 Technology Services - Monthly Charge - TS	19.56	
CC 156	Facebook	PO 361 Advertising - Sponsored Posts - NOLS	125.00	
CC 159	Innovative Users Group	PO 357 Conference Fee - IUG 2020 - NOLS	(390.00)	
CC 160	Innovative Users Group	PO 105 Conference Fee - IUG 2020 - NOLS	(390.00)	
CC 165	Pay Pal	Monthly Gateway Fee	59.95	
CC 171	Stamps.com	PO 346 Technology Services - Monthly Fee - TS	19.56	
CC 178	Zoom	PO 344 Technology Services - Pro Monthly Service - NOLS	16.30	
CC 179	Zoom	PO 362 Technology Services - Pro Accounts - NOLS	48.89	
CC 180	Zoom	PO 359 Technology Services - Pro Monthly Service - NOLS	16.30	
CK 2143	Soha, Bridgette	C31 Programming - AED and Basic First Aid - NOLS	270.00	11,269.01
<u>COMMUNICATIONS</u>				
304	Angeles Communications	Communications - VOIP	902.21	
313	CenturyLink 300511187 FO	Communications - Voice - FO	82.07	
314	CenturyLink 300511187 FO	Communications - Voice - FO	163.72	
315	CenturyLink 300561130 CB	Communications - Voice - CB	75.14	
316	CenturyLink 300561130 CB	Communications - Voice - CB	149.86	
317	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	116.10	
318	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	115.70	
319	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.51	
320	CenturyLink Bus. Svcs Acct 80206627	Communications - POTS	60.46	
321	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.75	
322	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.14	
378	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03	
379	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03	
381	WDH - Wave Business	Communication - Internet - IT	2,381.52	
CC 128	Stamps.com	PO 127 Postage - TS	250.00	
CC 129	Stamps.com	PO 178 Postage - TS	250.00	
CC 130	Stamps.com	PO 220 Postage - TS	250.00	
CC 132	Stamps.com	PO 239 Postage - TS	250.00	
CC 139	UPS	PO 169 Communication - Freight - TS	14.74	
CC 141	USPS	PO 223 Postage - Certified Mail - NOLS	6.55	
CC 170	Stamps.com	PO 316 Postage - TS	250.00	
CC 174	UPS	PO 234 Communication - Freight - TS	11.73	
CC 175	USPS	PO 339 Postage - TS	8.25	6,130.51
<u>TRAVEL</u>				
CC 2	Alaska Airlines	PO 276 Travel - Training - PLA - NOLS	90.00	
CC 3	Alaska Airlines	PO 255 Travel - Training - PLA - NOLS	11.00	
CC 4	Alaska Airlines	PO 289 Travel - Training - PLA - NOLS	79.00	
CC 15	Atlanta Airport	PO 334 Travel - Training - PLA - NOLS	19.25	
CC 16	Baja Sexto	PO 289 Travel - Training - PLA - NOLS	18.10	
CC 17	Bajo Sexto Taco	PO 274 Travel - Training - PLA - NOLS	58.42	

Category	Claimant	Purpose	Amount	Subtotal
CC 18	BB Kings Blues	PO 334 Travel - Training - PLA - NOLS	23.86	
CC 19	Bourbon Street Blues	PO 334 Travel - Training - PLA - NOLS	25.00	
CC 21	Cerveza Jacks	PO 334 Travel - Training - PLA - NOLS	25.19	
CC 22	Checker Cab	PO 276 Travel - Training - PLA - NOLS	32.20	
CC 29	Delta Air	PO 286 Travel - Training - IUG - NOLS	757.60	
CC 32	Downtown Diner	PO 249 Travel - Training - PLA - NOLS	23.12	
CC 34	Evergreens	PO 289 Travel - Training - PLA - NOLS	15.40	
CC 36	Food Hall	PO 334 Travel - Training - PLA - NOLS	19.02	
CC 37	Freshens	PO 274 Travel - Training - PLA - NOLS	24.54	
CC 38	Frothy Monkey	PO 274 Travel - Training - PLA - NOLS	37.01	
CC 39	Frothy Monkey	PO 254 Travel - Training - PLA - NOLS	71.95	
CC 40	Greyhound	PO 244 Travel - Training - PLA - NOLS	69.00	
CC 44	Hyatt	PO 248 Travel - Training - PLA - NOLS	20.47	
CC 45	IHOP	PO 274 Travel - Training - PLA - NOLS	47.27	
CC 46	Jiffy Airport Parking	PO 276 Travel - Training - PLA - NOLS	0.30	
CC 48	Johnny Cash Kitchen	PO 252 Travel - Training - PLA - NOLS	12.15	
CC 61	Lyft	PO 335 Travel - Training - PLA - NOLS	28.76	
CC 62	Lyft	PO 335 Travel - Training - PLA - NOLS	17.63	
CC 68	Nashvegas	PO 274 Travel - Training - PLA - NOLS	32.20	
CC 74	Ole Red Nashville	PO 274 Travel - Training - PLA - NOLS	84.38	
CC 76	Pallino	PO 274 Travel - Training - PLA - NOLS	24.54	
CC 77	Panera Bread	PO 334 Travel - Training - PLA - NOLS	15.64	
CC 79	Poor Your NW Travel	PO 334 Travel - Training - PLA - NOLS	11.09	
CC 80	Popeyes	PO 334 Travel - Training - PLA - NOLS	6.64	
CC 92	Renaissance	PO 274 Travel - Training - PLA - NOLS	12.60	
CC 93	Renaissance	PO 274 Travel - Training - PLA - NOLS	22.11	
CC 94	Renaissance	PO 250 Travel - Training - PLA - NOLS	23.81	
CC 95	Renaissance	PO 251 Travel - Training - PLA - NOLS	11.63	
CC 96	Renaissance	PO 253 Travel - Training - PLA - NOLS	10.96	
CC 97	Renaissance	PO 334 Travel - Training - PLA - NOLS	9.76	
CC 98	Renaissance	PO 334 Travel - Training - PLA - NOLS	23.44	
CC 99	Renaissance	PO 336 Travel - Training - PLA - NOLS	1,389.75	
CC 100	Renaissance	PO 312 Travel - Training - PLA - NOLS	39.25	
CC 101	Renaissance	PO 313 Travel - Training - PLA - NOLS	1,435.08	
CC 102	Renaissance	PO 289 Travel - Training - PLA - NOLS	26.10	
CC 103	Renaissance	PO 289 Travel - Training - PLA - NOLS	10.96	
CC 104	Renaissance	PO 289 Travel - Training - PLA - NOLS	6.57	
CC 105	Renaissance	PO 289 Travel - Training - PLA - NOLS	1,389.75	
CC 106	Renaissance Hotel	PO 274 Travel - Training - PLA - NOLS	28.34	
CC 123	Sequim Chamber of Commerce	PO 200 Travel - Business - Chamber Lunch - SQ	30.00	
CC 133	Sun Diner	PO 334 Travel - Training - PLA - NOLS	19.25	
CC 134	Sun Diner	PO 334 Travel - Training - PLA - NOLS	18.25	
CC 142	Vui's Kitchen	PO 334 Travel - Training - PLA - NOLS	22.42	
CC 144	WSDOT Good to Go	PO 311 Travel - Training - PLA - NOLS	6.00	6,236.76

Category	Claimant	Purpose	Amount	Subtotal
<u>UTILITIES</u>				
	323 City of Forks	Public Utilities - FO	107.88	
	324 City of Port Angeles/Orcas Avenue	Public Utilities - PA	199.46	
	325 City of Port Angeles/Orcas Avenue	Public Utilities - PA	199.01	
	326 City of Port Angeles/Peabody St.	Public Utilities - PA	4,944.23	
	327 City of Sequim	Public Utilities - SQ	118.98	
	328 Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
	329 Clallam County PUD	Public Utilities - SQ - FO	1,133.00	
	330 Clallam County PUD	Public Utilities - CB	403.00	
	331 Clallam County PUD	Public Utilities - FO	471.00	
	332 Clallam County PUD	Public Utilities - SQ	662.00	
	344 DM Disposal Company, Inc.	Public Utilities - PA - SQ	499.63	
	382 West Waste & Recycling	Public Utilities - FO - CB	56.43	8,851.12
<u>REPAIR AND MAINTENANCE</u>				
	336 Dahll's Upholstery	PO 347 Repair and Maint. - PA Reupholster 2 Chairs - FAC	1,124.06	
	362 Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	201.68	
	CC 63 Master Locksmith, LLC	PO 201 Repair and Maintenance - Keys - FAC	20.64	
	CC 81 Port Angeles Auto Glass	PO 215 Vehicle Maintenance - Nolsy White - Windshield Repair - FAC	43.48	1,389.86
<u>INTERGOVERNMENTAL SERVICES</u>				
	339 Dept. of Retirement Systems	DRS OASI for 2019 Tax Year	25.00	
	366 State Auditor's Office	State Examiner's Fee - Investigation - ADM	210.10	235.10
<u>MACHINERY AND EQUIPMENT</u>				
	342 Dept. of Revenue - Use/Sales Tax	March 2020 Sales & Use Tax - EFT 744	34.62	
	CC 11 Amazon.com	PO 206 Machinery and Equipment - Undesignated Contingency - Steam Cleaner - FAC	868.51	
	CC 12 Amazon.com	PO 232 Machinery and Equipment - Carpet Sweepers - FAC	62.72	
	CC 75 Opto International	PO 333 Machinery and Equipment - Display Cart - FO	2,586.34	
	CC 148 Amazon.com	PO 358 Machinery and Equipment - NUC Computer - IT	308.70	
	CC 151 Amazon.com	PO 292 Machinery and Equipment - Workstation Privacy Screen - TS	212.07	
	CC 158 Home Depot	PO 288 Machinery and Equipment - Hand Truck - Udesignated Contingency - NOLS	54.76	
	CC 172 Tech Soup	PO 328 Machinery and Equipment - Sharepoint License - NOLS	673.00	
	CC 177 Walmart	PO 345 Machinery and Equipment - Laptop Power Adapters - IT	40.34	4,841.06
<u>SALES TAX</u>				
	342 Dept. of Revenue - Use/Sales Tax	March 2020 Sales & Use Tax - EFT 744	96.25	96.25
			355,537.27	355,537.27



Voucher Approval for April 2020

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 #299 through #384 are approved in the amount of \$355,537.27 this 28th day of May 2020.

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

No.	Claimant	Purpose	Amount
299	ADP Tax/Financial Services	Net Payroll (PPE 03-31-20) - EFT 738	140,052.81
300	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-20) - EFT 739	52,139.33
301	ADP, LLC	Payroll Services - Processing - (PPE 03-31-2020)	781.70
302	Amazon.com	Collection Materials	600.52
303	Amazon.com	Collection Materials	210.22
304	Angeles Communications	Communications - VOIP	902.21
305	NOLS Employee	HRA Reimbursement	156.28
306	Baker & Taylor Entertainment	Collection Materials	152.68
307	Baker & Taylor Entertainment	Collection Materials	294.85
308	Baker & Taylor Information	Collection Materials PO 350 Program Supplies - Teen SRP (PAFOL)	3,708.27
309	Baker & Taylor Information	Collection Materials	2,953.49
310	NOLS Employee	HRA Reimbursement	371.92
311	CENGAGE Learning	Collection Materials	242.39
312	CENGAGE Learning	Collection Materials	301.79
313	CenturyLink 300511187 FO	Communications - Voice - FO	82.07
314	CenturyLink 300511187 FO	Communications - Voice - FO	163.72
315	CenturyLink 300561130 CB	Communications - Voice - CB	75.14
316	CenturyLink 300561130 CB	Communications - Voice - CB	149.86
317	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	116.10
318	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	115.70
319	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	67.51
320	CenturyLink Bus. Svcs Acct 80206627	Communications - POTS	60.46
321	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.75
322	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.14
323	City of Forks	Public Utilities - FO	107.88
324	City of Port Angeles/Orcas Avenue	Public Utilities - PA	199.46

No.	Claimant	Purpose	Amount
325	City of Port Angeles/Orcas Avenue	Public Utilities - PA	199.01
326	City of Port Angeles/Peabody St.	Public Utilities - PA	4,944.23
327	City of Sequim	Public Utilities - SQ	118.98
328	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50
329	Clallam County PUD	Public Utilities - SQ - FO	1,133.00
330	Clallam County PUD	Public Utilities - CB	403.00
331	Clallam County PUD	Public Utilities - FO	471.00
332	Clallam County PUD	Public Utilities - SQ	662.00
333	Commercial Filter Sales & Service	PO 315 Maintenance Supplies - HVAC Filters - FAC	305.33
334	NOLS Employee	HRA Reimbursement	122.76
335	NOLS Employee	HRA Reimbursement	1,150.00
336	Dahl's Upholstery	PO 347 Repair and Maintenance - PA Reupholster 2 Chairs - FAC	1,124.06
337	Demco, Inc.	Technology Services - Public Use Software - Sign Up Renewal - 05-2020 to 04-2021 - IT	2,142.16
338	Dept. of Labor & Industries	Q1 2020 L&I NOLS	5,528.15
339	Dept. of Retirement Systems	DRS OASI for 2019 Tax Year	25.00
340	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-20) - EFT 740	38,596.44
341	Dept. of Retirement Systems	DCP Retirement 04-2020 (PPE 03-31-20) - EFT 741	8,220.00
342	Dept. of Revenue - Use/Sales Tax	March 2020 Sales & Use Tax - EFT 744	176.87
343	Dex YP	Collection Materials	93.38
344	DM Disposal Company, Inc.	Public Utilities - PA - SQ	499.63
345	NOLS Employee	HRA Reimbursement	1,145.00
346	NOLS Employee	HRA Reimbursement	353.94
347	E-Rate Expertise	PO 355 Professional Services - E-Rate Consulting - NOLS	1,125.00
348	NOLS Employee	HRA Reimbursement	271.56
349	Hartford Retirement Plan Solutions	MMDCP 04-2020 (PPE 03-31-20) - EFT 742	200.00
350	Health Care Authority	HCA 04-2020 (PPE 03-31-20)	36,630.54
351	HealthEquity	HSA ER Contributions - April 2020	706.70
352	NOLS Employee	HRA Reimbursement	203.20
353	Midwest Tape	Collection Materials	927.66
354	North Olympic Library System	April 2020 Revolving Fund Reimbursement (*Detail Below)	1,051.72
355	OCLC, Inc.	PO 330, 342 Technology Services - OCLC Metadata and Worldshare (12/2019 to 06/2020) - EZProxy (03/2020 to 02/2021) - TS	3,132.49
356	OCLC, Inc.	PO 348 Technology Services - OCLC Metadata and Worldshare (12/2019 to 06/2020)	2,471.61
357	OCLC, Inc.	PO 352 Technology Services - Web Dewey Subscription (04/2020 to 03/2021) - TS	366.22
358	Olympic Laundry & Dry Cleaners, Inc.	PO 351 Professional Services - Laundry - FAC	130.59
359	OverDrive, Inc.	Collection Materials	771.94
360	OverDrive, Inc.	Collection Materials	1,551.12
361	OverDrive, Inc.	Collection Materials	2,246.42
362	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	201.68

