

Board of Trustees Regular Meeting
Thursday, May 27, 2021 5:30pm
Zoom Video Conference

PANDEMIC RESPONSE

Governor Inslee issued Proclamation [20-28.15](#) on January 19, 2021, 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 20-28.15, 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

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of April 22, 2021
4. Communications
5. Presentation – Overview of NOLS Facilities Department by Brian Phillips
6. Public comments
7. Financial reports: April 2021
8. Approval of vouchers: April 2021
9. Unfinished business
None

10. New business
 - N.1. Verbal update and discussion regarding NOLS' expansion of in-library services
 - N.2. Position Description Review Project update
 - N.3. Approval of Resolution 21-05-03: Authorizing Transfer of Funds for Sequim Capital Project
11. Reports
 - R.1. Monthly Statistics Reports: April 2021
 - R.2. Monthly Activity Reports: April 2021
 - R.3. Customer Comments: April 2021
 - R.4. Highlight Log: April 2021
12. Public Comments
13. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on 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.
14. Next meeting: 5:30pm, Thursday, June 24, 2021 by teleconference.
15. Agenda items for next meeting
16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

Date	Time		Location
Thursday, June 24, 2021	5:30pm	Regular meeting	Zoom Video Conference
Thursday, August 26, 2021	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, September 23, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, October 28, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, November 18 , 2021	5:30pm	Regular meeting	Port Angeles Main Library

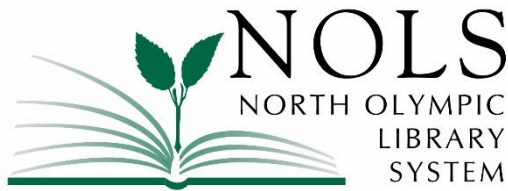
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 2pm in the Administrative conference room of the Port Angeles Main Library.

Friends of the Library meetings

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

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



MINUTES

PANDEMIC RESPONSE

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In accordance with Proclamation 20-28.15, 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/.

1. Call to order, roll call and introductions
Board Chair Jennifer Pelikan called the meeting to order at 5:31 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, Ian Miller and Bert Caldwell. Library staff present: Director Noah Glaude, Administrative Operations Assistant Shaina Rajala, Librarian Sarah Morrison, Library Services Specialists Jennifer Lu'Becke and Cheryl Martin. Visitors present: Debbie Crumb.
2. Approval of agenda
Motion by Ms. Gordon to approve agenda as presented. Motion seconded by Mr. Miller. Motion carried.
3. Approval of minutes for regular meeting of March 25, 2021
Motion by Mr. Caldwell to approve the minutes from the March 25, 2021 meeting, as amended. Motion seconded by Ms. Gordon. Motion carried.
4. Communications
None.
5. Presentation: [Programming During the Pandemic](#), presented by Jennifer Lu'Becke, Cheryl Martin and Sarah Morrison
6. Public Comments
[Comments from Debbie Crumb, a former NOLS librarian.](#)
7. Financial reports: March 2021
[The financial reports for March 2021 were accepted as presented.](#)
8. Approval of vouchers: March 2021
Motion by Ms. Gordon to approve the March 2021 vouchers, numbered #183 through #302, in the amount of \$340,350.49. Motion seconded by Mr. Miller. Motion carried.

9. Unfinished business

None

10. New business

N.1. Verbal update and discussion regarding NOLS' expansion of in-library services

N.2. Approval of Library Director position description update

Motion by Mr. Urnes to approve the updated Library Director/Executive Director position description as presented. Motion seconded by Mr. Caldwell. Motion carried.

11. Reports

R.1. Monthly Statistics Reports: March 2021

R.2. Monthly Activity Reports: March 2021

R.3. Customer Comments: March 2021

R.4. Highlight Log: March 2021

All reports were accepted as presented.

12. Public Comments

13. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on 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.

14. Next regular meeting: 5:30pm, Thursday, May 27, 2021 by teleconference.

15. Agenda items for next meeting: [Presentation on Washington Department of Enterprise Services and sustainability efforts by Facilities Manager Brian Phillips](#)

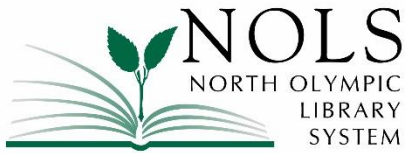
16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:24pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: May 27, 2021
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for April 2021

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: Tax Revenue received in April was \$1,604,695 which brings the total Tax Revenue received for the year so far to 50.9% of the 2021 Budget. The next big influx of property tax will be in October 2021.

NOLS portion of interest earned on the County Investment Pool for March, and posted in April is \$753.

Grants and Donations includes an annual donation of \$2,000 from The South Dakota Community Foundation/Naddy Fund, and \$500 from the Olympic Peninsula chapter of the Washington Association for the Education of Young Children. NOLS is grateful for the generosity of our donors!

Expenditures: Machinery and Equipment includes the down payment of \$69,947 to TechOps Specialty Vehicles for NOLS new Bookmobile (Voucher 385).

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$221,005 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 \$280,693.

Of the \$221,005 in electronic transfers, \$71 was paid to the DOR for Sales and Use Tax (Voucher 349).

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



Revenue Report

April 30, 2021

Operating Revenue				4/12ths is	33.3%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,435,000	1,604,695	2,256,616	2,178,384	50.9
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	10,100	183	317	9,783	3.1
Library Fees	10,000	292	2,112	7,888	21.1
Miscellaneous Revenues					
Pool Fund Investment Interest	17,375	753	2,432	14,943	14.0
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	2,632	20,051	31,149	39.2
Other Miscellaneous Revenue	41,200	14	15,424	25,776	37.4
Total Miscellaneous Revenues	110,775	3,399	37,907	72,868	34.2
Nonrevenues (excise taxes)	590	17	27	563	4.5
Transfers In	540,283	-	-	540,283	-
Total Operating Revenue	5,106,748	1,608,585	2,296,979	2,809,769	45.0

Capital Revenue					
Timber Revenues (received in 2021)	-	13,642	43,787	-	-
Total Capital Revenue	-	13,642	43,787	-	-

Grand Total Revenues	1,622,227	2,340,766			
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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	2,566,266	192,572	751,234	1,815,032	29.3
Benefits	1,163,813	88,121	320,969	842,844	27.6
Total Personnel	3,730,079	280,693	1,072,203	2,657,876	28.7
<i>Supplies</i>					
Supplies, Office and Operating	103,900	4,836	21,625	82,275	20.8
Fuel	17,900	477	1,930	15,970	10.8
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	486,000	21,101	106,290	379,710	21.9
Small Tools/Equip (<\$200)	1,500	-	32	1,468	2.1
Total Supplies	611,000	26,415	129,876	481,124	21.3
<i>Services</i>					
Professional Services	227,985	9,985	55,860	172,125	24.5
Communication	174,859	9,131	35,165	139,694	20.1
Travel	6,500	-	11	6,489	0.2
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	-	-	790	0.0
Insurance	83,700	-	-	83,700	0.0
Public Utilities	90,160	8,093	31,864	58,296	35.3
Repair and Maintenance	147,390	776	10,603	136,787	7.2
Miscellaneous Services	12,955	1,532	1,915	11,040	14.8
Total Services	748,339	29,518	138,674	609,665	18.5
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>-</i>	<i>64</i>	<i>16,676</i>	<i>0.4</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>590</i>	<i>3</i>	<i>3</i>	<i>587</i>	<i>0.5</i>
Total Operating Expenditures	5,106,748	336,628	1,340,820	3,765,928	26.3

(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	48,700	9,036	25,574	23,126	52.5
Other Improvements	88,000	-	-	88,000	0.0
Machinery & Equipment	448,449	73,394	83,071	365,378	18.5
Total Capital Outlays	585,149	82,430	108,645	476,504	18.6
Grand Total All Expenditures	5,691,897	419,059	1,449,465	4,242,432	25.5



Account Balances

April 30, 2021

	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⁾	2,692,412	-	13,642	-	2,706,054
Operating Reserve ⁽³⁾	1,104,899	-	-	-	1,104,899
PA Capital Reserve ⁽⁴⁾	120,125	-	-	6,136	113,988
Capital Budget - 2021 ⁽⁴⁾	462,272	-	-	76,294	385,978
<i>Total Board Designated Accounts</i>	5,686,726	-	13,642	82,430	5,617,938
<i>Grants and Donations</i>					
NOLS Donations Fund	84,588	-	-	-	84,588
NOLS Materials Fund	15,374	-	-	51	15,323
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	7,357	-	500	1,204	6,652
Port Angeles Donations Fund	5,363	-	2,000	-	7,364
Port Angeles Friends Donations	25,351	-	-	-	25,351
Sequim Donations Fund	53,343	-	23	-	53,366
Sequim Friends Donations	16,215	-	-	-	16,215
Forks Donations Fund	1,828	-	2	-	1,830
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	6,881	-	52	-	6,934
Clallam Bay Friends Donations	676	-	-	-	676
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	55	-	5,447
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	463,557	-	2,632	1,255	464,934
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,152,946	-	16,274	83,685	6,085,535
<i>Undesignated Cash Operating Funds</i>	1,833,236	146,274			1,979,510
Total WA State Local Investment Pool	7,986,182	146,274	16,274	83,685	8,065,045

Notes:

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



Account Balances

April 30, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁵⁾	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁵⁾	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,278,889	-	-	-	1,278,889
Total Investments	9,265,071	146,274	16,274	83,685	9,343,934
Cash					
Cash Operating Funds					
Cash held by County Treasurer	78,863	1,124,306			1,203,168
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	382	-	382	6,000
Payroll Account (US Bank 1301)	200	221,005	-	221,005	200
Merchant Account (FF 7401)	200	(206)	346	141	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	221,181	346	221,527	6,850
Total Cash	85,713	1,345,487	346	221,527	1,210,018
Total Cash and Investments	9,350,784	1,491,761	16,620	305,212	10,553,952

Notes:

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

(6) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR APRIL 2021

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
303	NOLS Employee	HRA Reimbursement	186.38	
304	ADP Tax/Financial Services	Net Payroll (PPE 03-31-21) - EFT 837	129,517.91	
305	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-21) - EFT 838	44,201.73	
313	NOLS Employee	HRA Reimbursement	276.15	
314	NOLS Employee	HRA Reimbursement	197.00	
324	NOLS Employee	HRA Reimbursement	378.04	
325	NOLS Employee	HRA Reimbursement	893.04	
346	Dept. of Labor & Industries	QI 2021 L&I NOLS	6,379.06	
347	Dept. of Retirement Systems	DCP Retirement 04-2021 (PPE 03-31-21) - EFT 840	8,642.00	
348	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-21) - EFT 839	38,372.11	
353	NOLS Employee	HRA Reimbursement	368.20	
354	NOLS Employee	HRA Reimbursement	368.20	
355	Hartford Retirement Plan Solutions	MMDCP 04-2021 (PPE 03-31-21) - EFT 841	200.00	
356	Health Care Authority	HCA 04-2021 (PPE 03-31-21)	37,905.10	
357	HealthEquity	HSA ER Contributions - April 2021	793.73	
364	NOLS Employee	HRA Reimbursement	465.59	
366	NOLS Employee	HRA Reimbursement	466.39	
367	NOLS Employee	HRA Reimbursement	666.77	
368	NOLS Employee	HRA Reimbursement	737.56	
383	NOLS Employee	HRA Reimbursement	438.31	
387	NOLS Employee	HRA Reimbursement	94.51	
389	United Way of Clallam County	United Way Donations (PPE 03-31-21)	105.00	
393	WCIF	Vision/Life/EAP Premiums 04-2021 (PPE 03-31-21)	1,280.87	
396	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-21) - May Coverage	5,646.96	
397	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2021 (PPE 03-31-21)	2,112.20	280,692.81
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
344	Commercial Filter Sales & Service	PO 282 Maintenance Supplies - HVAC Filters - FAC	1,058.16	
345	Co-Op Farm & Garden, The	PO 338 Maintenance Supplies - SQ Cleaning Supplies and Gloves - FAC	11.73	
349	Dept. of Revenue - Use/Sales Tax	March 2021 Sales & Use Tax - EFT 843	36.66	
365	Koenig Chevrolet	PO 313 Maintenance Supplies - Wiper Blades - Nolsy Red - FAC	53.65	
386	True Value	PO 345 Maintenance Supplies - CB Shed Repair - FAC	30.94	
CC 9	Amazon.com	PO 239 Office Supplies - ADM	34.63	
CC 10	Amazon.com	PO 296 Office Supplies - Shredder - PA	124.03	
CC 11	Amazon.com	PO 299 Toner & Ink - PA	476.25	
CC 12	Amazon.com	PO 213 Maintenance Supplies - LED Lights - FAC	210.84	
CC 14	CDW-G	PO 287 Toner & Ink - SQ	222.68	
CC 16	Costco	PO 293 Training Supplies - All Staff Training Day - NOLS	325.12	
CC 17	Costco	PO 343 Maintenance Supplies - Hand Sanitizer - FAC	5.41	
CC 19	Elm USA	PO 228 Processing Supplies - Disc Repair - TS	477.45	

Category	Claimant	Purpose	Amount	Subtotal
CC 23	Grainger	PO 331 Maintenance Supplies - FO Toilet Valve Cap - FAC	26.86	
CC 24	Heartline, Inc.	PO 279 Maintenance Supplies - Ornamental Bark - FAC	12.00	
CC 25	Heartline, Inc.	PO 280 Maintenance Supplies - Ornamental Bark - FAC	12.00	
CC 26	Home Depot	PO 241 Maint. Supplies - Water Shut Off Valves - FAC	94.00	
CC 27	Home Depot	PO 251 Maint. Supplies - Security Light, Wrench - FAC	46.72	
CC 30	KCDA Purchasing Cooperative	PO 297 Office Supplies - PA	31.24	
CC 31	KCDA Purchasing Cooperative	PO 297 Paper Supplies - PA	36.65	
CC 32	KCDA Purchasing Cooperative	PO 227 Processing Supplies - Tape - TS	194.63	
CC 37	Office Depot	PO 340 Paper Supplies - SQ	111.04	
CC 40	Safeway	PO 344 Maintenance Supplies - Hand Sanitizer - FAC	16.28	
CC 57	Swains General Store, Inc.	PO 243 Maintenance Supplies - Weed Control, Door Holder - FAC	73.14	
CC 65	USPS	PO 291 Office Supplies - Postage Stamps - FO	11.00	
CC 67	Walmart	PO 294 Training Supplies - All Staff Training Day - NOLS	4.26	
CC 69	Words Anywhere	PO 330 Maint. Supplies - Book Drop Lettering - FAC	22.95	3,760.32
<u>PROGRAM SUPPLIES</u>				
359	Illinois Library Association	PO 203 Program Supplies - SRP Promotional Supplies (VFOL)	210.22	
CC 5	Amazon.com	PO 303 Program Supplies - Dia de los Niños (VFOL)	43.23	
CC 6	Amazon.com	PO 334 Program Supplies - Pride Party Packs (VFOL)	286.04	
CC 7	Amazon.com	PO 333 Program Supplies - Teen Lit Bags (VFOL)	92.60	
CC 8	Amazon.com	PO 255 Program Supplies - Bicrobits (VFOL)	355.97	
CC 29	JoAnn Fabrics	PO 308 Program Supplies - Embroidery Creativitea (VFOL)	79.58	
CC 34	Michael's Store	PO 309 Program Supplies - Embroidery Creativitea (VFOL)	8.50	1,076.14
<u>FUEL</u>				
CC 15	Chevron	PO 242 Business Fuel - Chevy Van - FAC	71.19	
CC 20	Evergreen 76	PO 312 Business Fuel - Nolsy Red - FAC	42.25	
CC 33	Lower Elwha Food & Fuel	PO 278 Equipment Fuel - Mowers - FAC	19.70	
CC 41	Shadow Mountain RV Park	PO 272 Business Fuel - Nolsy Red - FAC	25.00	
CC 42	Shell	PO 250 Business Fuel - Westy - NOLS	23.80	
CC 43	Shell	PO 256 Business Fuel - Westy - NOLS	21.41	
CC 44	Shell	PO 266 Business Fuel - Westy - NOLS	21.93	
CC 45	Shell	PO 288 Business Fuel - Westy - NOLS	24.27	
CC 46	Shell	PO 301 Business Fuel - Westy - NOLS	30.60	
CC 47	Shell	PO 248 Business Fuel - Pacifica - NOLS	46.41	
CC 48	Shell	PO 260 Business Fuel - Pacifica - NOLS	22.72	
CC 49	Shell	PO 262 Business Fuel - Pacifica - NOLS	37.06	
CC 50	Shell	PO 285 Business Fuel - Westy - NOLS	23.59	
CC 51	Shell	PO 286 Business Fuel - Pacifica - NOLS	22.49	
CC 52	Shell	PO 306 Business Fuel - Pacifica - NOLS	44.36	476.78
<u>COLLECTION MATERIALS</u>				
307	Alliance Entertainment Holding Corp	Collection Materials	38.66	
308	Amazon.com	Collection Materials	116.82	
309	Amazon.com	Collection Materials	202.83	
310	Amazon.com	Collection Materials	72.93	

