



Board of Trustees Regular Meeting
Thursday, January 26, 2023 5:30pm
Port Angeles Main Library

REMOTE ACCESS

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

PUBLIC COMMENTS

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

LAND ACKNOWLEDGEMENT

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of November 17, 2022
Approval of minutes for special meeting of December 12, 2022
4. Communications
5. Public Comments
6. Financial Reports: November 2022; December 2022
7. Approval of Vouchers: November 2022; December 2022

8. Unfinished Business
 - None
9. New Business
 - N.1. Approval of the 2023 Capital Budget
 - N.2. End-of-Year/Start-of-Year Fiscal Reconciliation
 - N.3. Approval of Resolution 23-01-01: Authorizing Staff to Transfer Funds
 - N.4. Approval of Resolution 23-01-02: Authorizing Disposal of Surplus Equipment and Furniture
 - N.5. Approval of agreement between NOLS and Hamasaki Consulting Engineering Services, LLC for commissioning consulting services for the Sequim Library Expansion and Renovation Project
 - N.6. Approval of Amendment to Agreement between NOLS and Innovative Interfaces Incorporated for Polaris, an integrated library software
 - N.7. Approval of All Staff Training Day Closures for 2023
10. Reports
 - R.1. Monthly Statistics Reports: November 2022; December 2022
 - R.2. 2022 Annual Statistics Report
 - R.3. Monthly Activity Reports: November 2022; December 2022
 - R.4. Highlight Log: November and December 2022
11. Public Comments
12. Trustee Comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on their activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendaize a matter of business on a future agenda.
13. Next meeting: 5:30pm, Thursday, February 23, 2023 at the Port Angeles Main Library
14. Agenda items for next meeting
15. Executive session to conclude annual performance review of Executive Director
16. Action on executive session, if any
17. Adjournment

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

*NOLS Mission Statement
Adopted 11/22/16*

Upcoming Board meetings

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, February 23, 2023	5:30pm	Regular meeting Port Angeles Main Library

Thursday, March 23, 2023	5:30pm	Regular meeting	TBD
Thursday, April 27, 2023	5:30pm	Regular meeting	TBD
Thursday, May 25, 2023	5:30pm	Regular meeting	TBD
Thursday, June 22, 2023	5:30pm	Regular meeting	TBD
Thursday, August 24, 2023	5:30pm	Regular meeting	TBD
Thursday, September 28, 2023	5:30pm	Regular meeting	TBD
Thursday, October 26, 2023	5:30pm	Regular meeting	TBD
Thursday, November 16 , 2023	5:30pm	Regular meeting	TBD

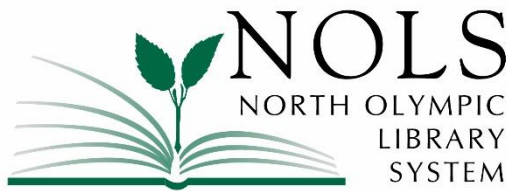
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 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.



Board of Trustees Regular Meeting
Thursday, November 17, 2022 5:30pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Ian Miller and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Rajala, West End Library Manager Troi Gale. Guests: Matthew Nash.
2. Approval of agenda
Motion by Mr. Caldwell to approve agenda as presented. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of October 27, 2022
Motion by Ms. Pelikan to approve the minutes from the October 27, 2022 regular meeting. Motion seconded by Ms. Ross. Motion carried.
4. Communications
Washington State Department of Natural Resources sent updates regarding their new carbon project, which may impact future timber revenue for the Library.
5. Public Comments
6. Financial reports: October 2022
The financial reports for October 2022 were accepted as presented.
7. Approval of vouchers: October 2022
Motion by Ms. Pelikan to approve the October 2022 vouchers, numbered #918 through #1019, in the amount of \$507,413.12. Motion seconded by Ms. Ross. Motion carried.
8. Unfinished Business
None
9. New Business
 - N.1. Review and discussion of proposed 2023 Operating Budget
 - N.2. Public Hearing on the proposed 2023 Operating Budget
The Chair announced the second public hearing on the 2023 operating budget. There were no public comments. The Chair then closed the public hearing and brought the discussion back to the Board.

Motion by Ms. Ross to adopt the 2023 operating budget in the amount of \$5,824,672 as presented.

Motion seconded by Mr. Caldwell. Motion carried.

N.3. Adoption of Resolution 22-11-03: Authorizing Levy for 2023

Motion by Mr. Caldwell to adopt Resolution 22-11-03 authorizing the levy for 2023. Motion seconded by Ms. Pelikan. Motion carried.

10. Reports

R.1. Monthly Statistics Reports: October 2022

R.2. Monthly Activity Reports: October 2022

R.3. Customer Comments: October 2022

R.4. Highlight Log: October 2022

All reports were accepted as presented.

11. Public Comments

12. Trustee comments

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

13. Next meeting: 5:30pm, Thursday, January 26, 2023 at the Port Angeles Main Library

14. Agenda items for next meeting

2023 NOLS Capital Budget

Upcoming Policy Updates

15. Executive session to discuss collective bargaining

At 6:25pm the Chair announced that the Board would move to executive session to discuss collective bargaining and the performance review of the Executive Director, and that the session was expected to last approximately 30 mins. No action taken.

16. Executive session to initiate annual performance review of Executive Director

No action taken.

17. (Action on executive session, if any)

At 7:10pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

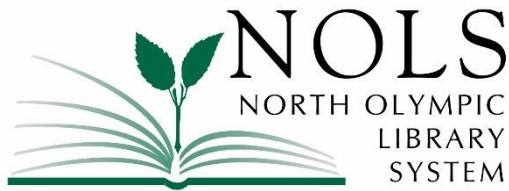
18. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:10pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Board of Trustees Special Meeting
Thursday, December, 12 2022 5:30pm
Port Angeles Main Library

MINUTES

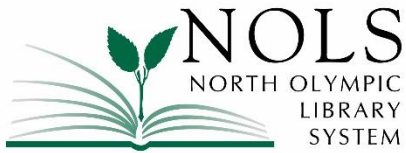
1. Call to order, roll call and introductions
Technical difficulties with Zoom delayed the start of the meeting to 5:45pm. Board Chair Mark Urnes called the meeting to order at 5:45 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Ian Miller and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Manager Shaina Rajala.
2. Approval of agenda
Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Ross. Motion carried.
3. Public Comments
4. Executive session to discuss Collective Bargaining Agreements with General Employees Union and Manager Employees Union
At 5:45pm the Chair announced that the Board would move to executive session to discuss collective bargaining, and that the session was expected to last approximately 30 minutes.

At 6:00pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.
5. Action on executive session
Motion by Ms. Pelikan to approve the 2023-2025 Collective Bargaining Agreement between NOLS and the General Employees Unit, AFSCME Local No. 1619L, as presented and the 2023-2025 Collective Bargaining Agreement between NOLS and the Management Employees Unit, AFSCME Local No. 1619L, as presented. Motion seconded by Ms. Ross. Motion carried.
6. Review and discussion of Amended 2023 Operating Budget
Motion by Mr. Miller to adopt the amended 2023 operating budget in the amount of \$6,039,685 as presented. Motion seconded by Mr. Caldwell. Motion carried.
7. Adjournment
There being no further business, the meeting was adjourned by the Chair at 6:05pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for November 2022

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: NOLS portion of interest earned on the County Investment Pool in October and posted in November is \$22,888. The Pool Funds Interest Rate is currently 3.0369%.

Private Grants and Donations includes a generous \$5,000 contribution from donor Marsha Robin. Thank you!

Expenditures: Expenditures are within the expected range for this time of year with the exception of Taxes and Operating Assessments and Operating Rentals and Leases. The annual assessment for Stormwater and Weed Control was \$1,305 more than budgeted. This variance will remain for the rest of 2022 as this is the only item budgeted in this category. Additionally, one year's rent was prepaid for a storage unit in anticipation of needs for the Sequim Renovation Project. Operating Rentals and Leases will also remain over-budget for the remainder of 2022.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$257,304 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 November are \$322,362.

Of the \$257,304 in electronic transfers, \$570 was paid to the DOR for Sales and Use Tax (Voucher 1068).

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



Revenue Report

November 30, 2022

Operating Revenue				11/12ths is	91.7%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,535,000	314,707	4,497,154	37,846	99.2
<i>Intergovernmental Revenues</i>	-	-	94	(94)	-
<i>Goods and Services</i>	8,100	548	9,898	(1,798)	122.2
<i>Library Fees</i>	10,000	732	9,594	406	95.9
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	6,300	22,888	94,444	(88,144)	1,499.1
Investment Interest (net of fees)	-	-	6,846	-	-
Facilities Leases (Short Term)	-	63	463	(463)	-
Private Grants and Donations	102,000	5,524	290,393	(188,393)	284.7
Other Miscellaneous Revenue	53,200	66	60,908	(7,708)	114.5
<i>Total Miscellaneous Revenues</i>	161,500	28,541	453,053	(291,553)	280.5
<i>Nonrevenues (excise taxes)</i>	410	53	619	(209)	150.9
<i>Transfers In</i>	799,636	-	-	799,636	-
Total Operating Revenue	5,514,646	344,580	4,970,411	544,235	90.1
Capital Revenue					
<i>Timber Revenues (received in 2022)</i>	-	48,318	288,436	-	-
Total Capital Revenue	-	48,318	288,436	-	-
Grand Total Revenues		392,898	5,258,848		



Expenditure Report

November 30, 2022

				11/12ths is	91.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	225,611	2,378,152	492,471	82.8
Benefits	1,191,101	96,750	946,274	244,827	79.4
Total Personnel	4,061,724	322,362	3,324,426	737,298	81.8
<i>Supplies</i>					
Supplies, Office and Operating	106,100	7,693	91,392	14,708	86.1
Fuel	18,150	1,057	7,582	10,568	41.8
Merchandise for resale	1,700	29	595	1,105	35.0
Collection Materials	480,000	25,107	307,332	172,668	64.0
Small Tools/Equip (<\$200)	1,750	8	464	1,286	26.5
Total Supplies	607,700	33,893	407,365	200,335	67.0
<i>Services</i>					
Professional Services	317,436	31,100	158,528	158,908	49.9
Communication	138,560	8,967	100,544	38,016	72.6
Travel	18,500	1,258	16,345	2,155	88.4
Taxes and Operating Assessments	4,000	-	5,305	(1,305)	132.6
Operating Rentals and Leases	815	-	3,576	(2,761)	438.8
Insurance	97,400	-	95,293	2,107	97.8
Public Utilities	92,840	6,020	81,832	11,008	88.1
Repair and Maintenance	136,196	58,490	102,199	33,997	75.0
Miscellaneous Services	21,325	151	17,177	4,148	80.6
Total Services	827,072	105,988	580,801	246,271	70.2
<i>Intergovernmental Services</i>	<i>17,740</i>	<i>23</i>	<i>17,060</i>	<i>680</i>	<i>96.2</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>410</i>	<i>78</i>	<i>609</i>	<i>(199)</i>	<i>148.5</i>
Total Operating Expenditures	5,514,646	462,343	4,330,261	1,184,385	78.5

(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	168,000	2,242	6,473	161,527	3.9
Other Improvements	106,900	-	9,211	97,689	8.6
Machinery & Equipment	388,900	35,653	127,438	261,462	32.8
Construction of Capital Assets	2,000,000	31,049	240,213	1,759,787	12.0
Total Capital Outlays	2,663,800	68,943	383,335	2,280,465	14.4
Grand Total All Expenditures	8,178,446	531,287	4,713,596	3,464,850	57.6



Account Balances

November 30, 2022

	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⁾	1,158,139	-	48,318	-	1,206,457
Operating Reserve ⁽³⁾	927,423	-	-	-	927,423
PA Capital Reserve ⁽⁴⁾	459,433	-	-	2,096	457,336
Sequim Capital Project Acct. ⁽⁴⁾	1,793,003	-	-	31,049	1,761,954
Capital Budget - 2022 ⁽⁴⁾	294,354	-	-	31,086	263,268
<i>Total Board Designated Accounts</i>	<i>5,939,370</i>	<i>-</i>	<i>48,318</i>	<i>64,231</i>	<i>5,923,457</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	81,716	-	5,085	-	86,801
NOLS Materials Fund	14,432	-	-	49	14,383
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	3,566	-	-	1,434	2,131
Port Angeles Donations Fund	7,613	-	5	-	7,618
Port Angeles Friends Donations	44,131	-	-	5,184	38,947
Sequim Donations Fund	53,802	-	3	-	53,805
Sequim Friends Donations	11,078	-	-	167	10,911
Forks Donations Fund	2,414	-	9	-	2,423
Forks Friends Donations	967	-	420	39	1,348
Clallam Bay Donations Fund	7,299	-	2	-	7,302
Clallam Bay Friends Donations	1,016	-	-	10	1,006
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	200,784	-	-	-	200,784
Bookmobile Donations	1,385	-	-	-	1,385
<i>Total Grants and Donations</i>	<i>676,059</i>	<i>-</i>	<i>5,525</i>	<i>6,883</i>	<i>674,701</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,618,091</i>	<i>-</i>	<i>53,842</i>	<i>71,114</i>	<i>6,600,820</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,255,847</i>	<i>778,748</i>			<i>3,034,595</i>
Total WA State Local Investment Pool	8,873,939	778,748	53,842	71,114	9,635,415

Notes:

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



Account Balances

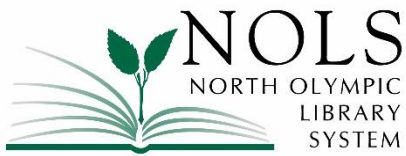
November 30, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	236,942	-	-	-	236,942
Total Certificates of Deposit	979,496	-	-	-	979,496
Total Investments	9,853,435	778,748	53,842	71,114	10,614,911
Cash					
Cash Operating Funds					
Cash held by County Treasurer	899,864	(899,864)			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	-	-	6,000
Payroll Account (US Bank 1301)	200	257,304	-	257,304	200
Merchant Account (FF 7401)	1,000	-	-	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	7,650	257,304	-	257,304	7,650
Total Cash	907,514	(642,560)	-	257,304	7,650
Total Cash and Investments	10,760,949	136,188	53,842	328,418	10,622,561

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.



Staff Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Finance Manager, John DeFrancisco
Subject: Comments on Financial Reports for December 2022

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: NOLS portion of interest earned on the County Investment Pool in November and December and posted in December is \$63,916. The Pool Funds Interest Rate is currently 3.0369%.

Private Grants and Donations includes contributions from PAFOL of \$5,000, CBFOL of \$1,000, NOLF of \$7,500, and from private donor Nancy Stevens of \$1,000. NOLS is grateful to its contributors for their generosity!

Other Miscellaneous Revenue of \$3,617 is FINRA grant reimbursements.

Expenditures: Expenditures are within the expected range for this time of year with the exception of Taxes and Operating Assessments and Operating Rentals and Leases. The annual assessment for Stormwater and Weed Control was \$1,305 more than budgeted. This variance will remain for the rest of 2022 as this is the only item budgeted in this category. Additionally, one year's rent was prepaid for a storage unit in anticipation of needs for the Sequim Renovation Project, and prepaid storage for the Clallam Bay Branch. Operating Rentals and Leases will also remain over-budget for the remainder of the year.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$257,812 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 December are \$331,394.

Of the \$257,812 in electronic transfers, \$167 was paid to the DOR for Sales and Use Tax (Voucher 1185).

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



Revenue Report

December 31, 2022

Operating Revenue				12/12ths is	100.0%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,535,000	20,678	4,517,832	17,168	99.6
<i>Intergovernmental Revenues</i>	-	-	94	(94)	-
<i>Goods and Services</i>	8,100	448	10,346	(2,246)	127.7
<i>Library Fees</i>	10,000	512	10,106	(106)	101.1
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	6,300	63,916	158,360	(152,060)	2,513.7
Investment Interest (net of fees)	-	-	6,846	-	-
Facilities Leases (Short Term)	-	163	626	(626)	-
Private Grants and Donations	102,000	14,640	305,033	(203,033)	299.1
Other Miscellaneous Revenue	53,200	3,686	64,594	(11,394)	121.4
<i>Total Miscellaneous Revenues</i>	161,500	82,406	535,459	(373,959)	331.6
<i>Nonrevenues (excise taxes)</i>	410	43	662	(252)	161.4
<i>Transfers In</i>	799,636	-	-	799,636	-
Total Operating Revenue	5,514,646	104,088	5,074,499	440,147	92.0

Capital Revenue

<i>Timber Revenues (received in 2022)</i>	-	74,087	362,523	-	-
Total Capital Revenue	-	74,087	362,523	-	-

Grand Total Revenues

178,175 5,437,022



Expenditure Report

December 31, 2022

				12/12ths is	100.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,870,623	226,004	2,604,157	266,466	90.7
Benefits	1,191,101	105,389	1,051,663	139,438	88.3
Total Personnel	4,061,724	331,394	3,655,820	405,904	90.0
<i>Supplies</i>					
Supplies, Office and Operating	106,100	4,687	96,078	10,022	90.6
Fuel	18,150	624	8,206	9,944	45.2
Merchandise for resale	1,700	-	595	1,105	35.0
Collection Materials	480,000	145,334	452,667	27,333	94.3
Small Tools/Equip (<\$200)	1,750	-	464	1,286	26.5
Total Supplies	607,700	150,645	558,010	49,690	91.8
<i>Services</i>					
Professional Services	317,436	34,784	193,311	124,125	60.9
Communication	138,560	12,020	112,564	25,996	81.2
Travel	18,500	1,000	17,346	1,154	93.8
Taxes and Operating Assessments	4,000	-	5,305	(1,305)	132.6
Operating Rentals and Leases	815	528	4,104	(3,289)	503.6
Insurance	97,400	-	95,293	2,107	97.8
Public Utilities	92,840	8,580	90,412	2,428	97.4
Repair and Maintenance	136,196	13,460	115,659	20,537	84.9
Miscellaneous Services	21,325	-	17,177	4,148	80.6
Total Services	827,072	70,372	651,172	175,900	78.7
<i>Intergovernmental Services</i>	<i>17,740</i>	<i>-</i>	<i>17,060</i>	<i>680</i>	<i>96.2</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>410</i>	<i>53</i>	<i>662</i>	<i>(252)</i>	<i>161.4</i>
Total Operating Expenditures	5,514,646	552,463	4,882,724	631,922	88.5

(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	168,000	12,520	18,993	149,007	11.3
Other Improvements	106,900	-	9,211	97,689	8.6
Machinery & Equipment	388,900	36,475	163,913	224,987	42.1
Construction of Capital Assets	2,000,000	23,669	263,882	1,736,118	13.2
Total Capital Outlays	2,663,800	72,664	455,999	2,207,801	17.1
Grand Total All Expenditures	8,178,446	625,128	5,338,724	2,839,722	65.3