No.	Claimant	Purpose	Amount
363	Peabody, Karin	PO 372 Training - Self-Care Workshop - ASTD - NOLS	400.00
364	NOLS Employee	HRA Reimbursement	181.04
365	NOLS Employee	HRA Reimbursement	403.82
366	State Auditor's Office	State Examiner's Fee - Investigation - ADM	210.10
367	Summit Law Group	PO 363 Professional Services - Legal Services - L&E Matters - ADM	165.00
368	Swains General Store, Inc.	PO 340 Maintenance Supplies - Padlock and Hasp for Bookdrop - FAC	16.89
369	Swains General Store, Inc.	PO 364 Maintenance Supplies - Oil Absorbant for Parking Lot - FAC	3.78
370	NOLS Employee	HRA Reimbursement	271.56
371	The Home Depot Pro	PO 370 Maintenance Supplies - Cleaning Supplies - FAC	281.39
372	True Value	PO 349 Maintenance Supplies - Sponges and Cable Ties - FAC	11.15
373	NOLS Employee	HRA Reimbursement	92.98
374	Unique Management Services, Inc.	Professional Services - Debt Collection	113.40
375	United Way of Clallam County	United Way Donations (PPE 03-31-20)	45.00
376	US Bank	Credit Card Services - February 2020 Charges (*Detail Below)	15,907.70
377	US Bank	Credit Card Services - March 2020 Charges (*Detail Below)	2,197.45
378	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03
379	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03
380	WCIF	Vision/Life/EAP Premiums 04-2020 (PPE 03-31-20)	1,313.62
381	WDH - Wave Business	Communication - Internet - IT	2,381.52
382	West Waste & Recycling	Public Utilities - FO - CB	56.43
383	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-20) - May Coverage	5,278.68
384	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2020 (PPE 03-31-20)	2,015.56
			355,537.27

*** Detail - NOLS Revolving Fund Account -- Voucher #354**

2143	Soha, Bridgette	C3I Programming - AED and Basic First Aid - NOLS	270.00
2144	NOLS Employee	HRA Reimbursement	781.72
			1,051.72

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #376**

1	ALA Store	PO 247 Program Supplies - Teen Lounge (PAFOL)	97.76
2	Alaska Airlines	PO 276 Travel - Training - PLA - NOLS	90.00
3	Alaska Airlines	PO 255 Travel - Training - PLA - NOLS	11.00
4	Alaska Airlines	PO 289 Travel - Training - PLA - NOLS	79.00
5	Amazon.com	PO 143 Program Supplies - Cooking Program (PAFOL)	37.59
6	Amazon.com	PO 338 Office Supplies - Wall Calendar - ADM	19.46

No.	Claimant	Purpose	Amount
7	Amazon.com	PO 179 Tech Supplies - Ethernet Caps, Wall Mounts - IT	41.45
8	Amazon.com	PO 184 Tech Supplies - USB Hubs, Audio Adapter - IT	86.20
9	Amazon.com	PO 287 Tech Supplies - Back Rest - IT	(28.41)
10	Amazon.com	PO 290 Program Supplies - Oculus Headset Masks (PAFOL)	42.14
11	Amazon.com	PO 206 Machinery and Equipment - Undesignated Contingency - Steam Cleaner - FAC	868.51
12	Amazon.com	PO 232 Machinery and Equip. - Carpet Sweepers - FAC	62.72
13	Amazon.com	PO 299 Maintenance Supplies - Weedeater Parts - FAC	7.55
14	Amazon.com	PO 259 Maintenance Supplies - Disinfecting Wipes - FAC	238.84
15	Atlanta Airport	PO 334 Travel - Training - PLA - NOLS	19.25
16	Baja Sexto	PO 289 Travel - Training - PLA - NOLS	18.10
17	Bajo Sexto Taco	PO 274 Travel - Training - PLA - NOLS	58.42
18	BB Kings Blues	PO 334 Travel - Training - PLA - NOLS	23.86
19	Bourbon Street Blues	PO 334 Travel - Training - PLA - NOLS	25.00
20	CCI Solutions	PO 137 Processing Supplies - Media Cases - TS	441.29
21	Cerveza Jacks	PO 334 Travel - Training - PLA - NOLS	25.19
22	Checker Cab	PO 276 Travel - Training - PLA - NOLS	32.20
23	Chevron	PO 275 Fuel - Training - PLA - FAC	20.57
24	Chevron	PO 170 Fuel - Business - Nolsy White - FAC	17.88
25	Costco	PO 300 Program Supplies - February Art Walk (FOSL)	22.57
26	Costco	PO 185 Program Supplies - Teen Lounge (PAFOL)	52.07
27	Country Aire	PO 144 Program Supplies - Teen Lounge (PAFOL)	3.59
28	Dell Marketing	PO 176 Toner - PA	271.74
29	Delta Air	PO 286 Travel - Training - IUG - NOLS	757.60
30	Demco, Inc.	PO 182 Program Supplies - IK Books Tally Sheet (FOSL)	25.39
31	Dollar Tree	PO 294 Program Supplies - Valentines Program (FOSL)	16.28
32	Downtown Diner	PO 249 Travel - Training - PLA - NOLS	23.12
33	Elm USA	PO 141 Processing Supplies - Disk Repair - TS	207.95
34	Evergreens	PO 289 Travel - Training - PLA - NOLS	15.40
35	Facebook	PO 337 Advertising - Sponsored Posts - NOLS	86.33
36	Food Hall	PO 334 Travel - Training - PLA - NOLS	19.02
37	Freshens	PO 274 Travel - Training - PLA - NOLS	24.54
38	Frothy Monkey	PO 274 Travel - Training - PLA - NOLS	37.01
39	Frothy Monkey	PO 254 Travel - Training - PLA - NOLS	71.95
40	Greyhound	PO 244 Travel - Training - PLA - NOLS	69.00
41	Harbor Freight Tools	PO 199 Small Tools - Ratchet Straps - FAC	13.02
42	Home Depot	PO 284 Tech Supplies - SQ MPR Wall Raceway - IT	24.31
43	Home Depot	PO 214 Maintenance Supplies - Asphalt Patch - FAC	16.70
44	Hyatt	PO 248 Travel - Training - PLA - NOLS	20.47
45	IHOP	PO 274 Travel - Training - PLA - NOLS	47.27
46	Jiffy Airport Parking	PO 276 Travel - Training - PLA - NOLS	0.30
47	JoAnn Fabrics	PO 294 Program Supplies - Valentines Program (FOSL)	35.13
48	Johnny Cash Kitchen	PO 252 Travel - Training - PLA - NOLS	12.15

No.	Claimant	Purpose	Amount
49	KCDA Purchasing Cooperative	PO 177 Paper Supplies - PA	67.50
50	KCDA Purchasing Cooperative	PO 238 Office Supplies - Batteries, Tape - PA	54.48
51	KCDA Purchasing Cooperative	PO 258 Office Supplies - Labels, Note Pads - PA	10.75
52	KCDA Purchasing Cooperative	PO 258 Paper Supplies - PA	40.06
53	KCDA Purchasing Cooperative	PO 138 Processing Supplies - Tape - TS	222.69
54	Labels Direct, Inc.	PO 139 Processing Supplies - Labels - TS	138.00
55	LabelValue.com	PO 227 Office Supplies - Labels - SQ	37.65
56	Lower Elwha Food & Fuel	PO 210 Fuel - Business - Nolsy Red - FAC	31.83
57	Lower Elwha Food & Fuel	PO 293 Fuel - Business - Nolsy White - FAC	26.14
58	Lower Elwha Food & Fuel	PO 272 Fuel - Business - Nolsy Red - FAC	34.49
59	Lower Elwha Food & Fuel	PO 224 Fuel - Business - Nolsy White - NOLS	31.58
60	Lower Elwha Food & Fuel	PO 296 Fuel - Business - NOLS	24.14
61	Lyft	PO 335 Travel - Training - PLA - NOLS	28.76
62	Lyft	PO 335 Travel - Training - PLA - NOLS	17.63
63	Master Locksmith, LLC	PO 201 Repair and Maintenance - Keys - FAC	20.64
64	Microsoft Tech Support	PO 329 Technology Services - Commercial Desk Support - IT	499.00
65	Namifiers	PO 221 Office Supplies - Nametags - NOLS	12.04
66	Namifiers	PO 221 Office Supplies - Nametags - NOLS	14.18
67	Namifiers	PO 221 Office Supplies - Nametags - VOL	151.52
68	Nashvegas	PO 274 Travel - Training - PLA - NOLS	32.20
69	NewEgg.com	PO 285 Tech Supplies - Thermal Paste Cleaner - IT	7.01
70	NewEgg.com	PO 285 Tech Supplies - Electrical Tape - IT	11.08
71	NewEgg.com	PO 285 Tech Supplies - CPU Fans - IT	30.98
72	NewEgg.com	PO 285 Tech Supplies - Thermal Paste - IT	11.67
73	Office Depot	PO 303 Paper Supplies - SQ	81.16
74	Ole Red Nashville	PO 274 Travel - Training - PLA - NOLS	84.38
75	Opto International	PO 333 Machinery and Equipment - Display Cart - FO	2,586.34
76	Pallino	PO 274 Travel - Training - PLA - NOLS	24.54
77	Panera Bread	PO 334 Travel - Training - PLA - NOLS	15.64
78	Pay Pal	Gateway Service Fee - NOLS	59.95
79	Poor Your NW Travel	PO 334 Travel - Training - PLA - NOLS	11.09
80	Popeyes	PO 334 Travel - Training - PLA - NOLS	6.64
81	Port Angeles Auto Glass	PO 215 Vehicle Maintenance - Nolsy White - Windshield Repair - FAC	43.48
82	Port Angeles Power Equipment	PO 198 Maintenance Supplies - Gas Cap - FAC	6.50
83	Port Book and News	PO 264 Program Supplies - PAHS Book Club (PAFOL)	134.40
84	Port Book and News	PO 265 Program Supplies - Book Wars Prizes (PAFOL)	270.00
85	Port Book and News	PO 265 Program Supplies - Book Wars Prizes (FOSL)	162.00
86	Port Book and News	PO 265 Program Supplies - Book Wars Prizes (FOFOL)	108.00
87	POSPAPER.com	PO 195 Paper Supplies - PA	79.95
88	Quill Corporation	PO 257 Paper Supplies - PA	72.82
89	Quill Corporation	PO 140 Toner - TS	32.60
90	Quill Corporation	PO 140 Processing Supplies - Stamps - TS	16.48

No.	Claimant	Purpose	Amount
91	Quill Corporation	PO 203 Office Supplies - File Guides - FO	55.18
92	Renaissance	PO 274 Travel - Training - PLA - NOLS	12.60
93	Renaissance	PO 274 Travel - Training - PLA - NOLS	22.11
94	Renaissance	PO 250 Travel - Training - PLA - NOLS	23.81
95	Renaissance	PO 251 Travel - Training - PLA - NOLS	11.63
96	Renaissance	PO 253 Travel - Training - PLA - NOLS	10.96
97	Renaissance	PO 334 Travel - Training - PLA - NOLS	9.76
98	Renaissance	PO 334 Travel - Training - PLA - NOLS	23.44
99	Renaissance	PO 336 Travel - Training - PLA - NOLS	1,389.75
100	Renaissance	PO 312 Travel - Training - PLA - NOLS	39.25
101	Renaissance	PO 313 Travel - Training - PLA - NOLS	1,435.08
102	Renaissance	PO 289 Travel - Training - PLA - NOLS	26.10
103	Renaissance	PO 289 Travel - Training - PLA - NOLS	10.96
104	Renaissance	PO 289 Travel - Training - PLA - NOLS	6.57
105	Renaissance	PO 289 Travel - Training - PLA - NOLS	1,389.75
106	Renaissance Hotel	PO 274 Travel - Training - PLA - NOLS	28.34
107	Saars Grocery	PO 183 Program Supplies - Teen Lounge (PAFOL)	13.26
108	Saars Grocery	PO 332 Meeting Supplies - ADM	18.94
109	Safeway	PO 237 Collection Materials	2.00
110	Safeway	PO 301 Program Supplies - Book Group (FOSL)	35.35
111	Safeway	PO 237 Collection Materials	6.00
112	Safeway	PO 237 Collection Materials	2.00
113	Safeway	PO 266 Program Supplies - Book Wars (PAFOL)	5.58
114	Safeway	PO 266 Program Supplies - Book Wars (FOSL)	3.34
115	Safeway	PO 266 Program Supplies - Book Wars (FOFOL)	2.24
116	Safeway	PO 294 Program Supplies - Valentines Program (FOSL)	23.98
117	Safeway	PO 332 Meeting Supplies - ADM	8.33
118	Safeway Fuel	PO 208 Fuel - Business - Nolsy White - NOLS	32.48
119	Safeway Fuel	PO 261 Fuel - Business - Transport Van - NOLS	34.61
120	Safeway Fuel	PO 204 Fuel - Business - NOLS	24.30
121	Safeway Fuel	PO 175 Fuel - Business - FAC	26.46
122	Sally Beauty	PO 302 Office Supplies - Rubbing Alcohol - SQ	17.72
123	Sequim Chamber of Commerce	PO 200 Travel - Business - Chamber Lunch - SQ	30.00
124	Shell	PO 181 Fuel - Business - Facilities Van - FAC	57.94
125	Shell	PO 197 Fuel - Business - Cargo Van - FAC	80.30
126	Shell	PO 242 Fuel - Business - Facilities Van - FAC	75.78
127	Shell	PO 310 Fuel - Training - Westy - FAC	31.01
128	Stamps.com	PO 127 Postage - TS	250.00
129	Stamps.com	PO 178 Postage - TS	250.00
130	Stamps.com	PO 220 Postage - TS	250.00
131	Stamps.com	PO 225 Technology Services - Monthly Charge - TS	19.56
132	Stamps.com	PO 239 Postage - TS	250.00
133	Sun Diner	PO 334 Travel - Training - PLA - NOLS	19.25