Category	Claimant	Purpose	Amount	Subtotal
311	Amazon.com	Collection Materials	359.37	
315	Baker & Taylor Entertainment	Collection Materials	65.82	
316	Baker & Taylor Entertainment	Collection Materials	500.14	
317	Baker & Taylor Entertainment	Collection Materials	820.07	
318	Baker & Taylor Information	Collection Materials	1,532.60	
319	Baker & Taylor Information	Collection Materials	3,299.61	
320	Baker & Taylor Information	Collection Materials	3,472.44	
321	Baker & Taylor Information	Collection Materials	1,791.56	
322	Baker & Taylor Information	Collection Materials	3,114.89	
323	Blackstone Audio, Inc.	Collection Materials	37.34	
326	CENGAGE Learning	Collection Materials	71.91	
327	CENGAGE Learning	Collection Materials	36.65	
328	CENGAGE Learning	Collection Materials	256.18	
329	CENGAGE Learning	Collection Materials	246.47	
330	Center Point Large Print	Collection Materials	224.70	
349	Dept. of Revenue - Use/Sales Tax	March 2021 Sales & Use Tax - EFT 843	24.46	
360	Ingram Library Services	Collection Materials	260.04	
361	Ingram Library Services	Collection Materials	219.34	
362	Ingram Library Services	Collection Materials	528.97	
369	Midwest Tape	Collection Materials	257.74	
370	Midwest Tape	Collection Materials	398.05	
371	Midwest Tape	Collection Materials	247.94	
372	Midwest Tape	Collection Materials	626.50	
376	OverDrive, Inc.	Collection Materials	782.41	
377	OverDrive, Inc.	Collection Materials	569.70	
378	OverDrive, Inc.	Collection Materials	136.25	
379	OverDrive, Inc.	Collection Materials	788.98	21,101.37
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
		Payroll Services (PPE 08-31-20120)		
306	ADP, LLC	- Local Jurisdiction Fee - NOLS	725.45	
349	Dept. of Revenue - Use/Sales Tax	March 2021 Sales & Use Tax - EFT 843	7.05	
		PO 298 Professional Services		
351	E-Rate Expertise	- E-rate Consulting 02-2021 - NOLS	825.00	
		PO 353 Professional Services		
352	E-Rate Expertise	- E-rate Consulting 03-2021 - NOLS	1,050.00	
358	Homeless Training Institute	PO 321 Annual Subscription to Ryan Dowd Training	859.00	
		PO 201 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61	
374	OCLC, Inc.			
375	Olympic Laundry & Dry Cleaners, Inc.	PO 300 Professional Services - Laundry - FAC	152.32	
381	Peel, Rosalys	C04 Programing - Meet The Author - Rosalys Peel (VFOL)	100.00	
		PO 311 Training and Conference - Annual Group Webinar Membership - Thru 04-05-21 - NOLS	2,000.00	
388	Unique Management Services, Inc.	Professional Services - Debt Collection	94.50	
		PO 325 Technology Services		
CC 18	DialMyCalls.com	- Staff Emergency Contact System - NOLS	19.99	
CC 21	Facebook	PO 351 Advertising - Sponsored Posts - NOLS	40.00	
CC 22	Facebook	PO 351 Advertising - Artist RFQ (VFOL)	28.00	
CC 35	Microsoft Office	PO 354 Technology Services - Cloud Services - IT	816.25	
CC 38	Pay Pal	Gateway Service Fees - NOLS	59.95	

Category	Claimant	Purpose	Amount	Subtotal
CC 39	RealTaxTools	PO 355 Technology Services - ACA Reporting Software - NOLS	406.88	
CC 55	Stamps.com	PO 290 Technology Services - Monthly Charge - TS	19.56	
CC 68	Washington Finance Officers Association	PO 258 Training Fee - AOA Excel Training - ADM	50.00	
CC 70	Zoom	PO 324 Technology Services - Monthly Subscription - NOLS	16.30	
CC 71	Zoom	PO 326 Technology Services - Monthly Subscription - NOLS	65.20	9,807.06
<u>COMMUNICATIONS</u>				
312	Angeles Communications	Communications - VOIP	903.04	
331	CenturyLink 300511187 FO	Communications - Voice - FO	87.77	
332	CenturyLink 300561130 CB	Communications - Voice - CB	80.15	
333	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.99	
334	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.55	
335	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,459.65	
336	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	267.39	
391	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12	
394	WDH - Wave Business	Communication - Internet - IT	4,012.72	
CC 53	Stamps.com	PO 252 Postage - TS	250.00	
CC 54	Stamps.com	PO 257 Postage - TS	250.00	
CC 56	Stamps.com	PO 295 Postage - TS	250.00	
CC 58	Tracfone*Airtime	PO 314 Communications - Voice - Branch Phone - PA	11.97	
CC 59	Tracfone*Airtime	PO 315 Communications - Voice - Branch Phone - SQ	11.97	
CC 60	Tracfone*Airtime	PO 316 Communications - Voice - Branch Phone - FO	11.97	
CC 61	Tracfone*Airtime	PO 317 Communications - Voice - Branch Phone - CB	11.97	
CC 63	UPS	PO 277 Communications - Freight - TS	10.94	
CC 64	USPS	PO 310 Postage - NOLS	7.00	9,131.20
<u>UTILITIES</u>				
337	City of Forks	Public Utilities - FO	105.82	
338	City of Port Angeles/Dump	PO 329 Solid Waste - Dump Fees for Yard Debris - FAC	10.65	
339	City of Port Angeles/Peabody St.	Public Utilities - PA	5,651.06	
340	City of Sequim	Public Utilities - SQ	92.65	
341	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
342	Clallam County PUD	Public Utilities - FO - CB	929.00	
343	Clallam County PUD	Public Utilities - SQ	667.00	
350	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87	
395	West Waste & Recycling	Public Utilities - FO - CB	56.43	8,092.98
<u>REPAIR AND MAINTENANCE</u>				
380	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	403.63	
382	Rainbow Sweepers, Inc.	PO 332 Groundskeeping - PA Parking Lot Sweeping 04-04-21 - FAC	212.16	
CC 1	8th Street Car Wash	PO 236 Vehicle Maintenance - Westy - Car Wash - FAC	12.00	
CC 2	8th Street Car Wash	PO 289 Vehicle Maintenance - Westy - Car Wash - FAC	6.00	
CC 13	Arco	PO 292 Vehicle Maintenance - Pacifica - Car Wash - FAC	8.00	
CC 28	Jiffy Lube	PO 281 Vehicle Maintenance - Westy - Oil Change - FAC	134.51	776.30

Category	Claimant	Purpose	Amount	Subtotal
<u>MISCELLANEOUS SERVICES</u>				
	392 Washington Library Association	PO 302 Dues and Memberships - Organizational Membership 2021 - NOLS	1,532.02	1,532.02
<u>BUILDINGS AND STRUCTURES</u>				
	363 Jamie Parrish Plumbing	PO 226 Buildings and Structures - SQ Touchless Faucets - FAC PO 226 Buildings and Structures - PA Touchless Faucets (PACR) - PA	9,035.98	9,035.98
<u>MACHINERY AND EQUIPMENT</u>				
	385 TechOps Specialty Vehicles LLC	PO 304 Machinery and Equipment - Bookmobile Down Payment 1 of 2 - NOLS	69,947.17	
	CC 3 Amazon.com	PO 261 Machinery and Equipment - Sound Card, Air Duster Vacuum - IT	227.36	
	CC 4 Amazon.com	PO 261 Machinery and Equipment - Air Duster - IT	30.68	
	CC 36 Office Depot	PO 318 Machinery and Equipment - Printer - IT	599.82	
	CC 62 Uline	PO 259 Machinery and Equipment - Safety Mirrors - FO	183.12	
	CC 66 Varidesk	PO 253 Machinery and Equipment - Workstations - FO	2,405.99	73,394.14
<u>SALES TAX</u>				
	349 Dept. of Revenue - Use/Sales Tax	March 2021 Sales & Use Tax - EFT 843	3.17	3.17
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 2178 NOLS Patron	Patron Refund	10.00	
	CK 2179 NOLS Patron	Patron Refund	44.50	
	CK 2180 NOLS Patron	Patron Refund	8.99	
	CK 2181 NOLS Patron	Patron Refund	10.59	
	CK 2182 NOLS Patron	Patron Refund	42.90	
	CK 2183 NOLS Patron	Patron Refund	61.97	
	CK 2184 NOLS Patron	Patron Refund	6.39	
	CK 2185 NOLS Patron	Patron Refund	96.54	
	CK 2186 NOLS Patron	Patron Refund	33.00	
	CK 2187 NOLS Patron	Patron Refund	21.99	
	CK 2188 NOLS Patron	Patron Refund	17.90	
	CK 2189 NOLS Patron	Patron Refund	4.79	
	CK 2190 NOLS Patron	Patron Refund	9.99	
	CK 2191 NOLS Patron	Patron Refund	12.00	381.55
			419,261.82	419,261.82



Voucher Approval for April 2021

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 #303 through #397 are approved in the amount of \$419,261.82 this 27th day of May 2021.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
303	NOLS Employee	HRA Reimbursement	186.38
304	ADP Tax/Financial Services	Net Payroll (PPE 03-31-21) - EFT 837	129,517.91
305	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-21) - EFT 838	44,201.73
306	ADP, LLC	Payroll Services (PPE 08-31-20120) - Local Jurisdiction Fee - NOLS	725.45
307	Alliance Entertainment Holding Corp	Collection Materials	38.66
308	Amazon.com	Collection Materials	116.82
309	Amazon.com	Collection Materials	202.83
310	Amazon.com	Collection Materials	72.93
311	Amazon.com	Collection Materials	359.37
312	Angeles Communications	Communications - VOIP	903.04
313	NOLS Employee	HRA Reimbursement	276.15
314	NOLS Employee	HRA Reimbursement	197.00
315	Baker & Taylor Entertainment	Collection Materials	65.82
316	Baker & Taylor Entertainment	Collection Materials	500.14
317	Baker & Taylor Entertainment	Collection Materials	820.07
318	Baker & Taylor Information	Collection Materials	1,532.60
319	Baker & Taylor Information	Collection Materials	3,299.61
320	Baker & Taylor Information	Collection Materials	3,472.44
321	Baker & Taylor Information	Collection Materials	1,791.56
322	Baker & Taylor Information	Collection Materials	3,114.89
323	Blackstone Audio, Inc.	Collection Materials	37.34
324	NOLS Employee	HRA Reimbursement	378.04
325	NOLS Employee	HRA Reimbursement	893.04
326	CENGAGE Learning	Collection Materials	71.91
327	CENGAGE Learning	Collection Materials	36.65
328	CENGAGE Learning	Collection Materials	256.18

No.	Claimant	Purpose	Amount
329	CENGAGE Learning	Collection Materials	246.47
330	Center Point Large Print	Collection Materials	224.70
331	CenturyLink 300511187 FO	Communications - Voice - FO	87.77
332	CenturyLink 300561130 CB	Communications - Voice - CB	80.15
333	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.99
334	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.55
335	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,459.65
336	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	267.39
337	City of Forks	Public Utilities - FO	105.82
338	City of Port Angeles/Dump	PO 329 Solid Waste - Dump Fees for Yard Debris - FAC	10.65
339	City of Port Angeles/Peabody St.	Public Utilities - PA	5,651.06
340	City of Sequim	Public Utilities - SQ	92.65
341	Clallam County Public Works Dept.	Public Utilities - CB	56.50
342	Clallam County PUD	Public Utilities - FO - CB	929.00
343	Clallam County PUD	Public Utilities - SQ	667.00
344	Commercial Filter Sales & Service	PO 282 Maintenance Supplies - HVAC Filters - FAC	1,058.16
345	Co-Op Farm & Garden, The	PO 338 Maintenance Supplies - SQ Cleaning Supplies and Gloves - FAC	11.73
346	Dept. of Labor & Industries	Q1 2021 L&I NOLS	6,379.06
347	Dept. of Retirement Systems	DCP Retirement 04-2021 (PPE 03-31-21) - EFT 840	8,642.00
348	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-21) - EFT 839	38,372.11
349	Dept. of Revenue - Use/Sales Tax	March 2021 Sales & Use Tax - EFT 843	71.34
350	DM Disposal Company, Inc.	Public Utilities - PA - SQ	523.87
351	E-Rate Expertise	PO 298 Professional Services - E-rate Consulting 02-2021 - NOLS	825.00
352	E-Rate Expertise	PO 353 Professional Services - E-rate Consulting 03-2021 - NOLS	1,050.00
353	NOLS Employee	HRA Reimbursement	368.20
354	NOLS Employee	HRA Reimbursement	368.20
355	Hartford Retirement Plan Solutions	MMDCP 04-2021 (PPE 03-31-21) - EFT 841	200.00
356	Health Care Authority	HCA 04-2021 (PPE 03-31-21)	37,905.10
357	HealthEquity	HSA ER Contributions - April 2021	793.73
358	Homeless Training Institute	PO 321 Annual Subscription to Ryan Dowd Training	859.00
359	Illinois Library Association	PO 203 Program Supplies - SRP Promotional Supplies (VFOL)	210.22
360	Ingram Library Services	Collection Materials	260.04
361	Ingram Library Services	Collection Materials	219.34
362	Ingram Library Services	Collection Materials	528.97
363	Jamie Parrish Plumbing	PO 226 Buildings and Structures - SQ Touchless Faucets - FAC PO 226 Buildings and Structures - PA Touchless Faucets (PACR) - PA	9,035.98
364	NOLS Employee	HRA Reimbursement	465.59
365	Koenig Chevrolet	PO 313 Maintenance Supplies - Wiper Blades - Nolsy Red - FAC	53.65

No.	Claimant	Purpose	Amount
366	NOLS Employee	HRA Reimbursement	466.39
367	NOLS Employee	HRA Reimbursement	666.77
368	NOLS Employee	HRA Reimbursement	737.56
369	Midwest Tape	Collection Materials	257.74
370	Midwest Tape	Collection Materials	398.05
371	Midwest Tape	Collection Materials	247.94
372	Midwest Tape	Collection Materials	626.50
373	North Olympic Library System	April 2021 Revolving Fund Reimbursement (* Detail Below)	381.55
374	OCLC, Inc.	PO 201 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61
375	Olympic Laundry & Dry Cleaners, Inc.	PO 300 Professional Services - Laundry - FAC	152.32
376	OverDrive, Inc.	Collection Materials	782.41
377	OverDrive, Inc.	Collection Materials	569.70
378	OverDrive, Inc.	Collection Materials	136.25
379	OverDrive, Inc.	Collection Materials	788.98
380	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	403.63
381	Peel, Rosalys	C04 Programing - Meet The Author - Rosalys Peel (VFOL)	100.00
382	Rainbow Sweepers, Inc.	PO 332 Groundskeeping - PA Parking Lot Sweeping 04-04-21 - FAC	212.16
383	NOLS Employee	HRA Reimbursement	438.31
384	Summit Law Group	PO 311 Training and Conference - Annual Group Webinar Membership - Thru 04-05-21 - NOLS	2,000.00
385	TechOps Specialty Vehicles LLC	PO 304 Machinery and Equipment - Bookmobile Down Payment 1 of 2 - NOLS	69,947.17
386	True Value	PO 345 Maintenance Supplies - CB Shed Repair - FAC	30.94
387	NOLS Employee	HRA Reimbursement	94.51
388	Unique Management Services, Inc.	Professional Services - Debt Collection	94.50
389	United Way of Clallam County	United Way Donations (PPE 03-31-21)	105.00
390	US Bank	Credit Card Services - March 2021 (* Detail Below)	9,857.31
391	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12
392	Washington Library Association	PO 302 Dues and Memberships - Organizational Membership 2021 - NOLS	1,532.02
393	WCIF	Vision/Life/EAP Premiums 04-2021 (PPE 03-31-21)	1,280.87
394	WDH - Wave Business	Communication - Internet - IT	4,012.72
395	West Waste & Recycling	Public Utilities - FO - CB	56.43
396	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-21) - May Coverage	5,646.96
397	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 04-2021 (PPE 03-31-21)	2,112.20
			419,261.82