Account Balances

December 31, 2022

	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⁾	1,206,457	-	74,087	-	1,280,544
Operating Reserve ⁽³⁾	927,423	-	-	-	927,423
PA Capital Reserve ⁽⁴⁾	457,336	-	-	-	457,336
Sequim Capital Project Acct. ⁽⁴⁾	1,761,954	-	-	23,669	1,738,285
Capital Budget - 2022 ⁽⁴⁾	263,268	-	-	36,475	226,793
<i>Total Board Designated Accounts</i>	<i>5,923,457</i>	<i>-</i>	<i>74,087</i>	<i>60,144</i>	<i>5,937,400</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	86,801	-	1,035	-	87,836
NOLS Materials Fund	14,383	-	100	-	14,483
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	2,131	8,000	-	570	9,561
Port Angeles Donations Fund	7,618	-	3	-	7,621
Port Angeles Friends Donations	38,947	(8,000)	5,000	6,670	29,277
Sequim Donations Fund	53,805	-	-	115	53,690
Sequim Friends Donations	10,911	-	-	115	10,796
Forks Donations Fund	2,423	-	3	-	2,425
Forks Friends Donations	1,348	-	-	302	1,045
Clallam Bay Donations Fund	7,302	-	0	-	7,302
Clallam Bay Friends Donations	1,006	-	1,000	31	1,976
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	200,784	-	-	-	200,784
Bookmobile Donations	1,385	-	-	-	1,385
<i>Total Grants and Donations</i>	<i>674,701</i>	<i>-</i>	<i>7,140</i>	<i>7,803</i>	<i>674,038</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,600,820</i>	<i>-</i>	<i>81,227</i>	<i>67,947</i>	<i>6,614,100</i>
<i>Undesignated Cash Operating Funds</i>	<i>3,034,595</i>	<i>(460,233)</i>			<i>2,574,362</i>
Total WA State Local Investment Pool	9,635,415	(460,233)	81,227	67,947	9,188,462

Notes:

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



Account Balances

December 31, 2022

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 15 (9/23 First Fed) ⁽⁶⁾	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) ⁽⁶⁾	236,942	-	-	-	236,942
Total Certificates of Deposit	979,496	-	-	-	979,496
Total Investments	10,614,911	(460,233)	81,227	67,947	10,167,958
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	-	202	202	6,000
Payroll Account (US Bank 1301)	200	257,812	-	257,812	200
Merchant Account (FF 7401)	1,000	-	-	-	1,000
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	7,650	257,812	202	258,013	7,650
Total Cash	7,650	257,812	202	258,013	7,650
Total Cash and Investments	10,622,561	(202,422)	81,429	325,961	10,175,608

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 NOVEMBER 2022

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
I020	NOLS Employee	HRA Reimbursement	99.80	
I021	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-22) - EFT 962	213,728.45	
I030	NOLS Employee	HRA Reimbursement	778.35	
I041	NOLS Employee	HRA Reimbursement	1,750.00	
I060	NOLS Employee	HRA Reimbursement	881.00	
I063	NOLS Employee	HRA Reimbursement	147.54	
I064	NOLS Employee	HRA Reimbursement	562.56	
I065	NOLS Employee	HRA Reimbursement	1,054.56	
I067	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-22) - EFT 963	42,555.71	
I076	Hartford Retirement Plan Solutions	MMDCP 11-2022 (PPE 10-31-22) - EFT 964	450.00	
I077	Health Care Authority	HCA 11-2022 (PPE 10-31-22)	41,191.51	
I078	HealthEquity	HSA ER Contribution - November 2022	697.90	
I094	NOLS Employee	HRA Reimbursement	1,750.00	
I106	NOLS Employee	HRA Reimbursement	553.84	
I110	NOLS Employee	HRA Reimbursement	360.00	
I111	NOLS Employee	HRA Reimbursement	308.03	
I118	Tingelstad, Jeff	Tuition Reimbursement - NOLS	4,953.00	
I122	NOLS Employee	HRA Reimbursement	173.14	
I123	United Way of Clallam County	United Way Donations (PPE 10-31-22)	135.00	
I127	WCIF	Vision/Life/EAP Premiums 11-2022 (PPE 10-31-22)	1,390.35	
I130	NOLS Employee	HRA Reimbursement	157.05	
I131	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-22) - December Coverage	6,574.88	
I132	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2022 (PPE 10-31-22)	2,109.05	322,361.72
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
I043	CED Consolidated Electrical Distributors	PO 1220 Maintenance Supplies - Fluorescent Lamps - FAC	440.64	
I061	Co-Op Farm & Garden, The	PO 1213 Maintenance Supplies - SQ for Canopy Lights - FAC	32.30	
I062	Co-Op Farm & Garden, The	PO 1234 Maintenance Supplies - SQ Cleaner and Glue - FAC	11.54	
I080	Hi-Tech Security, Inc.	PO 1144 Maintenance Supplies - FO Fire Alarm Battery - FAC	108.60	
I102	Pacific Office Equipment, Inc.	PO 1153, 1154 Toner - SQ	446.52	
I104	Quill Corporation	PO 1101 Office Supplies - Coffee (Coffee Fund) - ADM	110.18	
I105	Quill Corporation	PO 1131 Office Supplies - Book Tape - SQ	89.65	
I113	Swains General Store, Inc.	PO 1172 Maintenance Supplies - Batteries, Gloves, Deodorizer - FAC	54.86	
I114	Symbology Incorporated	PO 1187 Operating Supplies - Barcodes - TS	992.61	
I115	Tapp, Eric	PO 1214 Maintenance Supplies - SQ Battery, Clamps and Ties for Remote Bell - FAC	28.71	
I116	Tapp, Eric	PO 1249 Maintenance Supplies - SQ Extension Cord for Canopy Lights - FAC	9.82	

Category	Claimant	Purpose	Amount	Subtotal
	I 117 Thurman Supply	PO 1202 Maintenance Supplies - HVAC, Electrical, General Repair - FAC	78.36	
	I 120 True Value	PO 1129 Maintenance Supplies - FO Door Stops - FAC PO 1038 Maintenance Supplies - FO Hardware for Misc. Repairs - FAC	26.51	
	I 121 True Value	PO 1161 Maintenance Supplies - FO Cleaner and Soap - FAC	7.91	
	CC 15 Amazon.com	PO 1141 Maintenance Supplies - Emergency Light Batteries - FAC	44.59	
	CC 17 Amazon.com	PO 1081 Operating Supplies - Calendar Refills - TS	42.75	
	CC 18 Amazon.com	PO 1081 Operating Supplies - Calendars - TS	11.95	
	CC 19 Amazon.com	PO 1081 Operating Supplies - Tape, Glue, Markers, Archival Supplies - TS	99.83	
	CC 20 Amazon.com	PO 1081 Operating Supplies - Totes for Book Kits - TS	94.65	
	CC 21 Amazon.com	PO 1081 Operating Supplies - Pens for Processing - TS	8.51	
	CC 22 Amazon.com	PO 1119 Office Supplies - Markers - TS	23.93	
	CC 23 Amazon.com	PO 1119 Office Supplies - Magnifying Glass - TS	9.78	
	CC 24 Amazon.com	PO 1119 Office Supplies - Totes for Book Kits - TS	18.35	
	CC 26 Amazon.com	PO 1117 Office Supplies - Screen Cleaner - PA	41.28	
	CC 27 Amazon.com	PO 1128 Toner - Canon Copier - Yellow - PA	194.95	
	CC 28 Amazon.com	PO 1126 Toner - Canon Copier - Magenta - PA	164.92	
	CC 29 Amazon.com	PO 1127 Toner - Canon Copier - Cyan - PA	184.95	
	CC 30 Amazon.com	PO 1125 Toner - Canon Copier - Black - PA	185.38	
	CC 40 CCI Solutions	PO 1086 Operating Supplies - Disc Cases - TS	214.75	
	CC 45 Costco	PO 1223 Office Supplies - Batteries - SQ	45.72	
	CC 47 Demco, Inc.	PO 1085 Operating Supplies - Book Jacket Covers - TS	220.47	
	CC 48 Demco, Inc.	PO 1150 Office Supplies - Archival Boxes - PA	219.48	
	CC 49 Demetech	PO 1169 Office Supplies - Facemasks for Staff - NOLS	72.89	
	CC 52 Elm USA	PO 1084 Operating Supplies - Disc Repair Supplies - TS	337.99	
	CC 57 KCDA Purchasing Cooperative	PO 1114 Copy Paper - SQ	58.11	
	CC 58 KCDA Purchasing Cooperative	PO 1083 Office Supplies - Tape, Labels, Markers - TS	214.00	
	CC 59 KCDA Purchasing Cooperative	PO 1022 Office Supplies - Book Tape and Supplies - FO	200.16	
	CC 60 KCDA Purchasing Cooperative	PO 1012 Printer Paper - PA	72.35	
	CC 61 KCDA Purchasing Cooperative	PO 1012 Office Supplies - Steno Pads, Book Tape - PA	33.92	
	CC 62 KCDA Purchasing Cooperative	PO 1089 Printer Paper - PA	107.88	
	CC 63 KCDA Purchasing Cooperative	PO 1112 Printer Paper - PA	72.35	
	CC 64 KCDA Purchasing Cooperative	PO 1113 Office Supplies - Calendars - PA	29.55	
	CC 66 LabelValue.com	PO 1219 Office Supplies - Spine Labels - SQ	89.33	
	CC 79 New Pig	PO 1177 Maintenance Supplies - Hazardous Spill Clean-up Kits - FAC	150.21	
	CC 85 POS Supply Solutions	PO 1151 Printer Paper - Thermal Receipt Paper - NOLS	152.27	
	CC 87 Quill Corporation	PO 1082 Toner - TS	72.85	
	CC 88 Quill Corporation	PO 1023 Office Supplies - Calendars and Supplies - FO	160.66	
	CC 90 Safeway	PO 1047 Operating Supplies - Distilled Water - TS	10.91	
	CC 91 Safeway	PO 1048 Operating Supplies - Distilled Water - TS	9.82	
	CC 103 Stamps.com	PO 1019 Operating Supplies - Sheets for Stamp Printing - TS	242.07	6,351.77
<u>PROGRAM SUPPLIES</u>				
	I 037 Baker & Taylor Information	PO 1147 Program Supplies - Books for BOB (SP)	322.54	

Category	Claimant	Purpose	Amount	Subtotal
	1039 Baker & Taylor Information	PO 1211 Program Supplies - Books for BOB (SP)	52.78	
	1039 Baker & Taylor Information	PO 1210 Program Supplies - Books for BOB (SP)	41.05	
	CC 8 Amazon.com	PO 1179 Program Supplies - Teen Lock-in (PAFOL)	8.69	
	CC 9 Amazon.com	PO 1180 Program Supplies - Teen Lock-in (PAFOL)	121.96	
	CC 10 Amazon.com	PO 1181 Program Supplies - Teen Lit Bags (SP)	158.64	
	CC 11 Amazon.com	PO 1182 Program Supplies - Books for BOB (PAFOL)	278.72	
	CC 35 Big Lots	PO 1194 Program Supplies - Halloween Candy (FOFOL)	39.17	
	CC 36 Big Lots	PO 1194 Program Supplies - Halloween Candy (CBFOL)	9.79	
	CC 77 Michaels	PO 1237 Program Supplies - SQ Ofrenda Supplies (FOSL)	4.89	
	CC 86 QFC	PO 1238 Program Supplies - Candy for SQ Ofrenda (FOSL)	1.99	
	CC 89 Safeway	PO 1221 Program Supplies - Snacks for Teen Board Game Night (FOSL)	18.79	
	CC 92 Safeway	PO 1216 Program Supplies - Snacks for Teen Board Game and Art (SP)	52.45	
	CC 123 Walmart	PO 1236 Program Supplies - SQ Ofrenda Supplies (FOSL)	73.34	
	CC 124 Walmart	PO 1183 Program Supplies - Teen Lit Bags (SP)	36.28	
	CC 125 Walmart	PO 1185 Program Supplies - Teen Lock-in (PAFOL)	62.24	
	CC 126 Washington State Medical Association	PO 1235 Program Supplies - Intentional Aging - Planning Books and Forms (SP)	33.06	
	CC 127 Westside Pizza	PO 1222 Program Supplies - Snacks for Teen Board Game Night (FOSL)	68.32	
	CC 128 Westside Pizza	PO 1090 Program Supplies - Snacks for Teen Board Game and Art (SP)	66.33	1,451.03
<u>FUEL</u>				
	CC 2 76 Gas Station	PO 1163 Training Fuel - NHRMA Conference - FAC	66.54	
	CC 3 76 Gas Station	PO 1163 Training Fuel - NHRMA Conference - FAC	58.00	
	CC 41 Chevron	PO 1116 Business Fuel - Pacifica - TS	47.07	
	CC 42 Chevron	PO 1138 Business Fuel - Pacifica - TS	35.43	
	CC 43 Circle K	PO 1166 Business Fuel - Nolsy Red - FAC	58.15	
	CC 44 Circle K	PO 1102 Business Fuel - Transit Van - FAC	66.41	
	CC 55 Hess Market	PO 1098 Business Fuel - Westy - TS	11.88	
	CC 71 Longhouse Market & Deli	PO 1076 Training Fuel - AOBS Conference - FAC	43.67	
	CC 72 Lower Elwha Food & Fuel	PO 1069 Business Fuel - Pacifica - TS	50.00	
	CC 73 Lower Elwha Food & Fuel	PO 1099 Business Fuel - Westy - TS	39.00	
	CC 74 Lower Elwha Food & Fuel	PO 1176 Business Fuel - Chevy Van - FAC	50.00	
	CC 75 Lower Elwha Food & Fuel	PO 1165 Business Fuel - Nolsy Red - FAC	50.00	
	CC 93 Safeway Fuel	PO 1152 Business Fuel - Pacifica - TS	67.29	
	CC 94 Safeway Fuel	PO 1157 Business Fuel - Westy - FAC	47.15	
	CC 95 Shell	PO 1121 Business Fuel - Westy - TS	31.31	
	CC 96 Shell	PO 1123 Business Fuel - Westy - TS	32.99	
	CC 97 Shell	PO 1156 Business Fuel - Nolsy White - TS	69.44	
	CC 98 Shell	PO 1025 Business Fuel - Pacifica - TS	65.06	
	CC 99 Shell	PO 1124 Business Fuel - Westy - TS	33.61	
	CC 100 Shell	PO 1178 Business Fuel - Chevy Van - FAC	133.85	1,056.85
<u>MERCHANDISE FOR RESALE</u>				
	CC 25 Amazon.com	PO 1089 Merchandise for Resale - Flash Drives - NOLS	29.02	29.02
<u>COLLECTION MATERIALS</u>				

Category	Claimant	Purpose	Amount	Subtotal
I023	Amazon.com	Collection Materials	82.21	
I024	Amazon.com	Collection Materials	55.30	
I025	Amazon.com	Collection Materials	130.07	
I026	Amazon.com	Collection Materials	197.34	
I032	Baker & Taylor Entertainment	Collection Materials	323.58	
I033	Baker & Taylor Entertainment	Collection Materials	293.33	
I034	Baker & Taylor Entertainment	Collection Materials	14.97	
I035	Baker & Taylor Entertainment	Collection Materials	60.69	
I036	Baker & Taylor Information	Collection Materials	1,720.78	
I037	Baker & Taylor Information	Collection Materials	3,240.72	
I038	Baker & Taylor Information	Collection Materials	4,282.94	
I039	Baker & Taylor Information	Collection Materials	5,040.57	
I040	Blackstone Audio, Inc.	Collection Materials	0.02	
I042	Brodart Company	Collection Materials	148.72	
I044	CENGAGE Learning	Collection Materials	103.59	
I045	CENGAGE Learning	Collection Materials	31.00	
I046	CENGAGE Learning	Collection Materials	514.05	
I047	Center Point Large Print	Collection Materials	236.70	
I068	Dept. of Revenue - Use/Sales Tax	October 2022 Sales & Use Tax - EFT 966	27.88	
I072	Findaway World, LLC	Collection Materials	399.77	
I073	Findaway World, LLC	Collection Materials	465.02	
I081	Ingram Library Services	Collection Materials	473.42	
I082	Ingram Library Services	Collection Materials	349.53	
I083	Ingram Library Services	Collection Materials	304.44	
I091	Midwest Tape	Collection Materials	473.40	
I092	Midwest Tape	Collection Materials	527.85	
I093	Midwest Tape	Collection Materials	1,555.85	
I099	OverDrive, Inc.	Collection Materials	3,196.61	
I100	OverDrive, Inc.	Collection Materials	319.57	
I133	WT COX	Collection Materials	416.66	
CC 65	Kings Books	PO I173 Collection Materials - NOLS	44.12	
CC 82	Orion Telescopes & Binoculars	PO I120 Collection Materials - Telescope Replacement Lens - NOLS	76.09	25,106.79
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
I116	Tapp, Eric	PO I250 Small Tools - Screwdriver - FAC	7.60	7.60
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
I022	ADP, LLC	Payroll Services - Payroll Processing (PPE 09-30-2022) - NOLS	841.37	
I039	Baker & Taylor Information	PO I265 Technology Services - Enhanced Catalog Content - TS	5,660.88	
I068	Dept. of Revenue - Use/Sales Tax	October 2022 Sales & Use Tax - EFT 966	1.76	
I074	First Person, Inc.	PO I136 Professional Services - Compensation Study Final 50% - ADM	13,750.00	
I075	Haggard & Ganson LLP	PO I145 Legal Services - Review RFQ for Material Vendors - ADM	165.00	
I079	Hillis Clark Martin & Peterson	PO I229 Legal Services - Consultation - SQ Financing Options - ADM	98.00	
I085	Juan de Fuca Foundation	C20 Programming - Dia de los Muertos - Ofrenda (SP)	500.00	

Category	Claimant	Purpose	Amount	Subtotal
1095	OCLC, Inc.	PO 1188 Technical Services - Bibliographic Utility Subscription Thru 06-30-2023 - TS	2,615.58	
1096	Olympic Laundry & Dry Cleaners, Inc.	PO 1155 Professional Services - Laundry - FAC	217.60	
1112	Summit Law Group	PO 1252 Professional Fees - Legal Services - Labor Negotiations - ADM	2,905.00	
1119	Translation Team, The	PO 1140 Programming - Translation Services (SP)	131.20	
CC 1	IPassword	PO 1132 Technology Services - Additional User - IT	90.36	
CC 6	Adobe Creative Cloud	PO 1133 Technology Services - Adobe Creative Cloud License - Annual - IT	391.55	
CC 33	American Library Association	PO 1115 Training - Online Webinar - NOLS	79.00	
CC 50	DialMyCalls.com	PO 1240 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 51	E-Fax	PO 1168 Technology Services - HR Confidential Fax - Monthly - ADM	33.71	
CC 53	Facebook	PO 1243 Programming - Sponsored Posts (SP)	40.00	
CC 67	Lansweeper	PO 1134 Technology Services - Lansweeper License - Annual - IT	1,740.80	
CC 78	Microsoft	PO 1224 Technology Services - MS Cloud Services (365) - IT	874.56	
CC 80	NexusTek	PO 1226 Technology Services - Microsoft Project Licenses - IT	110.00	
CC 83	Pay Pal	PayPal Monthly Gateway Fee - NOLS	59.95	
CC 107	Stamps.com	PO 1130 Technology Services - Monthly Fee - TS	19.57	
CC 111	Stylebooks.com	PO 1018 Technology Services - AP Stylebook Subscription - NOLS	34.82	
CC 112	Survey Monkey	PO 1242 Technology Services - Annual Subscription - NOLS	508.25	
CC 119	UpdraftPlus	PO 1103 Technology Services - 15 GB Storage - IT	70.00	
CC 120	UpdraftPlus	PO 1104 Technology Services - 3 GB Storage for 3 Months - IT	10.00	
CC 130	Zoom	PO 1192 Technology Services - Zoom Subscription - Monthly - NOLS	16.30	
CC 131	Zoom	PO 1241 Technology Services - Monthly Videoconference Subscriptions x4 - NOLS	65.20	31,050.45
COMMUNICATIONS				
1027	Angeles Communications	Communications - VOIP	903.04	
1048	CenturyLink 300511187 FO	Communications - Voice - FO	88.09	
1049	CenturyLink 300561130 CB	Communications - Voice - CB	79.50	
1050	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	126.78	
1051	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.58	
1052	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,362.61	
1125	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
1126	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	361.29	
1128	WDH - Wave Business	Communication - Internet - IT	3,784.15	
CC 104	Stamps.com	PO 1028 Postage - TS	250.00	
CC 105	Stamps.com	PO 1065 Postage - TS	250.00	
CC 106	Stamps.com	PO 1110 Postage - TS	250.00	
CC 108	Stamps.com	PO 1135 Postage - TS	250.00	
CC 117	Tracfone*Airtime	PO 1244 Communications - Voice - Branch Cell Phones - IT	70.84	8,966.91