No.	Claimant	Purpose	Amount
I34	Sun Diner	PO 334 Travel - Training - PLA - NOLS	18.25
I35	Swains General Store, Inc.	PO 236 Maintenance Supplies - Batteries - FAC	10.84
I36	Swains General Store, Inc.	PO 145 Program Supplies - Cooking Program (PAFOL)	56.35
I37	UPS	PO 246 Program Supplies - Shipping for Teen Giveaways (PAFOL)	37.88
I38	UPS	PO 245 Program Supplies - Shipping Teen Books (PAFOL)	76.30
I39	UPS	PO 169 Communication - Freight - TS	14.74
I40	USA Food Mart & Deli	PO 235 Fuel - Business - Power Equipment - FAC	20.00
I41	USPS	PO 223 Postage - Certified Mail - NOLS	6.55
I42	Vui's Kitchen	PO 334 Travel - Training - PLA - NOLS	22.42
I43	Walmart	PO 295 Program Supplies - Teen Lounge (FOSL)	12.18
I44	WSDOT Good to Go	PO 311 Travel - Training - PLA - NOLS	6.00
			15,907.70

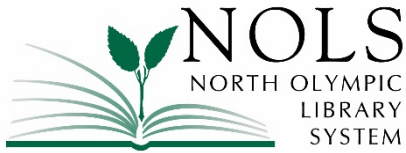
*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #377**

I45	Amazon.com	PO 278 Program Supplies - 3D Pen (PAFOL)	58.49
I46	Amazon.com	PO 315 Program Supplies - 3D Pen (PAFOL)	46.72
I47	Amazon.com	PO 277 Technology Supplies - Cable Ties, Batteries - IT	24.65
I48	Amazon.com	PO 358 Machinery and Equipment - NUC Computer - IT	308.70
I49	Amazon.com	PO 279 Program Supplies - Board Games (FOSL)	30.96
I50	Amazon.com	PO 259 Maintenance Supplies - Disinfectant Wipes - FAC	358.40
I51	Amazon.com	PO 292 Machinery and Equipment - Workstation Privacy Screen - TS	212.07
I52	Angeles Millwork & Lumber Company	PO 308 Maint. Supplies - Wood, Stain, Post Caps - FAC	180.40
I53	Arco	PO 317 Fuel - Business - NOLS Van - NOLS	50.12
I54	Arco	PO 327 Fuel - Business - NOLS Van - NOLS	57.66
I55	Evergreen 76	PO 319 Fuel - Business - Westy - FAC	28.20
I56	Facebook	PO 361 Advertising - Sponsored Posts - NOLS	125.00
I57	Home Depot	PO 360 Office Supplies - Cleaning Supplies - SQ	39.58
I58	Home Depot	PO 288 Machinery and Equipment - Hand Truck - UNDESIGNATED CONTINGENCY - NOLS	54.76
I59	Innovative Users Group	PO 357 Conference Fee - IUG 2020 - NOLS	(390.00)
I60	Innovative Users Group	PO 105 Conference Fee - IUG 2020 - NOLS	(390.00)
I61	KCDA Purchasing Cooperative	PO 325 Paper Supplies - PA	8.91
I62	Lower Elwha Food & Fuel	PO 307 Fuel - Business - NOLS Van - NOLS	60.52
I63	Lower Elwha Food & Fuel	PO 320 Fuel - Business - NOLS Van - NOLS	47.00
I64	Lower Elwha Food & Fuel	PO 298 Fuel - Business - NOLS	24.60
I65	Pay Pal	Monthly Gateway Fee	59.95
I66	Port Angeles Power Equipment	PO 309 Maintenance Supplies - Fuse - FAC	6.51
I67	Safeway	PO 354 Collection Materials	2.00
I68	Safeway Fuel	PO 297 Fuel - Business - NOLS	29.11
I69	Shell	PO 341 Fuel - Business - Transit Van - FAC	32.28
I70	Stamps.com	PO 316 Postage - TS	250.00

No.	Claimant	Purpose	Amount
171	Stamps.com	PO 346 Technology Services - Monthly Fee - TS	19.56
172	Tech Soup	PO 328 Machinery and Equipment - Sharepoint License - NOLS	673.00
173	True Value	PO 326 Office Supplies - Canvas Dropcloth - FO	31.45
174	UPS	PO 234 Communication - Freight - TS	11.73
175	USPS	PO 339 Postage - TS	8.25
176	Walmart	PO 343 Office Supplies - Ziplock Bags - PA	15.04
177	Walmart	PO 345 Machinery and Equipment - Laptop Power Adapters - IT	40.34
178	Zoom	PO 344 Technology Services - Pro Monthly Service - NOLS	16.30
179	Zoom	PO 362 Technology Services - Pro Accounts - NOLS	48.89
180	Zoom	PO 359 Technology Services - Pro Monthly Service - NOLS	16.30
			2,197.45

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

EFT 738	ADP Tax/Financial Services	Net Payroll (PPE 03-31-20)	140,052.81
EFT 739	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-20)	52,139.33
EFT 740	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-20)	38,596.44
EFT 741	Dept. of Retirement Systems	DCP Retirement (PPE 03-31-20)	8,220.00
EFT 742	Hartford Retirement Plan Solutions	MMDCP (PPE 03-31-20)	200.00
			239,208.58



Staff report

Meeting Date: May 28, 2020
To: Library Board of Trustees
From: Emily Sly, Sequim Branch Manager
Noah Glaude, Assistant Library Director
Subject: Grant Application for Library Capital Improvement Program
Attachments: SHKS Sequim Branch Library Project Proposal.pdf

Topic/Issue

Preliminary informational report on Library Capital Improvement Program Grant opportunity.

Background

Staff and community members have struggled with space constraints at the Sequim Branch for many years. Since 2014, a larger, modern library for Sequim has been a top priority, with significant time and funds expended toward project planning, community engagement, and ballot measure development. In November 2018, a bond measure that would have supported construction of a new and larger Sequim Branch narrowly failed to meet the 60% majority required for passage. <https://www.nols.org/sequimfuturelibrary/>

The Library Capital Improvement Program (LCIP) LCIP was created by the Legislature in their 2019 Regular Session to assist libraries operated by governmental units, to acquire, construct or rehabilitate their facilities. The Department of Commerce, with the Library Capital Improvement Program Committee, is conducting a statewide competitive grant process to award up to \$10 million. The maximum grant amount to any one entity will not exceed \$2 million. This program will require a 50% match of the total cost of the project. <https://www.commerce.wa.gov/building-infrastructure/library-capital-improvement-program/>

Grant priority is given to library facilities located in distressed or rural counties, or listed on historic registers. Clallam County is both a rural and distressed county, as defined by the Office of Financial Management; the proposed Sequim Branch project would receive priority consideration.

Discussion

The LCIP grant opportunity was published in early 2020, and NOLS convened an ad hoc group of managers to explore whether it might assist NOLS to address the most pressing issues related to health and safety, and functional staff work space at the Sequim Branch. While this level of funding could not solve all of the facility challenges, it would provide an opportunity to

address critical problem areas. For reference, the proposed 2018 Sequim Future Library project total was \$13.4 million (\$12.4 million bond measure, \$1 million NOLS Capital Reserve).

Staff have identified top issues that could be addressed with LCIP grant funding.

- Additional square footage to allow for adequate spacing of public seating, shelving and staff work areas
- ADA-accessible bathrooms for the public and staff
- Expanded meeting room space
- Improved safety/emergency exits in meeting room
- Additional staff work area (individual offices, storage, improved shared work room space)

In addition to the longtime challenges listed above, staff are now faced with creating a safe library and workplace during a pandemic, where social distancing of at least 6 feet between individuals is recommended to prevent the spread of the virus. Space is already very limited at the Sequim Branch, and something as basic as social distancing adds incredible pressure on the undersized building to meet the needs of staff and the community.

Staff recognize that the Board decided to step back from active work on the Sequim Future Library project until at least 2021, with the February 28, 2019, motion noting that unexpected events could influence the decision and the possibility of re-initiating action at some earlier date if circumstances warrant. <https://www.nols.org/board-administration/>

The Library Capital Improvement Program grant is an unexpected one-time grant opportunity to access additional funding for much-needed improvements to the Sequim Branch. It is unknown if or when the grant would be offered again.

Timeline

Library Capital Improvement Program Grant application due June 15, 2020

Grant recipients named Fall 2020

Grant funds awarded 2021-2023

The grants funded by this competitive process will be awarded through the 2021-2023 state Capital Budget. The grants are funded entirely through the sale of state bonds. No federal dollars are involved.

Design/Construction 2021-2023

Policy Considerations

Policy 5.15, Fiscal Management Policy, states that “Large scale non-routine capital projects may be funded from various gift, grant, or Capital Project accounts, which will be approved separately by the Board on a case-by-case basis.” and that the NOLS Capital Reserve Account

may be “designated as a reserve resource for maintaining and enhancing capital infrastructure. Funds may be designated, at Board direction, to support capital replacement or enhancement projects at any NOLS facility.”

Fiscal Considerations

The Library Capital Improvement Program Grant requires a 50% match of the total cost of the project. The maximum grant amount to any one entity will not exceed \$2 million.

Staff are working with SHKS Architects, the same firm used for the building design in 2018, as consultants to determine accurate cost estimates for the grant proposal, which will be available in early June. The Board will need to consider what level of financial contribution to commit to the proposed project, prior to staff submitting the grant application on June 12, 2020.

Grant Funds Distribution/Cost Reimbursement: Grant funds are available on a reimbursement basis only. These funds are to be used for acquiring, constructing, or rehabilitating facilities. Reimbursable costs are those that a grantee has already incurred and paid.

Recommendation

That the NOLS Board of Trustees discuss the information provided in this report about the LCIP grant, and provide informal direction to staff about whether they should further develop the grant proposal and submit an application. The following actions would need to be accomplished prior to the June 15 application deadline:

- Completion of cost estimates (expected by June 5)
- Review of cost estimates and funding plan with the Board Finance Committee (week of June 8)
- Special meeting of the Board to provide formal approval for matching funds (before June 12)
- Completion and submission of grant application (by June 15)

Staff believes this timeline is achievable.

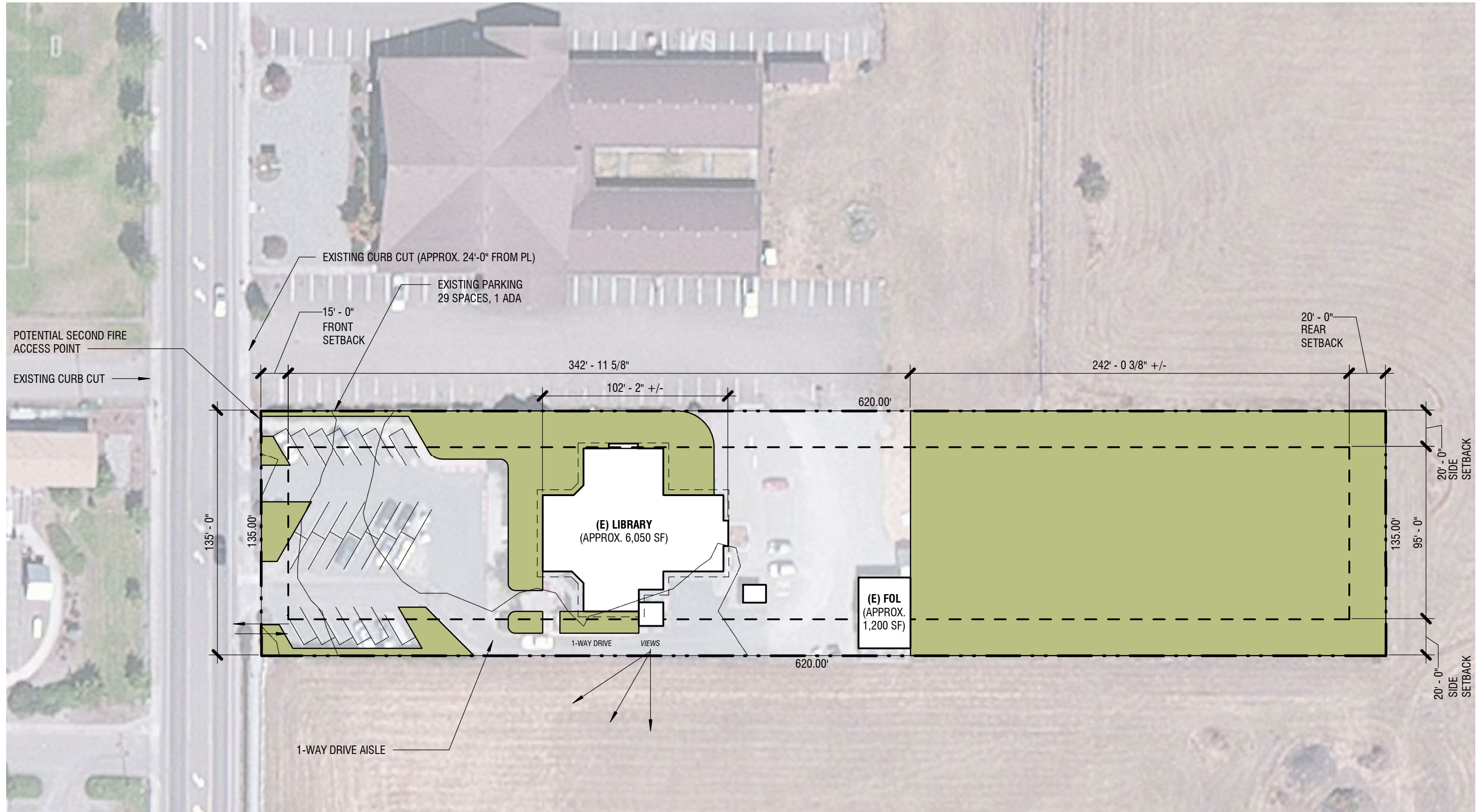
Action/Motion

No formal action recommended at this time.