*** Detail - NOLS Revolving Fund Account -- Voucher #373**

2178	NOLS Patron	Patron Refund	10.00
2179	NOLS Patron	Patron Refund	44.50

No.	Claimant	Purpose	Amount
2180	NOLS Patron	Patron Refund	8.99
2181	NOLS Patron	Patron Refund	10.59
2182	NOLS Patron	Patron Refund	42.90
2183	NOLS Patron	Patron Refund	61.97
2184	NOLS Patron	Patron Refund	6.39
2185	NOLS Patron	Patron Refund	96.54
2186	NOLS Patron	Patron Refund	33.00
2187	NOLS Patron	Patron Refund	21.99
2188	NOLS Patron	Patron Refund	17.90
2189	NOLS Patron	Patron Refund	4.79
2190	NOLS Patron	Patron Refund	9.99
2191	NOLS Patron	Patron Refund	12.00
			381.55

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #390**

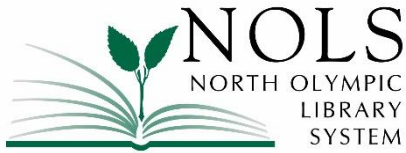
1	8th Street Car Wash	PO 236 Vehicle Maintenance - Westy - Car Wash - FAC	12.00
2	8th Street Car Wash	PO 289 Vehicle Maintenance - Westy - Car Wash - FAC	6.00
3	Amazon.com	PO 261 Machinery and Equipment - Sound Card, Air Duster Vacuum - IT	227.36
4	Amazon.com	PO 261 Machinery and Equipment - Air Duster - IT	30.68
5	Amazon.com	PO 303 Program Supplies - Dia de los Niños (VFOL)	43.23
6	Amazon.com	PO 334 Program Supplies - Pride Party Packs (VFOL)	286.04
7	Amazon.com	PO 333 Program Supplies - Teen Lit Bags (VFOL)	92.60
8	Amazon.com	PO 255 Program Supplies - Bicrobits (VFOL)	355.97
9	Amazon.com	PO 239 Office Supplies - ADM	34.63
10	Amazon.com	PO 296 Office Supplies - Shredder - PA	124.03
11	Amazon.com	PO 299 Toner & Ink - PA	476.25
12	Amazon.com	PO 213 Maintenance Supplies - LED Lights - FAC	210.84
13	Arco	PO 292 Vehicle Maintenance - Pacifica - Car Wash - FAC	8.00
14	CDW-G	PO 287 Toner & Ink - SQ	222.68
15	Chevron	PO 242 Business Fuel - Chevy Van - FAC	71.19
16	Costco	PO 293 Training Supplies - All Staff Training Day - NOLS	325.12
17	Costco	PO 343 Maintenance Supplies - Hand Sanitizer - FAC	5.41
18	DialMyCalls.com	PO 325 Technology Services - Staff Emergency Contact System - NOLS	19.99
19	Elm USA	PO 228 Processing Supplies - Disc Repair - TS	477.45
20	Evergreen 76	PO 312 Business Fuel - Nolsy Red - FAC	42.25
21	Facebook	PO 351 Advertising - Sponsored Posts - NOLS	40.00
22	Facebook	PO 351 Advertising - Artist RFQ (VFOL)	28.00
23	Grainger	PO 331 Maintenance Supplies - FO Toilet Valve Cap - FAC	26.86
24	Heartline, Inc.	PO 279 Maintenance Supplies - Ornamental Bark - FAC	12.00
25	Heartline, Inc.	PO 280 Maintenance Supplies - Ornamental Bark - FAC	12.00
26	Home Depot	PO 241 Maint. Supplies - Water Shut Off Valves - FAC	94.00

No.	Claimant	Purpose	Amount
27	Home Depot	PO 251 Maint. Supplies - Security Light, Wrench - FAC	46.72
28	Jiffy Lube	PO 281 Vehicle Maintenance - Westy - Oil Change - FAC	134.51
29	JoAnn Fabrics	PO 308 Program Supplies - Embroidery Creativitea (VFOL)	79.58
30	KCDA Purchasing Cooperative	PO 297 Office Supplies - PA	31.24
31	KCDA Purchasing Cooperative	PO 297 Paper Supplies - PA	36.65
32	KCDA Purchasing Cooperative	PO 227 Processing Supplies - Tape - TS	194.63
33	Lower Elwha Food & Fuel	PO 278 Equipment Fuel - Mowers - FAC	19.70
34	Michael's Store	PO 309 Program Supplies - Embroidery Creativitea (VFOL)	8.50
35	Microsoft Office	PO 354 Technology Services - Cloud Services - IT	816.25
36	Office Depot	PO 318 Machinery and Equipment - Printer - IT	599.82
37	Office Depot	PO 340 Paper Supplies - SQ	111.04
38	Pay Pal	Gateway Service Fees - NOLS	59.95
39	RealTaxTools	PO 355 Technology Services - ACA Reporting Software - NOLS	406.88
40	Safeway	PO 344 Maintenance Supplies - Hand Sanitizer - FAC	16.28
41	Shadow Mountain RV Park	PO 272 Business Fuel - Nolsy Red - FAC	25.00
42	Shell	PO 250 Business Fuel - Westy - NOLS	23.80
43	Shell	PO 256 Business Fuel - Westy - NOLS	21.41
44	Shell	PO 266 Business Fuel - Westy - NOLS	21.93
45	Shell	PO 288 Business Fuel - Westy - NOLS	24.27
46	Shell	PO 301 Business Fuel - Westy - NOLS	30.60
47	Shell	PO 248 Business Fuel - Pacifica - NOLS	46.41
48	Shell	PO 260 Business Fuel - Pacifica - NOLS	22.72
49	Shell	PO 262 Business Fuel - Pacifica - NOLS	37.06
50	Shell	PO 285 Business Fuel - Westy - NOLS	23.59
51	Shell	PO 286 Business Fuel - Pacifica - NOLS	22.49
52	Shell	PO 306 Business Fuel - Pacifica - NOLS	44.36
53	Stamps.com	PO 252 Postage - TS	250.00
54	Stamps.com	PO 257 Postage - TS	250.00
55	Stamps.com	PO 290 Technology Services - Monthly Charge - TS	19.56
56	Stamps.com	PO 295 Postage - TS	250.00
57	Swains General Store, Inc.	PO 243 Maintenance Supplies - Weed Control, Door Holder - FAC	73.14
58	Tracfone*Airtime	PO 314 Communications - Voice - Branch Phone - PA	11.97
59	Tracfone*Airtime	PO 315 Communications - Voice - Branch Phone - SQ	11.97
60	Tracfone*Airtime	PO 316 Communications - Voice - Branch Phone - FO	11.97
61	Tracfone*Airtime	PO 317 Communications - Voice - Branch Phone - CB	11.97
62	Uline	PO 259 Machinery and Equipment - Safety Mirrors - FO	183.12
63	UPS	PO 277 Communications - Freight - TS	10.94
64	USPS	PO 310 Postage - NOLS	7.00
65	USPS	PO 291 Office Supplies - Postage Stamps - FO	11.00
66	Varidesk	PO 253 Machinery and Equipment - Workstations - FO	2,405.99

No.	Claimant	Purpose	Amount
67	Walmart	PO 294 Training Supplies - All Staff Training Day - NOLS	4.26
68	Washington Finance Officers Association	PO 258 Training Fee - AOA Excel Training - ADM	50.00
69	Words Anywhere	PO 330 Maintenance Supplies - Book Drop Lettering - FAC	22.95
70	Zoom	PO 324 Technology Services - Monthly Subscription - NOLS	16.30
71	Zoom	PO 326 Technology Services - Monthly Subscription - NOLS	65.20
			9,857.31

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

EFT 837	ADP Tax/Financial Services	Net Payroll (PPE 03-31-21)	129,517.91
EFT 838	ADP Tax/Financial Services	Payroll Tax (PPE 03-31-21)	44,201.73
EFT 839	Dept. of Retirement Systems	Retirement Contributions (PPE 03-31-21)	38,372.11
EFT 840	Dept. of Retirement Systems	DCP Retirement (PPE 03-31-21)	8,642.00
EFT 841	Hartford Retirement Plan Solutions	MMDCP (PPE 03-31-21)	200.00
			220,933.75



Staff Report

Meeting Date: May 27, 2021
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Position Description Review Project Update

Attachments: Updated Position Titles
Comparison of Position Placement on 2021 Wage and Salary Schedule
January 2021 Wage and Salary Schedule
May 2021 Wage and Salary Schedule
May 2021 NOLS Organizational Chart

Topic/Issue:

Position Description Review Project update.

Discussion:

Accurate and up-to-date position descriptions are important for operational purposes. They are also an essential preliminary step to assessing the continuing accuracy of internal classification relationships, and/or to conducting any kind of external compensation study. An external compensation study is just one piece of the fiscal analysis necessary to develop a comprehensive Fiscal Business Plan, one of the Library's current strategic initiatives.

In February 2021, NOLS began a staff-involved review of all position descriptions. After several rounds of proposed revisions to position descriptions and discussions with Union officers regarding union-represented positions, the project was completed in mid-May.

In addition to having accurate summaries of responsibilities, lists of essential job functions, minimum qualifications and physical requirements, position description titles were also reviewed for accuracy and updates have been made to a majority of positions. Out of the 31 position titles at NOLS, 20 titles have changed to ensure they accurately reflect the type of work the position is responsible.

The Executive Director position description update was approved by the Board of Trustees at their April 22, 2021 meeting. Policy HR 6.1 gives the Executive Director authority to update the rest of the position descriptions as needed.

The attached documents outline the position title changes made, adjustments to position placements on the Wage and Salary schedule, and the current Organizational Chart.

Having up to date position descriptions will allow NOLS to move forward with hiring a consultant to conduct an external compensation study. The compensation study will look at the pay and benefits for comparable positions at similar-sized libraries across the state and local public agencies. The rough timeline for this work includes issuing a Request for Proposals (RFP) for a consultant in May 2021, hiring a consultant to begin work by the end of June, and obtaining a final compensation study report from the consultant by mid-September.

The results of that report will be utilized during contract negotiations with the Union and the development of NOLS' future Operating Budgets.

Policy Considerations:

[Policy HR 6.I](#) covers the classification of employees.

Fiscal Considerations:

The adjustments to positions' placement on the Wage and Salary schedule will cost an additional \$48,310.47 between May and December 2021. This expense was not budgeted in the 2021 Operating Budget, but will be offset by savings realized by the Public Services Director and two Community Outreach Specialist positions remaining vacant for at least half of 2021.

The increased costs of the adjustments will need to be budgeted for in the 2022 Operating Budget and beyond.

The Finance Committee was briefed on these fiscal implications.

Action/Motion:

No action is required.

Position Title Changes - 2021 Position Description Review Project

Implemented 5-1-2021. Positions with no title changes not listed.

Current Name	Proposed Name	Abbreviation
Customer Services Specialist 2	Public Services Specialist	PSS
Customer Services Specialist 3	Public Services Specialist	PSS
Customer Services Specialist 4	Public Services Lead	PSL
Library Services Specialist 1	Community Outreach Specialist	COS
Library Services Specialist 2	Library Services Specialist	LSS
Facilities Technician 3	Facilities Lead	FL
Processor	Materials Processor	Processor
Shipment Operations Specialist 1	Courier	Courier
Technical Services Assistant 2	Technical Services Specialist	TSS
Technical Services Assistant 3	Acquisitions Lead	AL
Digital Resources Coordinator	Web and Digital Systems Coordinator	WDSC
IT Specialist 4	IT Systems Administrator	SA
Public Communications Coordinator	Marketing Coordinator	MC
Administrative Operations Assistant 1	Administrative Operations Specialist 1	AOS 1
Administrative Operations Assistant 3	HR and Business Manager	HRBM
Library Operations Manager	Branch Operations Manager	BOM
Technical Services Manager	Collection Services Manager	CSM
Financial Operations Manager	Finance Manager	FM
Assistant Library Director	Public Services Director	PSD
Library Director	Executive Director	ED

Comparison of Previous and New Position Placement on 2021 Wage and Salary Schedule

Change Implemented 5-1-2021

CLASSIFICATION	PREVIOUS RANGE	NEW RANGE
Facilities Technician I	5	minimum wage
Courier	7	8
Facilities Technician 2	7	9
Administrative Operations Specialist I	11	11
Public Services Specialist	9	11
Technical Services Specialist	9	12
IT Specialist I	10	12
Community Outreach Specialist	10	13
Facilities Lead	10	13
Acquisitions Lead	10	14
IT Specialist 2	13	14
Marketing Coordinator	12	15
Public Services Lead	12	15
Web & Digital Systems Coordinator	12	15
IT Specialist 3	15	16
Library Services Specialist	15	17
Librarian I	17	17
Librarian 2	18	19
IT Systems Administrator	18	19
Branch Operations Manager	M2	M3
HR & Business Manager	16	M4
Collection Services Manager	M3	M5
Finance Manager	M2	M5
Library Manager	M4	M6
Facilities Manager	M5	M6
IT Manager	M7	M8
Public Services Director	M10	M10
Executive Director	Salary set by Board	Unchanged