Category	Claimant	Purpose	Amount	Subtotal
<u>TRAVEL</u>				
	I 029 Apolito, Kayla	Travel - Business - Mileage Reimbursement - PA	40.00	
	I 090 McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	123.50	
	I 098 Overbey, Kristin	Travel - Training - Mileage Reimbursement - PA	23.28	
	I 108 Schvetz, Ellen	Travel - Business - Mileage Reimbursement - SQ	11.25	
	CC 5 ABM Parking	PO 1164 Travel - Training - Parking - NHRMA Conference - ADM	10.00	
	CC 34 Barrio Queen	PO 1072 Travel - Training - Meals - AOBS Conference - NOLS	23.05	
	CC 37 Boombox Pizza	PO 1164 Travel - Training - Meals - NHRMA Conference - ADM	3.27	
	CC 38 Breakfast Club	PO 1073 Travel - Training - Meals - AOBS Conference - NOLS	24.78	
	CC 39 Camp Bar	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	9.92	
	CC 46 Country Aire	PO 1149 Travel - Training - Meals - eBook Conference - NOLS	30.67	
	CC 56 HMS Host	PO 1074 Travel - Training - Meals - AOBS Conference - NOLS	16.62	
	CC 68 Le Le Restaurant	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	15.20	
	CC 69 Lift Bridge Coffee	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	9.71	
	CC 70 Longhouse Market & Deli	PO 1075 Travel - Training - Meals - AOBS Conference - NOLS	9.99	
	CC 76 Mexico Magico	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	16.47	
	CC 84 Pizzeria Bianco	PO 1070 Travel - Training - Meals - AOBS Conference - NOLS	29.84	
	CC 109 Starbucks Coffee Company	PO 1164 Travel - Training - Meals - NHRMA Conference - ADM	9.48	
	CC 110 Starbucks Coffee Company	PO 1164 Travel - Training - Meals - NHRMA Conference - ADM	9.48	
	CC 113 Taco Time	PO 1164 Travel - Training - Meals - NHRMA Conference - ADM	13.83	
	CC 114 The Canal Club	PO 1071 Travel - Training - Meals - AOBS Conference - NOLS	31.06	
	CC 115 The Onion Restaurant	PO 1164 Travel - Training - Meals - NHRMA Conference - ADM	28.13	
	CC 116 The Scott	PO 1186 Travel - Training - Lodging - AOBS Conference - NOLS	752.52	
	CC 118 Uber	PO 1077 Travel - Training - Transportation - AOBS Conference - NOLS	10.62	
	CC 129 WSDOT	PO 1174 Travel - Training - Bridge Toll - eBook Conference - NOLS	5.50	1,258.17
<u>UTILITIES</u>				
	I 053 City of Forks	Public Utilities - FO	111.64	
	I 054 City of Port Angeles/Orcas Avenue	Public Utilities - PA	201.45	
	I 055 City of Port Angeles/Peabody St.	Public Utilities - PA	3,902.96	
	I 056 City of Sequim	Public Utilities - SQ	134.07	
	I 057 Clallam County Public Works Dept.	Public Utilities - CB	56.50	

Category	Claimant	Purpose	Amount	Subtotal
I 058	Clallam County PUD	Public Utilities - CB	443.00	
I 059	Clallam County PUD	Public Utilities - FO	549.00	
I 069	DM Disposal Company, Inc.	Public Utilities - SQ	373.16	
I 070	DM Disposal Company, Inc.	Public Utilities - PA	192.16	
I 129	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,020.37
<u>REPAIR AND MAINTENANCE</u>				
I 080	Hi-Tech Security, Inc.	PO 1142 Repair and Maintenance - CB Fire Alarm Test - FAC PO 1143 Repair and Maintenance - FO Fire Alarm Test - FAC	725.00	
I 084	Innovative Interfaces	PO 1189 Technology Maintenance - Polaris Annual Maintenance - NOLS	52,477.02	
I 087	Les Schwab Tires	PO 1175 Vehicle Maintenance - Westy Tire Changeover - FAC	99.87	
I 088	Les Schwab Tires	PO 1193, 1197 Vehicle Maintenance - Pacifica and Nolsy White Tire Change - FAC	217.12	
I 089	Librarica LLC	PO 1245 Technology Maintenance - CASSIE Annual Support Agreement through 12-2023 - IT	2,385.00	
I 101	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	350.59	
I 103	Peninsula Heat, Inc.	PO 1246 Repair and Maintenance - FO Annual HVAC Maintenance - FAC	1,922.75	
I 107	Sanford Irrigation, Inc.	PO 1159 Groundskeeping - Winterize Irrigation - FAC	310.08	
CC 4	8th Street Car Wash	PO 1162 Vehicle Maintenance - Westy Wash - FAC	3.00	58,490.43
<u>MISCELLANEOUS SERVICES</u>				
CC 16	Amazon.com	PO 1215 Dues and Memberships - Amazon Prime Membership - NOLS	151.23	151.23
<u>INTERGOVERNMENTAL SERVICES</u>				
I 086	Kitsap Regional Library	PO 1146 Interlibrary Loan Fees - Replacement Cost for Lost Item - NOLS	22.95	22.95
<u>BUILDINGS AND STRUCTURES</u>				
I 028	Angeles Electric Inc.	PO 1158 Buildings and Structures - Exterior Lighting Improvements - FAC (PACR)	2,096.13	
CC 101	Smartsign	PO 1195 Buildings and Structures - Bathroom Signage - FO	72.81	
CC 102	Smartsign	PO 1195 Buildings and Structures - Bathroom Signage - CB	72.80	2,241.74
<u>MACHINERY AND EQUIPMENT</u>				
I 066	Demco, Inc.	PO 1239 Machinery and Equipment - Teen Area Furniture Improvements - FO	4,967.07	
I 068	Dept. of Revenue - Use/Sales Tax	October 2022 Sales & Use Tax - EFT 966	462.29	
I 071	Ednetics, Inc.	PO 1254-1258 Machinery and Equipment - Network Switch Upgrades and WiFi Equipment - IT	18,388.41	
I 097	Opto International	PO 1218 Machinery and Equipment - Gondola Display Cart - Payment 2 of 2 (PAFOL)	4,712.46	
CC 12	Amazon.com	PO 1137 Machinery and Equipment - Receipt Printers x2 - IT	487.42	
CC 13	Amazon.com	PO 1111 Machinery and Equipment - Battery for Leaf Blower - FAC	127.26	
CC 14	Amazon.com	PO 1111 Machinery and Equipment - Leaf Blower - FAC	144.60	

Category	Claimant	Purpose	Amount	Subtotal
CC 31	Amazon.com	PO 1050 Machinery and Equipment - FO Pilot - Counter Loop - NOLS	336.02	
CC 32	Amazon.com	PO 1050 Machinery and Equipment - CB, PA and SQ - Counter Loop - NOLS	972.66	
CC 54	HeartSmart	PO 1092 Machinery and Equipment - Pediatric Electrode Pads for AED - NOLS	563.05	
CC 81	Office Depot	PO 1139 Machinery and Equipment - Office Chair - FO	608.15	
CC 121	Uplift Desk	PO 1080 Machinery and Equipment - Desks - UNDESIGNATED CONTINGENCY - SQ	1,570.36	
CC 122	Varidesk	PO 1095 Machinery and Equipment - Staff Desks - FO	2,313.18	35,652.93
<u>CAPITAL CONSTRUCTION</u>				
I 031	Associated Earth Sciences Inc	PO 1212 Capital Construction - Core Sampling and Geotechnical Consultation (SQ CPA)	929.25	
I 109	SHKS Architects	PO 1230 Capital Construction - Design Development (SQ CPA)	30,119.45	31,048.70
<u>SALES TAX</u>				
I 068	Dept. of Revenue - Use/Sales Tax	October 2022 Sales & Use Tax - EFT 966	78.15	78.15
<u>FINES AND FEES, PATRON REFUNDS</u>				
CC 7	Alaska Airlines	Purchase made on NOLS CC in error and reimbursed - See Revenue Receipt #11353	537.20	537.20
			531,884.01	531,884.01



Voucher Approval for November 2022

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 #1020 through #1133 are approved in the amount of \$531,884.01 this 26th day of January 2023.

No.	Claimant	Purpose	Amount
1020	NOLS Employee	HRA Reimbursement	99.80
1021	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 10-31-22) - EFT 962	213,728.45
1022	ADP, LLC	Payroll Services - Payroll Processing (PPE 09-30-2022) - NOLS	841.37
1023	Amazon.com	Collection Materials	82.21
1024	Amazon.com	Collection Materials	55.30
1025	Amazon.com	Collection Materials	130.07
1026	Amazon.com	Collection Materials	197.34
1027	Angeles Communications	Communications - VOIP	903.04
1028	Angeles Electric Inc.	PO 1158 Buildings and Structures - Exterior Lighting Improvements - FAC (PACR)	2,096.13
1029	Apolito, Kayla	Travel - Business - Mileage Reimbursement - PA	40.00
1030	NOLS Employee	HRA Reimbursement	778.35
1031	Associated Earth Sciences Inc	PO 1212 Capital Construction - Core Sampling and Geotechnical Consultation (SQ CPA)	929.25
1032	Baker & Taylor Entertainment	Collection Materials	323.58
1033	Baker & Taylor Entertainment	Collection Materials	293.33
1034	Baker & Taylor Entertainment	Collection Materials	14.97
1035	Baker & Taylor Entertainment	Collection Materials	60.69
1036	Baker & Taylor Information	Collection Materials	1,720.78
1037	Baker & Taylor Information	Collection Materials	3,563.26
1038	Baker & Taylor Information	Collection Materials	4,282.94
1039	Baker & Taylor Information	Collection Materials	10,795.28
1040	Blackstone Audio, Inc.	Collection Materials	0.02
1041	NOLS Employee	HRA Reimbursement	1,750.00
1042	Brodart Company	Collection Materials	148.72
1043	CED Consolidated Electrical Distributors	PO 1220 Maintenance Supplies - Fluorescent Lamps - FAC	440.64

No.	Claimant	Purpose	Amount
1044	CENGAGE Learning	Collection Materials	103.59
1045	CENGAGE Learning	Collection Materials	31.00
1046	CENGAGE Learning	Collection Materials	514.05
1047	Center Point Large Print	Collection Materials	236.70
1048	CenturyLink 300511187 FO	Communications - Voice - FO	88.09
1049	CenturyLink 300561130 CB	Communications - Voice - CB	79.50
1050	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	126.78
1051	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.58
1052	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,362.61
1053	City of Forks	Public Utilities - FO	111.64
1054	City of Port Angeles/Orcas Avenue	Public Utilities - PA	201.45
1055	City of Port Angeles/Peabody St.	Public Utilities - PA	3,902.96
1056	City of Sequim	Public Utilities - SQ	134.07
1057	Clallam County Public Works Dept.	Public Utilities - CB	56.50
1058	Clallam County PUD	Public Utilities - CB	443.00
1059	Clallam County PUD	Public Utilities - FO	549.00
1060	NOLS Employee	HRA Reimbursement	881.00
1061	Co-Op Farm & Garden, The	PO 1213 Maintenance Supplies - SQ for Canopy Lights - FAC	32.30
1062	Co-Op Farm & Garden, The	PO 1234 Maintenance Supplies - SQ Cleaner and Glue - FAC	11.54
1063	NOLS Employee	HRA Reimbursement	147.54
1064	NOLS Employee	HRA Reimbursement	562.56
1065	NOLS Employee	HRA Reimbursement	1,054.56
1066	Demco, Inc.	PO 1239 Machinery and Equipment - Teen Area Furniture Improvements - FO	4,967.07
1067	Dept. of Retirement Systems	PERS and DCP (PPE 10-31-22) - EFT 963	42,555.71
1068	Dept. of Revenue - Use/Sales Tax	October 2022 Sales & Use Tax - EFT 966	570.08
1069	DM Disposal Company, Inc.	Public Utilities - SQ	373.16
1070	DM Disposal Company, Inc.	Public Utilities - PA	192.16
1071	Ednetics, Inc.	PO 1254-1258 Machinery and Equipment - Network Switch Upgrades and WiFi Equipment - IT	18,388.41
1072	Findaway World, LLC	Collection Materials	399.77
1073	Findaway World, LLC	Collection Materials	465.02
1074	First Person, Inc.	PO 1136 Professional Services - Compensation Study Final 50% - ADM	13,750.00
1075	Haggard & Ganson LLP	PO 1145 Legal Services - Review RFQ for Material Vendors - ADM	165.00
1076	Hartford Retirement Plan Solutions	MMDCP 11-2022 (PPE 10-31-22) - EFT 964	450.00
1077	Health Care Authority	HCA 11-2022 (PPE 10-31-22)	41,191.51
1078	HealthEquity	HSA ER Contribution - November 2022	697.90
1079	Hillis Clark Martin & Peterson	PO 1229 Legal Services - Consultation - SQ Financing Options - ADM	98.00

No.	Claimant	Purpose	Amount
1080	Hi-Tech Security, Inc.	PO 1142 Repair and Maintenance - CB Fire Alarm Test - FAC PO 1143 Repair and Maintenance - FO Fire Alarm Test - FAC PO 1144 Maintenance Supplies - FO Fire Alarm Battery - FAC	833.60
1081	Ingram Library Services	Collection Materials	473.42
1082	Ingram Library Services	Collection Materials	349.53
1083	Ingram Library Services	Collection Materials	304.44
1084	Innovative Interfaces	PO 1189 Technology Maintenance - Polaris Annual Maintenance - NOLS	52,477.02
1085	Juan de Fuca Foundation	C20 Programming - Dia de los Muertos - Ofrenda (SP)	500.00
1086	Kitsap Regional Library	PO 1146 Interlibrary Loan Fees - Replacement Cost for Lost Item - NOLS	22.95
1087	Les Schwab Tires	PO 1175 Vehicle Maintenance - Westy Tire Changeover - FAC	99.87
1088	Les Schwab Tires	PO 1193, 1197 Vehicle Maintenance - Pacifica and Nolsy White Tire Change - FAC	217.12
1089	Librarica LLC	PO 1245 Technology Maintenance - CASSIE Annual Support Agreement through 12-2023 - IT	2,385.00
1090	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	123.50
1091	Midwest Tape	Collection Materials	473.40
1092	Midwest Tape	Collection Materials	527.85
1093	Midwest Tape	Collection Materials	1,555.85
1094	NOLS Employee	HRA Reimbursement	1,750.00
1095	OCLC, Inc.	PO 1188 Technical Services - Bibliographic Utility Subscription Thru 06-30-2023 - TS	2,615.58
1096	Olympic Laundry & Dry Cleaners, Inc.	PO 1155 Professional Services - Laundry - FAC	217.60
1097	Opto International	PO 1218 Machinery and Equipment - Gondola Display Cart - Payment 2 of 2 (PAFOL)	4,712.46
1098	Overbey, Kristin	Travel - Training - Mileage Reimbursement - PA	23.28
1099	OverDrive, Inc.	Collection Materials	3,196.61
1100	OverDrive, Inc.	Collection Materials	319.57
1101	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	350.59
1102	Pacific Office Equipment, Inc.	PO 1153, 1154 Toner - SQ	446.52
1103	Peninsula Heat, Inc.	PO 1246 Repair and Maintenance - FO Annual HVAC Maintenance - FAC	1,922.75
1104	Quill Corporation	PO 1101 Office Supplies - Coffee (Coffee Fund) - ADM	110.18
1105	Quill Corporation	PO 1131 Office Supplies - Book Tape - SQ	89.65
1106	NOLS Employee	HRA Reimbursement	553.84
1107	Sanford Irrigation, Inc.	PO 1159 Groundskeeping - Winterize Irrigation - FAC	310.08
1108	Schvets, Ellen	Travel - Business - Mileage Reimbursement - SQ	11.25
1109	SHKS Architects	PO 1230 Capital Construction - Design Development (SQ CPA)	30,119.45
1110	NOLS Employee	HRA Reimbursement	360.00
1111	NOLS Employee	HRA Reimbursement	308.03

No.	Claimant	Purpose	Amount
1112	Summit Law Group	PO 1252 Professional Fees - Legal Services - Labor Negotiations - ADM	2,905.00
1113	Swains General Store, Inc.	PO 1172 Maintenance Supplies - Batteries, Gloves, Deodorizer - FAC	54.86
1114	Symbology Incorporated	PO 1187 Operating Supplies - Barcodes - TS	992.61
1115	Tapp, Eric	PO 1214 Maintenance Supplies - SQ Battery, Clamps and Ties for Remote Bell - FAC	28.71
1116	Tapp, Eric	PO 1249 Maintenance Supplies - SQ Extension Cord for Canopy Lights - FAC PO 1250 Small Tools - Screwdriver - FAC	17.42
1117	Thurman Supply	PO 1202 Maintenance Supplies - HVAC, Electrical, General Repair - FAC	78.36
1118	Tingelstad, Jeff	Tuition Reimbursement - NOLS	4,953.00
1119	Translation Team, The	PO 1140 Programming - Translation Services (SP)	131.20
1120	True Value	PO 1129 Maintenance Supplies - FO Door Stops - FAC PO 1038 Maintenance Supplies - FO Hardware for Misc. Repairs - FAC	26.51
1121	True Value	PO 1161 Maintenance Supplies - FO Cleaner and Soap - FAC	7.91
1122	NOLS Employee	HRA Reimbursement	173.14
1123	United Way of Clallam County	United Way Donations (PPE 10-31-22)	135.00
1124	US Bank	Credit Card Services - October 2022 paid in November 2022 (* Detail Below)	20,409.08
1125	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1126	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	361.29
1127	WCIF	Vision/Life/EAP Premiums 11-2022 (PPE 10-31-22)	1,390.35
1128	WDH - Wave Business	Communication - Internet - IT	3,784.15
1129	West Waste & Recycling	Public Utilities - FO - CB	56.43
1130	NOLS Employee	HRA Reimbursement	157.05
1131	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-22) - December Coverage	6,574.88
1132	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2022 (PPE 10-31-22)	2,109.05
1133	WT COX	Collection Materials	416.66
			531,884.01