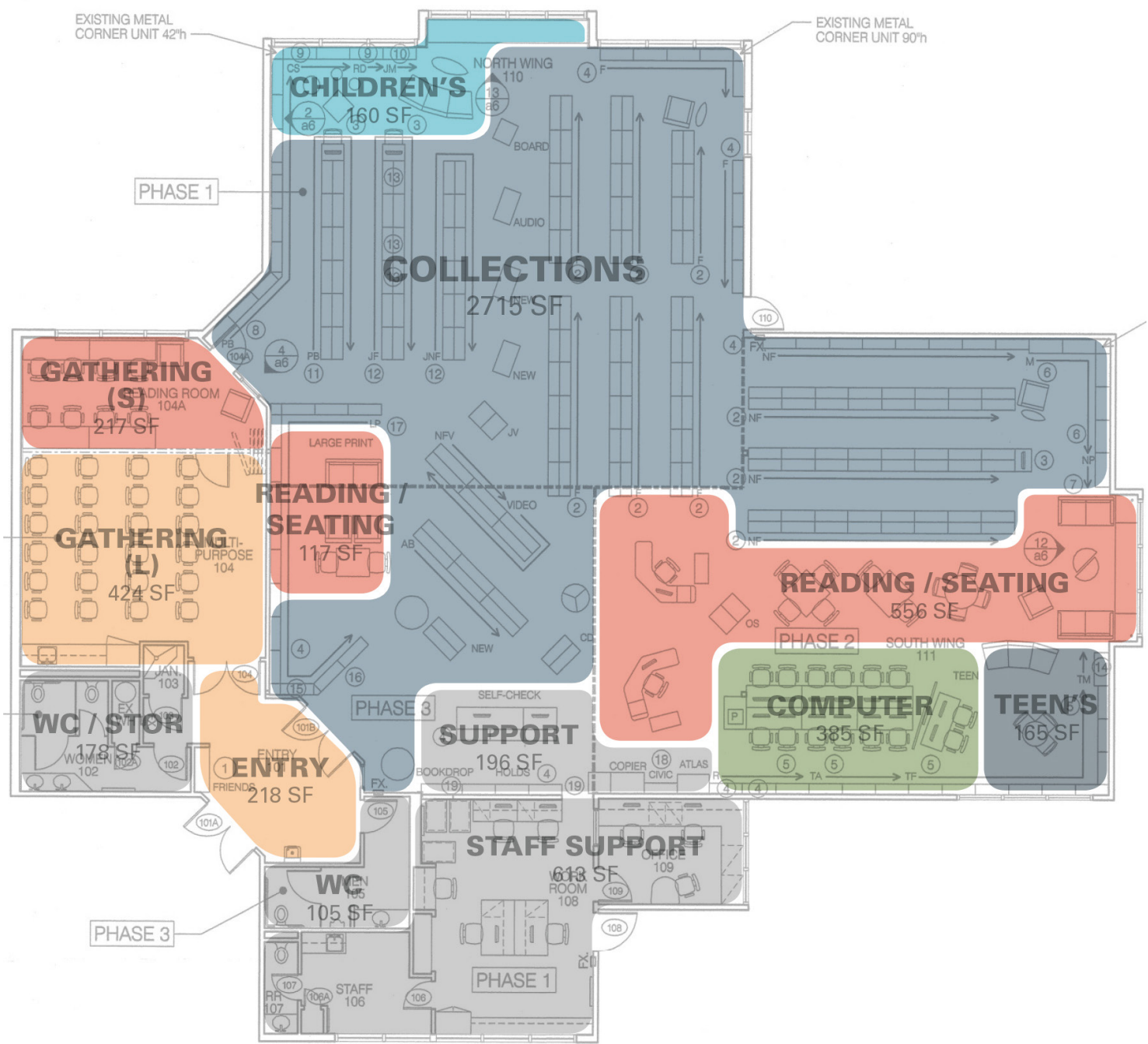
NOLS SEQUIM LIBRARY

PROJECT PROPOSAL

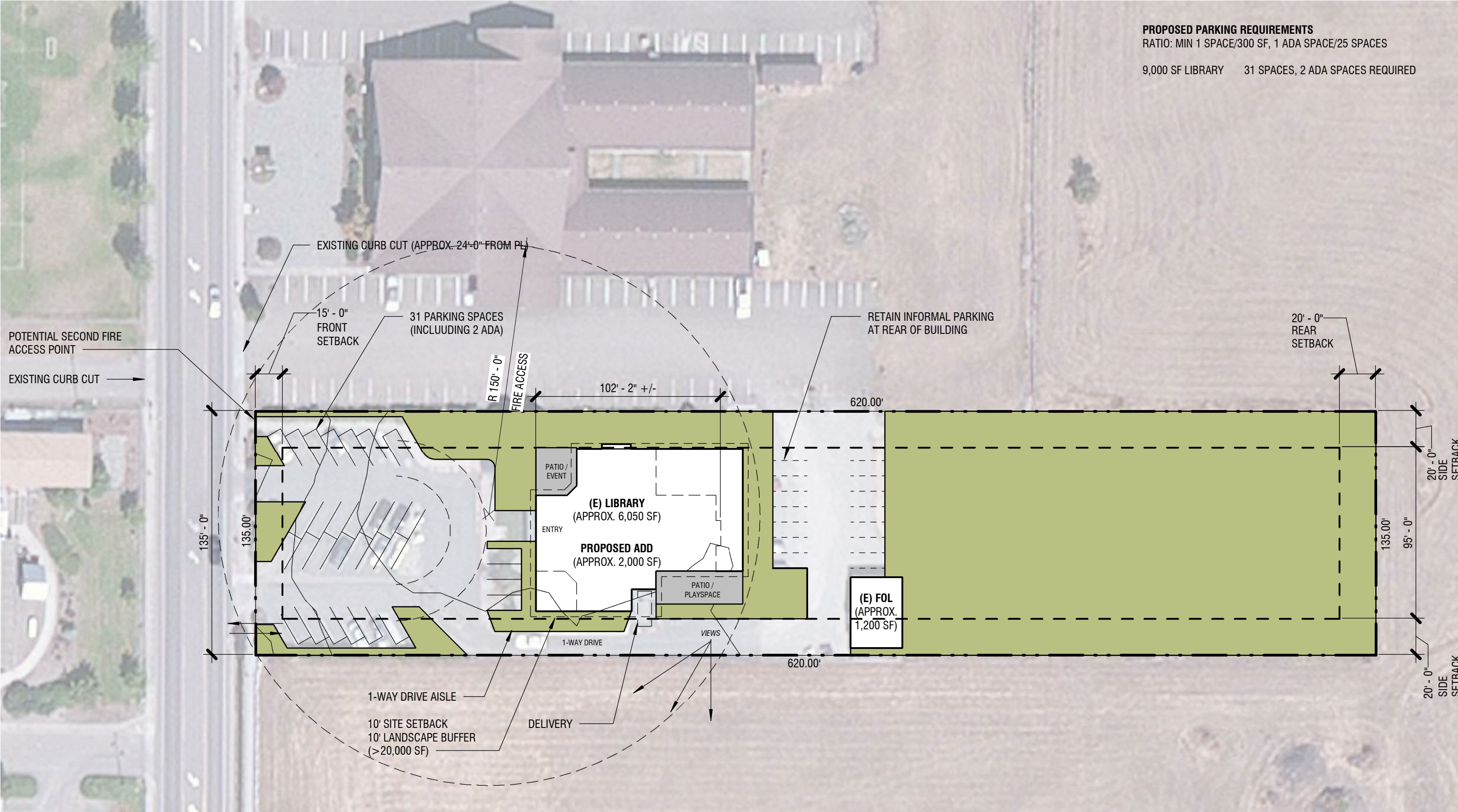
EXISTING SITE PLAN



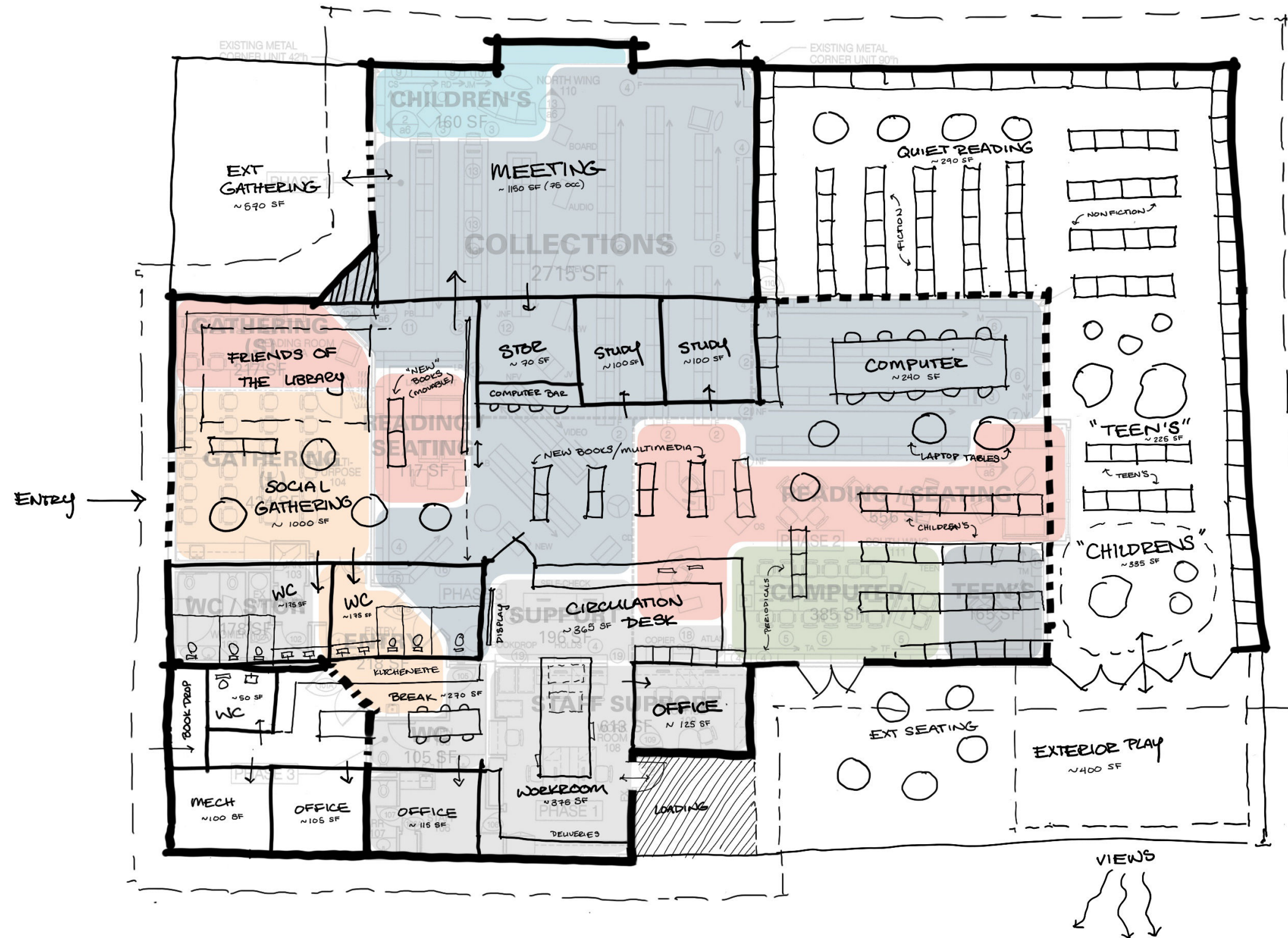
EXISTING LIBRARY



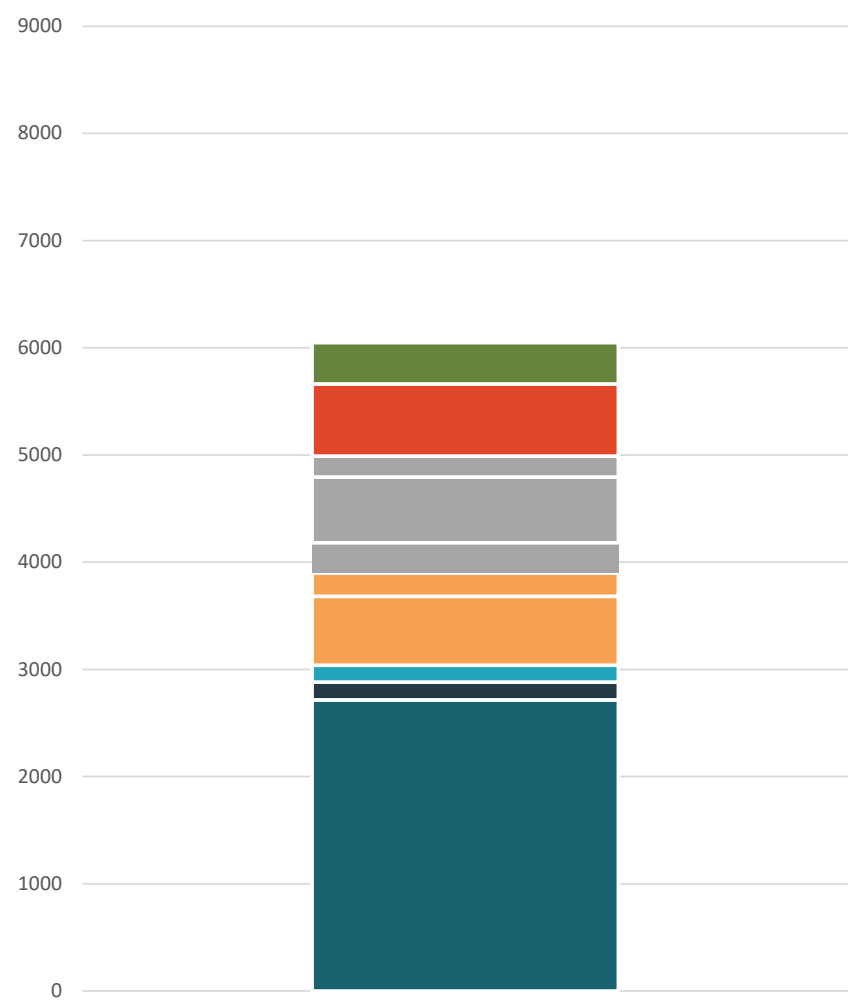
PROPOSED SITE PLAN













PROPOSED FLOOR PLAN

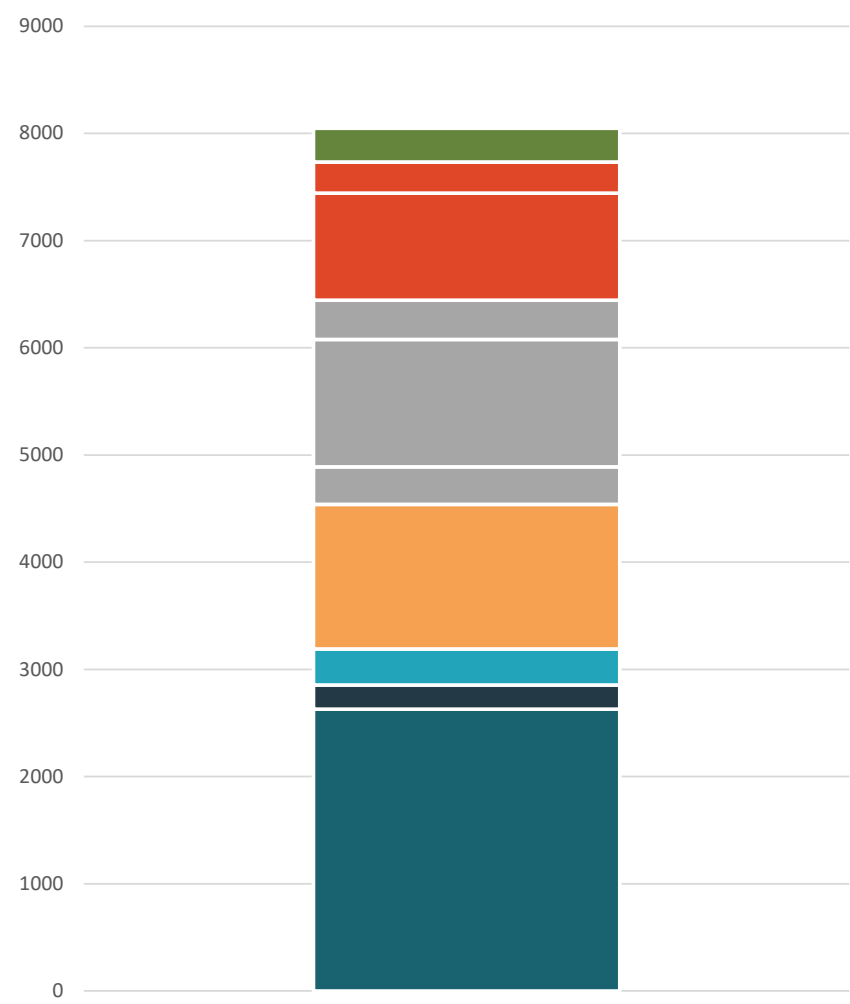


PROGRAM ANALYSIS













EXISTING

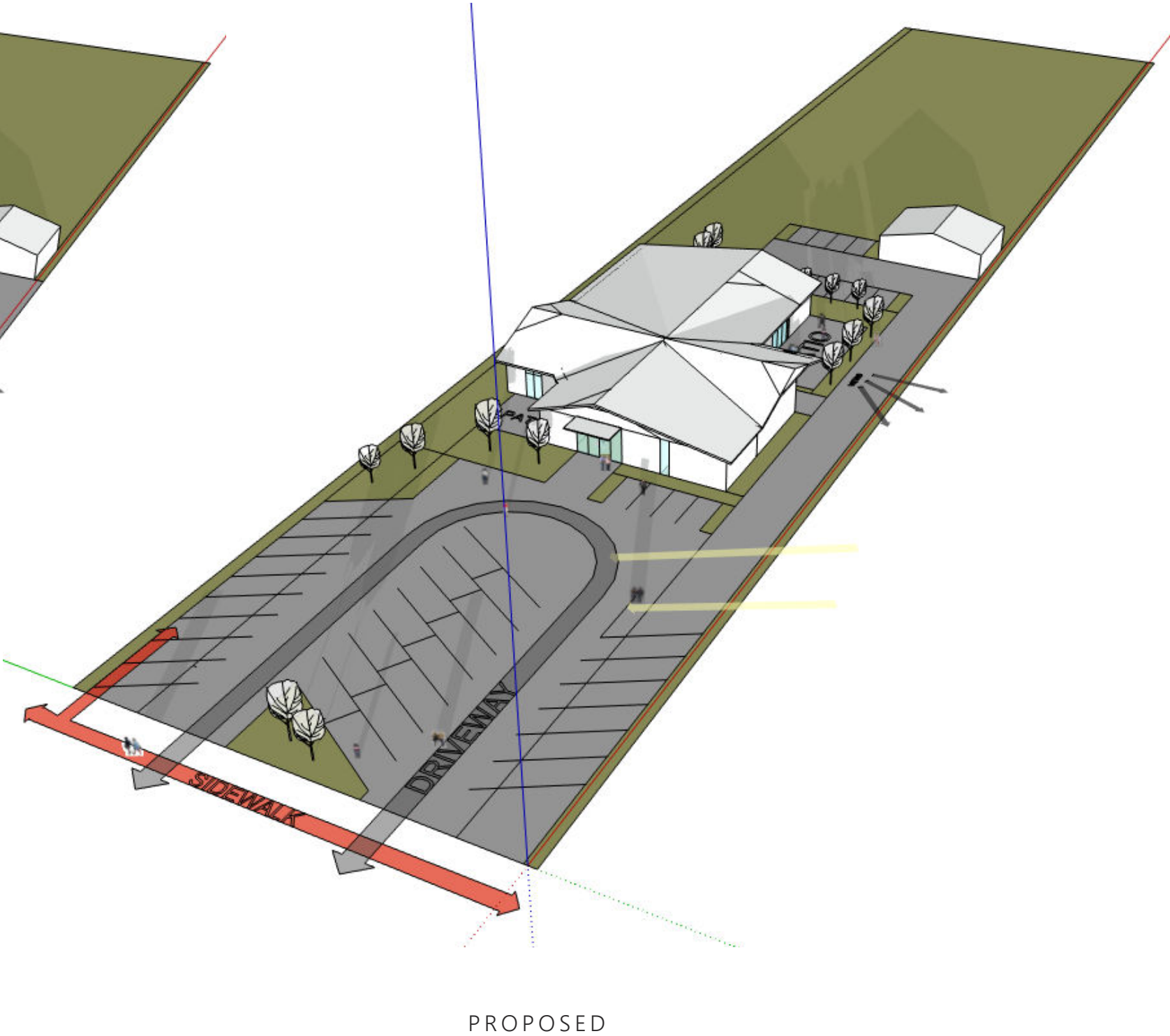