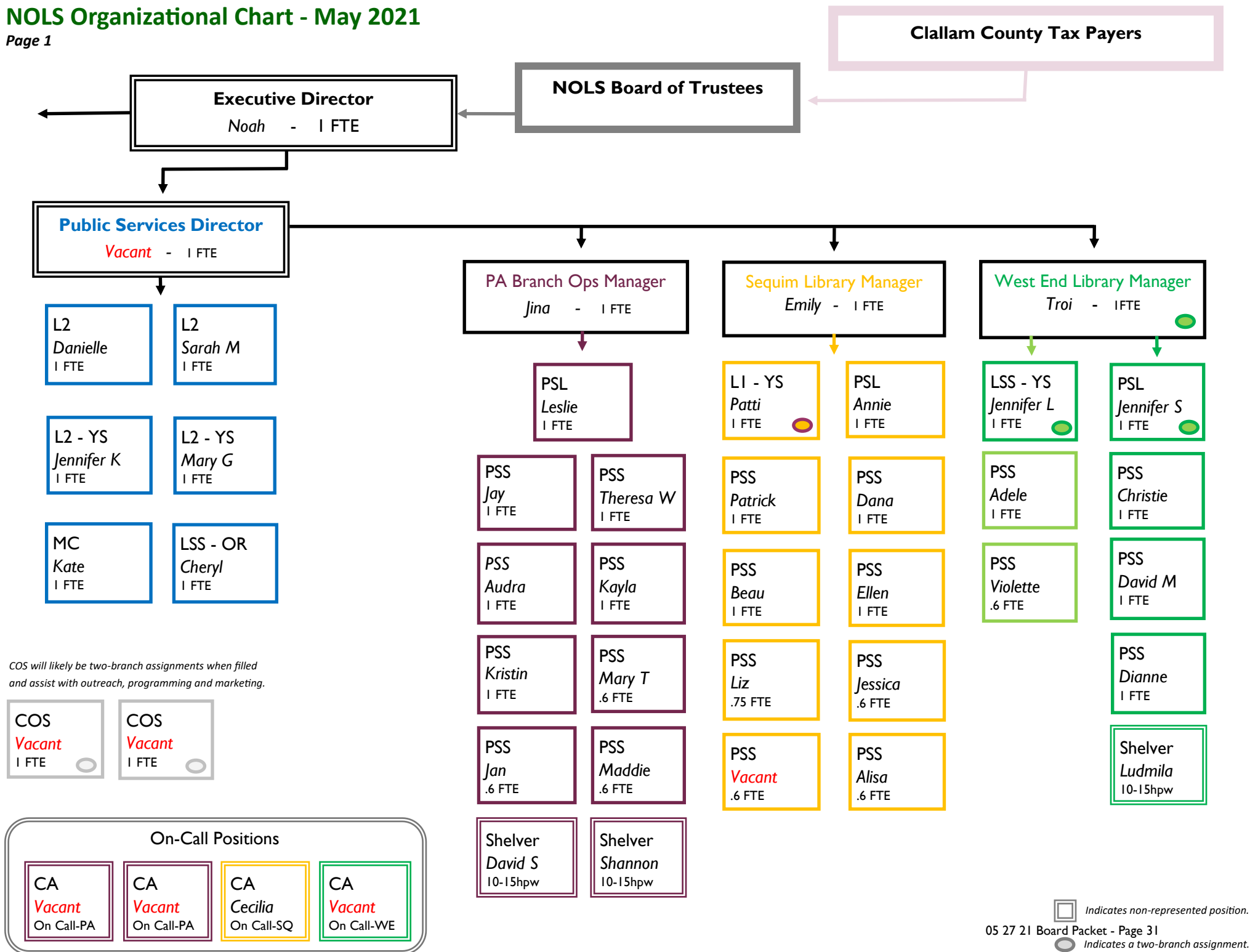
2021 Wage and Salary Schedule												
2021 NOLS GEU - Includes 1.0% COLA increase over 2020 wages												
Recent COLA History: 2013 - 0.5%, 2014 - 3%, 2015 - 1%, 2016 - 0.5%, 2017 - 2%, 2018 - 2%, 2019 - 2%, 2020 - 3%, 2021 - 1%												
CLASSIFICATION	Class Code		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly
Facilities Technician I	FT001	5	2,050.35	12.62	2,152.87	13.25	2,260.51	13.91	2,373.54	14.61	2,492.22	15.34
Customer Service Specialist I	CSS01	6	2,152.87	13.25	2,260.51	13.91	2,373.54	14.61	2,492.22	15.34	2,616.83	16.10
Facilities Technician 2, Shipment Operations Specialist I	FT002, SOS1	7	2,260.51	13.91	2,373.54	14.61	2,492.22	15.34	2,616.83	16.10	2,747.67	16.91
Technical Services Assistant I	TSA01	8	2,373.54	14.61	2,492.22	15.34	2,616.83	16.10	2,747.67	16.91	2,885.05	17.75
Technical Services Assistant 2, Customer Service Specialist 2	TSA02, CSS02	9	2,492.22	15.34	2,616.83	16.10	2,747.67	16.91	2,885.05	17.75	3,029.30	18.64
Facilities Technician 3, Customer Service Specialist 3, Library Services Specialist I, IT Specialist I, Technical Services Assistant 3	FT003, CSS03, LSS01, ITS01, TS003	10	2,616.83	16.10	2,747.67	16.91	2,885.05	17.75	3,029.30	18.64	3,180.77	19.57
Administrative Operations Assistant I	AOA01	11	2,747.67	16.91	2,885.05	17.75	3,029.30	18.64	3,180.77	19.57	3,339.81	20.55
Public Communications Coordinator, Digital Resource Coord., Customer Service Specialist 4, Admin Operations Assistant 2	PCC, DRC, CSS04, AOA02	12	2,885.05	17.75	3,029.30	18.64	3,180.77	19.57	3,339.81	20.55	3,506.80	21.58
IT Specialist 2	ITS02	13	3,029.30	18.64	3,180.77	19.57	3,339.81	20.55	3,506.80	21.58	3,682.14	22.66
		14	3,180.77	19.57	3,339.81	20.55	3,506.80	21.58	3,682.14	22.66	3,866.25	23.79
Library Services Specialist 2, IT Specialist 3	LSS02, ITS03	15	3,339.81	20.55	3,506.80	21.58	3,682.14	22.66	3,866.25	23.79	4,059.56	24.98
Administrative Operations Assistant 3	AOA3	16	3,506.80	21.58	3,682.14	22.66	3,866.25	23.79	4,059.56	24.98	4,262.54	26.23
Librarian I	LIB01	17	3,682.14	22.66	3,866.25	23.79	4,059.56	24.98	4,262.54	26.23	4,475.67	27.54
Librarian 2, IT Specialist 4	LIB02, ITS04	18	3,866.25	23.79	4,059.56	24.98	4,262.54	26.23	4,475.67	27.54	4,699.45	28.92
2021 NOLS Management- Includes 1.0% COLA increase over 2020 wages												
Recent COLA History: 2013 - 0.5%, 2014 - 3%, 2015 - 0%, 2016 - 0.5%, 2017 - 2%, 2018 - 2%, 2019 - 2%, 2020 - 3%, 2021 - 1%												
		M1	4,019.37	24.73	4,220.34	25.97	4,431.36	27.27	4,652.93	28.63	4,885.58	30.07
Library Operations Manager, Financial Operations Mgr	LOM, FOM	M2	4,220.34	25.97	4,431.36	27.27	4,652.93	28.63	4,885.58	30.07	5,129.86	31.57
Technical Services Manager	TSM	M3	4,431.36	27.27	4,652.93	28.63	4,885.58	30.07	5,129.86	31.57	5,386.35	33.15
Library Manager	LIBM	M4	4,652.93	28.63	4,885.58	30.07	5,129.86	31.57	5,386.35	33.15	5,655.67	34.80
Facilities Manager	FACM	M5	4,885.58	30.07	5,129.86	31.57	5,386.35	33.15	5,655.67	34.80	5,938.45	36.54
		M6	5,129.86	31.57	5,386.35	33.15	5,655.67	34.80	5,938.45	36.54	6,235.37	38.37
IT Manager	ITM	M7	5,386.35	33.15	5,655.67	34.80	5,938.45	36.54	6,235.37	38.37	6,547.14	40.29
		M8	5,655.67	34.80	5,938.45	36.54	6,235.37	38.37	6,547.14	40.29	6,874.50	42.30
		M9	5,938.45	36.54	6,235.37	38.37	6,547.14	40.29	6,874.50	42.30	7,218.23	44.42
Assistant Director	AD	M10	6,235.37	38.37	6,547.14	40.29	6,874.50	42.30	7,218.23	44.42	7,579.14	46.64
*blue type indicates non-union positions												
**Indicates steps on schedule that are below minimum wage - pay for these ranges begins next step. Minimum wage 2021 = \$13.69 Minimum Wage positions: Shelver, Processor; OC Circulation Assistant												
The Library Director's salary is set by Board and contract; does not receive annual steps, and is therefore not on the W&S schedule												



2021 Wage and Salary Schedule (Updated 05-01-2021)											
2021 NOLS GEU - Includes 1.0% COLA increase over 2020 wages											
Recent COLA History: 2013 - 0.5%, 2014 - 3%, 2015 - 1%, 2016 - 0.5%, 2017 - 2%, 2018 - 2%, 2019 - 2%, 2020 - 3%, 2021 - 1%											
CLASSIFICATION		A	A Hourly	B	B Hourly	C	C Hourly	D	D Hourly	E	E Hourly
	7	2,260.51	13.91	2,373.54	14.61	2,492.22	15.34	2,616.83	16.10	2,747.67	16.91
Courier	8	2,373.54	14.61	2,492.22	15.34	2,616.83	16.10	2,747.67	16.91	2,885.05	17.75
Facilities Technician 2	9	2,492.22	15.34	2,616.83	16.10	2,747.67	16.91	2,885.05	17.75	3,029.30	18.64
	10	2,616.83	16.10	2,747.67	16.91	2,885.05	17.75	3,029.30	18.64	3,180.77	19.57
Administrative Operations Specialist I, Public Services Specialist	11	2,747.67	16.91	2,885.05	17.75	3,029.30	18.64	3,180.77	19.57	3,339.81	20.55
IT Specialist I, Technical Services Specialist	12	2,885.05	17.75	3,029.30	18.64	3,180.77	19.57	3,339.81	20.55	3,506.80	21.58
Community Outreach Specialist, Facilities Lead	13	3,029.30	18.64	3,180.77	19.57	3,339.81	20.55	3,506.80	21.58	3,682.14	22.66
Acquisitions Lead, IT Specialist 2	14	3,180.77	19.57	3,339.81	20.55	3,506.80	21.58	3,682.14	22.66	3,866.25	23.79
Marketing Coordinator, Public Services Lead, Web & Digital Systems Coordinator	15	3,339.81	20.55	3,506.80	21.58	3,682.14	22.66	3,866.25	23.79	4,059.56	24.98
IT Specialist 3	16	3,506.80	21.58	3,682.14	22.66	3,866.25	23.79	4,059.56	24.98	4,262.54	26.23
Librarian I, Library Services Specialist	17	3,682.14	22.66	3,866.25	23.79	4,059.56	24.98	4,262.54	26.23	4,475.67	27.54
	18	3,866.25	23.79	4,059.56	24.98	4,262.54	26.23	4,475.67	27.54	4,699.45	28.92
IT Systems Administrator, Librarian 2	19	4,059.56	24.98	4,262.54	26.23	4,475.67	27.54	4,699.45	28.92	4,934.42	30.37
2021 NOLS Management- Includes 1.0% COLA increase over 2020 wages											
Recent COLA History: 2013 - 0.5%, 2014 - 3%, 2015 - 0%, 2016 - 0.5%, 2017 - 2%, 2018 - 2%, 2019 - 2%, 2020 - 3%, 2021 - 1%											
	M2	4,220.34	25.97	4,431.36	27.27	4,652.93	28.63	4,885.58	30.07	5,129.86	31.57
Branch Operations Manager	M3	4,431.36	27.27	4,652.93	28.63	4,885.58	30.07	5,129.86	31.57	5,386.35	33.15
HR & Buisness Manager	M4	4,652.93	28.63	4,885.58	30.07	5,129.86	31.57	5,386.35	33.15	5,655.67	34.80
Collection Services Manager, Finance Manager	M5	4,885.58	30.07	5,129.86	31.57	5,386.35	33.15	5,655.67	34.80	5,938.45	36.54
Library Manager, Facilities Manager	M6	5,129.86	31.57	5,386.35	33.15	5,655.67	34.80	5,938.45	36.54	6,235.37	38.37
	M7	5,386.35	33.15	5,655.67	34.80	5,938.45	36.54	6,235.37	38.37	6,547.14	40.29
IT Manager	M8	5,655.67	34.80	5,938.45	36.54	6,235.37	38.37	6,547.14	40.29	6,874.50	42.30
	M9	5,938.45	36.54	6,235.37	38.37	6,547.14	40.29	6,874.50	42.30	7,218.23	44.42
Public Services Director	M10	6,235.37	38.37	6,547.14	40.29	6,874.50	42.30	7,218.23	44.42	7,579.14	46.64
*blue type indicates non-union positions											
Minimum wage 2021 = \$13.69 Minimum Wage positions: Shelver, Processor, OC Circulation Assistant, Facilities Tech 1											
The Executive Director's salary is set by Board and contract; does not receive annual steps, and is therefore not on the W&S schedule											

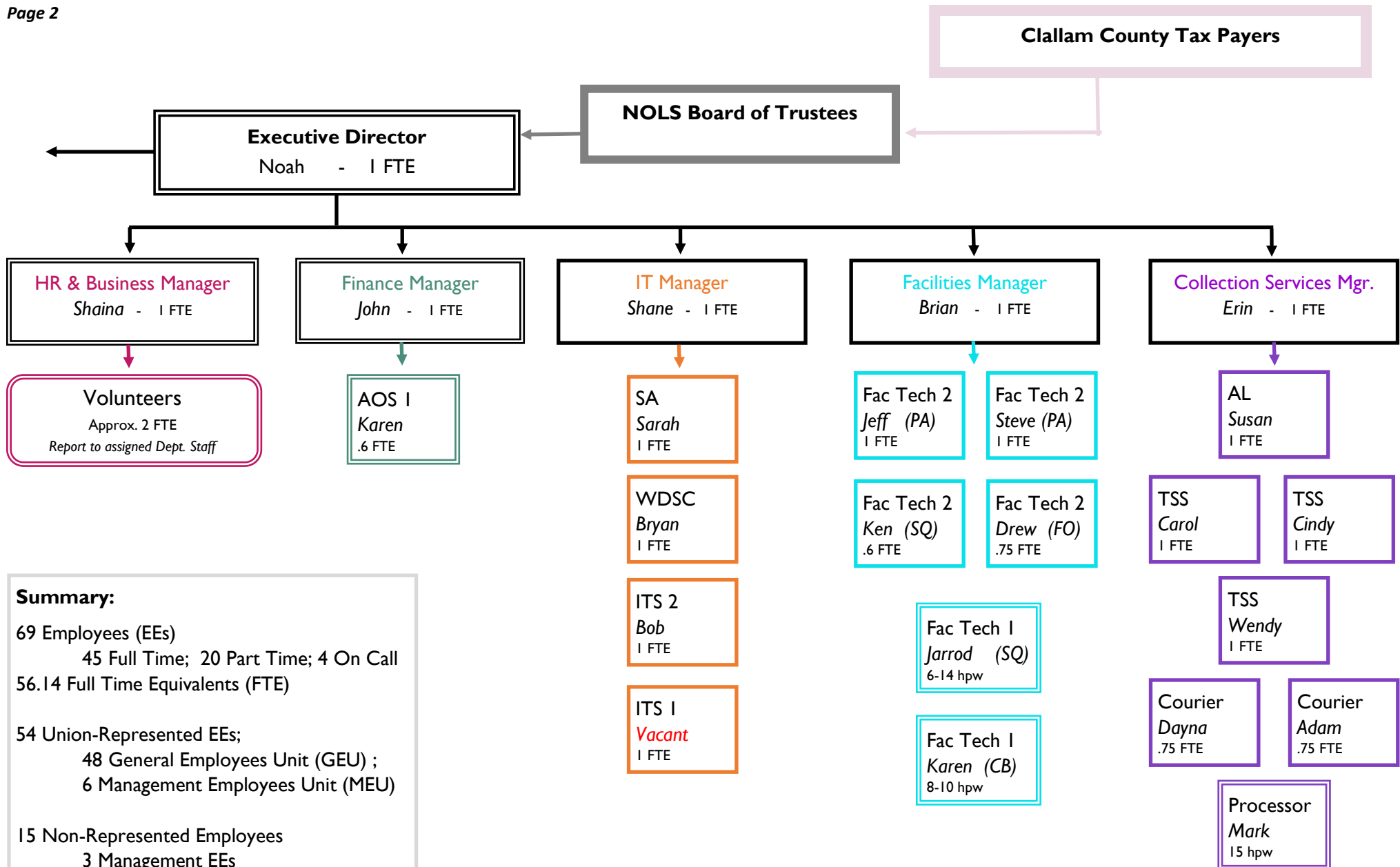
NOLS Organizational Chart - May 2021

Page 1



NOLS Organizational Chart - May 2021

Page 2



Summary:

69 Employees (EEs)
45 Full Time; 20 Part Time; 4 On Call
56.14 Full Time Equivalents (FTE)

54 Union-Represented EEs;
48 General Employees Unit (GEU) ;
6 Management Employees Unit (MEU)

15 Non-Represented Employees
3 Management EEs
2 Administrative Confidential
6 PT Non-Union positions
4 On-Call

35 Active Volunteers on Average
2 Full Time Equivalents (FTE)



Staff Report

Date: May 27, 2021
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of Resolution 21-05-03: Authorizing Transfer of Funds for Sequim Capital Project

Attachments: Resolution 21-05-03: Authorizing Transfer of Funds for Sequim Capital Project
SHKS Architects - NOLS Sequim Library Project Proposal

Topic:

Authorizing the transfer of funds for the Sequim Capital Project.