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1124**

1	IPassword	PO 1132 Technology Services - Additional User - IT	90.36
2	76 Gas Station	PO 1163 Training Fuel - NHRMA Conference - FAC	66.54
3	76 Gas Station	PO 1163 Training Fuel - NHRMA Conference - FAC	58.00
4	8th Street Car Wash	PO 1162 Vehicle Maintenance - Westy Wash - FAC	3.00
5	ABM Parking	PO 1164 Travel - Training - Parking - NHRMA Conference - ADM	10.00
6	Adobe Creative Cloud	PO 1133 Technology Services - Adobe Creative Cloud License - Annual - IT	391.55

No.	Claimant	Purpose	Amount
7	Alaska Airlines	Purchase made on NOLS CC in error and reimbursed - See Revenue Receipt #11353	537.20
8	Amazon.com	PO 1179 Program Supplies - Teen Lock-in (PAFOL)	8.69
9	Amazon.com	PO 1180 Program Supplies - Teen Lock-in (PAFOL)	121.96
10	Amazon.com	PO 1181 Program Supplies - Teen Lit Bags (SP)	158.64
11	Amazon.com	PO 1182 Program Supplies - Books for BOB (PAFOL)	278.72
12	Amazon.com	PO 1137 Machinery and Equipment - Receipt Printers x2 - IT	487.42
13	Amazon.com	PO 1111 Machinery and Equipment - Battery for Leaf Blower - FAC	127.26
14	Amazon.com	PO 1111 Machinery and Equipment - Leaf Blower - FAC	144.60
15	Amazon.com	PO 1141 Maintenance Supplies - Emergency Light Batteries - FAC	44.59
16	Amazon.com	PO 1215 Dues and Memberships - Amazon Prime Membership - NOLS	151.23
17	Amazon.com	PO 1081 Operating Supplies - Calendar Refills - TS	42.75
18	Amazon.com	PO 1081 Operating Supplies - Calendars - TS	11.95
19	Amazon.com	PO 1081 Operating Supplies - Tape, Glue, Markers, Archival Supplies - TS	99.83
20	Amazon.com	PO 1081 Operating Supplies - Totes for Book Kits - TS	94.65
21	Amazon.com	PO 1081 Operating Supplies - Pens for Processing - TS	8.51
22	Amazon.com	PO 1119 Office Supplies - Markers - TS	23.93
23	Amazon.com	PO 1119 Office Supplies - Magnifying Glass - TS	9.78
24	Amazon.com	PO 1119 Office Supplies - Totes for Book Kits - TS	18.35
25	Amazon.com	PO 1089 Merchandise for Resale - Flash Drives - NOLS	29.02
26	Amazon.com	PO 1117 Office Supplies - Screen Cleaner - PA	41.28
27	Amazon.com	PO 1128 Toner - Canon Copier - Yellow - PA	194.95
28	Amazon.com	PO 1126 Toner - Canon Copier - Magenta - PA	164.92
29	Amazon.com	PO 1127 Toner - Canon Copier - Cyan - PA	184.95
30	Amazon.com	PO 1125 Toner - Canon Copier - Black - PA	185.38
31	Amazon.com	PO 1050 Machinery and Equipment - FO Pilot - Counter Loop - NOLS	336.02
32	Amazon.com	PO 1050 Machinery and Equipment - CB, PA and SQ - Counter Loop - NOLS	972.66
33	American Library Association	PO 1115 Training - Online Webinar - NOLS	79.00
34	Barrio Queen	PO 1072 Travel - Training - Meals - AOBs Conference - NOLS	23.05
35	Big Lots	PO 1194 Program Supplies - Halloween Candy (FOFOL)	39.17
36	Big Lots	PO 1194 Program Supplies - Halloween Candy (CBFOL)	9.79
37	Boombox Pizza	PO 1164 Travel - Training - Meals - NHRMA Conference - ADM	3.27
38	Breakfast Club	PO 1073 Travel - Training - Meals - AOBs Conference - NOLS	24.78
39	Camp Bar	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	9.92
40	CCI Solutions	PO 1086 Operating Supplies - Disc Cases - TS	214.75

No.	Claimant	Purpose	Amount
41	Chevron	PO 1116 Business Fuel - Pacifica - TS	47.07
42	Chevron	PO 1138 Business Fuel - Pacifica - TS	35.43
43	Circle K	PO 1166 Business Fuel - Nolsy Red - FAC	58.15
44	Circle K	PO 1102 Business Fuel -Transit Van - FAC	66.41
45	Costco	PO 1223 Office Supplies - Batteries - SQ	45.72
46	Country Aire	PO 1149 Travel - Training - Meals - eBook Conference - NOLS	30.67
47	Demco, Inc.	PO 1085 Operating Supplies - Book Jacket Covers - TS	220.47
48	Demco, Inc.	PO 1150 Office Supplies - Archival Boxes - PA	219.48
49	Demotech	PO 1169 Office Supplies - Facemasks for Staff - NOLS	72.89
50	DialMyCalls.com	PO 1240 Technology Services - Staff Emergency Contact System - NOLS	19.99
51	E-Fax	PO 1168 Technology Services - HR Confidential Fax - Monthly - ADM	33.71
52	Elm USA	PO 1084 Operating Supplies - Disc Repair Supplies - TS	337.99
53	Facebook	PO 1243 Programming - Sponsored Posts (SP)	40.00
54	HeartSmart	PO 1092 Machinery and Equipment - Pediatric Electrode Pads for AED - NOLS	563.05
55	Hess Market	PO 1098 Business Fuel - Westy - TS	11.88
56	HMS Host	PO 1074 Travel - Training - Meals - AOBS Conference - NOLS	16.62
57	KCDA Purchasing Cooperative	PO 1114 Copy Paper - SQ	58.11
58	KCDA Purchasing Cooperative	PO 1083 Office Supplies - Tape, Labels, Markers - TS	214.00
59	KCDA Purchasing Cooperative	PO 1022 Office Supplies - Book Tape and Supplies - FO	200.16
60	KCDA Purchasing Cooperative	PO 1012 Printer Paper - PA	72.35
61	KCDA Purchasing Cooperative	PO 1012 Office Supplies - Steno Pads, Book Tape - PA	33.92
62	KCDA Purchasing Cooperative	PO 1089 Printer Paper - PA	107.88
63	KCDA Purchasing Cooperative	PO 1112 Printer Paper - PA	72.35
64	KCDA Purchasing Cooperative	PO 1113 Office Supplies - Calendars - PA	29.55
65	Kings Books	PO 1173 Collection Materials - NOLS	44.12
66	LabelValue.com	PO 1219 Office Supplies - Spine Labels - SQ	89.33
67	Lansweeper	PO 1134 Technology Services - Lansweeper License - Annual - IT	1,740.80
68	Le Le Restaurant	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	15.20
69	Lift Bridge Coffee	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	9.71
70	Longhouse Market & Deli	PO 1075 Travel - Training - Meals - AOBS Conference - NOLS	9.99
71	Longhouse Market & Deli	PO 1076 Training Fuel - AOBS Conference - FAC	43.67
72	Lower Elwha Food & Fuel	PO 1069 Business Fuel - Pacifica - TS	50.00
73	Lower Elwha Food & Fuel	PO 1099 Business Fuel - Westy - TS	39.00
74	Lower Elwha Food & Fuel	PO 1176 Business Fuel - Chevy Van - FAC	50.00
75	Lower Elwha Food & Fuel	PO 1165 Business Fuel - Nolsy Red - FAC	50.00

No.	Claimant	Purpose	Amount
76	Mexico Magico	PO 1217 Travel - Training - Meals - eBook Conference - NOLS	16.47
77	Michaels	PO 1237 Program Supplies - SQ Ofrenda Supplies (FOSL)	4.89
78	Microsoft	PO 1224 Technology Services - MS Cloud Services (365) - IT	874.56
79	New Pig	PO 1177 Maintenance Supplies - Hazardous Spill Clean-up Kits - FAC	150.21
80	NexusTek	PO 1226 Technology Services - Microsoft Project Licenses - IT	110.00
81	Office Depot	PO 1139 Machinery and Equipment - Office Chair - FO	608.15
82	Orion Telescopes & Binoculars	PO 1120 Collection Materials - Telescope Replacement Lens - NOLS	76.09
83	Pay Pal	PayPal Monthly Gateway Fee - NOLS	59.95
84	Pizzeria Bianco	PO 1070 Travel - Training - Meals - AOBs Conference - NOLS	29.84
85	POS Supply Solutions	PO 1151 Printer Paper - Thermal Receipt Paper - NOLS	152.27
86	QFC	PO 1238 Program Supplies - Candy for SQ Ofrenda (FOSL)	1.99
87	Quill Corporation	PO 1082 Toner - TS	72.85
88	Quill Corporation	PO 1023 Office Supplies - Calendars and Supplies - FO	160.66
89	Safeway	PO 1221 Program Supplies - Snacks for Teen Board Game Night (FOSL)	18.79
90	Safeway	PO 1047 Operating Supplies - Distilled Water - TS	10.91
91	Safeway	PO 1048 Operating Supplies - Distilled Water - TS	9.82
92	Safeway	PO 1216 Program Supplies - Snacks for Teen Board Game and Art (SP)	52.45
93	Safeway Fuel	PO 1152 Business Fuel - Pacifica - TS	67.29
94	Safeway Fuel	PO 1157 Business Fuel - Westy - FAC	47.15
95	Shell	PO 1121 Business Fuel - Westy - TS	31.31
96	Shell	PO 1123 Business Fuel - Westy - TS	32.99
97	Shell	PO 1156 Business Fuel - Nolsy White - TS	69.44
98	Shell	PO 1025 Business Fuel - Pacifica - TS	65.06
99	Shell	PO 1124 Business Fuel - Westy - TS	33.61
100	Shell	PO 1178 Business Fuel - Chevy Van - FAC	133.85
101	Smartsign	PO 1195 Buildings and Structures - Bathroom Signage - FO	72.81
102	Smartsign	PO 1195 Buildings and Structures - Bathroom Signage - CB	72.80
103	Stamps.com	PO 1019 Operating Supplies - Sheets for Stamp Printing - TS	242.07
104	Stamps.com	PO 1028 Postage - TS	250.00
105	Stamps.com	PO 1065 Postage - TS	250.00
106	Stamps.com	PO 1110 Postage - TS	250.00
107	Stamps.com	PO 1130 Technology Services - Monthly Fee - TS	19.57
108	Stamps.com	PO 1135 Postage - TS	250.00
109	Starbucks Coffee Company	PO 1164 Travel - Training - Meals - NHRMA Conference - ADM	9.48

No.	Claimant	Purpose	Amount
I10	Starbucks Coffee Company	PO I164 Travel - Training - Meals - NHRMA Conference - ADM	9.48
I11	Stylebooks.com	PO I018 Technology Services - AP Stylebook Subscription - NOLS	34.82
I12	Survey Monkey	PO I242 Technology Services - Annual Subscription - NOLS	508.25
I13	Taco Time	PO I164 Travel - Training - Meals - NHRMA Conference - ADM	13.83
I14	The Canal Club	PO I071 Travel - Training - Meals - AOBS Conference - NOLS	31.06
I15	The Onion Restaurant	PO I164 Travel - Training - Meals - NHRMA Conference - ADM	28.13
I16	The Scott	PO I186 Travel - Training - Lodging - AOBS Conference - NOLS	752.52
I17	Tracfone*Airtime	PO I244 Communications - Voice - Branch Cell Phones - IT	70.84
I18	Uber	PO I077 Travel - Training - Transportation - AOBS Conference - NOLS	10.62
I19	UpdraftPlus	PO I103 Technology Services - 15 GB Storage - IT	70.00
I20	UpdraftPlus	PO I104 Technology Services - 3 GB Storage for 3 Months - IT	10.00
I21	Uplift Desk	PO I080 Machinery and Equipment - Desks - UNDESIGNATED CONTINGENCY - SQ	1,570.36
I22	Varidesk	PO I095 Machinery and Equipment - Staff Desks - FO	2,313.18
I23	Walmart	PO I236 Program Supplies - SQ Ofrenda Supplies (FOSL)	73.34
I24	Walmart	PO I183 Program Supplies - Teen Lit Bags (SP)	36.28
I25	Walmart	PO I185 Program Supplies - Teen Lock-in (PAFOL)	62.24
I26	Washington State Medical Association	PO I235 Program Supplies - Intentional Aging - Planning Books and Forms (SP)	33.06
I27	Westside Pizza	PO I222 Program Supplies - Snacks for Teen Board Game Night (FOSL)	68.32
I28	Westside Pizza	PO I090 Program Supplies - Snacks for Teen Board Game and Art (SP)	66.33
I29	WSDOT	PO I174 Travel - Training - Bridge Toll - eBook Conference - NOLS	5.50
I30	Zoom	PO I192 Technology Services - Zoom Subscription - Monthly - NOLS	16.30
I31	Zoom	PO I241 Technology Services - Monthly Videoconference Subscriptions x4 - NOLS	65.20
			20,409.08

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

EFT 962	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 10-31-22)	213,728.45
EFT 963	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 10-31-22)	42,555.71
EFT 964	Hartford Retirement Plan Solutions	MMDCP (PPE 10-31-22)	450.00

No.	Claimant	Purpose	Amount
			256,734.16

VOUCHERS BY CATEGORY FOR DECEMBER 2022

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
I 134	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 11-30-22) - EFT 968	214,032.27	
I 150	NOLS Employee	HRA Reimbursement	419.43	
I 151	NOLS Employee	HRA Reimbursement	57.19	
I 178	NOLS Employee	HRA Reimbursement	132.50	
I 181	NOLS Employee	HRA Reimbursement	165.67	
I 182	NOLS Employee	HRA Reimbursement	106.60	
I 183	DeFrancisco, John L.	Cell Phone Reimbursement - ADM	120.00	
I 184	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-22) - EFT 969	43,162.58	
I 186	NOLS Employee	HRA Reimbursement	296.95	
I 189	NOLS Employee	HRA Reimbursement	738.84	
I 190	NOLS Employee	HRA Reimbursement	288.54	
I 191	NOLS Employee	HRA Reimbursement	1,051.71	
I 194	NOLS Employee	HRA Reimbursement	1,063.02	
I 195	Felton, Jina	Cell Phone Reimbursement - PA	120.00	
I 198	NOLS Employee	HRA Reimbursement	1,602.94	
I 199	NOLS Employee	HRA Reimbursement	1,750.00	
I 200	Glaude, Noah	Cell Phone Reimbursement - ADM	120.00	
I 202	NOLS Employee	HRA Reimbursement	588.84	
I 203	NOLS Employee	HRA Reimbursement	559.10	
I 206	Hartford Retirement Plan Solutions	MMDCP 12-2022 (PPE 11-30-22) - EFT 970	450.00	
I 207	Health Care Authority	HCA 12-2022 (PPE 11-30-22)	41,988.28	
I 208	HealthEquity	HSA ER Contribution - December 2022	698.06	
I 209	NOLS Employee	HRA Reimbursement	123.30	
I 214	NOLS Employee	HRA Reimbursement	1,592.00	
I 218	NOLS Employee	HRA Reimbursement	198.81	
I 220	NOLS Employee	HRA Reimbursement	294.42	
I 221	NOLS Employee	HRA Reimbursement	100.67	
I 222	NOLS Employee	HRA Reimbursement	951.92	
I 223	NOLS Employee	HRA Reimbursement	1,051.71	
I 226	NOLS Employee	HRA Reimbursement	294.42	
I 233	NOLS Employee	HRA Reimbursement	163.14	
I 237	NOLS Employee	HRA Reimbursement	815.00	
I 242	NOLS Employee	HRA Reimbursement	687.26	
I 243	Phillips, Brian	Cell Phone Reimbursement - FAC	120.00	
I 252	NOLS Employee	HRA Reimbursement	715.70	
I 253	Shield, Erin	Cell Phone Reimbursement - TS	120.00	
I 255	NOLS Employee	HRA Reimbursement	1,750.00	
I 256	Sly, Emily	Cell Phone Reimbursement - SQ	240.00	
I 259	NOLS Employee	HRA Reimbursement	50.00	
I 260	NOLS Employee	HRA Reimbursement	1,177.68	
I 261	Sullivan, Meghan	Cell Phone Reimbursement - July to December 2022 - ADM	120.00	
I 265	NOLS Employee	HRA Reimbursement	247.24	

Category	Claimant	Purpose	Amount	Subtotal
I 267	NOLS Employee	HRA Reimbursement	196.54	
I 270	NOLS Employee	HRA Reimbursement	317.19	
I 272	NOLS Employee	HRA Reimbursement	252.31	
I 273	NOLS Employee	HRA Reimbursement	98.14	
I 274	United Way of Clallam County	United Way Donations (PPE I I-30-22)	135.00	
I 280	WCIF	Vision/Life/EAP Premiums 12-2022 (PPE I I-30-22)	1,411.87	
I 284	WSCCCE - WPAS, Inc	Dental Premiums (PPE I I-30-22) - January Coverage	6,771.96	
I 285	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2022 (PPE I I-30-22)	2,189.25	331,698.05
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
I 175	Co-Op Farm & Garden, The	PO I286 Maintenance Supplies - SQ Light Switch in Children's Area - FAC	4.89	
I 176	Co-Op Farm & Garden, The	PO I320 Maintenance Supplies - SQ Watering Can - FAC	8.32	
I 177	Co-Op Farm & Garden, The	PO 21 Maintenance Supplies - Gloves - FAC	14.69	
I 185	Dept. of Revenue - Use/Sales Tax	November 2022 Sales & Use Tax - EFT 972	29.74	
I 215	KCDA Purchasing Cooperative	PO I247 Maintenance Supplies - Cleaning Supplies - FAC	323.16	
I 240	Pacific Office Equipment, Inc.	PO I225 Toner - SQ	459.64	
I 248	Rainbow Sweepers, Inc.	PO 26 Maintenance Supplies - De-icer - FAC	116.96	
I 263	Swains General Store, Inc.	PO I337 Maintenance Supplies - Hand Truck Tires - FAC	49.98	
I 264	Swains General Store, Inc.	PO 20 Groundskeeping - Ice Melt - FAC	119.52	
I 268	The Home Depot Pro	PO I248 Maintenance Supplies - Cleaning Supplies - FAC	349.63	
CC 10	Amazon.com	PO I170 Office Supplies - Sticky Notes, Push Pins, Sign Holder - FO	48.88	
CC 11	Amazon.com	PO I260 Office Supplies - Book Tape, Mending Tape - PA	31.44	
CC 12	Amazon.com	PO I261 Toner - PA	181.24	
CC 20	Amazon.com	PO I263 Toner - FAC	32.63	
CC 21	Amazon.com	PO I290 Operating Supplies - Magnifier - TS	8.69	
CC 22	Amazon.com	PO I290 Printer Paper - TS	19.03	
CC 24	At-A-Glance	PO I340 Office Supplies - Calendars - SQ	44.98	
CC 29	Costco	PO I231 Operating Supplies - Strings of Lights for Canopy (FOSL)	108.88	
CC 40	Grainger	PO I334 Maintenance Supplies - Heat Pump Coil Sensors - FAC	134.74	
CC 47	KCDA Purchasing Cooperative	PO I277 Printer Paper - SQ	66.98	
CC 48	KCDA Purchasing Cooperative	PO I196 Office Supplies - Wall Calendar - PA	10.13	
CC 49	KCDA Purchasing Cooperative	PO I208 Printer Paper - PA	72.35	
CC 50	KCDA Purchasing Cooperative	PO I208 Office Supplies - Book Tape, Mending Tape - PA	24.51	
CC 51	KCDA Purchasing Cooperative	PO I288 Copy Paper - PA	53.94	
CC 52	KCDA Purchasing Cooperative	PO I291 Operating Supplies - Tape, Paper, Pens - TS	119.06	
CC 63	Quill Corporation	PO I184 Toner - FO	588.54	
CC 65	Safeway	PO I296 Operating Supplies - Distilled Water - TS	21.05	
CC 67	Safeway	PO I201 Office Supplies - Ziploc Bags - PA	6.51	
CC 68	Safeway	PO I299 Office Supplies - Ziploc Bags - PA	9.76	
CC 69	Select Blinds	PO I336 Maintenance Supplies - FO Office Blinds - FAC	114.65	
CC 96	Viking Sew & Vac	PO I171 Maintenance Supplies - Vacuum Supplies - FAC	76.11	
CC 102	Zoro Tools	PO I335 Maintenance Supplies - Floor Outlet Box Covers - FAC	423.54	3,674.17
<u>PROGRAM SUPPLIES</u>				
I 147	Baker & Taylor Information	PO I361 Program Supplies - Books for BOB (SP)	52.78	