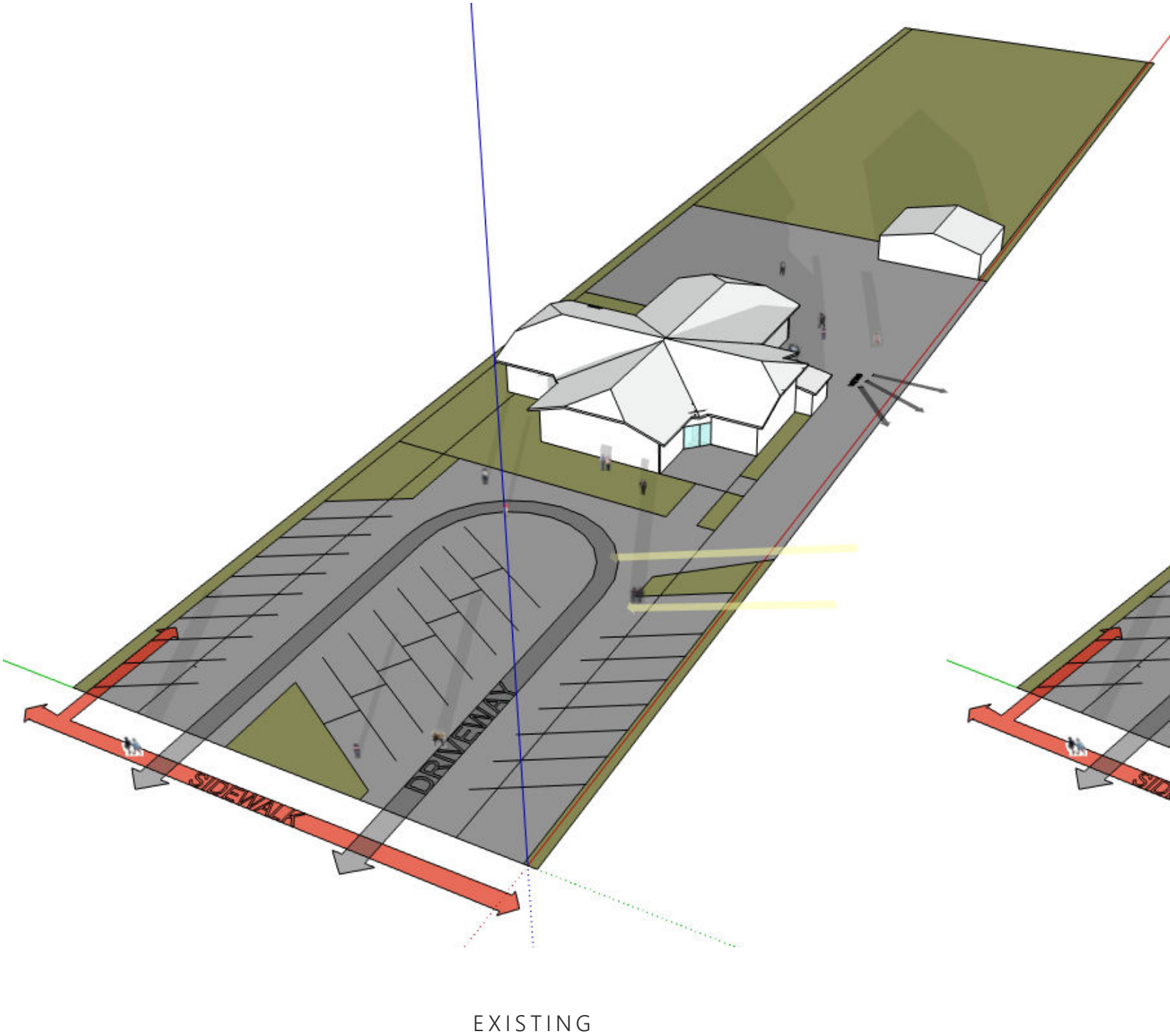
PROGRAM		APPROX. SQ. FT.
	Collections	2715
	Teen's	165
	Children's	160
	Gathering (Total)	641
	Entry	218
	WC	283
	Staff Support	613
	Circulation	196
	Reading/Seating	673
	Computer	385
Total		6049



PROPOSED

PROGRAM		APPROX. SQ. FT.
	Collections	2630
	Teen's	225
	Children's	335
	Gathering (Total)	1350
	WC	350
	Staff Support	1189
	Circulation	365
	Social Gathering	1000
	Reading/Seating	288
	Computer	315
Total		8047