Background:

In June 2020, NOLS applied for the Library Capital Improvement Program Grant administered by the Washington State Department of Commerce. The funding would help correct pressing facility issues at the Sequim Branch Library; issues which have been exacerbated by the effects of COVID-19. In early October 2020, NOLS was notified that its application was selected as a recommended project, ranked 5th out of 33 applications, with recommendation for full funding of the project.

A staff report from May 28, 2020 about NOLS' grant application for the Library Capital Improvement Program can be found on the NOLS website at <http://local.nols.org/Docs/sequim-library-project/LCIP-Grant-Staff-Report.pdf>. More information about NOLS' efforts during the past decade to expand the Sequim Branch Library can be found at www.nols.org/sequimlibraryproject.

Discussion:

On May 18, 2021, Governor Inslee signed [HBI080](#) – the Washington State 2021-23 Capital Budget, which includes \$2 million in matching funds for the Library Capital Improvement Program grant for the Sequim Branch Library. The Capital Budget passed both the House and Senate in April, and the Governor's signature on the budget bill was the final step in the approval process.

The Department of Commerce will administer the Library Capital Improvement Program grant and will begin making funds available, on a reimbursement basis, in July 2021.

The conceptual plans that library staff developed with SHKS Architects in June 2020 for an expanded and renovated Sequim Branch Library had an estimated project cost of \$4.8 million. Based on that cost estimate and rising construction costs, NOLS will need to utilize the full \$2 million grant, which will require \$2 million in matching funding from NOLS.

NOLS staff will issue a Request for Proposals (RFP) for an architect in June 2020. The architect will develop a final design for the Sequim Branch and will be NOLS' first expense related to the project.

Fiscal Considerations:

The NOLS Capital Reserve balance was \$2,706,054 as of April 30, 2021. Transferring \$2,000,000 out of the NOLS Capital Reserve will significantly reduce the balance. Despite the reduction, NOLS will still have healthy reserves to maintain all other library facilities. The Clallam Bay Branch was fully renovated in 2009 and the Forks Branch Library was fully renovated in 2013. Both facilities have been well maintained since those renovations and major projects are not expected in the near future.

The Port Angeles Main Library has also been well maintained since it was built in 1996, but major projects are expected in the coming years, including replacing the roof, HVAC systems and parking lot repairs. Fortunately, separate reserve accounts have been setup for capital needs at the Port Angeles facility. As of April 30, 2021, there was \$839,291 in two Port Angeles Capital Account CDs and \$113,998 in a Port Angeles Capital Reserve Account.

With nearly 1 million in capital reserve accounts for the Port Angeles facility, over \$700,000 for capital needs around the system other than the Sequim facility, and a healthy amount of timber tax revenue continuing to be added to the NOLS Capital Reserve each year, NOLS will be able to continue to care for its facilities while investing heavily in the Sequim Branch Library.

NOLS will need to work with community partners to conduct additional fundraising efforts to financially support the Sequim Capital Project. Library staff have already begin to seek additional grant opportunities and the North Olympic Library Foundation has offered their assistance in facilitating donations.

Policy Considerations:

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

Recommendation/Alternatives:

That the Library Board of Trustees approve Resolution 21-05-03, authorizing the transfer of \$2,000,000 from the NOLS Capital Reserve to the Sequim Capital Project Account. Alternatively, the Board could designate that transfers out to reserves be in smaller amounts or directed to different accounts.

The transfer proposals discussed above are in keeping with the Fiscal Management Policy, and have been approved by the Finance Committee.

Motion/Action:

That the Library Board of Trustees approve Resolution 21-05-03, authorizing transfer of funds as indicated.



Resolution 21-05-03:
Library Board of Trustees
North Olympic Library System

Authorizing Transfer of Funds for Sequim Capital Project

Whereas, for approximately 20 years there has been an acknowledged need for a larger, updated branch library facility to serve the Sequim / Dungeness Valley area; and

Whereas, the North Olympic Library System (NOLS) attempted to pass a bond measure in 2018 to build a new Sequim Branch Library but that measure failed to reach the 60% majority required for passage; and

Whereas, the Library Capital Improvement Program (LCIP) was created by the Washington State Legislature in their 2019 Regular session to assist libraries operated by governmental units to acquire, construct or rehabilitate facilities; and

Whereas, NOLS applied for a \$2 million LCIP matching grant for the Sequim Branch Library in June 2020; and

Whereas, Governor Inslee signed the 2021-23 Capital Budget into law, which included a \$2 million Library Capital Improvement Program matching grant for the Sequim Branch Library; and

Whereas, NOLS worked with an architect to create conceptual designs for an expanded and renovated Sequim Branch Library; and

Whereas, cost estimates for the resulting design have been professionally developed, and the estimated total costs for the project are approximately \$4,809,479; and

Whereas, the amount of \$2,000,000 has been identified by the Board Finance Committee as the current portion of NOLS Capital Reserve Account that may be committed towards the Sequim Capital Project; and

Whereas, a transfer of funds is required to fund planned Sequim Capital Project expenditures in 2021, 2022 and 2023; and

Whereas, the balance of the NOLS Capital Reserve as of 4/30/2021 was \$2,706,054; and

Whereas, the balance of the Sequim Capital Project Account as of 4/30/2021 was \$0; and

Whereas, NOLS will seek addition grant opportunities and conduct community fundraising efforts to provide additional project funding needs beyond the combined \$4,000,000 from NOLS and the LCIP grant; and

Now therefore be it resolved: that the Board authorizes staff to transfer \$2,000,000 from the NOLS Capital Reserve account to the Sequim Capital Project account to be expended on the expansion and renovation of the Sequim Branch Library.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 27th day of May 2021.

Chair

Trustee

Trustee

Trustee

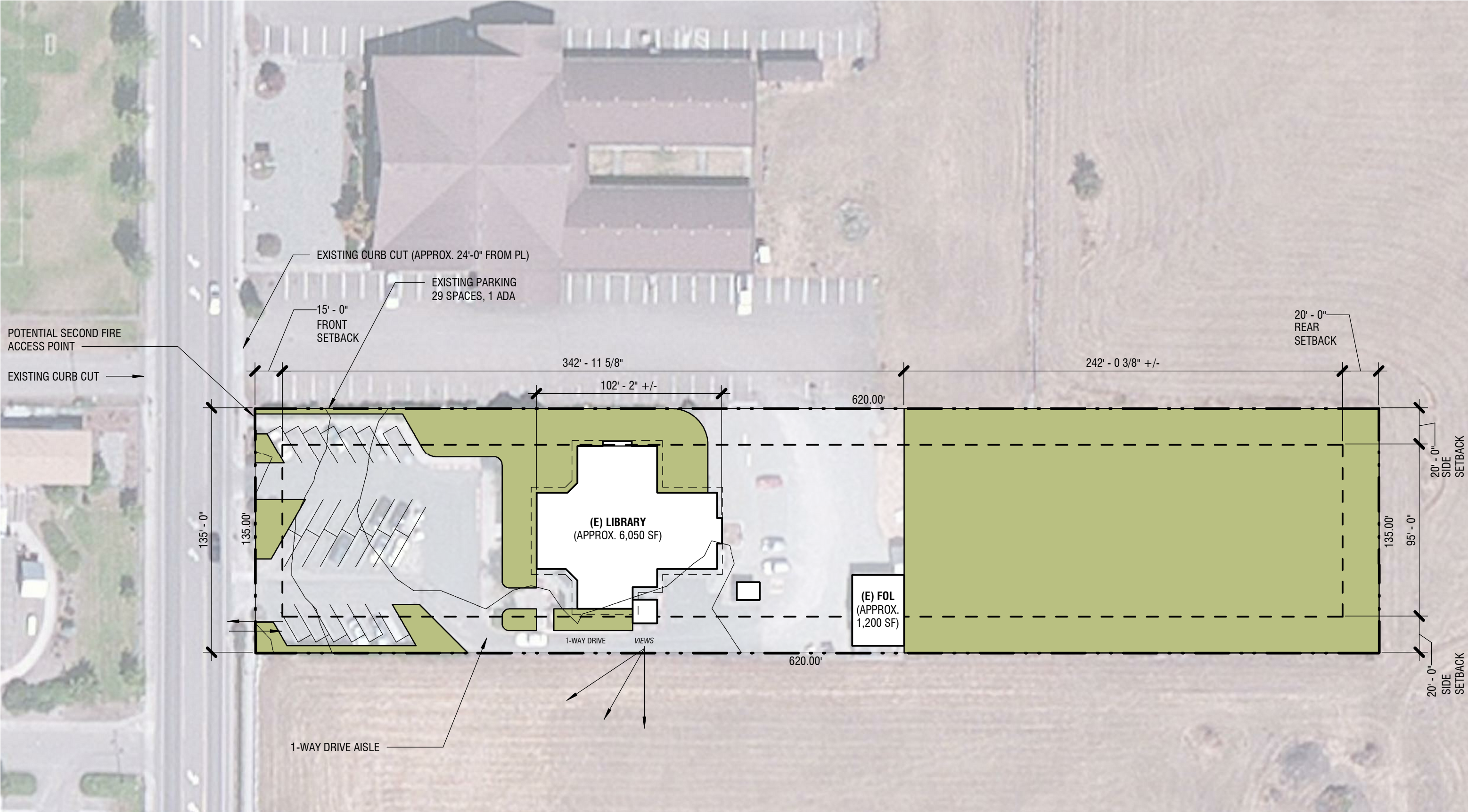
Trustee

Attested by:

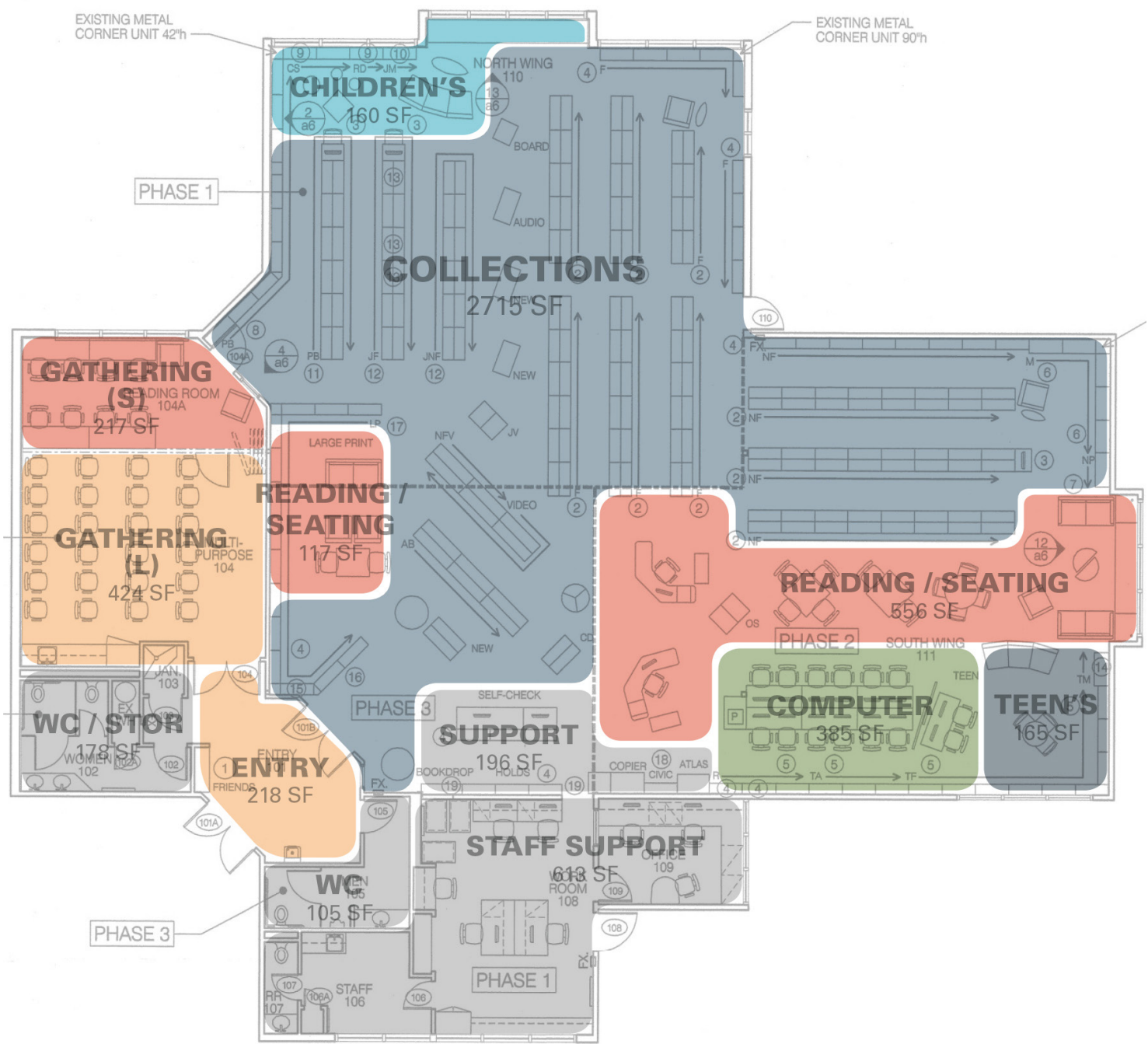
Secretary to the Board

NOLS SEQUIM LIBRARY
PROJECT PROPOSAL

EXISTING SITE PLAN

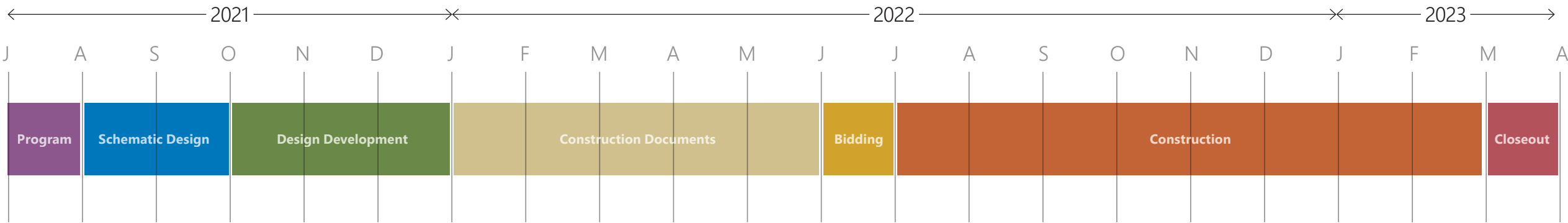


EXISTING LIBRARY



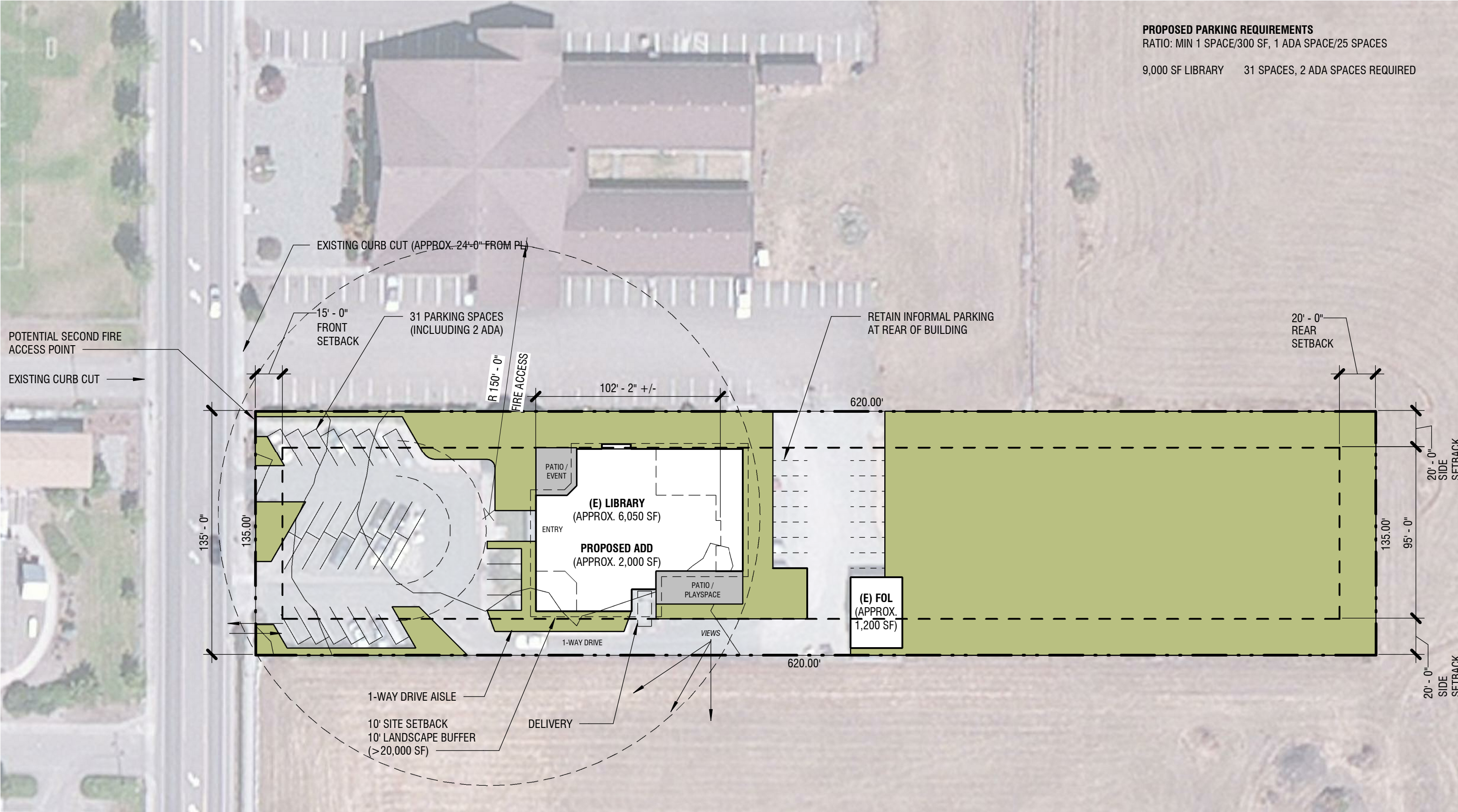
TIMELINE + PROJECT COSTS

PROJECT TIMELINE		
PROJECT STAGE		DURATION
	Programming	1 month
	Schematic Design	2 months
	Design Development	3 months
	Construction Documents	5 months
	Bidding	1 month
	Construction	8 months
	Project Move-in / Closeout	1 month
Total		21 months