Category	Claimant	Purpose	Amount	Subtotal
I 148	Baker & Taylor Information	PO 1367 Program Supplies - Books for BOB (SP)	187.65	
CC 2	Amazon.com	PO 1342 Program Supplies - Teen Lit Bags/Tracker Bookmarks (SP)	21.74	
CC 3	Amazon.com	PO 1343 Program Supplies - Teen Lit Bags (SP)	43.47	
CC 4	Amazon.com	PO 1344 Program Supplies - Kids Book Club (PAFOL)	217.25	
CC 5	Amazon.com	PO 1345 Program Supplies - Kids Book Club (PAFOL)	78.21	
CC 13	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (FOFOL)	1.95	
CC 14	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (CBFOL)	1.95	
CC 15	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (FOFOL)	12.40	
CC 16	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (CBFOL)	12.40	
CC 17	Amazon.com	PO 1289 Program Supplies - Family Movie Supplies (FOFOL)	14.11	
CC 18	Amazon.com	PO 1289 Program Supplies - Family Movie Supplies (CBFOL)	14.10	
CC 25	Blackbird Coffehouse, The	PO 1209 Program Supplies - Jigsaw Program Gift Cards (SP)	20.00	
CC 28	Chicago Books and Journals	PO 1271 Program Supplies - Bookmarks (SP)	19.19	
CC 38	Forks Outfitters	PO 1333 Program Supplies - Winter STEAM Stations (FOFOL)	2.44	
CC 39	Forks Outfitters	PO 1333 Program Supplies - Winter STEAM Stations (CBFOL)	2.44	
CC 59	Oriental Trading Company, Inc.	PO 1293 Program Supplies - Outreach Supplies (FOFOL)	76.00	
CC 60	Oriental Trading Company, Inc.	PO 1293 Program Supplies - Outreach Supplies (FOFOL)	195.30	
CC 66	Safeway	PO 1357 Program Supplies - Teen Advisory Board Snacks (FOSL)	5.99	
CC 97	Walmart	PO 1341 Program Supplies - Teen Lit Bags (SP)	33.00	1,012.37
<u>FUEL</u>				
I 271	Tingelstad, Jeff	PO 1362 Fuel - Business - FAC	77.19	
CC 27	Chevron	PO 1278 Business Fuel - Pacifica - TS	52.34	
CC 34	Evergreen 76	PO 1203 Business Fuel - Westy - TS	32.43	
CC 53	Lower Elwha Food & Fuel	PO 1251 Business Fuel - Westy - TS	33.82	
CC 54	Lower Elwha Food & Fuel	PO 1331 Business Fuel - Nolsy Red - FAC	36.25	
CC 64	Safeway	PO 1206 Business Fuel - Pacifica - TS	51.97	
CC 70	Shell	PO 1204 Business Fuel - Chevy Van - TS	25.49	
CC 71	Shell	PO 1266 Business Fuel - Westy - TS	25.00	
CC 72	Shell	PO 1267 Business Fuel - Westy - TS	36.06	
CC 73	Shell	PO 1287 Business Fuel - Westy - TS	35.44	
CC 74	Shell	PO 1274 Business Fuel - Westy - TS	31.83	
CC 75	Shell	PO 1298 Business Fuel - Westy - TS	32.42	
CC 76	Shell	PO 1207 Business Fuel - Nolsy Red - FAC	47.31	
CC 77	Shell	PO 1339 Business Fuel - Chevy Van - FAC	106.49	624.04
<u>COLLECTION MATERIALS</u>				
I 137	Amazon.com	Collection Materials	309.40	
I 138	Amazon.com	Collection Materials	785.01	
I 139	Amazon.com	Collection Materials	99.33	
I 142	Baker & Taylor Entertainment	Collection Materials	568.57	

Category	Claimant	Purpose	Amount	Subtotal
I 143	Baker & Taylor Entertainment	Collection Materials	11.82	
I 144	Baker & Taylor Entertainment	Collection Materials	130.45	
I 145	Baker & Taylor Information	Collection Materials	4,204.47	
I 146	Baker & Taylor Information	Collection Materials	1,117.54	
I 147	Baker & Taylor Information	Collection Materials	12,681.18	
I 148	Baker & Taylor Information	Collection Materials	104.16	
I 149	Brainfuse, Inc.	Collection Materials - HelpNow	3,000.00	
I 152	Brodart Company	Collection Materials	137.08	
I 153	Brodart Company	Collection Materials	113.26	
I 155	CENGAGE Learning	Collection Materials	31.81	
I 156	CENGAGE Learning	Collection Materials	105.22	
I 157	CENGAGE Learning	Collection Materials	4,493.47	
I 158	Center Point Large Print	Collection Materials	236.70	
I 185	Dept. of Revenue - Use/Sales Tax	November 2022 Sales & Use Tax - EFT 972	20.83	
I 192	Ebsco Information Services	Collection Materials - Consumer Reports - Novelist	11,887.00	
I 196	Findaway World, LLC	Collection Materials	183.57	
I 197	Forks Forum	Collection Materials	85.00	
I 210	Ingram Library Services	Collection Materials	445.27	
I 211	Ingram Library Services	Collection Materials	3,054.01	
I 227	Midwest Tape	Collection Materials	445.34	
I 228	Midwest Tape	Collection Materials	716.92	
I 229	Midwest Tape	Collection Materials	30,695.09	
I 231	NewsBank	Collection Materials - World News Research Collection - Annual	6,243.00	
I 238	OverDrive, Inc.	Collection Materials	580.13	
I 239	OverDrive, Inc.	Collection Materials	1,788.54	
I 244	ProQuest LLC	Collection Materials - Heritage Quest - Ancestry	9,223.16	
I 245	ProQuest LLC	Collection Materials	152.15	
I 249	Rowman & Littlefield Publishing Group	Collection Materials	100.25	
I 250	Secretary of State	Collection Materials - WDLC Jan-Dec 2023	48,889.53	
I 269	The Leader	Collection Materials	84.00	
I 283	World Book, Inc.	Collection Materials	2,398.00	
CC 26	Chatwin Books	PO 1281 Collection Materials	65.66	
CC 31	Crochet	PO 1313 Collection Materials	25.95	
CC 37	Flying Magazine	PO 1312 Collection Materials	22.00	
CC 41	Hopkins Fulfillment	PO 1282 Collection Materials	18.28	
CC 55	Madhouse Press	PO 1284 Collection Materials	10.00	
CC 56	Magnolia	PO 1314 Collection Materials	20.00	
CC 61	Orion Telescopes & Binoculars	PO 1275 Collection Materials - Telescope Eye Ring	14.13	
CC 91	The Mountaineers	PO 1199 Collection Materials	21.20	
CC 98	Writer's Digest	PO 1315 Collection Materials	16.00	145,334.48
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
I 135	ADP, LLC	Payroll Services (PPE 10-31-2022) and (PPE 11-30-2022) - NOLS	1,594.32	
I 136	Alliance 2020 Inc	PO 1309 Professional Services - Background Checks - NOLS	31.61	
I 185	Dept. of Revenue - Use/Sales Tax	November 2022 Sales & Use Tax - EFT 972	63.21	

Category	Claimant	Purpose	Amount	Subtotal
I 193	E-Rate Expertise	PO 1280 Professional Services - E-rate Consulting - Draft RFP for CI - NOLS	150.00	
I 205	Haggard & Ganson LLP	PO 1353 Legal Services - Exchange E-mail re:RFQ Purchase - ADM	55.00	
I 234	OCLC, Inc.	PO 1311 Technology Services - Bibliographic Utility Subscription Thru 06-30-2023 - TS	2,615.58	
I 235	Olympic Laundry & Dry Cleaners, Inc.	PO 1310 Professional Services - Laundry - FAC	217.60	
I 258	Sound Publishing Inc	PO 1272 Professional Services - RFP Advertising for WAN Services - NOLS	51.55	
I 262	Summit Law Group	PO 1366 Legal Services - Labor and Employment - ADM	4,935.00	
I 275	United Way of Clallam County	PO 1364, 1365 Programming - Aim Higher Grant Disbursement - NOLS	8,200.00	
I 276	University of Washington - CCER	PO 1356 Professional Services - ADA Accessibility Survey - NOLS	12,743.70	
CC 23	American Library Association	PO 1332 Training - LibLearnX Registration - NOLS	380.00	
CC 30	Coursera	PO 1227 Training - Online Training Platform - Annual for 5 Seats - IT	1,795.50	
CC 32	DialMyCalls.com	PO 1349 Technology Services - Staff Emergency Contact System - NOLS	19.99	
CC 33	E-Fax	PO 1330 Technology Services - HR Online Confidential Fax - ADM	33.71	
CC 35	Facebook	PO 1329 Programming - Sponsored Posts (SP)	161.71	
CC 42	iStockPhoto.com	PO 1328 Professional Services - Stock Photos for SQ Brochure (SQ Donations)	115.00	
CC 57	Microsoft	PO 1347 Technology Services - Microsoft Cloud Services (365) - IT	896.75	
CC 58	NexusTek	PO 1355 Technology Services - Microsoft Project Licenses - IT	110.00	
CC 62	PayFlow Pro	Monthly Gateway Service Fees - NOLS	59.95	
CC 84	Stamps.com	PO 1279 Technology Services - Monthly Fee - TS	19.57	
CC 92	The Spanish Group	PO 1190 Programming - Spanish Translation (SP)	30.40	
CC 93	The Spanish Group	PO 1326 Professional Services - Translation for FAFSA Program - NOLS	20.00	
CC 94	The Spanish Group	PO 1327 Professional Services - Translation for FAFSA Program - NOLS	10.00	
CC 99	Zoom	PO 1351 Technology Services - Zoome One Business - Prorated - NOLS	90.86	
CC 100	Zoom	PO 1350 Technology Services - Zoome One Business - Annual - NOLS	217.49	
CC 101	Zoom	PO 1348 Technology Services - Zoom Monthly Subscriptions (x4) - NOLS	65.20	34,683.70
COMMUNICATIONS				
I 140	Angeles Communications	Communications - VOIP	903.04	
I 159	CenturyLink 300511187 FO	Communications - Voice - FO	88.09	
I 160	CenturyLink 300561130 CB	Communications - Voice - CB	79.50	
I 161	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.94	
I 162	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.00	
I 163	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,362.61	
I 164	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	263.73	
I 165	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.59	

Category	Claimant	Purpose	Amount	Subtotal
I 278	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
I 279	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	361.29	
I 281	WDH - Wave Business	Communication - Internet - IT	3,784.15	
CC 80	Stamps.com	PO 1191 Communications - Postage - TS	250.00	
CC 81	Stamps.com	PO 1228 Communications - Postage - TS	250.00	
CC 82	Stamps.com	PO 1268 Communications - Postage - TS	250.00	
CC 83	Stamps.com	PO 1269 Communications - Postage - TS	250.00	
CC 85	Stamps.com	PO 1300 Communications - Postage - TS	250.00	
CC 86	Stamps.com	PO 1301 Communications - Postage - TS	450.00	
CC 87	Stamps.com	PO 1302 Communications - Postage - TS	450.00	
CC 88	Stamps.com	PO 1303 Communications - Postage - TS	450.00	
CC 89	Stamps.com	PO 1304 Communications - Postage - TS	450.00	
CC 90	Stamps.com	PO 1305 Communications - Postage - TS	450.00	
CC 95	Tracfone*Airtime	PO 1354 Communications - Voice - Branch Cell Phones - IT	92.84	12,019.81
<u>TRAVEL</u>				
I 179	Dahlquist, Leanne	Travel - Business - Mileage Reimbursement - PA	62.50	
I 180	Danks, John	Travel - Business - Mileage Reimbursement - IT	68.75	
I 201	Glaude, Noah	Travel - Business and Training - Mileage Reimbursement - ADM	593.80	
I 204	Glaude, Noah	Travel - Business - Mileage Reimbursement - ADM	84.38	
I 224	McGrew, Charlotte	PO 1262 Travel - Training - Meals - eBook Conference - NOLS	16.47	
I 225	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	37.06	
I 230	Morrison Sarah	Travel - Business - Mileage Reimbursement - PA	68.75	
I 236	Overbey, Kristin	Travel - Business - Mileage Reimbursement - PA	68.75	1,000.46
<u>OPERATING RENTALS AND LEASES</u>				
I 154	Cedar Avenue Self-Storage	PO 6 Operating Rentals - CB Storage Unit - Annual to 12-2023 - CB	528.00	528.00
<u>UTILITIES</u>				
I 166	City of Forks	Public Utilities - FO	111.64	
I 167	City of Port Angeles/Orcas Avenue	Public Utilities - PA	229.79	
I 168	City of Port Angeles/Peabody St.	Public Utilities - PA	5,615.07	
I 169	City of Sequim	Public Utilities - SQ	151.06	
I 170	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
I 171	Clallam County PUD	Public Utilities - SQ	777.00	
I 172	Clallam County PUD	Public Utilities - CB	443.00	
I 173	Clallam County PUD	Public Utilities - FO	549.00	
I 187	DM Disposal Company, Inc.	Public Utilities - SQ	379.52	
I 188	DM Disposal Company, Inc.	Public Utilities - PA	211.36	
I 282	West Waste & Recycling	Public Utilities - FO - CB	56.43	8,580.37
<u>REPAIR AND MAINTENANCE</u>				
I 174	Clallam River Construction	PO 25 Groundskeeping - CB Snow Removal 12-20-2022 and 12-23-2022 - FAC	272.25	
I 212	Jamie Parrish Plumbing	PO 1273 Repair and Maintenance - SQ Touchless Faucet - FAC	291.32	
I 213	Jamie Parrish Plumbing	PO 13 Repair and Maintenance - SQ Faucet Repair - FAC	185.44	

Category	Claimant	Purpose	Amount	Subtotal
		PO 1307 Repair and Maintenance - SQ Extinguishers Annual Service - FAC PO 1306 Repair and Maintenance - PA Backflow and Sprinkler Testing - Annual - FAC PO 1321 Repair and Maintenance - PA Annual Fire Extinguisher Service - FAC	1,096.16	
	I 217 Knight Fire Protection, Inc.			
		PO 1285 Vehicle Maintenance - Nolsy Red Tire Rotation, Balance, Align and TPS - FAC	261.69	
	I 219 Les Schwab Tires			
	I 241 Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	396.10	
		PO 1322 Groundskeeping - PA Snow Removal 12-01-2022 - FAC PO 1322 Groundskeeping - PA Snow Removal 12-02-2022 - FAC PO 1324 Groundskeeping - PA Sweep Parking Lot 12-04-2022 - FAC	647.36	
	I 246 Rainbow Sweepers, Inc.			
		PO 1360 Groundskeeping - PA De-Icing and Snow Removal 12-09-2022 - FAC	206.72	
	I 247 Rainbow Sweepers, Inc.			
		PO 27 Groundskeeping - PA Snow Removal 12-21-2022 - FAC PO 27 Groundskeeping - PA Snow Removal 12-22-2022 - FAC PO 27 Groundskeeping - PA Snow Removal 12-23-2022 - FAC	990.08	
	I 248 Rainbow Sweepers, Inc.			
		PO 1319 Technology Maintenance - Fortinet Firewall Renewal - IT	8,421.19	
	I 251 SHI International Corp			
	CC 1 8th Street Car Wash	PO 1359 Vehicle Maintenance - Car Wash - Pacifica - FAC	3.00	
	CC 6 Amazon.com	PO 1198 Technology Maintenance - SSD Hard Drive - IT	54.39	
	CC 7 Amazon.com	PO 1253 Technology Maintenance - NVMe Drive - IT	65.27	
	CC 36 First Race Car Wash	PO 1232 Vehicle Maintenance - Car Wash - Pacifica - FAC	14.00	
		PO 1270 Vehicle Maintenance - Oil Change - Nolsy Red - FAC	221.26	
	CC 43 Jiffy Lube			
	CC 44 Jiffy Lube	PO 1205 Vehicle Maintenance - Oil Change - Pacifica - FAC	116.39	
		PO 1264 Vehicle Maintenance - Oil Change - Nolsy White - FAC	117.92	
	CC 45 Jiffy Lube			
	CC 46 Jiffy Lube	PO 1259 Vehicle Maintenance - Oil Change - Westy - FAC	99.02	13,459.56
<u>BUILDINGS AND STRUCTURES</u>				
		PO 1160 Buildings and Structures - External Book Drops (PAFOL/NOLF)	12,520.00	12,520.00
	I 216 Kingsley Companies			
<u>MACHINERY AND EQUIPMENT</u>				
		PO 1283 Machinery and Equipment - PA HVAC Controller Repair and Upgrades - UNDESIGNATED CONTINGENCY - FAC	3,390.60	
	I 257 Sound Energy Systems			
		PO 1368 Machinery and Equipment - Bookmobile Payment - NOLS	30,713.64	
	I 266 TechOps Specialty Vehicles LLC			
		PO 1295 Machinery and Equipment - CyberPower UPS (x2) - IT	324.22	
	CC 8 Amazon.com			
		PO 1297 Machinery and Equipment - Server Hard Drives - IT	356.88	
	CC 9 Amazon.com			
		PO 1200 Machinery and Equipment - Bookmobile Emergency Supplies - FAC	169.62	
	CC 19 Amazon.com			
	CC 78 Smart Furniture	PO 1233 Machinery and Equipment - Office Chair - NOLS	998.78	

Category	Claimant	Purpose	Amount	Subtotal
CC 79	Smart Furniture	PO 1352 Machinery and Equipment - Table - PA	521.16	36,474.90
<u>CAPITAL CONSTRUCTION</u>				
I 141	Associated Earth Sciences Inc	PO 19 Capital Construction - Pavement Coring Fieldwork and Reporting (SQ CPA)	3,106.54	
I 254	SHKS Architects	PO 1358 Capital Construction - Basic and Supplemental Services (SQ CPA)	20,562.60	23,669.14
<u>SALES TAX</u>				
I 185	Dept. of Revenue - Use/Sales Tax	November 2022 Sales & Use Tax - EFT 972	52.89	52.89
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2275	NOLS Patron	Patron Refund	30.00	
CK 2276	NOLS Patron	Patron Refund	16.99	
CK 2277	VOID	Void Check	0.00	
CK 2278	NOLS Patron	Patron Refund	16.95	
CK 2279	NOLS Patron	Patron Refund	37.95	
CK 2280	NOLS Patron	Patron Refund	57.98	
CK 2281	NOLS Patron	Patron Refund	15.00	
CK 2282	NOLS Patron	Patron Refund	26.95	201.82
			625,533.76	625,533.76



Voucher Approval for December 2022

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 #1134 through #1285 are approved in the amount of \$625,533.76 this 26th day of January 2023.