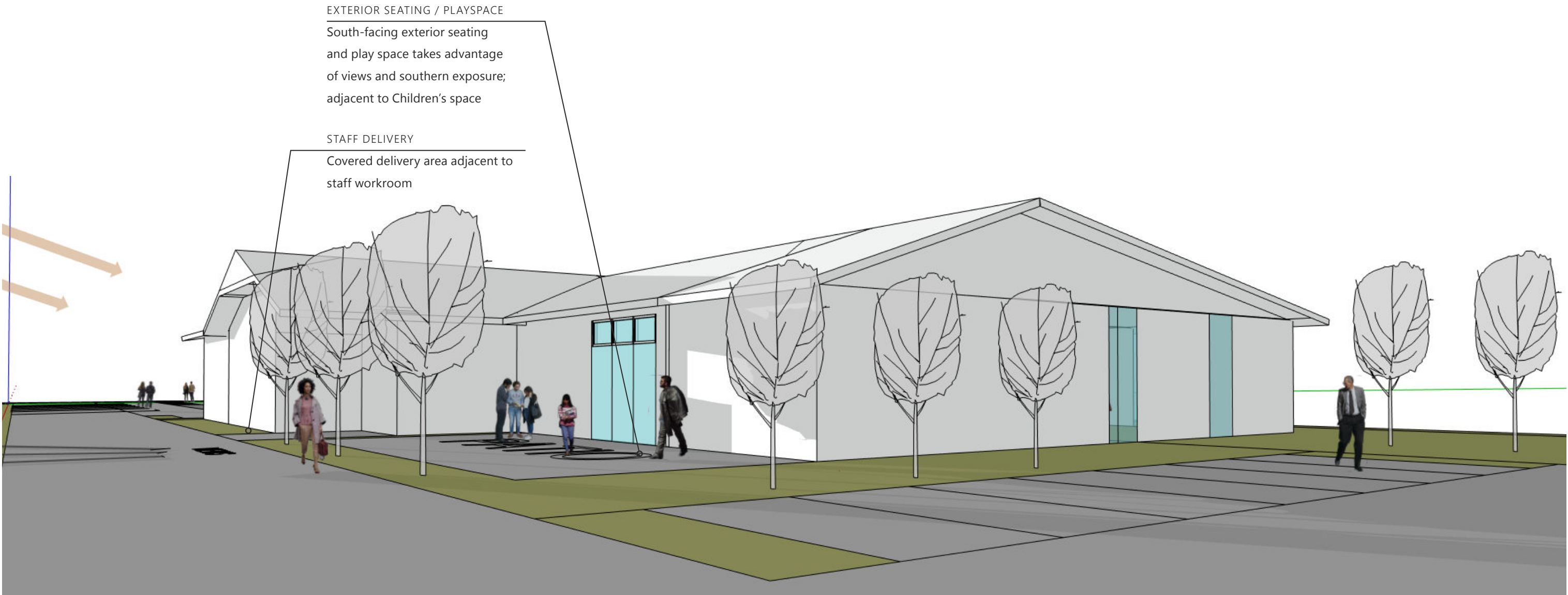
3D VIEW
BIRDSEYE



3D VIEW
BUILDING FRONT

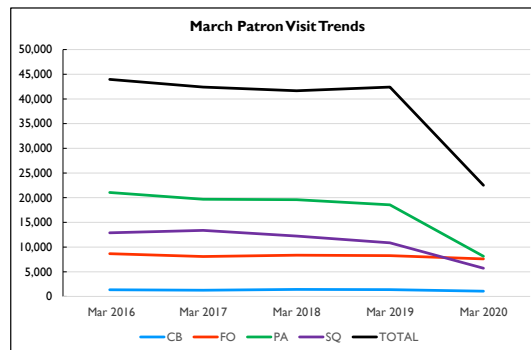
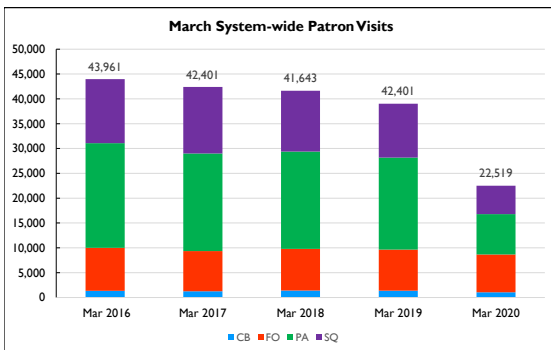


3D VIEW
BUILDING REAR



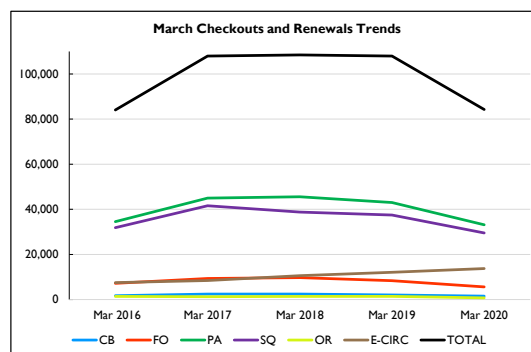
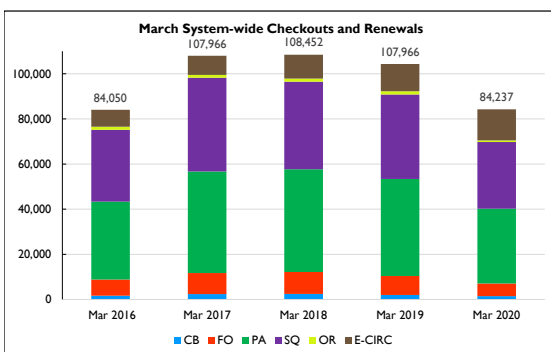
Patron Visits

	2020	% of System
PA	8,138	36.1%
SQ	5,715	25.4%
FO	7,601	33.8%
CB	1,065	4.7%
Total	22,519	100.0%



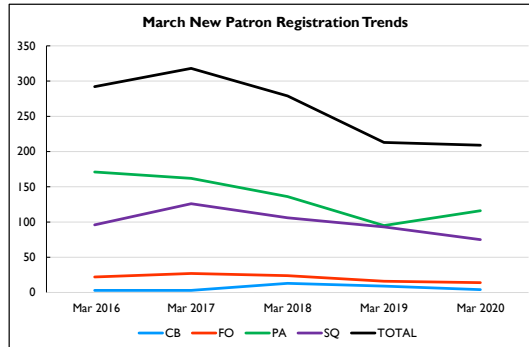
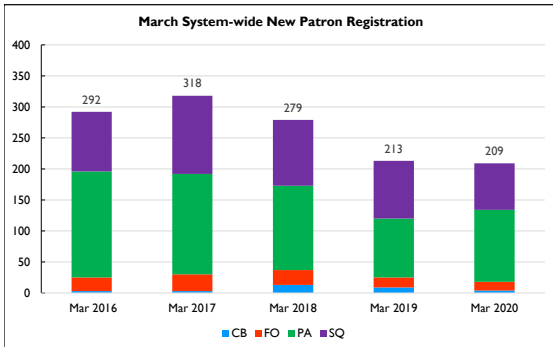
Checkouts & Renewals

	2020	% of System
PA	33,140	39.3%
Self	37%	
SQ	29,520	35.0%
Self	38%	
FO	5,605	6.7%
Self	11%	
CB	1,510	1.8%
OR	729	0.9%
E Circ	13,733	16.3%
Total	84,237	100.0%



New Patron Registration

	2020	% of System
PA	116	55.5%
SQ	75	35.9%
FO	14	6.7%
CB	4	1.9%
Total	209	100.0%



Library Programs

	Programs/Attendees	% of System
PA	21/567	54%/68%
SQ	5/86	13%/10%
FO	12/173	31%/21%
CB	1/13	3%/2%
Total	39/839	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	3,388	58.1%
SQ	1,277	21.9%
FO	897	15.4%
CB	272	4.7%
Total	5,834	100.0%

Wi-Fi Access

System-wide Total	3,856
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Volunteers

	Volunteer Hours	# of Volunteers
PA	9	38
SQ	8.5	4
FO	0	0
CB	0	0
OR	5	20
NOLS	5	27
Total	28	89

Holds

	Requests Fulfilled	Avg Days to Fill
PA	2899	17.45
SQ	3486	20.90
FO	407	18.17
CB	199	16.18
OR	614	12.27
Total	7605	16.99

Public Meetings

	Meetings/Attendees	% of System
PA	18/310	31%/59%
SQ	17/141	29%/27%
FO	19/57	33%/11%
CB	4/18	7%/3%
Total	58/526	100%/100%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	1,256	27.8%
SQ	699	38.1%
FO	360	22.9%
CB	41	6.4%
Total	2,356	27.5%

Website Visits

From outside the Library	14,871
From inside the Library	6,011
Avg. # of pages visited	2

Outreach Services

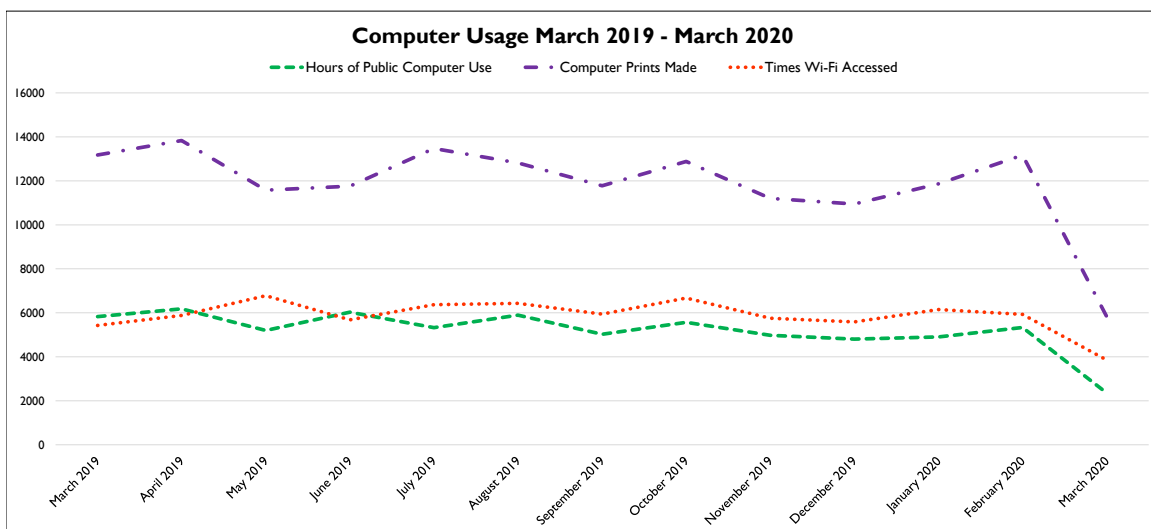
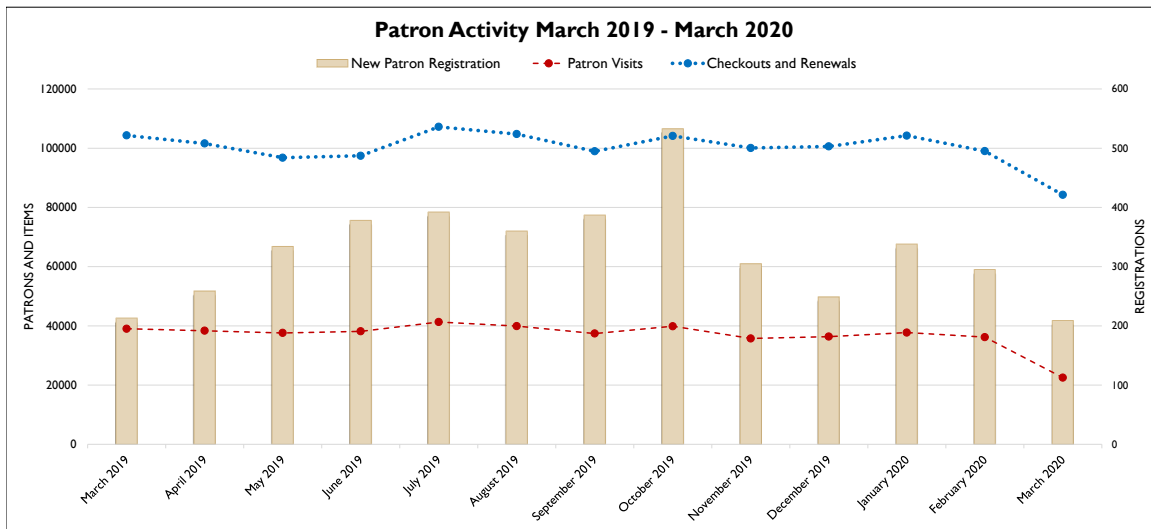
Deliveries to the Homebound	107
New Patrons w/ Delivery Services	1

Interlibrary Loan Services

Items borrowed from other libraries	42
Items loaned to other libraries	38

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	151
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	151



Significant Events During the Past 13 Months:

February-April 2019 - Tax Season

June 2019 - Summer Reading Program begins

June 2019 - The Washington Anytime Library (eBooks and eAudiobooks) was unavailable for 6 days

August 2019 - The hours Wi-Fi is available in Clallam Bay, Port Angeles and Sequim was changed from 24/7 to 7:00am - 10:30pm, Monday - Sunday.