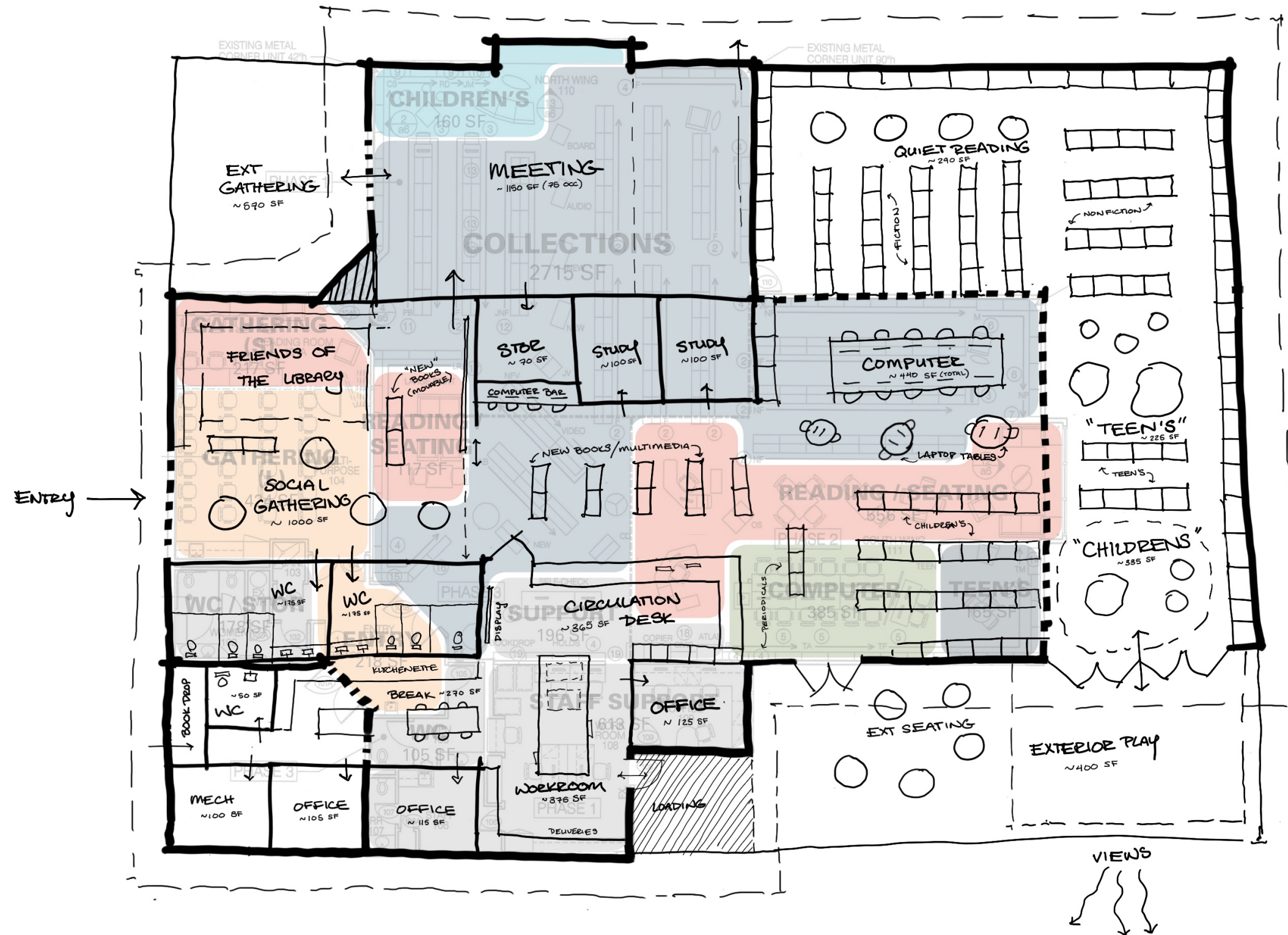


PROJECT COST		
COST ITEM	PERCENTAGE	TOTAL
Construction Costs		\$3,222,000
Sales Tax	8.8%	\$283,536
A/E Fees	13.9%	\$447,858
Owner Provided Engineering, Reports, Observations	3.5%	\$112,770
Permits and Fees	2%	\$64,440
Owner Contracted Commissioning, LEED Certification	2.5%	\$80,550
Furniture, Fixtures, and Equipment (Allowance)	5%	\$161,100
Owner Contingency	10%	\$437,225
Total Project Costs		\$4,809,479

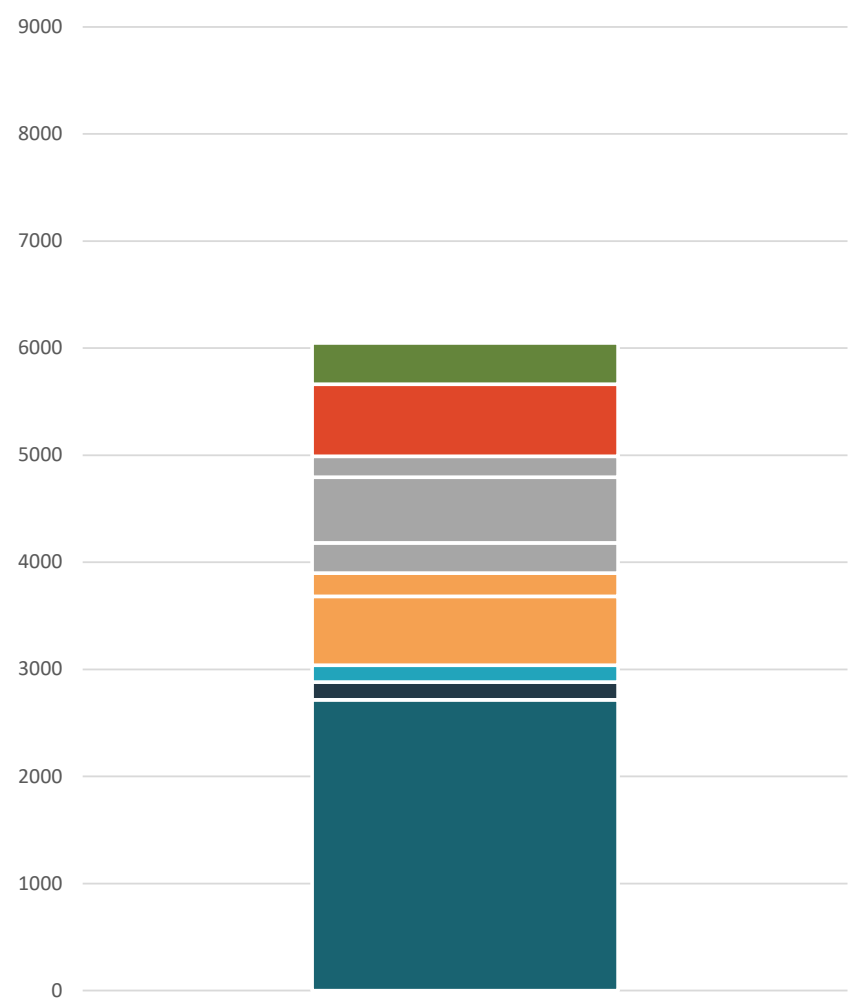
PROPOSED SITE PLAN













PROPOSED FLOOR PLAN

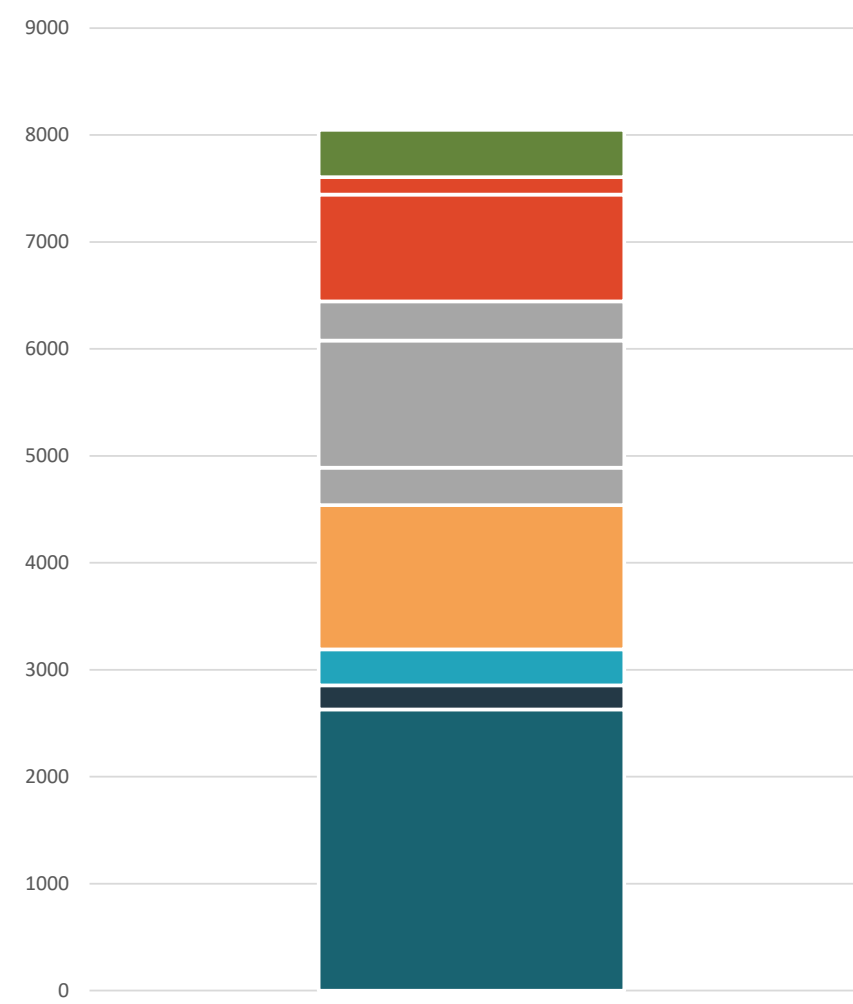


PROGRAM ANALYSIS














EXISTING

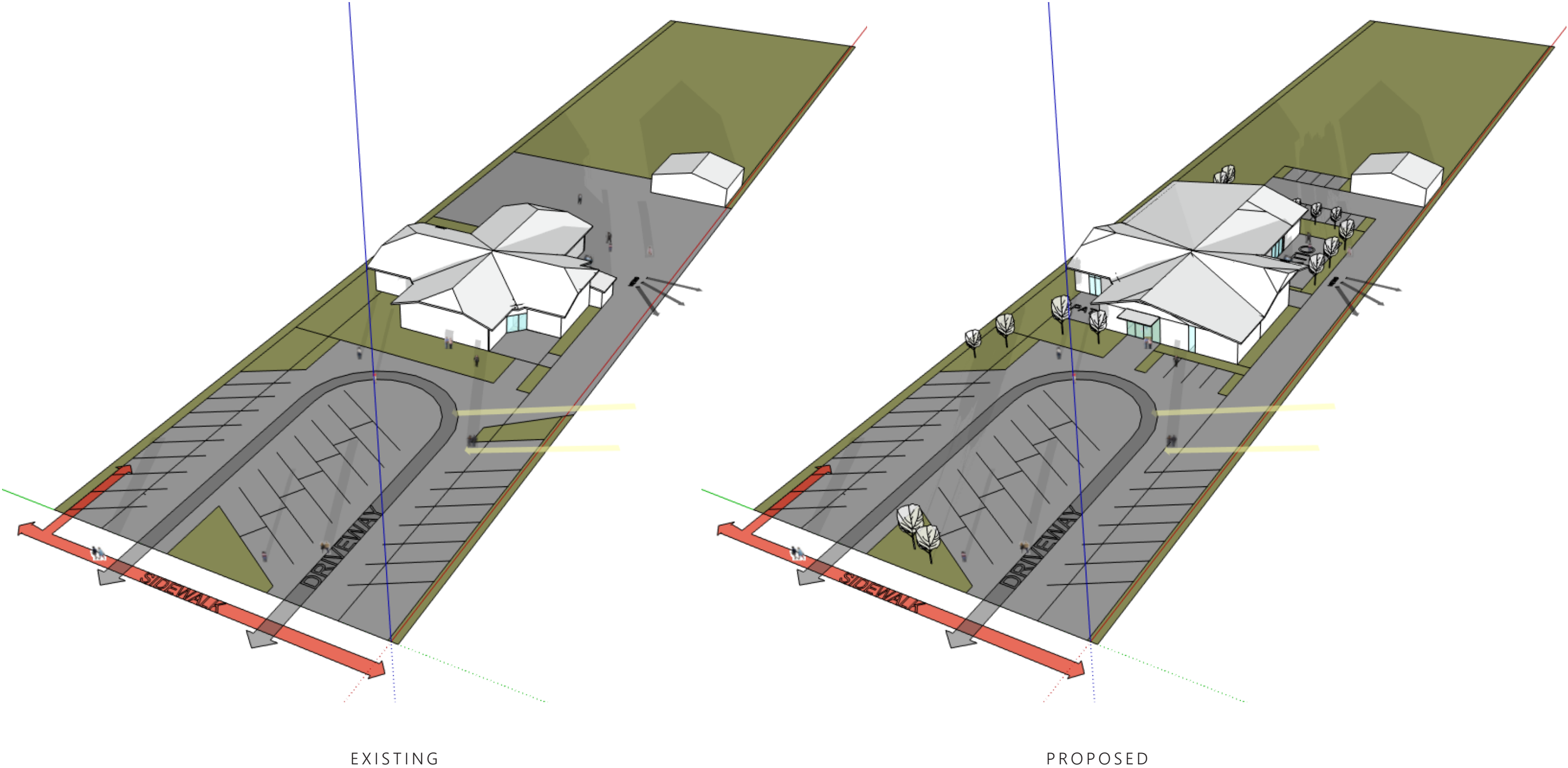
PROGRAM		APPROX. SQ. FT.
	Collections	2715
	Teen's	165
	Children's	160
	Gathering (Total)	641
	Entry	218
	WC	283
	Staff Support	613
	Circulation	196
	Reading/Seating	673
	Computer	385
Total		6049