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

No.	Claimant	Purpose	Amount
1134	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 11-30-22) - EFT 968	214,032.27
1135	ADP, LLC	Payroll Services (PPE 10-31-2022) and (PPE 11-30-2022) - NOLS	1,594.32
1136	Alliance 2020 Inc	PO 1309 Professional Services - Background Checks - NOLS	31.61
1137	Amazon.com	Collection Materials	309.40
1138	Amazon.com	Collection Materials	785.01
1139	Amazon.com	Collection Materials	99.33
1140	Angeles Communications	Communications - VOIP	903.04
1141	Associated Earth Sciences Inc	PO 19 Capital Construction - Pavement Coring Fieldwork and Reporting (SQ CPA)	3,106.54
1142	Baker & Taylor Entertainment	Collection Materials	568.57
1143	Baker & Taylor Entertainment	Collection Materials	11.82
1144	Baker & Taylor Entertainment	Collection Materials	130.45
1145	Baker & Taylor Information	Collection Materials	4,204.47
1146	Baker & Taylor Information	Collection Materials	1,117.54
1147	Baker & Taylor Information	Collection Materials	12,733.96
1148	Baker & Taylor Information	Collection Materials	291.81
1149	Brainfuse, Inc.	Collection Materials - HelpNow	3,000.00
1150	NOLS Employee	HRA Reimbursement	419.43
1151	NOLS Employee	HRA Reimbursement	57.19
1152	Brodart Company	Collection Materials	137.08
1153	Brodart Company	Collection Materials	113.26
1154	Cedar Avenue Self-Storage	PO 6 Operating Rentals - CB Storage Unit - Annual to 12-2023 - CB	528.00
1155	CENGAGE Learning	Collection Materials	31.81
1156	CENGAGE Learning	Collection Materials	105.22

No.	Claimant	Purpose	Amount
1157	CENGAGE Learning	Collection Materials	4,493.47
1158	Center Point Large Print	Collection Materials	236.70
1159	CenturyLink 300511187 FO	Communications - Voice - FO	88.09
1160	CenturyLink 300561130 CB	Communications - Voice - CB	79.50
1161	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.94
1162	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.00
1163	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,362.61
1164	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	263.73
1165	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.59
1166	City of Forks	Public Utilities - FO	111.64
1167	City of Port Angeles/Orcas Avenue	Public Utilities - PA	229.79
1168	City of Port Angeles/Peabody St.	Public Utilities - PA	5,615.07
1169	City of Sequim	Public Utilities - SQ	151.06
1170	Clallam County Public Works Dept.	Public Utilities - CB	56.50
1171	Clallam County PUD	Public Utilities - SQ	777.00
1172	Clallam County PUD	Public Utilities - CB	443.00
1173	Clallam County PUD	Public Utilities - FO	549.00
1174	Clallam River Construction	PO 25 Groundskeeping - CB Snow Removal 12-20-2022 and 12-23-2022 - FAC	272.25
1175	Co-Op Farm & Garden, The	PO 1286 Maintenance Supplies - SQ Light Switch in Children's Area - FAC	4.89
1176	Co-Op Farm & Garden, The	PO 1320 Maintenance Supplies - SQ Watering Can - FAC	8.32
1177	Co-Op Farm & Garden, The	PO 21 Maintenance Supplies - Gloves - FAC	14.69
1178	NOLS Employee	HRA Reimbursement	132.50
1179	Dahlquist, Leanne	Travel - Business - Mileage Reimbursement - PA	62.50
1180	Danks, John	Travel - Business - Mileage Reimbursement - IT	68.75
1181	NOLS Employee	HRA Reimbursement	165.67
1182	NOLS Employee	HRA Reimbursement	106.60
1183	DeFrancisco, John L.	Cell Phone Reimbursement - ADM	120.00
1184	Dept. of Retirement Systems	PERS and DCP (PPE 11-30-22) - EFT 969	43,162.58
1185	Dept. of Revenue - Use/Sales Tax	November 2022 Sales & Use Tax - EFT 972	166.67
1186	NOLS Employee	HRA Reimbursement	296.95
1187	DM Disposal Company, Inc.	Public Utilities - SQ	379.52
1188	DM Disposal Company, Inc.	Public Utilities - PA	211.36
1189	NOLS Employee	HRA Reimbursement	738.84
1190	NOLS Employee	HRA Reimbursement	288.54
1191	NOLS Employee	HRA Reimbursement	1,051.71
1192	Ebsco Information Services	Collection Materials - Consumer Reports - Novelist	11,887.00
1193	E-Rate Expertise	PO 1280 Professional Services - E-rate Consulting - Draft RFP for CI - NOLS	150.00
1194	NOLS Employee	HRA Reimbursement	1,063.02
1195	Felton, Jina	Cell Phone Reimbursement - PA	120.00
1196	Findaway World, LLC	Collection Materials	183.57
1197	Forks Forum	Collection Materials	85.00

No.	Claimant	Purpose	Amount
I 198	NOLS Employee	HRA Reimbursement	1,602.94
I 199	NOLS Employee	HRA Reimbursement	1,750.00
I200	Glaude, Noah	Cell Phone Reimbursement - ADM	120.00
I201	Glaude, Noah	Travel - Business and Training - Mileage Reimbursement - ADM	593.80
I202	NOLS Employee	HRA Reimbursement	588.84
I203	NOLS Employee	HRA Reimbursement	559.10
I204	Glaude, Noah	Travel - Business - Mileage Reimbursement - ADM	84.38
I205	Haggard & Ganson LLP	PO I353 Legal Services - Exchange E-mail re:RFQ Purchase - ADM	55.00
I206	Hartford Retirement Plan Solutions	MMDCP I2-2022 (PPE I I-30-22) - EFT 970	450.00
I207	Health Care Authority	HCA I2-2022 (PPE I I-30-22)	41,988.28
I208	HealthEquity	HSA ER Contribution - December 2022	698.06
I209	NOLS Employee	HRA Reimbursement	123.30
I210	Ingram Library Services	Collection Materials	445.27
I211	Ingram Library Services	Collection Materials	3,054.01
I212	Jamie Parrish Plumbing	PO I273 Repair and Maintenance - SQ Touchless Faucet - FAC	291.32
I213	Jamie Parrish Plumbing	PO I3 Repair and Maintenance - SQ Faucet Repair - FAC	185.44
I214	NOLS Employee	HRA Reimbursement	1,592.00
I215	KCDA Purchasing Cooperative	PO I247 Maintenance Supplies - Cleaning Supplies - FAC	323.16
I216	Kingsley Companies	PO I160 Buildings and Structures - External Book Drops (PAFOL/NOLF)	12,520.00
I217	Knight Fire Protection, Inc.	PO I307 Repair and Maintenance - SQ Extinguishers Annual Service - FAC PO I306 Repair and Maintenance - PA Backflow and Sprinkler Testing - Annual - FAC PO I321 Repair and Maintenance - PA Annual Fire Extinguisher Service - FAC	1,096.16
I218	NOLS Employee	HRA Reimbursement	198.81
I219	Les Schwab Tires	PO I285 Vehicle Maintenance - Nolsy Red Tire Rotation, Balance, Align and TPS - FAC	261.69
I220	NOLS Employee	HRA Reimbursement	294.42
I221	NOLS Employee	HRA Reimbursement	100.67
I222	NOLS Employee	HRA Reimbursement	951.92
I223	NOLS Employee	HRA Reimbursement	1,051.71
I224	McGrew, Charlotte	PO I262 Travel - Training - Meals - eBook Conference - NOLS	16.47
I225	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	37.06
I226	NOLS Employee	HRA Reimbursement	294.42
I227	Midwest Tape	Collection Materials	445.34
I228	Midwest Tape	Collection Materials	716.92
I229	Midwest Tape	Collection Materials	30,695.09
I230	Morrison Sarah	Travel - Business - Mileage Reimbursement - PA	68.75

No.	Claimant	Purpose	Amount
I231	NewsBank	Collection Materials - World News Research Collection - Annual	6,243.00
I232	North Olympic Library System	December 2022 Revolving Fund Reimbursement (* Detail Below)	201.82
I233	NOLS Employee	HRA Reimbursement	163.14
I234	OCLC, Inc.	PO 1311 Technology Services - Bibliographic Utility Subscription Thru 06-30-2023 - TS	2,615.58
I235	Olympic Laundry & Dry Cleaners, Inc.	PO 1310 Professional Services - Laundry - FAC	217.60
I236	Overbey, Kristin	Travel - Business - Mileage Reimbursement - PA	68.75
I237	NOLS Employee	HRA Reimbursement	815.00
I238	OverDrive, Inc.	Collection Materials	580.13
I239	OverDrive, Inc.	Collection Materials	1,788.54
I240	Pacific Office Equipment, Inc.	PO 1225 Toner - SQ	459.64
I241	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	396.10
I242	NOLS Employee	HRA Reimbursement	687.26
I243	Phillips, Brian	Cell Phone Reimbursement - FAC	120.00
I244	ProQuest LLC	Collection Materials - Heritage Quest - Ancestry	9,223.16
I245	ProQuest LLC	Collection Materials	152.15
I246	Rainbow Sweepers, Inc.	PO 1322 Groundskeeping - PA Snow Removal 12-01-2022 - FAC PO 1322 Groundskeepin - PA Snow Removal 12-02-2022 - FAC PO 1324 Groundskeeping - PA Sweep Parking Lot 12-04-2022 - FAC	647.36
I247	Rainbow Sweepers, Inc.	PO 1360 Groundskeeping - PA De-Icing and Snow Removal 12-09-2022 - FAC	206.72
I248	Rainbow Sweepers, Inc.	PO 26 Maintenance Supplies - De-icer - FAC PO 27 Groundskeeping - PA Snow Removal 12-21-2022 - FAC PO 27 Groundskeeping - PA Snow Removal 12-22-2022 - FAC PO 27 Groundskeeping - PA Snow Removal 12-23-2022 - FAC	1,107.04
I249	Rowman & Littlefield Publishing Group	Collection Materials	100.25
I250	Secretary of State	Collection Materials - WDLG Jan-Dec 2023	48,889.53
I251	SHI International Corp	PO 1319 Technology Maintenance - Fortinet Firewall Renewal - IT	8,421.19
I252	NOLS Employee	HRA Reimbursement	715.70
I253	Shield, Erin	Cell Phone Reimbursement - TS	120.00
I254	SHKS Architects	PO 1358 Capital Construction - Basic and Supplemental Services (SQ CPA)	20,562.60
I255	NOLS Employee	HRA Reimbursement	1,750.00
I256	Sly, Emily	Cell Phone Reimbursement - SQ	240.00
I257	Sound Energy Systems	PO 1283 Machinery and Equipment - PA HVAC Controller Repair and Upgrades - UNDESIGNATED CONTINGENCY - FAC	3,390.60

No.	Claimant	Purpose	Amount
1258	Sound Publishing Inc	PO 1272 Professional Services - RFP Advertising for WAN Services - NOLS	51.55
1259	NOLS Employee	HRA Reimbursement	50.00
1260	NOLS Employee	HRA Reimbursement	1,177.68
1261	Sullivan, Meghan	Cell Phone Reimbursement - July to December 2022 - ADM	120.00
1262	Summit Law Group	PO 1366 Legal Services - Labor and Employment - ADM	4,935.00
1263	Swains General Store, Inc.	PO 1337 Maintenance Supplies - Hand Truck Tires - FAC	49.98
1264	Swains General Store, Inc.	PO 20 Groundskeeping - Ice Melt - FAC	119.52
1265	NOLS Employee	HRA Reimbursement	247.24
1266	TechOps Specialty Vehicles LLC	PO 1368 Machinery and Equipment - Bookmobile Payment - NOLS	30,713.64
1267	NOLS Employee	HRA Reimbursement	196.54
1268	The Home Depot Pro	PO 1248 Maintenance Supplies - Cleaning Supplies - FAC	349.63
1269	The Leader	Collection Materials	84.00
1270	NOLS Employee	HRA Reimbursement	317.19
1271	Tingelstad, Jeff	PO 1362 Fuel - Business - FAC	77.19
1272	NOLS Employee	HRA Reimbursement	252.31
1273	NOLS Employee	HRA Reimbursement	98.14
1274	United Way of Clallam County	United Way Donations (PPE 11-30-22)	135.00
1275	United Way of Clallam County	PO 1364, 1365 Programming - Aim Higher Grant Disbursement - NOLS	8,200.00
1276	University of Washington - CCER	PO 1356 Professional Services - ADA Accessibility Survey - NOLS	12,743.70
1277	US Bank	November 2022 Credit Card Charges paid in December (* Detail Below)	14,410.53
1278	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
1279	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	361.29
1280	WCIF	Vision/Life/EAP Premiums 12-2022 (PPE 11-30-22)	1,411.87
1281	WDH - Wave Business	Communication - Internet - IT	3,784.15
1282	West Waste & Recycling	Public Utilities - FO - CB	56.43
1283	World Book, Inc.	Collection Materials	2,398.00
1284	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-22) - January Coverage	6,771.96
1285	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2022 (PPE 11-30-22)	2,189.25
			625,533.76

*** Detail - NOLS Revolving Fund Account -- Voucher #1232**

2275	NOLS Patron	Patron Refund	30.00
2276	NOLS Patron	Patron Refund	16.99
2277	VOID	Void Check	
2278	NOLS Patron	Patron Refund	16.95
2279	NOLS Patron	Patron Refund	37.95
2280	NOLS Patron	Patron Refund	57.98
2281	NOLS Patron	Patron Refund	15.00

No.	Claimant	Purpose	Amount
2282	NOLS Patron	Patron Refund	26.95
			201.82

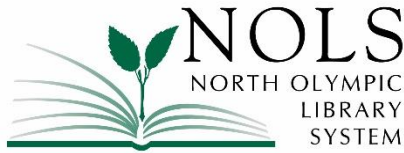
*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1277**

1	8th Street Car Wash	PO 1359 Vehicle Maintenance - Car Wash - Pacifica - FAC	3.00
2	Amazon.com	PO 1342 Program Supplies - Teen Lit Bags/Tracker Bookmarks (SP)	21.74
3	Amazon.com	PO 1343 Program Supplies - Teen Lit Bags (SP)	43.47
4	Amazon.com	PO 1344 Program Supplies - Kids Book Club (PAFOL)	217.25
5	Amazon.com	PO 1345 Program Supplies - Kids Book Club (PAFOL)	78.21
6	Amazon.com	PO 1198 Technology Maintenance - SSD Hard Drive - IT	54.39
7	Amazon.com	PO 1253 Technology Maintenance - NVMe Drive - IT	65.27
8	Amazon.com	PO 1295 Machinery and Equipment - CyberPower UPS (x2) - IT	324.22
9	Amazon.com	PO 1297 Machinery and Equipment - Server Hard Drives - IT	356.88
10	Amazon.com	PO 1170 Office Supplies - Sticky Notes, Push Pins, Sign Holder - FO	48.88
11	Amazon.com	PO 1260 Office Supplies - Book Tape, Mending Tape - PA	31.44
12	Amazon.com	PO 1261 Toner - PA	181.24
13	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (FOFOL)	1.95
14	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (CBFOL)	1.95
15	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (FOFOL)	12.40
16	Amazon.com	PO 1276 Program Supplies - Winter STEAM Stations (CBFOL)	12.40
17	Amazon.com	PO 1289 Program Supplies - Family Movie Supplies (FOFOL)	14.11
18	Amazon.com	PO 1289 Program Supplies - Family Movie Supplies (CBFOL)	14.10
19	Amazon.com	PO 1200 Machinery and Equipment - Bookmobile Emergency Supplies - FAC	169.62
20	Amazon.com	PO 1263 Toner - FAC	32.63
21	Amazon.com	PO 1290 Operating Supplies - Magnifier - TS	8.69
22	Amazon.com	PO 1290 Printer Paper - TS	19.03
23	American Library Association	PO 1332 Training - LibLearnX Registration - NOLS	380.00
24	At-A-Glance	PO 1340 Office Supplies - Calendars - SQ	44.98
25	Blackbird Coffehouse, The	PO 1209 Program Supplies - Jigsaw Program Gift Cards (SP)	20.00
26	Chatwin Books	PO 1281 Collection Materials	65.66
27	Chevron	PO 1278 Business Fuel - Pacifica - TS	52.34
28	Chicago Books and Journals	PO 1271 Program Supplies - Bookmarks (SP)	19.19
29	Costco	PO 1231 Operating Supplies - Strings of Lights for Canopy (FOSL)	108.88

No.	Claimant	Purpose	Amount
30	Coursera	PO 1227 Training - Online Training Platform - Annual for 5 Seats - IT	1,795.50
31	Crochet	PO 1313 Collection Materials	25.95
32	DialMyCalls.com	PO 1349 Technology Services - Staff Emergency Contact System - NOLS	19.99
33	E-Fax	PO 1330 Technology Services - HR Online Confidential Fax - ADM	33.71
34	Evergreen 76	PO 1203 Business Fuel - Westy - TS	32.43
35	Facebook	PO 1329 Programming - Sponsored Posts (SP)	161.71
36	First Race Car Wash	PO 1232 Vehicle Maintenance - Car Wash - Pacifica - FAC	14.00
37	Flying Magazine	PO 1312 Collection Materials	22.00
38	Forks Outfitters	PO 1333 Program Supplies - Winter STEAM Stations (FOFOL)	2.44
39	Forks Outfitters	PO 1333 Program Supplies - Winter STEAM Stations (CBFOL)	2.44
40	Grainger	PO 1334 Maintenance Supplies - Heat Pump Coil Sensors - FAC	134.74
41	Hopkins Fulfillment	PO 1282 Collection Materials	18.28
42	iStockPhoto.com	PO 1328 Professional Services - Stock Photos for SQ Brochure (SQ Donations)	115.00
43	Jiffy Lube	PO 1270 Vehicle Maintenance - Oil Change - Nolsy Red - FAC	221.26
44	Jiffy Lube	PO 1205 Vehicle Maintenance - Oil Change - Pacifica - FAC	116.39
45	Jiffy Lube	PO 1264 Vehicle Maintenance - Oil Change - Nolsy White - FAC	117.92
46	Jiffy Lube	PO 1259 Vehicle Maintenance - Oil Change - Westy - FAC	99.02
47	KCDA Purchasing Cooperative	PO 1277 Printer Paper - SQ	66.98
48	KCDA Purchasing Cooperative	PO 1196 Office Supplies - Wall Calendar - PA	10.13
49	KCDA Purchasing Cooperative	PO 1208 Printer Paper - PA	72.35
50	KCDA Purchasing Cooperative	PO 1208 Office Supplies - Book Tape, Mending Tape - PA	24.51
51	KCDA Purchasing Cooperative	PO 1288 Copy Paper - PA	53.94
52	KCDA Purchasing Cooperative	PO 1291 Operating Supplies - Tape, Paper, Pens - TS	119.06
53	Lower Elwha Food & Fuel	PO 1251 Business Fuel - Westy - TS	33.82
54	Lower Elwha Food & Fuel	PO 1331 Business Fuel - Nolsy Red - FAC	36.25
55	Madhouse Press	PO 1284 Collection Materials	10.00
56	Magnolia	PO 1314 Collection Materials	20.00
57	Microsoft	PO 1347 Technology Services - Microsoft Cloud Services (365) - IT	896.75
58	NexusTek	PO 1355 Technology Services - Microsoft Project Licenses - IT	110.00
59	Oriental Trading Company, Inc.	PO 1293 Program Supplies - Outreach Supplies (FOFOL)	76.00
60	Oriental Trading Company, Inc.	PO 1293 Program Supplies - Outreach Supplies (FOFOL)	195.30
61	Orion Telescopes & Binoculars	PO 1275 Collection Materials - Telescope Eye Ring	14.13
62	PayFlow Pro	Monthly Gateway Service Fees - NOLS	59.95