September 2019 - Policies related to going fine-free implemented on September 1

October 2019 - Clallam County Reads begins and special-edition library cards offered

January 2020 - Power outages caused early closures at the Clallam Bay and Forks Branch Libraries two days

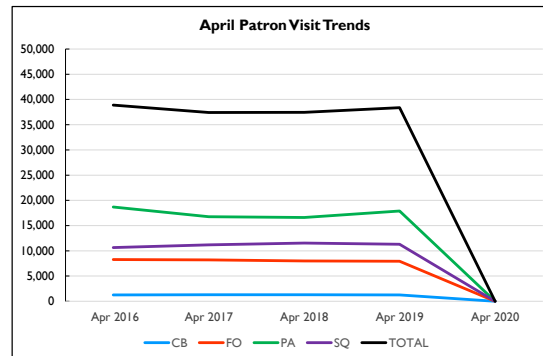
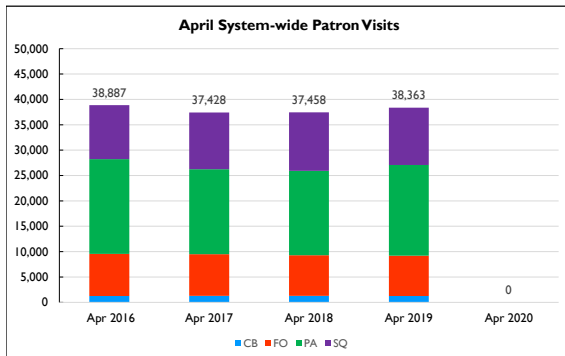
January 2020 - Due to a snow storm, NOLS location were closed a full day and several partial days

February 2020 - Tax season begins

March 2020 - All NOLS locations close March 17 through the end of the month, due to COVID-19

Patron Visits

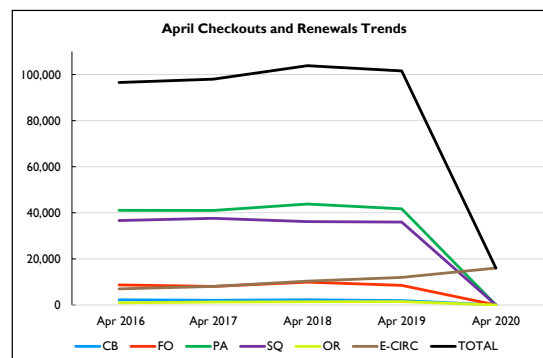
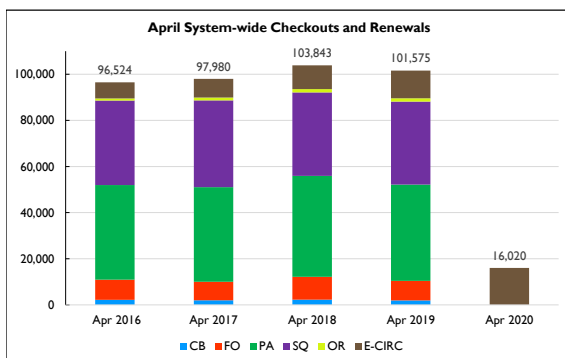
	2020	% of System
PA	0	0.0%
SQ	0	0.0%
FO	0	0.0%
CB	0	0.0%
Total	0	0.0%



* Due to COVID-19, all NOLS locations were closed in April 2020.

Checkouts & Renewals

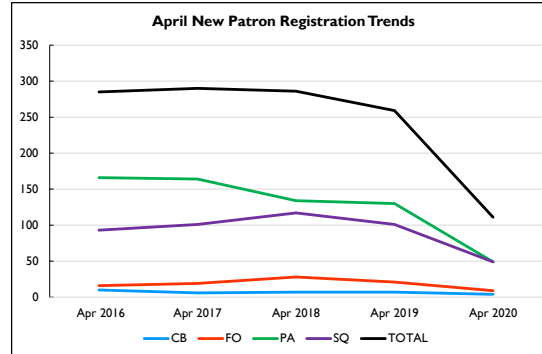
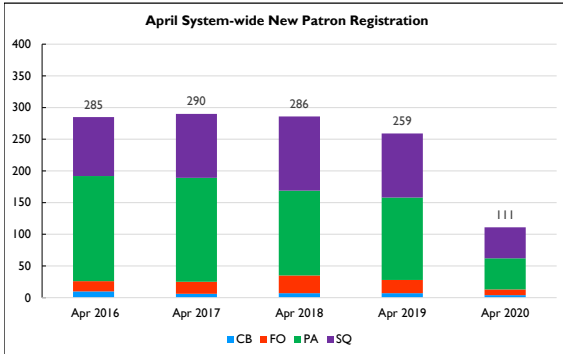
	2020	% of System
PA	0	0.0%
Self	0%	
SQ	0	0.0%
Self	0%	
FO	0	0.0%
Self	0%	
CB	0	0.0%
OR	0	0.0%
E Circ	16,020	100.0%
Total	16,020	100.0%



* Due to COVID-19, all NOLS locations were closed in April 2020.

New Patron Registration

	2020	% of System
PA	49	44.1%
SQ	49	44.1%
FO	9	8.1%
CB	4	3.6%
Total	111	100.0%



* Due to COVID-19, all NOLS locations were closed in April 2020. Library card registration remained available online.

Library Programs

	Programs/Attendees	% of System
PA	0/0	0%/0%
SQ	0/0	0%/0%
FO	0/0	0%/0%
CB	0/0	0%/0%
Virtual	10/110	100%/100%
Total	10/110	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	0	-
SQ	0	-
FO	0	-
CB	0	-
Total	0	-

Wi-Fi Access

System-wide Total	2,308
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Volunteers

	Volunteer Hours	# of Volunteers
PA	0	0
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	0	0
Total	0	0

Holds

	Requests Fulfilled	Avg Days to Fill
PA	0	-
SQ	0	-
FO	0	-
CB	0	-
OR	0	-
Total	0	-

Public Meetings

	Meetings/Attendees	% of System
PA	0/0	-
SQ	0/0	-
FO	0/0	-
CB	0/0	-
Total	0/0	-

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	0	-
SQ	0	-
FO	0	-
CB	0	-
Total	0	-

Website Visits

From outside the Library	8,990
From inside the Library	850
Avg. # of pages visited	2

Outreach Services

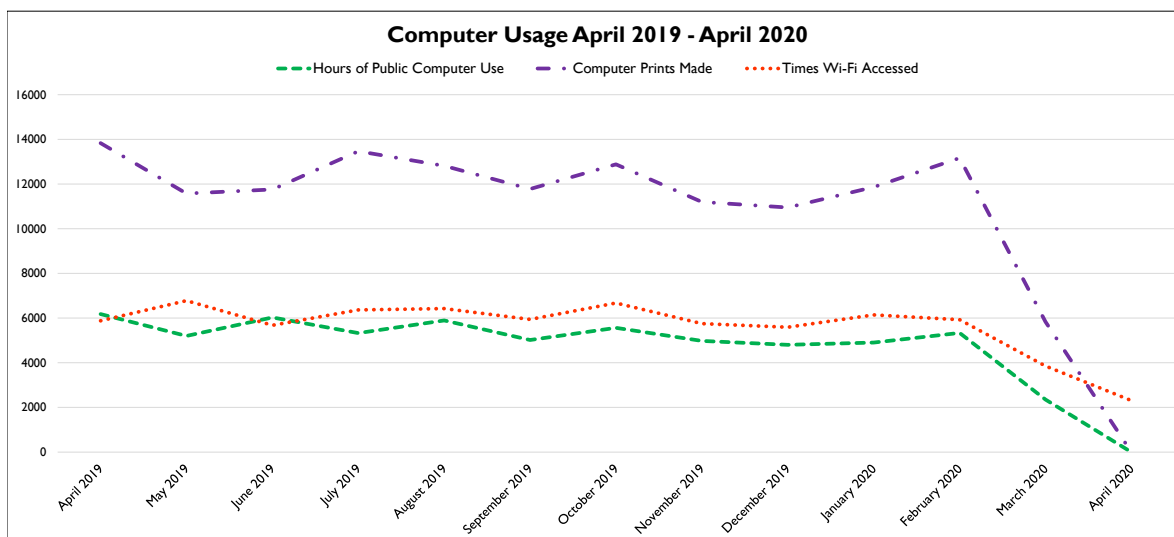
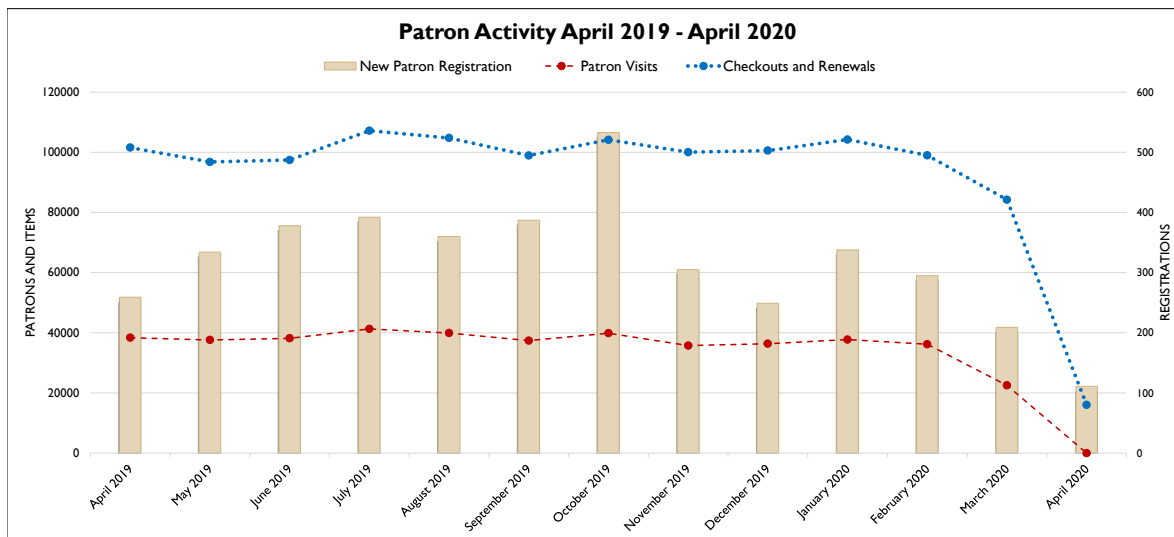
Deliveries to the Homebound	0
New Patrons w/ Delivery Services	0

Interlibrary Loan Services

Items borrowed from other libraries	0
Items loaned to other libraries	0

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	0
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	0



Significant Events During the Past 13 Months:

February-April 2019 - Tax Season

June 2019 - Summer Reading Program begins

June 2019 - The Washington Anytime Library (eBooks and eAudiobooks) was unavailable for 6 days

August 2019 - The hours Wi-Fi is available in Clallam Bay, Port Angeles and Sequim was changed from 24/7 to 7:00am - 10:30pm, Monday - Sunday.

September 2019 - Policies related to going fine-free implemented on September 1

October 2019 - Clallam County Reads begins and special-edition library cards offered

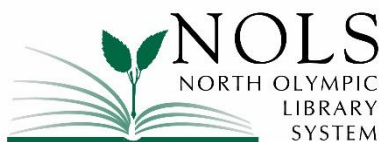
January 2020 - Power outages caused early closures at the Clallam Bay and Forks Branch Libraries two days

January 2020 - Due to a snow storm, NOLS location were closed a full day and several partial days

February 2020 - Tax season begins

March 2020 - All NOLS locations close March 17 through the end of the month due to COVID-19

April 2020 - All NOLS locations closed due to COVID-19



Monthly Activity Report

Meeting Date: May 28, 2020
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for April 2020

Port Angeles Main Library, Sequim Branch Library, West End Branches

Jina Felton, Port Angeles Operations Manager

Emily Sly, Sequim Branch Manager

Troi K. Gale, West End Branch Manager

April began with a brand new challenge for all NOLS staff: how to implement a system-wide Work From Home (WFH) plan. Staff at all levels and in all departments rose to the task admirably with many contributions and accomplishments by month's end to show for their efforts. While branches and departments continue to meet individually - many on a daily basis such as the Port Angeles Main Library - staff have reached across physical distances in a virtual way to continue offering limited library services as a single, virtual branch. For this reason, monthly activity reports for public services at Port Angeles, Sequim, Forks, and Clallam Bay have been merged into a single report.

The first virtual event in April was offered by Youth Services Library Services Specialist Jennifer Lu'Becke. Nearly 20 participants enjoyed the special Yoga Storytime from the comforts of their own living rooms. The rest of the Youth Services Team, including Youth Services Librarians Jennifer Knight, Mary Givins, Patti Swingle, and Library Services Specialist Cheryl Martin, quickly rallied and pulled together an additional eight virtual storytimes. Themes ranged from yoga to bilingual (Spanish), and Earth Day to standard age-based storytimes. Participants were encouraged to share photos, pictures, and notes inspired by the storytimes with their favorite Youth Services staff via the new email address dearlibrary@nols.org. During the month of April there were 492 views of the virtual storytimes offered.



Teen programming started off on a smaller scale with Youth Services Librarian Mary Givins and Library Services Specialists Cheryl Martin and Jennifer Lu'Becke working to launch an Instagram account specifically for teens. The weekly schedule of posts and activities includes:

Mondays: What are you reading, listening to or watching?
Tuesdays: Teen Lounge Live at 3:30pm
Wednesday: Challenge Day!
Thursday: Audiobook Sync Titles
Friday: Escape Room Challenge of the Week
Saturday: Games and Crafts (teens invited to share what they are playing or creating)
Sunday: Self-Care Sunday (tips posted)

Programs for adults so far include Virtual Book Chats and Poetry Walks. The Poetry Walk signs went up in April for National Poetry Month as they have for several years running on area trails. Due to the Stay Home, Stay Safe order, the signs have not been advertised as in years past, but left for community members who utilize the trails to unexpectedly discover.

Programming Team members including Librarians Sarah Morrison and Danielle Lepping, Library Services Specialists Cheryl Martin, Leslie Briggance, and Nate Anderson were joined by Branch Managers Troi Gale, Emily Sly, Jina Felton, and Assistant Director Noah Glaude in a series of virtual meetings to discuss and brainstorm additional adult programming possibilities.

Several work groups were expanded or newly formed in April to meet the greater need for virtual content, explore new service possibilities, and brainstorm ideas for the next phase of library services as State and local restrictions adapt to the realities of life during a pandemic.