PROPOSED

PROGRAM		APPROX. SQ. FT.
	Collections	2630
	Teen's	225
	Children's	335
	Gathering (Total)	1350
	Entry	218
	WC	350
	Staff Support	1189
	Circulation	365
	Social Gathering	1000
	Reading/Seating	163
	Computer	440
Total		8047

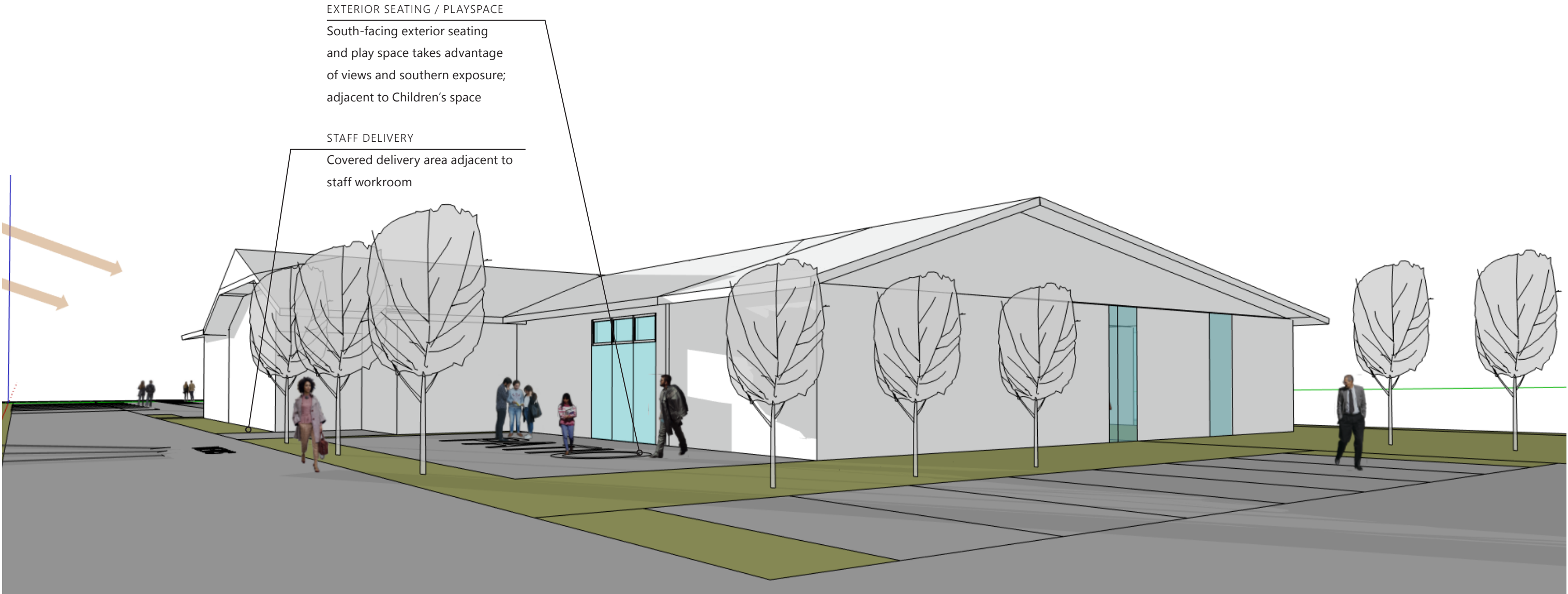
3D VIEW
BIRDSEYE



3D VIEW
BUILDING FRONT

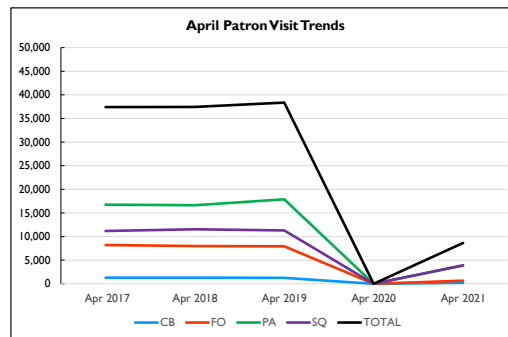
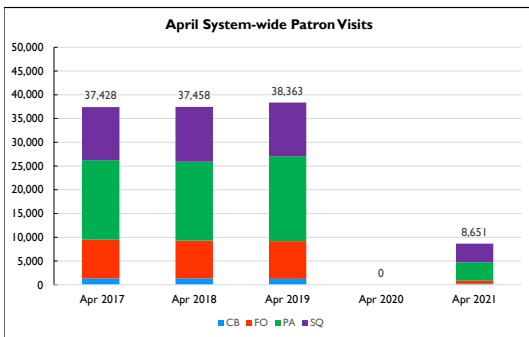


3D VIEW
BUILDING REAR



Patron Visits

	2021	% of System
PA	3,865	44.7%
SQ	3,907	45.2%
FO	665	7.7%
CB	214	2.5%
Total	8,651	100.0%



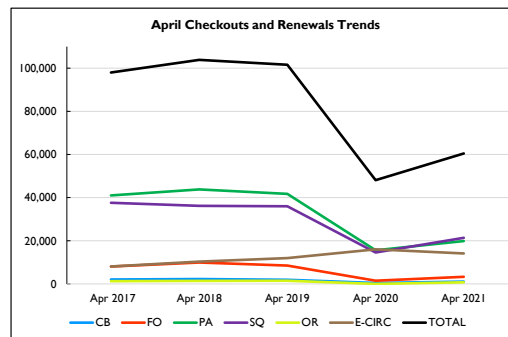
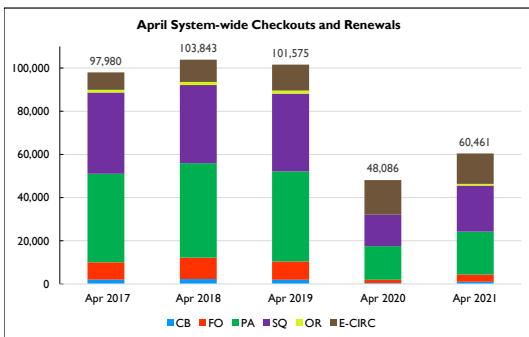
* Due to COVID-19, all NOLS locations were closed in April 2020.

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

* Curbside service began in June 2020 and continued into April 2021. □

Checkouts & Renewals

	2021	% of System
PA	19,875	32.9%
Self	0%	
SQ	21,355	35.3%
Self	0%	
FO	3,291	5.4%
Self	0%	
CB	1,054	1.7%
OR	769	1.3%
E Circ	14,117	23.3%
Total	60,461	100.0%



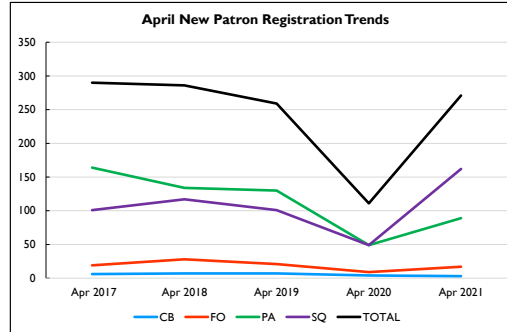
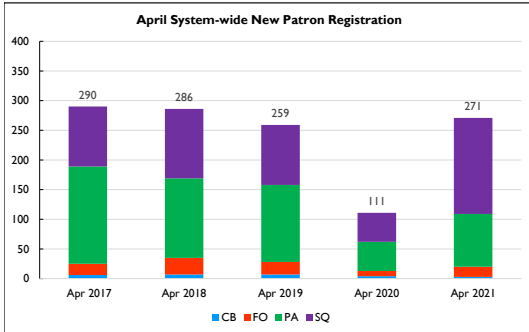
* Due to COVID-19, all NOLS locations were closed in April 2020. Items that were previously checked out could still be renewed during April.

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

* Curbside service began in June 2020 and continued into April 2021. □

New Patron Registration

	2021	% of System
PA	89	32.8%
SQ	162	59.8%
FO	17	6.3%
CB	3	1.1%
Total	271	100.0%



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

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

* Registration remained available through the Library's website.

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	25/661	100%/100%
Total	25/661	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	1,829	59.1%
SQ	232	7.5%
FO	550	17.8%
CB	483	15.6%
Total	3,094	100.0%

Wi-Fi Access

System-wide Total	4,059
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Volunteers

	Volunteer Hours	# of Volunteers
PA	63.2	5
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	0	0
Total	63	5

Holds

	Requests Fulfilled	Avg Days to Fill
PA	5999	20.91
SQ	7470	20.78
FO	804	18.22
CB	261	21.93
OR	606	11.01
Total	15140	20.32

Interlibrary Loan Services

Items borrowed from other libraries	133
Items loaned to other libraries	67

Public Meetings

	Meetings/Attendees	% of System
PA	0/0	0.00%
SQ	0/0	0.00%
FO	0/0	0.00%
CB	0/0	0.00%
Total	0/0	0.00%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	87	14.1%
SQ	0	-
FO	22	4.1%
CB	14	5.4%
Total	123	8.7%

Laptop Checkouts

	# of Checkouts	% of System
PA	14	53.8%
SQ	11	42.3%
FO	1	3.8%
CB	0	0.0%
Total	26	100.0%

Website Visits

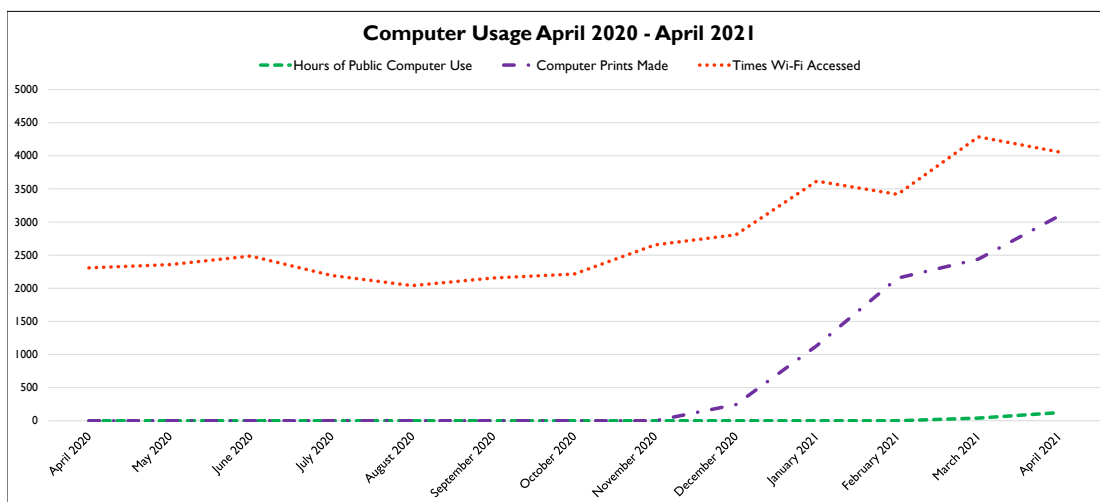
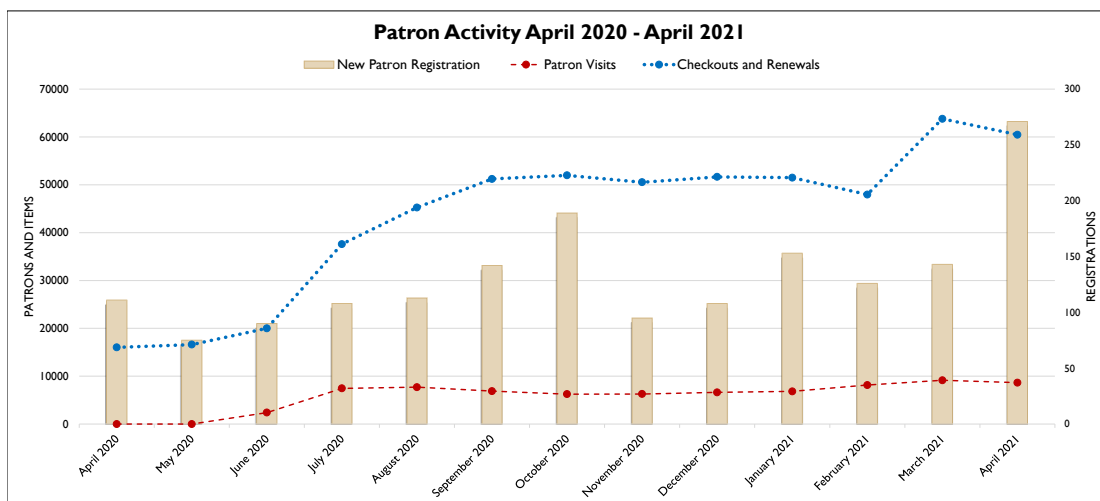
From outside the Library	17,333
From inside the Library	2,363
Avg. # of pages visited	2

Outreach Services

Deliveries to the Homebound	113
New Patrons w/ Delivery Services	2

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	472
Read & Ride (Callam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	100
Community Outreach Events	0
Total	572



Significant Events During the Past 13 Months:

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

June 2020 - Curbside service began on June 24, but all NOLS facilities remained closed to the public due to COVID-19.

July-August 2020 - Curbside service offered, but all NOLS facilities remained closed to the public due to COVID-19.

August 2020 - Patrons could begin registering for accounts via curbside in addition to the Library's website.

September 2020 - Poor air quality due to smoke shortened curbside hours for two days in early September.

October 2020 - All branches closed one day for an All Staff Training Day.

December 2020 - Curbside Printing Service begins. Patrons allowed 25 free pages per day.

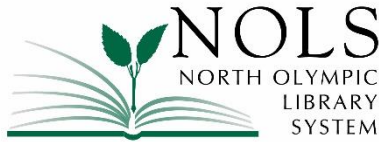
January 2021 - Laptops made available for checkout to use on Library property.

January 2021 - Power outages caused early closures and late openings at the Clallam Bay and Forks Branch Libraries two days

February 2021 - Due to a snow storm, NOLS branches were closed a full day and partial day

March 2021 - All branches begin offering limited in-library service. The service is limited to three days a week for 3-4 hours each day.

March 2021 - Public computers became available again for 30-minute sessions in Clallam Bay, Forks and Port Angeles



Monthly Activity Report

Meeting Date: May 27, 2021
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for April 2021

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The popular Books & Libations program returned in April with a new partner: Angeles Brewing Supplies and Taproom. Participants registered in advance to collect a token which was shown at Angeles Brewing for a sample pack of brews. Each week, participants met virtually for a book talk that paired with one of the beer samples. Those who missed one of the events could still tune in to watch the recorded event at a later time. Over 135 people from across the county registered for the program with 125 getting sample packs from Angeles Brewing.

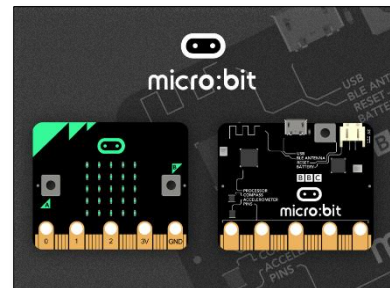
The Library celebrated Día de los Niños at the end of the month with activity bags and a special virtual performance of bilingual songs and rhymes by Marco Cortes. Nearly 100 activity bags were given out across the county which included a bilingual copy of *Carlos and the Squash Plant* by Jan Romero Stevens, squash seeds for planting, and a traditional Mexican squash recipe. Governor Jay Inslee proclaimed April 30 as Día de los Niños/Día de los Libros (Children's Day/Book Day) to encourage all people in the state to share in the joy of reading. Based on the Mexican holiday el Día del Niño, Día is a national library program that fosters literacy for all children from all backgrounds. Programs such as Día play a critical role in helping meet the needs of an increasingly diverse population, while also fueling understanding and acceptance.