No.	Claimant	Purpose	Amount
63	Quill Corporation	PO 1184 Toner - FO	588.54
64	Safeway	PO 1206 Business Fuel - Pacifica - TS	51.97
65	Safeway	PO 1296 Operating Supplies - Distilled Water - TS	21.05
66	Safeway	PO 1357 Program Supplie - Teen Advisory Board Snacks (FOSL)	5.99
67	Safeway	PO 1201 Office Supplies - Ziploc Bags - PA	6.51
68	Safeway	PO 1299 Office Supplies - Ziploc Bags - PA	9.76
69	Select Blinds	PO 1336 Maintenance Supplies - FO Office Blinds - FAC	114.65
70	Shell	PO 1204 Business Fuel - Chevy Van - TS	25.49
71	Shell	PO 1266 Business Fuel - Westy - TS	25.00
72	Shell	PO 1267 Business Fuel - Westy - TS	36.06
73	Shell	PO 1287 Business Fuel - Westy - TS	35.44
74	Shell	PO 1274 Business Fuel - Westy - TS	31.83
75	Shell	PO 1298 Business Fuel - Westy - TS	32.42
76	Shell	PO 1207 Business Fuel - Nolsy Red - FAC	47.31
77	Shell	PO 1339 Business Fuel - Chevy Van - FAC	106.49
78	Smart Furniture	PO 1233 Machinery and Equipment - Office Chair - NOLS	998.78
79	Smart Furniture	PO 1352 Machinery and Equipment - Table - PA	521.16
80	Stamps.com	PO 1191 Communications - Postage - TS	250.00
81	Stamps.com	PO 1228 Communications - Postage - TS	250.00
82	Stamps.com	PO 1268 Communications - Postage - TS	250.00
83	Stamps.com	PO 1269 Communications - Postage - TS	250.00
84	Stamps.com	PO 1279 Technology Services - Monthly Fee - TS	19.57
85	Stamps.com	PO 1300 Communications - Postage - TS	250.00
86	Stamps.com	PO 1301 Communications - Postage - TS	450.00
87	Stamps.com	PO 1302 Communications - Postage - TS	450.00
88	Stamps.com	PO 1303 Communications - Postage - TS	450.00
89	Stamps.com	PO 1304 Communications - Postage - TS	450.00
90	Stamps.com	PO 1305 Communications - Postage - TS	450.00
91	The Mountaineers	PO 1199 Collection Materials	21.20
92	The Spanish Group	PO 1190 Programming - Spanish Translation (SP)	30.40
93	The Spanish Group	PO 1326 Professional Services - Translation for FAFSA Program - NOLS	20.00
94	The Spanish Group	PO 1327 Professional Services - Translation for FAFSA Program - NOLS	10.00
95	Tracfone*Airtime	PO 1354 Communications - Voice - Branch Cell Phones - IT	92.84
96	Viking Sew & Vac	PO 1171 Maintenance Supplies - Vacuum Supplies - FAC	76.11
97	Walmart	PO 1341 Program Supplies - Teen Lit Bags (SP)	33.00
98	Writer's Digest	PO 1315 Collection Materials	16.00
99	Zoom	PO 1351 Technology Services - Zoome One Business - Prorated - NOLS	90.86
100	Zoom	PO 1350 Technology Services - Zoome One Business - Annual - NOLS	217.49
101	Zoom	PO 1348 Technology Services - Zoom Monthly Subscriptions (x4) - NOLS	65.20

No.	Claimant	Purpose	Amount
102	Zoro Tools	PO 1335 Maintenance Supplies - Floor Outlet Box Covers - FAC	423.54
			14,410.53
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 968	ADP Tax/Financial Services	Net Payroll and Taxes (PPE 11-30-22)	214,032.27
EFT 969	Dept. of Retirement Systems	PERS and DCP Retirement (PPE 11-30-22)	43,262.58
EFT 970	Hartford Retirement Plan Solutions	MMDCP (PPE 11-30-22)	450.00
			257,744.85



Staff Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approving the Capital Budget for Fiscal Year 2023

Attachment(s): Proposed 2023 Capital Budget

Topic/Issue: Adoption of the 2023 Capital Budget in the amount of \$546,725. NOLS revenues supporting this budget include \$324,325 from the NOLS Capital Reserve (NCR) and \$222,400 from the Port Angeles Capital Reserve (PA CR).

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

The Board Finance Committee has reviewed and approved the proposed 2023 Capital Budget, and the proposed funding sources.

Fiscal Considerations: The Capital Budget is primarily funded through revenue transfers from Library reserve accounts, but in some years may also include funding from Capital Project, Gift, or Donation funds, or other special revenue sources (such as grants). In 2023, revenue allocations are proposed from the NCR and the PA CR.

For accounting purposes, NCR funds which are budgeted for Capital Budget purposes will be transferred to the 2023 Capital Budget account for expenditure. Capital Budget expenditures funded by the PA CR or other capital project funds are paid directly from the designated account.

The NCR serves as the repository for the Library's timber revenues. Timber revenues can be volatile and the amount received can fluctuate dramatically from year to year. Since capital projects tend to be somewhat more discretionary and/or scalable than operating expenses, in years of low timber revenues capital improvement plans can be adjusted as appropriate to the revenues available. This methodology allows NOLS to effectively address capital maintenance and improvement needs, while reducing reliance in the Operating Budget on the less predictable timber revenue stream. By customary practice, expenditures in the Capital Budget that are funded from the NCR, generally do not exceed the known timber revenues from the preceding year. In 2022, NOLS received \$362,523 in timber revenue, \$38,198 more than is budgeted to be used from the NCR in 2023.

The Port Angeles Capital Reserve (PA CR) was established as a sinking fund in 1997, as a conditional requirement related to the bonds that funded construction of the Port Angeles building. The Board-designated purpose of this reserve is to support significant, large scale, PA infrastructure maintenance, replacement, and improvement. The 2023 Capital Budget includes \$222,400 of expenditures to be funded through the PA CR; that amount has therefore been allocated as revenue in the 2023 Capital Budget. The PA CR is a substantial, but finite, reserve. The PA building is now over twenty years old, and costly projects that will need to be addressed over the next few years (such as replacement of the building HVAC system and roof) will significantly deplete this reserve in coming years.

The Port Angeles will likely have additional major costs in coming years in order to meet requirements set in the [Clean Buildings Bill](#). The bill, passed by the Washington State legislation in 2019 requires commercial buildings over 50,000 square feet in size to achieve Clean Building Standards during the next 5 years. The law originally applied to buildings larger than 50,000 sq ft., but was then updated in 2022 to include buildings over 20,000 sq. ft., thus applying to the 35,000 sq. ft. Port Angeles building.

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

The following tables summarize account and budget information pertinent to the 2022 Capital Budget.

Timber Revenues Summary

Timber Revenues 2022 (added to NOLS Capital Reserve (NCR))	\$362,533
2023 Proposed Capital Budget Revenues from NCR	\$324,325
Difference	\$38,208

NOLS Capital Reserve Summary

NOLS Capital Reserve (NCR) balance as of 12/31/22	\$1,280,544
Return of Unspent 2022 Capital Budget allocations	\$226,793
Proposed transfer of NCR funds to 2023 Capital Budget Account	\$324,325
NOLS Capital Reserve balance after transfer of funds (does not include any projected timber receipts for 2023)	\$1,183,012

PA Capital Reserve Summary*

PA Capital Reserve balance as of 12/31/22	\$980,094
Proposed expenditure of PA CR funds to support 2023 PA Capital Budget projects	\$222,400
PA Capital Reserve balance after expenditure of designated funds	\$757,694

*includes funds held in Undesignated Cash and in Certificates of Deposit. Does not include interest projections.

It is unlikely that the full amounts budgeted for capital projects in 2023 will be expended. This is a common occurrence that happens for several reasons:

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

The \$226,793 of Capital Budget funds that were allocated but unspent in 2022 is a high figure. This mostly resulted from several large projects extending into 2023 or being postponed. Examples include the bookmobile, which down payments have been made on, but customization and delivery of the vehicle has been delayed due to global supply chain issues, pushing the final payment into 2023. A project to repair a major section of parking lot in Port Angeles has been delayed again so that exterior site accessibility issues can be addressed at the same time in 2024. A major network improvement project that was scheduled last year was almost completed, but equipment was provided for free through a Washington State Library program.

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

Buildings and Structures: The budgeted total in this category is \$187,900. \$186,900 of this total is projected for funding through the PA Capital Reserve.

In July 2022, the NOLS Board of Trustees approved a \$181,525 contract with the Department of Enterprises Services (DES) to switch all of the Port Angeles Building's florescent lighting (interior and exterior) to LED. A full report about the project and contract can be found on page 75 of the [July 2022 Board Packet](#). NOLS has been waiting on DES and their subcontractor to schedule the project. The work is now set to begin January 30, 2022.

Additional lighting improvements have been budgeted in Forks and Port Angeles to improve safety.

The floor boxes in Port Angeles contain power outlets and in some places network jacks. They're positioned fairly regularly throughout public areas of the Port Angeles Library, and in some work areas. The plastic lids on these boxes are not as durable as we would like and more durable metal lids are not available for the installed boxes. The boxes located where there is a high level of foot and book cart traffic, or heavy table and chair use, do not last more than a couple years. This is especially true in the Living Room and Carver Room. They are rarely fixable when they break. The

manufacturer of the lids has discontinued the lids, but will still accept custom orders for them. We have determined it will be best to place a large one-time order for the lids and create a decent supply for future years. The only other long-term solution is to install entirely new floor boxes, which would entail cutting into the concrete floor, rewiring a number of electrical circuits, rerunning cables and repairing conduit.

Other Improvements: The budgeted total in this category is \$72,050. Of this total, \$35,500 will be funded through the PA Capital Reserve.

The new security system for Clallam Bay was included in the 2022 budget but the install was delayed twice due to inclement weather on the days the vendor was to install the system. This new system will ensure the building has the same level of security as all other buildings in the system.

A total of \$12,000 has been budgeted for new surveillance cameras, hardware and software at the Clallam Bay, Forks and Port Angeles Libraries. Equipment for Sequim will be included as part of the Sequim Expansion and Renovation Project. Cameras will only be placed in exterior locations to monitor NOLS property and assets. [NOLS Policy 5.1.6](#).

NOLS staff will be exploring ways to deter disruptive behavior in public restrooms. There is early interest in vape detectors or methods to remotely unlock doors upon request. A total of \$4,500 has been placed in the budget so that funding is available to act sooner than later.

Street signage improvements were in the 2022 Capital Budget for Clallam Bay, but not completed. Since then, it has become clear that the Forks Branch also needs new signage so that the library can easily be identified while driving south or north along Highway 101. Currently, plans include adding the Quileute and Makah translation for “library” into the signage.

A project to repair a large portion of the Port Angeles parking lot was originally funded and planned in 2020, but it was not completed due to impacts from the pandemic and then delayed further due to difficulty scheduling to an engineer to conduct preliminary work. In late 2022, an accessibility survey of the Port Angeles Library was conducted. The results of that survey will be reviewed in 2023 and plan to address the issues in 2024 developed. Some improvements to the accessible parking lots in Port Angeles and sidewalks leading to the building are likely needed, so \$25,000 has been budgeted to begin planning for parking lot repairs that will also include accessibility improvements for the parking lot, and sidewalks, next year.

In Clallam Bay, the property owner to the west of the library recently cleared their lot. Library staff would like to establish a hedge along this property line again to provide some privacy and help manage foot traffic. The 2023 Capital Budget includes \$750 for this work.

When Bookmobile service is added, secure parking should be available for it at or near every branch. Solutions have been identified for each branch except Clallam Bay. Installing fencing in the northwest corner of the property will provide a secure place to park the Bookmobile in Clallam Bay when needed.

Machinery and Equipment: The budgeted total for this category, \$286,775, is funded through the NOLS Capital Reserve account. As is usual, many machinery and equipment expenditures are directed toward maintaining, upgrading, improving and licensing NOLS' information technology network, hardware, software, systems, and peripheral devices. This category also provides funding for routine purchase/replacement of library furnishings and equipment for all branches and departments. Significant items include:

- \$25,000 is budgeted for a UPS battery back-up and power protection project – a carryover from the 2022 Capital Budget. Computer equipment subject to power fluctuations, brown-outs and spikes can become damaged. Also, data loss can occur as those power events take place. While NOLS' servers and highest-priority systems are protected by battery backup systems which also provide power conditioning, almost none of the staff or patron systems have any protection. As such, when the Library predicts a power event due to a storm or other reason, staff mobilize management at each site to shut down and physically unplug computer equipment. Of course, many power events are not predictable. Also, some of those that are predictable occur at times when there isn't staff available to disconnect the equipment. In addition to protection, proper battery back-ups also improve and enhance service because many power events are very brief and the batteries maintain continuous power to the equipment during those brief events. So, in addition to protection of the equipment, the UPS systems also maintain greater availability of NOLS staff and services for patrons.
- \$25,000 is budgeted to implement and certify multi-factor authentication (MFA) and acquire hardware authentication devices for all staff – another carryover from the 2022 Capital Budget. MFA has become a vital foundational cornerstone of IT security. It is a means of augmenting passwords with the use of a hardware device that displays a code for the staff to input along with the standard username and password. It has become so important that it is becoming mandated by some insurance providers. A consultant is a good fit for this project because it will be done more quickly; it will provide a third-party certification that it has been done correctly, which will provide good legal foundation in the event an insurable event does arise; and it will engender better adoption and acceptance among staff. That last reason is a consideration because MFA does impose an additional requirement on the employee.
- \$20,000 total has been budgeted for staff cell phones and laptops. In 2023, NOLS will provide new cell phones to managers, who are exempt from FLSA and occasionally need to work outside business hours and respond to emergencies. Using NOLS phones and service will improve cyber security concerns while making handling public records requests simpler, ensuring personal data is not accessed. For the same reasons, laptops will be provided to managers, IT staff, and Marketing staff. The 2023 Operating Budget includes funds to cover the service for these devices.
- \$40,000 has been budgeted for a new NOLS vehicle. As outreach activities and services increase and staff spend more time traveling between branches and the community, the need for one more vehicle has become evident. At this time, no vehicles are based at the Sequim Branch, so that is where a new vehicle would be based. The vehicle will most likely be purchased through a Washington State Department of Enterprise Services contract, to

expedite the process, which could take most of 2023 based on current market conditions. The type of vehicle purchased may be dependent on current inventory.

- \$22,500 is budgeted to cover the remainder of the Bookmobile expenses once the vehicle arrives, including taxes. The total cost of the custom vehicle is \$173,681.25. Additional funds have been budgeted for bookmobile-related equipment, including \$2,000 for additional carts once staff determine a style that works best, \$6,000 for additional tech equipment, and \$20,000 for additional exterior book return containers to be placed at sites the bookmobile will visit (three were purchased in 2022).
- Lastly, there is a contingency of \$25,000 as insurance against unanticipated or emergency repair/replacement needs in facilities or technology. Some needs of this type inevitably arise every year, and having a designated contingency fund greatly facilitates staff ability to respond promptly and appropriately.

Construction of Capital Assets: While there is nothing in the 2023 Capital Budget in this category for the Board to approve, in May 2021 the Board of Trustees approved \$2 million for the [Sequim Expansion and Renovation Project](#). Work on the project began in 2022. The budget for the project will be tracked separately from the annual Capital Budget. The Sequim project budget updates will be presented at major decision points and milestones.