- The eResources Team (members including Technical Services Manager Erin Shield, West End Branch Manager Troi Gale, IT Manager Shane Miller, Digital Resources Coordinator Bryan Johnson, Librarians Sarah Morrison, Danielle Lepping, and Mary Givins, Library Services Specialist Cheryl Martin, and Customer Service Specialists Jennifer Doherty, David McDonald, Theresa Williams Bourget, Travis Manley, and Violette McLaughlin) vetted free resources to suggest on the new Stay Home Stay Safe page of NOLS' Online Resources collection.
- Library Operations Manager Jina Felton and Library Services Specialist Leslie Briggance expanded the Seed Library Team to include Librarian Patti Swingle, Shipment Operations Specialist Dayna Page, and Customer Service Specialists Adele Kelly, Bertha Beattie, Victoria Townsley, Dana Seevers, David McDonald, Jessica Raivo, and Travis Manley. The new team members spent hours sorting bulk packages of seeds into smaller envelopes while Leslie coordinated with Digital Resources Coordinator Bryan Johnson on a new Seed Request Form. After the form went live towards the end of April, Dana and Dayna began filling requests with starter packs of an assortment of seeds which get mailed out twice weekly. Comments from patrons have been full of praise for this new service.
- The newly formed Phone Team was created with oversight from IT Manager Shane Miller and Sequim Branch Manager Emily Sly. Team members include Customer Service

Specialists Dana Seevers, Dianne Bates, David McDonald, Kayla Apolito, Jessica Raivo, Jan Stark, Jennifer Doherty, Patrick Driggers, and Theresa Williams Bourget. After receiving access to and training in Microsoft Teams, the Phone Team began answering calls from patrons between the hours of 1pm and 5pm Monday through Friday. Most patron questions have revolved around access to Online Resources such as streaming music, video, and audiobooks in hoopla and downloadable ebooks and audiobooks in the Washington Anytime Library.

- The existing eHelp team has also been expanded and currently includes Customer Service Specialists Theresa Williams Bourget, Jennifer Doherty, and Travis Manley with Branch Managers occasionally jumping in to assist with tricky questions or help in refining scripts to answer the common question, “When will the library open again?”
- Tech Assistance Appointments started back up with the options to hold appointments through phone or web conferencing. Customer Service Specialist Liz Duval has dedicated time to assist patrons in this capacity.
- Librarian Sarah Morrison has continued in her role as liaison to the Washington Digital Library Consortium which is responsible for (among other things) selecting material for the Washington Anytime Library. With physical library branches closed across the state, the WDLC has made catalog adjustments to keep up with increased demand for downloadables.
- WiFi Access Team was started to assess and further the access to internet being provided to NOLS patrons. This included a partnership with the Washington State Library, Washington State University, and the Washington State Office of Broadband to bring a Drive-in WiFi location to the Forks branch. NOLS staff on this team consist of IT Manager Shane Miller, West End Library Manager Troi Gale, Facilities Manager Brian Phillips, IT Specialist Sarah Goff, and Youth Services Librarian Jennifer Knight.



Aside from working on one or more of the many committees, public service staff have also spent time participating in book chats to promote readers advisory skills. Each week Librarians Jennifer Knight, Danielle Lepping, and Sarah Morrison take turns hosting a virtual chat on a particular subject or genre. Staff then participate in a rousing discussion sharing their favorite titles or authors. The list is then shared with all staff by designated note-taker Customer Service Specialist Jay Averill.

Many staff have also been brushing up on their language skills in Spanish and American Sign Language in order to better assist patrons in the community when the library is open to the public again. Youth Services Librarian Mary Givins has been hosting a weekly virtual chat in Spanish which many staff have found helpful.

Other professional development activities include the many webinars staff have been viewing, brushing up on existing Online Resources through the NOLS website, Microsoft classes in a variety of applications, and the virtual workshop presented by Karin Peabody which took the place of the annual All Staff Training Day. Her workshop, *Self Care and Strong Teams*, was particularly relevant given the current state. Staff had many positive take-aways from the experience.

Some of the other webinars watched by staff during the month of April include:

- Leap Training Videos
- Building a Better To Do List
- Trusted Health Information Resources for your Community
- Public Libraries Respond to COVID-19
- Successful Ways to Work Remotely
- Connecting EDI Efforts with Everything the Library Does
- The Art of the Reference Interview
- Trauma and Toxic Stress
- Up to BAT
- From Advocate to Activist
- Developing Gender-Affirming Library Spaces
- Systems, Services, and Staff
- How to Bring Your Live or In-Person Events Online
- Surviving the Coronavirus Infodemic
- Pathways to Civil Justice
- Improve Your Teamwork Skills
- Reopening and Disinfecting Libraries: Sharing COVID-19 Procedures
- And many, many more!

Additionally, NOLS staff have been able to focus on updating procedures. This has included a comprehensive update to all circulation procedures as well as the curation and updates of branch specific procedures. Customer Service Specialists working on these updates include, Adele Kelly, Jennifer Doherty, Annie Brooker, David McDonald, Christie Stallman, and Sequim Staff.

And finally, between everything else NOLS staff have been able to spend a little time in other creative pursuits. From making more than 300 cloth face masks to donate to the County, to dreaming up new book display ideas and creating content for a post-pandemic Art in the

Library display, or fashioning bookmarks for free give-aways at future events, NOLS staff have shown themselves to be an extremely creative bunch with many hidden talents.



Facilities Department

Brian Phillips, Facilities Manager

April was the first full month of working from home, with Facilities staff logging a few hours onsite at each location to perform some essential tasks. Activities deemed essential for Facilities are those that insure the library buildings are kept in good working order during the library closure. Tasks include, for instance, checking that plumbing systems are intact (not leaking), HVAC systems are working properly, picking up outdoor trash, and checking that there are no pests invading the premises. Towards the end April, as Stay Home restrictions were modified, staff were also permitted to mow the lawns.

Meanwhile, Facilities staff joined other NOLS staff in working from home. Though this seemed daunting at first for a department whose primary responsibility is to work on the facilities themselves, staff quickly adapted to the role. Here are some of the topics that staff tackled online in April:

- Online training courses covering the use of Microsoft programs, including Outlook, Word and Excel
- Lynda.com courses on time management and staying organized
- Research into Facilities projects which are slated for later implementation, including:

- Collecting reviews and information on software programs for use in managing maintenance programs
- Collecting reviews and information on automated building entry systems
- Exploring new lighting technologies and applications
- Reviewing procedures for handling bed bug infestations
- Developing plans for yard waste and compost containment
- Researching sneeze guards (barriers for protecting people from exposure to viruses)

Facilities staff have been meeting on a regular basis online to discuss these items as well as other related topics. Discussions around the eventual return, through various phases, to something more normal, or new normal, have also taken place. Though it is difficult to predict how a return to operations will unfold, the Facilities Department is working to be in as solid a position as possible to react to the coming changes.

Outreach to Homebound Program

Jina Felton, Outreach Program Manager

During the month of April, Customer Service Specialists Debbie Pridgen, Bertha Beattie, and Victoria Townsley contacted every single Outreach patron. Those who could be contacted by phone enjoyed a short book chat with a staff member and those who could not be contacted by phone received a handwritten card in the mail. During the work from home period, Debbie has also been getting ahead on selecting materials for patrons. Once deliveries can resume, patrons will be well supplied with material that has been pre-selected for them.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

The month of April was exceptionally busy for the IT team. There was a reduction in support tasks on site due to the closure of the branches, however, the additional support requirements to enable Work-From-Home, and the other special projects, more than compensated for this. Other baseline activities, such as network infrastructure management, also required more attention than usual because of the alteration of the routine baseline. IT leveraged the Work-from-Home requirement of Pandemic Response to seed a paradigm shift toward cloud-based services. IT also utilized branch closures to substantially complete several high-priority essential projects: Cassie upgrades; Windows 7 upgrades; and hands-on computer maintenance, all tasks that would have been disruptive to branches open for business as usual.

In April, IT organized, updated, prepared, and deployed the collection of laptops, iPads, hotspots, and technical equipment needed for staff to work from home. This included the creation of training materials to guide staff through the process of using Remote Desktop Protocol, connecting using a wireless hotspot, interacting with Outlook Web Access, having a video conference, and the other procedures needed to successfully work from home. IT also provided a security checklist to highlight important steps to follow when working from home.

One of the primary focus areas for the team in April was getting staff comfortable with using video chat and conferencing to have meetings. This included the development of trainings on how to create a meeting, enter a meeting, and interact with meeting controls. IT deployed Microsoft Teams as a more secure and functional alternative to the popular Zoom app, and a stepping stone toward hybrid cloud services. We deployed Teams and other Office 365 platform components to enable staff to answer phone calls from the public at home, to return calls, and to take voicemail remotely.

During April, the web team worked to help keep the NOLS website up-to-date with the latest news and alerts regarding cancellation policies and virtual events. IT worked with the online resources team to help research and post helpful Stay Home, Stay Safe resources to highlight digital collections, learning from home ideas, self-care, and COVID-19 informational pages with helpful content for everyone. The web team also worked to update the technology request web form, contact us, and the informational page for the seed library to help promote the spring seed packet program.

IT took advantage of the fact that branches were closed to conduct in-depth maintenance on public and staff computers in Clallam Bay, Forks and Sequim (We will follow up with Port Angeles in May). This involved changing system passwords for security, checking hard drive status, and disassembling computers in order to do an in depth dusting and cleaning. While we were at the branches we also had staff bring in any NOLS issued laptops in order to check for updates. This also gave us opportunities to do any tweaking or as needed program installations to facilitate staff to expand their Work-From-Home capabilities.

IT is also contributing to development of the NOLS Restart Plan, and Bob Allen is a member of the Public Restart Team, (PRT). IT's goal is to anticipate what NOLS will need from IT at each stage of re-opening, both in equipment and software.

Additional wireless access points were deployed to Forks, Sequim, and Clallam Bay to improve Wi-Fi coverage outside the buildings; Wi-Fi was also made available 24/7. Windows 10 upgrades to public computers began testing, with an estimated completion of the end of May.

Shane and Sarah also participated in a committee representing NOLS as part of a drive-in Wi-Fi access improvement project, coordinated by the Washington State Library, WSU Extension, and Washington State Broadband Office. NOLS, along with other rural libraries in Washington, are phase one participants that will be installing equipment and taking part in promotion of WSU's free Wi-Fi networks to support expanding access in rural communities. The Forks library was chosen as a location, and IT staff installed an additional access point that expands Wi-Fi into the parking lot. Announcement and promotion will continue into May and we hope to see successful use in Forks.

Technical Services Department

Erin Shield, Technical Services Manager

Tech Services staff worked part time from home during April, mainly working on cataloging downloadable titles and “pre-cataloging” physical materials. 951 downloadable titles were added. Hopefully our strategy of pre-cataloging will help quicken the flow of physical materials through the department once the library reopens. Staff also did online training, participated in many meetings and worked on special projects, like the Seed Library.

Staff took time for personal non-library activities while staying safe at home. These include:



- Wildlife sightings include hawks, eagles, vultures, woodpeckers, seals, otters, a coyote, and rough-skinned newt (pictured.)
- Counted paper cranes = 1500 (1/8 of an inch – 3 inches in size. Picture attached!)

- “I haven’t yet given in to the urge to color my own hair!”
- Exercise!
- Ate a whole bag of Oreo Lemon Thin Cookies in one evening 1050 calories, 45 g fat, and 82.5 sugar in just a few short hours!
- Puppy training – Sit! Stay! Good girl!
- Have tilled, weeded, amended and started planting multiple garden plots - berries, garlic, onions, chard, tomatoes, peas, peppers, spinach, broccoli, cucumbers and various flowers.
- 80 masks + 9 gowns made and donated into the community
- Memorized a Beethoven sonata and a set of Brahms variations
- Native plant sightings in my yard (pictures of trillium, star flower, and fairy bells + bleeding heart attached)



Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- None

New Hires:

- None

Separations:

- Victoria Townsley – Customer Service Specialist 2 – PA
- Allison Elam – Shelver – PA

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in several Management Pandemic Check-ins and Management Team Meetings in April. John also attended the Self Care and Strong Teams webinar presented by Karin Peabody.

Accounting Statistics for April:

- 86 Vouchers
- 180 CC Transactions
- 2 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 69 Payroll Pays

Public Communications

Kate Radigan, Public Communications Coordinator

Working from home in April was quite the interesting feat to adjust to for public communications creation and organization, not only for Kate's personal work, but managing and adjusting quickly to a new input flow (and a LOT of questions!) from coworkers who brilliantly, nimbly, and creatively immediately began to devise new program plans and community services.

- 2 news releases and an *Off the Shelf* article were sent
- Attended Digital Service Trends webinar

- Created “Quarantine Cooking” document with content provided by Sarah M, including e-cookbook suggestions for affordable meals, and other NOLS resources, to be provided at food banks and other community resources.
- Attended two Programming Team meetings
- Attended a couple of PA Branch staff meetings
- Attended All Staff WFH meeting and Karin Peabody Training
- Led a Social Media Team meeting
- Led an additional meeting for new members of Social Media Team (Troi, Jennifer D, Kayla)
- Launched an Instagram account for NOLS
- Met multiple times via phone with Noah
- Met with Troi to discuss his SMT role in general, as well as covering my tasks while out on impending med leave

Assistant Director’s Report

Noah Glaude, Assistant Director

Significant projects Noah worked on during the month of April included:

- COVID-19 response
- Development of NOLS’ Work From Home plans
- Working with the Programming Team to launch virtual programming
- Drive-in Wi-Fi project at the Forks Branch Library
- Regular (lots of!) Management, Branch Manager and employee meetings

Director’s Report

Margaret Jakubcin, Library Director

Administratively speaking, April was the heart of the storm (*not* the eye of the storm). NOLS leadership simultaneously grappled with a range of pandemic response requirements, including: absorbing and interpreting a massive load of new data and information; navigating new operating rules and restrictions; monitoring and responding to unpredictable timelines; developing and implementing entirely new online service and remote staffing models; redirecting funding allocations; writing new policies; administering new leaves and laws; assisting with new personnel issues related to social changes and pandemic pressures; and launching the planning process for re-opening. Oh, and also learning a bunch of new technology on the run.