Nearly a dozen patrons joined author Rosalys Peel for a discussion of her book, *Mike and Me: an inspiring guide for couples who choose to face Alzheimer's together at home*. Peel has been featured on NPR and the Today Show. She is a Registered Nurse, a Certified Couples Relationship facilitator, and remains a tireless writer and speaker in the national fight against Alzheimer's. Her presentation and the group conversation was informative and uplifting.

Other events during the month of April included:

- Nurturing an Inclusive Library Community Briefing featuring Ascending Leadership consultants – 8 participants
- BBC micro:bit Kits – 100 participants
- Teen Lit Bags – 52 participants
- Clallam Writes Circulating Journals – 6 participants
- Aging Mastery Discussion – 39 participants at 2 events
- Words Matter Tween Book Group discussing *I Am Still Alive* by Kate Alice Marshall – 4 participants
- NOLS Teens Read Book Group discussing *Children of Blood and Bone* by Tomi Adeyemi – 1 participant
- Second Saturday Book Group discussing *The Fifth Season* by N.K. Jemisin – 3 participants
- Novel Conversations Book Group discussing *The Warmth of Other Suns* by Isabel Wilkerson – 9 participants
- Second Tuesday Book Group discussing *Walking with the Wind* by John Lewis and Michael D'Orso – 7 participants
- Wednesday Evening Book Group discussing *Braiding Sweetgrass* by Robin Kimmerer – 2 participants
- Weekly Storytimes – 26 participants at 4 events



Programming Team members remained busy putting finishing touches on the upcoming Summer Reading Program events. Most of the planning is now complete and has been turned over to the Public Communications Team for creation of flyers, news releases, web content and other promotional materials. Customer Service Specialists Jay Averill, Kristin Overbey, and Dana Seevers met with Sequim Branch Manager Emily Sly to begin planning NOLS Book Group selections for 2022 which involves input and voting from each of the four NOLS Book Groups.

Customer Service Specialists Leslie Briggance and Jay Averill contributed to All Staff Training Day Committee efforts in offering another successful event. Keynote Speaker Katy Bowman's speech highlighted the benefits and ways to use movement during the work day. Ascending Leadership, Clallam County Resiliency Project, and NOLS' Collection Management Team also

offered presentations broken up by rousing games of Zoom Pictionary, Book Talks, and reviews of past training opportunities.

Other Professional Development activities staff took advantage of in April included the Booklist webinar “Strong Women and Girls”, a Novelist webinar about Gentle Reads, another Booklist webinar about Mysteries, and webinars on Homeschooling and the current FTC Broadband efforts.

Sequim Branch Library

Emily Sly, Library Manager

The daffodils and tulips bloomed most of April, bringing joy to staff and patrons at the Sequim Branch in April. Expanding in-library browsing hours was the next step of the steady reopening process during this month. On April 12, in-library hours expanded from 3 days/week (Tuesday, Thursday, Saturday) to every day (Monday-Saturday). It was a welcome increase in service. As expected, there are busier times and slower times. During the slower times, staff complete tasks in public areas like shelving holds and library materials. Shelving during open hours is one of the challenges facing the Sequim Branch as we work toward reopening the library.

Sequim staff found the presentations offered during the All Staff Training Day useful, in particular Katy Bowman’s presentation on incorporating movement into everyday activities. Initial planning work continues on the Sequim Project. Some of us are watching closely for Governor Inslee’s signature on the approved Capital Budget. The House and Senate approved the budget in April and it will be signed in May.

Jessica participated in Public Restart Team meetings, Liz offered storytime and contributed to the Social Media Team, and Equity, Diversity and Inclusion Team, Patrick responded to ehelp/Ask NOLS inquiries, Jessica participated in the All Staff Day Training Team and Dana led 2 book discussions. Emily participated in Health and Safety Team, Management Team, Public Restart Team, Branch Manager meetings, Disaster Response Team, Public Communications Team and Sequim Project Planning.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

On April 12 branches were able to resume offering in-library hours Monday – Friday in Clallam Bay and Monday – Saturday in Forks. While these are not yet full days of in-library service, patrons can now count on the Library having consistent daily in-library hours which has amplified the sense of service staff are able to provide.

One highlight that every West End staff person has commented on is the increase of new

families moving to the area in both Clallam Bay and Forks. Each family has mentioned that the Library has been one of their first stops as they establish their new home in the community. It has been so rejuvenating to welcome new families to the Library. NOLS received this message from one of the new families regarding the Microbit Kits:

“My family recently moved to Forks and are still getting settled in. I just wanted to say thank you for offering this take and make kit. We picked our kits up this morning and my kids are absolutely thrilled! It's been wonderful to see my daughter working on building and programming her kit alongside her two older brothers.

I just wanted you all to know that we really appreciate your hard work and are grateful to be able to participate in this project! “

In addition to new families, Forks and Clallam Bay are starting to see the return of families who were regular library users prior to March 2020.



A young Forks patron contributed some magnet poetry to the Young Adult area.

Staff continue to be excited about assisting NOLS system-wide by answering phones, fielding eHelp questions, fulfilling Grab Bag requests, and assisting wherever they can to make NOLS successful during this time.

Additionally, both West End branches have received or are in the process of receiving touchless faucets. Facilities staff have continued to be incredible with their dedication to providing a clean and safe space during the pandemic.

Jennifer L. has continued to commit herself to providing virtual storytimes for children residing on the West End. In April, there were forty-six total participants for the four programs offered to West End children. Additionally, Jennifer L. has continued to maintain the Teen Lit Bag program system-wide, a monthly subscription for teens to receive two library books and a few small goodies. Jennifer offered 52 Teen Lit Bags in the fourth month.

Facilities Department

Brian Phillips, Facilities Manager

Though cool temperatures slightly delayed Spring this year, by the end of April, the lawns were growing with their usual vigor and broadleaved plants leafed out quickly. Therefore, not surprisingly, outdoor chores dominated Facilities work this month. Even still, several non-groundkeeping projects moved forward in April, including the installation of security cameras at the Port Angeles Library and Facilities Annex, and the beginning of a search for Facilities management software.

Also in April, Facilities took one day out of their busy schedule to attend the Spring All Staff Training Day. This year's online event provided an opportunity for staff to learn about personal and community resilience in the face of all the various stressors at work and at home which take a toll on everyone. Many thanks to NOLS and the Library Board for providing this time to connect on these important issues!

Port Angeles Library: Installed security cameras; changed HVAC filters; installed motion activated light in attic; replaced overhead lightbulbs and ballasts; repaired Carver Room window sill; repaired bike racks; checked emergency lights; removed vandalism; repainted outdoor benches; repaired exterior electrical outlet cover; swept parking lot; repaired Carver Room patio outlet cover; repaired John's office door; mowed lawns and weeded flower beds.

Sequim Library: Installed touchless hand sanitizer dispensers; re-landscaped area near utility boxes on Sequim Avenue; mowed lawn.

Clallam Bay: Installed touchless restroom faucets; repaired broken shed lock; mowed the lawn.

Other: Serviced Pacifica van and Westy; purchased reciprocating saw; installed cameras at Annex building; Brian attended Disaster Response Team, Sequim Project and Management Team meetings.

Outreach to Homebound Program

Cheryl Martin, Outreach Library Services Specialist

During the month of April, 115 deliveries were made to homebound patrons and 2 new patrons registered for outreach services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

In April the IT team continued to support the Library as it moved into Phase 3 of its Reopening Plan by maintaining technical equipment, workstations, library catalogs, and self-checkout

stations. In addition to the Public Restart Committee, the IT team contributed to multiple work groups and projects, including the Online Resources Team, Polaris Team, All Staff Day Planning Group, Beanstack Team, EDI Team, Sustainability Team, Public Restart Team, Disaster Response Team, and the DEMCO Response Team.

IT began work on an annual inventory of all the technical equipment, including computers, monitors, printers, and more. The process included a cross-check of all inventory documentation with the physical barcodes found on the devices. The inventory process was a good opportunity for IT to ensure that all equipment moved during the COVID-19 pandemic is properly documented and accounted for in the inventory system.

In April, the Web Team published a new web page that acknowledges that the lands on which we live and gather are the appropriated homelands of the Indigenous Peoples. A link to the page was added to the footer of the website, the NOLS mission page and policies page. A web page and submission form was also created for the BBC micro:bits giveaway. The BBC micro:bit is a pocket-sized computer that introduces kids to how software and hardware work together. Youth ages 10-14 were given the opportunity to get one for free.

Work was completed on a project to redesign the layout of the online resources web pages, which included the creation of drafts for each section of the site. The Online Resources team met to discuss ideas and processes for the new design. A web page was also drafted for LinkedIn Learning to help highlight information about how to use it.

A web page was created for Día de los Niños (Children's Day/Book Day) to help encourage all people to share in the joy of reading. A video by children's performer Marco Cortes was uploaded to the website for everyone to enjoy. The Restart page was also regularly updated with new information to keep the public informed about NOLS hours and operational changes.

IT spent a lot of April on documentation. Much of that time was spent preparing for and starting the annual inventory, where we go through each branch and check and confirm that all in-use tech gear is accounted for and that the location info in the databases is all correct. Other documentation implemented included: a list of all BIOS versions on computers, evaluating which ones might be outdated, a list of all computers with installed memory and total RAM capacity, evaluating if some workstations need a RAM upgrade, and creating a new Visio map of the Port Angeles Branch. The goal of this map (which is needed for PCI – Payment Card Industry - compliance) is to more accurately reflect the locations of PA tech gear, and also to add layers so we can drill down to see greater detail for certain systems, such as the sound system or the location of Ethernet ports. We also made improvements to the existing NOLS Device Inventory database so we could track when certain changes are made on line items.

IT continued its participation in the Public Restart and All Staff Training Day committees. In the Public Restart committee we participated in evaluating and fine-tuning the locations and functions of workstations as we slowly ramp up public access to the library, with a focus on safely returning essential library services to the patrons, such as public printing and computer access. In the All Staff Training Day committee we were involved in overall planning for and

participation in All Staff Training Day as well as assuring the availability of web-conference enabled staff workstations and making sure that the Zoom platform was updated and functioning properly across the NOLS systems.

April was a month where we targeted updates on mobile equipment. After Microsoft Patch Tuesday, we put out a call for all staff to bring or send in their NOLS laptops and tablets so IT could apply needed security updates to Microsoft products and check that all other software was up to date.

In April, IT implemented an email protocol called DMARC that verifies email source servers, reducing spoofing and spam sent to NOLS addresses. Along with other recent improvements, it brings NOLS email technology up to current standards and improves email security. IT also implemented improvements to security for the public catalog, removing mixed HTTP/HTTPS use and converting the whole site to HTTPS. This reflects standards for current browsers and will reduce the number of warning message occurrences for patrons.

Shane continued to participate in meetings regarding new funding opportunities such as CARES and American Rescue Plan Act funding.

iPads were configured for patron use to take the EDI community survey in-branch and distributed to each library at the end of April. They will remain available for patrons until the survey closes in May.

Technical Services Department

Erin Shield, Technical Services Manager

April whizzed by as about 50 orders were submitted from selectors to Acquisitions. Technical Services aims to have submissions ordered within 5 working days; the turnaround time for April was 1.7 days. Likewise the “aftermath” of receiving orders: accounting, cataloging, processing, etc. is also trucking along within the current turnaround goals of 3 days for materials with holds and 7 days for titles without holds. Couriers are back to assisting with checking in some shipments and have recently learned the fine art of inventorying the collection.

1017 physical items were processed and available for customers in the month of April. 1004 downloadable titles were added. 124 print materials were repaired. 148 media items were resurfaced or repaired to extend their lives. 13 physical donations were made and added to the collection in April. 682 totes were moved between all NOLS’ branches. Tech Services helped fill 133 InterLibrary Loan requests for NOLS’ patrons and 67 loans out to other libraries.

Carol took a webinar on “ILL during the pandemic.” Wendy worked 8 hours in Outreach. Cindy spent 5 hours on Web Team responsibilities. Erin attended: E-resources Team, 2

webinars, SQ Building Project, Polaris Team, Disaster Response Team, Management Team, zoom with WA State representatives of the statewide survey Administrators, and Puget Sound Collection Development meetings. Staff also participated in All Staff Training Day.

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Customer Service Specialist 2 – PA
- Customer Service Specialist 2 – SQ

New Hires:

- None

Transfers and Promotions:

- Kristin Overbey – FT Customer Service Specialist 2 – PA
- Dana Seevers – PT Customer Service Specialist 2 – SQ

Separations:

- Mary Cote – Customer Service Specialist 2 – SQ

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in Management Team Meetings and the All Staff Training Day in April.

Accounting Statistics for April:

- 95 Vouchers
- 71 CC Transactions
- 14 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 63 Payroll Pays

Public Communications

Kate Radigan, Public Communications Coordinator

- 10 news releases were sent out as well as an *Off the Shelf* article
- Summer Reading Program T-shirt artists were selected and design began
- StoryWalk plans and signs were finalized – to be installed at local parks soon!
- EDI community event and surveys were rolled out
- Research began for options for new “SRP postcard”
- programming team meeting

Director’s Report

Noah Glaude, Director

Significant meetings/events and projects this month:

- Responding to COVID-related issues and adjusting in-library use protocols
- Position Description Review Project
- Summer Reading Program planning
- Nurturing an Inclusive Library public presentation
- Weekly meetings with Public Libraries of Washington consultant regarding state legislation that has the potential to impact public libraries
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings



Customer Comments

April 2021

The following comments were received by the Library during the month of April 2021. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

RECEIVED BY E-MAIL

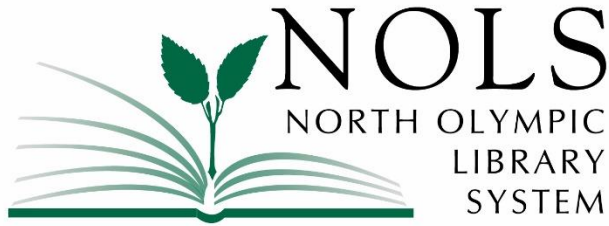
Comment:

I'm visiting a friend who showed me that through her library (Portland) she can access an e-service called Kanopy where she can borrow up to 15 movies a month. I'm wondering if there is a plan to offer this service through NOLS at some point. Thank you!

Response:

Thank you for your suggestion of Kanopy. Budget constraints do not allow NOLS to actively consider Kanopy as an option at this time. Every year we review current offerings and resources based on customer input, budget information, and other planning decisions. We will keep your suggestion for future consideration.

NOLS has a streaming service called hoopla that you might be interested in. Movies, music, and audiobooks are available. There is more information on hoopla and similar digital resources toward the bottom of our FAQ page under "Downloadable E-Books and Audio Books." Thanks again for your suggestion. Please let me know if you have further questions.



2021 Highlight Log (April 2021)

The Highlight Log provides an intranet location for NOLS staff to share uplifting anecdotes and patron comments. It was created in 2016 to provide an emotional counter-balance to the DE Log, which is used to track and document disruptive events in that occur in the library. It provides an interesting glimpse into community perceptions about the Library. The following is a list of Highlights logged during the past month.

4/6/2021 – NOLS

Note from patron: "My family recently moved to Forks from Florida and are still getting settled in. I just wanted to say thank you for offering this take and make kit. We picked our kits up this morning and my kids are absolutely thrilled! It's been wonderful to see my daughter working on building and programming her kit alongside her two older brothers. I just wanted you all to know that we really appreciate your hard work and are grateful to be able to participate in this project!"

4/6/2021 – Clallam Bay

The virtual storytime were shared with a patron who teaches preschool. She sent a thank you note: "I shared these with staff. The Director of Head Start was so excited about the Facebook storytime apparently many of those women had come to Head Start and read over the years! She posted both links to our Facebook Head Start page for parents and children! Thanks again! Appreciate you creating community."

4/12/2021 – Port Angeles

Two patrons checking out at the self check stations both thanked staff for being a phenomenal library and one patron remarked, "You have brought so much joy!" She also expressed gratitude for the online tutorial found on the website.

4/15/2021 – Port Angeles

I contacted a patron about a hold that couldn't be filled. She was very understanding and signed off "I truly appreciate everything the library does and how well it's coped with the pandemic. Bravo!"

4/27/2021 – Clallam Bay

We received some positive feedback from OlyCAP that "NOLS is wonderful in fielding community needs."