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

Action/Motion: *That the Library Board approve the Capital Budget for fiscal year 2023 as presented, in the amount of \$546,725.*

2023 Capital Budget

I-26-23 DRAFT

		2022 Budget ***	Branches				Departments						NOLS	2023 Budget
			CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	
	Revenue													
	From Capital Budget Account	397,800											324,325	324,325
	From Port Angeles Capital Reserve (PA CR)	256,000			222,400									222,400
	Total Revenues	2,663,800	-	-	222,400	-	-	-	-	-	-	-	324,325	546,725
594.72.60	Capital Outlays													
	62.0110 · Buildings and Structures													
	LED Light Conversions*	150,000			182,000									182,000
	Lighting Improvements	6,000		1,000	1,000								-	2,000
	Ceiling Tile Replacements				700									700
	Electrical Floor Box Lids				3,200									3,200
	Subtotal - Buildings and Structures	168,000	-	1,000	186,900	-	-	-	-	-	-	-	-	187,900
	63.0100 · Other Improvements													
	Building Security Alarm System*	5,000	2,300		500									2,800
	Surveillance Cameras and Software												12,000	12,000
	Safety & Security Improvements for Public Restrooms		1,000	1,000	2,500									4,500
	Street Signage*	3,000	4,000	8,000										12,000
	Parking Lot & Sidewalk Repaving and Repair Planning	100,000			25,000									25,000
	Parking Lot Restriping**	6,900	-	-	7,500	-								7,500
	Privacy Hedge Wall		750											750
	Secure Fencing for Bookmobile Parking Area		7,500											7,500
	Subtotal - Other Improvements	106,900	15,550	9,000	35,500	-	-	-	-	-	-	-	12,000	72,050
	64.0010 · Machinery & Equipment													
	Aspen Test Server								1,875					1,875
	Email Marketing and SMS Software and Setup												12,000	12,000
	Network Security Software*	20,000							5,000					5,000
	Networking Equipment*	75,000							10,000					10,000
	Forks Network Room Overhaul and West End Branch Caching System*	10,000							10,000					10,000
	UPS Battery Back-up and Power Protection*	25,000							25,000					25,000
	Multi-factor Authentication*	20,000							25,000					25,000
	VoIP Phone Upgrade								2,000					2,000
	Staff Cell Phones												5,000	5,000
	Staff Laptops												15,000	15,000
	Document Scanner	1,500	500	500	500	500			-					2,000
	Servers **	6,500							6,500					6,500
	Computer Workstation (staff) **	7,500							2,500					2,500
	Computer Workstation (public) **	7,500							2,000					2,000
	Monitors **	1,500							450					450
	Printers **	2,000							500					500
	Receipt Printers **	700							450					450
	Dymo Label Printer **	600							300					300
	Computer Mounts **	300							100					100
	Monitor Arms **	500							200					200
	Barcode Scanners **	700							300					300
	Misc. Tech Items (keyboards, webcams, etc.) **	1,000							1,000					1,000
	Vacuum **	750						750						750

2023 Capital Budget

I-26-23 DRAFT

		2022 Budget ***	Branches				Departments						NOLS	2023 Budget
			CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	
	Planters			1,500										1,500
	Extension Ladder							500						500
	Water and Air Leak Detection Tools							400						400
	Cordless Fans for IT Room							500						500
	Shop Vac with High Places Kit							750						750
	Staff Desks	4,500		1,000			1,500			1,700				4,200
	Staff Chairs	1,500					500							500
	Lamps								500					500
	Public Chair & Table Replacements *	7,500		1,000										1,000
	Meeting Room Tables & Chairs		2,000	2,500										4,500
	Staff Area Storage*	2,000		2,000										2,000
	Display Cart	3,000			5,000									5,000
	Rolling Laptop Cart - Youth Services		300	300										600
	Youth Area Furniture and Equipment		3,000	3,000										6,000
	Signage and Display Equipment												5,000	5,000
	Art Rails		1,000	1,000										2,000
	Pop-up Library Kits*	1,500											1,500	1,500
	Bulletin and White Boards									300				300
	Replacement Totes for Outreach Deliveries									1,000				1,000
	NOLS Vehicle												40,000	40,000
	Winter Tires	2,000								-			2,000	2,000
	Bookmobile *	82,300								22,500				22,500
	Bookmobile Carts*	2,000								2,000				2,000
	Bookmobile Off-site Book Return Bins	20,000								20,000				20,000
	Bookmobile Tech	6,000								6,000				6,000
	Shelving for Bookmobile Material in Branch			3,000										3,000
	Vehicle Roadside Emergency Kits and Tire Inflators	600											600	600
	Undesignated Contingency Repair/Replacement **	25,000											25,000	25,000
	Subtotal - Machinery & Equipment	388,900	6,800	15,800	5,500	500	2,000	2,900	93,675	53,500	-	-	106,100	286,775
	65.0100 - Construction of Capital Assets	-												-
						-								-
	Subtotal - Construction of Capital Assets		-	-	-	-	-	-	-	-	-	-	-	-
	Total Capital Outlays	2,663,800	22,350	25,800	227,900	500	2,000	2,900	93,675	53,500	-	-	118,100	546,725

* Budgeted for in 2022, but project not completed/funding not used in 2022

** Included in capital budget annually

*** 2022 Expenditure subtotals reflect 2022 expenditures as budgeted in the approved budget, **not** subtotals/totals of the figures in the 2022 column (2022 expenditures eliminated in the 2022 budget have been/will be removed)



Staff Report

Date: January 26, 2023
To: Library Board of Trustees
From: Noah Glaude, Library Executive Director
Subject: Approval of Resolution 23-01-01: Authorizing Transfer of Funds

Attachments: Resolution 23-01-01: Authorizing Transfer of Funds
NOLS Flow Chart Depicting Account Management

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

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

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

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

A simple flow chart depicting the relationships between and movement through NOLS’ various accounts is attached. As is clear from the visual depiction, in actuality all of NOLS’ funds (except those

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

The 2023 transfer calculations are explained below.

Transfer(s) between Undesignated Cash Operating (UCO) and Operating Reserve (OR) to fund the Start-of-Year “Float”

“The Float” is the amount needed in the UCO to ensure that NOLS has sufficient operating funds available to bridge the start-of-year tax revenue gap (until the first big volume of property tax payments is received in April). The amount of the float is calculated at four months of operating expenses for the fiscal year. The exact amount of the transfer needed, and in which direction the transfer flows, can vary, depending on the end-of-year balance in the UCO and the float calculation for the budget year. If there are more funds in the UCO than required to fund the float, a transfer-out to reserves is done. If the amount remaining in the UCO at the end of the prior year is insufficient to fund the float, funds must be transferred in.

Calculation of the transfer amount required to fund the float for 2023 is as follows:

- The 2022 ending balance of the Undesignated Cash Operating Funds is \$2,574,362.
- The expenditure float necessary to start 2023 (2023 Operating Budget of \$6,039,685/ 3 = 4 months) is \$2,013,228.
- The ending balance in Undesignated Cash Operating Funds exceeds the needed float amount.

For 2023 therefore, funding the “float” allows transfer of \$561,134 out of UCO funds to reserves.

Transfer from Operating Reserve (OR) to Undesignated Cash Operating (UCO)

This is the transfer-in amount authorized in the 2023 Operating Budget – the amount by which expenditures exceeded available revenues from other sources.

For 2023, this transfer amount is \$914,480.

Transfer from NOLS 2022 Capital Budget to NOLS Capital Reserve (NCR)

This is the amount from the NOLS 2022 Capital Budget that was unspent in 2022 and is being returned to the NOLS Capital Reserve.

For 2023, this transfer amount is \$226,793.

Transfer from NOLS Capital Reserve (NCR) to NOLS 2023 Capital Budget

This is the amount needed to fund the Capital Budget expenses for 2023 (with the exception of designated expenditures, which will be paid directly from the PA Capital Reserve (PA CR) (\$222,400), the Sequim Capital Project Account (SQ CPA) (\$1,738,285) and designated expenditures potentially funded through a grants. Transferring approved capital budget revenues to the NOLS 2023 Capital

Budget account at the start of the fiscal year facilitates purchasing and accounting processes, and supports realistic understanding of the NOLS Capital Reserve balance.

For 2023, this transfer amount is \$324,325.

Transfer from Port Angeles Capital Reserve (PA CR) to new CD investment

The 2023 Capital Budget requires \$222,400 from the PA CR. As of December 31, 2022, the PA CR balance is \$457,336. If during the course of 2023 a CD with a significantly higher interest rate than what is available through the Washington State Local Investment Pool becomes available, a majority of the PA CR funds that will not be used in 2023 (\$225,000) should be transferred to a new CD (PA Capital Account CD 16). NOLS is limited on which CDs it can purchase as a Governmental Organization. As of 1/23/23, the rate for Pools funds is 4.39%, so an immediate transfer is not necessary.

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

Fiscal Considerations: Budget funds to be transferred from reserves into Operating (UCO) and Capital Budget accounts were previously approved by the Board at the time these budgets were adopted.

Anticipated Impact on NOLS Operating Reserve	
Operating Reserve 12/31/22	\$927,423
Transferred from Undesignated Case Operating to Operating Reserve	\$561,134
Transferred from Operating Reserve to Undesignated Capital Reserve to balance 2023 Operating Budget	\$914,480
Operating Reserve 1/31/23	\$574,077
Anticipated Impact on NOLS Capital Reserve	
NOLS Capital Reserve 12/31/22	\$1,280,544
Transferred from NOLS 2022 Capital Budget fund to NOLS Capital Reserve	\$226,793
Transferred from NOLS Capital Reserve to 2023 Capital Budget fund	\$324,325
NOLS Capital Reserve 1/31/23	\$1,183,012
Anticipated Impact on PA Capital Reserve	
PA Capital Reserve 12/31/22	\$457,336
Transferred from PA Capital Reserve to PA Capital Account CD 16	\$225,000
PA Capital Reserve 1/31/23	\$232,336
Anticipated Impact on PA Capital Account CDs	
PA Capital Account CD 15 12/31/22	\$522,758
Transferred from PA Capital Reserve to PA Capital Account CD 16	\$225,000
Amount in PA Capital Account CDs 1/31/23	\$747,758

Recommendation/Alternatives: That the Library Board of Trustees approve Resolution 23-01-01, authorizing transfer of funds as follows:

Amount of Transfer	Transfer From	Transfer To
\$561,134	Undesignated Cash Operating	Operating Reserve
\$914,480	Operating Reserve	Undesignated Cash Operating
\$226,793	NOLS 2022 Capital Budget	NOLS Capital Reserve
\$324,325	NOLS Capital Reserve	NOLS 2023 Capital Budget
\$225,000	PA Capital Reserve	PA Capital Acct CD 16*

*This transaction will only occur if more a more favorable interest rate can be found. If so, a new CD account will be setup.

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

Motion/Action: That the Library Board of Trustees approve Resolution 23-01-01, authorizing transfer of funds as indicated.



Resolution 23-01-01:
Library Board of Trustees
North Olympic Library System

Authorizing Transfer of Funds between NOLS accounts

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

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

Whereas, transfers are required to fund planned expenditures in the 2023 Operating Budget and 2023 Capital Budget; and

Whereas, transfers are also required to reconcile end-of-2022 account balances and fund the operating “float” for 2023;

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

Amount of Transfer	Transfer From	Transfer To
\$561,134	Undesignated Cash Operating	Operating Reserve
\$914,480	Operating Reserve	Undesignated Cash Operating
\$226,793	NOLS 2022 Capital Budget	NOLS Capital Reserve
\$324,325	NOLS Capital Reserve	NOLS 2023 Capital Budget
\$225,000	PA Capital Reserve	PA Capital Acct CD 16*

*This transaction will only occur if more a more favorable interest rate can be found. If so, a new CD account will be setup.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 26th day of January 2023.

Chair

Trustee

Trustee

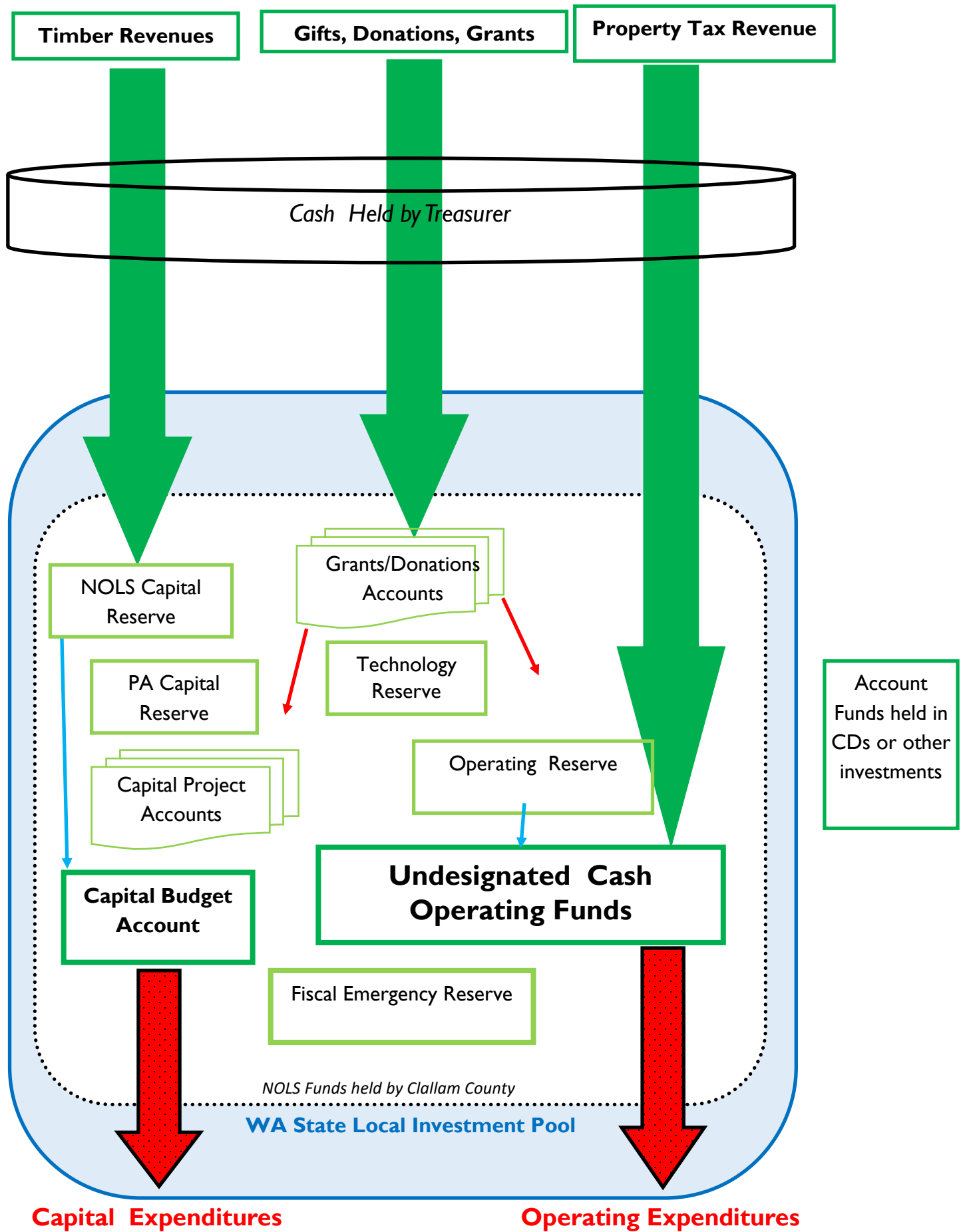
Trustee

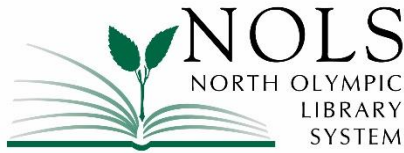
Trustee

Attested by:

Secretary to the Board

Flow Chart depicting NOLS Account Management





Staff Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Resolution 23-01-02 Authorizing Disposal of Surplus Equipment and Furniture

Topic/Issue: Disposal of surplus items.

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

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

Discussion: The items listed below were removed from the Forks and Port Angeles Libraries. These items are worn, damaged or otherwise not suitable for use. The train play furniture, which was located at the Forks Branch Library prior to the pandemic, has been determined to require more maintenance than the library can provide to keep it safe and sound for public use. In recognition of its unique inherent value, a suitable home for the train will be found where it can continue to provide enjoyment to people for years to come.

The large display unit is from the Port Angeles Library and wooden shelving from Administration will be donated to another public library system who has expressed interest in using it. The door on the round glass display case shattered over five years ago and the entire display unit was replaced in Port Angeles. The display case was used without a door in Administration for a while afterwards, but it has sat empty the past couple years. A local arts non-profit may be interested in the case.

The rest of the items will be donated to local organizations specializing in finding new homes for old furniture.

Disposing of the unneeded items creates more room for storing items which are of continuing value to NOLS. Surplus items will be donated to local non-profit organizations specializing in repurposing used furniture and equipment. Non-reusable surplus computer equipment will be recycled. Broken items will be disposed.

Item	Qty
Pressboard and metal desk from Forks Library	1
File cabinet (four drawers, legal size) from Forks Library	2
Two-section, large, wooden play train from Forks Library	1
Square bar-height table from Forks Library	1
Desk from Sequim Branch Library	1
Eight-sided, two-level book display unit From Port Angeles Library	1
Round glass display case from Administration Department	1
Wooden shelves (82") from Administration Department	4
Wooden shelves (60") from Administration Department	1
Wooden shelves (42") from Administration Department	1
Wooden office desk section from Administration Department	1
Metal file cabinet (three drawers, 42" wide) from Administration Department	1
Wooden file cabinet (1 drawer, 16" wide) from Administration Department	1
Small cushioned seat from storage	2
Office chair from storage	1

Motion: That the Library Board of Trustees approve Resolution 23-01-02, approving surplus and disposal of items no longer needed by NOLS.



Resolution 23-01-02

Library Board of Trustees
North Olympic Library System

Authorizing Disposal of Surplus Equipment and Furniture

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

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

Item	Qty
Pressboard and metal desk from Forks Library	1
File cabinet (four drawers, legal size) from Forks Library	2
Two-section, large, wooden play train from Forks Library	1
Square bar-height table from Forks Library	1
Desk from Sequim Branch Library	1
Eight-sided, two-level book display unit From Port Angeles Library	1
Round glass display case from Administration Department	1
Wooden shelves (82") from Administration Department	4
Wooden shelves (60") from Administration Department	1
Wooden shelves (42") from Administration Department	1
Wooden office desk section from Administration Department	1
Metal file cabinet (three drawers, 42" wide) from Administration Department	1
Wooden file cabinet (1 drawer, 16" wide)	1
Small cushioned seat from storage	2
Office chair from storage	1

Now therefore be it resolved: To declare surplus and dispose of items listed above in a manner consistent with NOLS policy and state law.

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

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this day of January 26, 2023.

Chair

Trustee

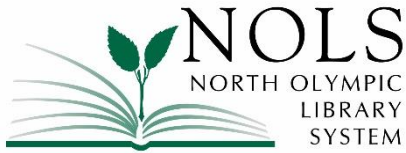
Trustee

Trustee

Trustee

Attested by:

Secretary to the Board



Staff Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Commissioning Consultant and LEED Certification Services Agreement

Attachments: Hamasaki Consulting SQ Project Commissioning Proposal
NOLS-Hamasaki Consulting PSA

Topic/Issue: Approval of a professional services agreement (PSA) for commissioning consulting services provided to NOLS by Hamasaki Consulting Engineering Services, LLC for the Sequim Library Expansion and Renovation Project.

Background: In November 2022, NOLS issued a request for proposals (RFP) for commissioning consulting services for the Sequim Library Expansion and Renovation Project. Commissioning services will provide NOLS a means of monitoring and testing the design and performance of the mechanical equipment to be installed in the renovated building. Mechanical systems to be commissioned include HVAC, water heating, photovoltaic (solar power), electrical service and metering, and lighting systems.

The commissioning services also tie-in to the LEED Silver Standard certification process for this project. As a recipient of a WA State Dept. of Commerce Library Capital Improvement Program funding grant, NOLS is required to insure that the newly expanded and renovated Sequim Library achieves Leadership in Energy and Environmental Design (LEED) Silver Standard certification. LEED certification is awarded by the U.S. Green Building Council (USGBC). The services of a commissioning consultant are needed by NOLS in order to verify to USGBC that the design criteria and performance of the library's mechanical systems meets LEED Silver Standard. Information gathered by the consultant pertaining to the LEED certification process will be compiled by NOLS into an Owner's Project Requirements (OPR) document and submitted to USGBC for review and approval.

NOLS will be the sole client of the commissioning consultant on this project. At NOLS direction, the consultant will coordinate with the design team from SHKS Architects and the building contractor (to be determined) to review mechanical system designs and test installed systems. The consultant will report findings and results directly to NOLS.

Because the consultant will need to review the preliminary design of mechanical systems prior to final design work by SHKS Architects, procurement of commissioning services is needed to move forward with design work. Once the consultant is hired and working on behalf of NOLS, SHKS Architects can complete the mechanical design and move on to the creation of construction documents for the library's mechanical systems.

Discussion: NOLS received one proposal in response to the commissioning consultant RFP. The proposal was submitted by Hamasaki Consulting Engineering Services, LLC. Their proposal (enclosed) includes the firm's professional qualifications and a description of their project approach. Based on the qualifications and project approach presented in their proposal, plus their availability, NOLS has selected Hamasaki Consulting Engineering, LLC as the prospective commissioning consultant for the Sequim Library project. A draft Professional Services Agreement (PSA), also enclosed, is the matter now under consideration. The proposed PSA includes Hamasaki Consulting's fee schedule and details about the services provided for this project. Hamasaki Consulting is prepared to begin providing services immediately upon the execution of the proposed PSA.

Policy Considerations: NOLS [Policy: 5.5 Purchasing Policy](#) states that approval of all contracts valued at \$25,000 or more must be approved by the Library Board of Trustees.

Fiscal Considerations: The cost for commissioning services provided by Hamasaki Consulting is \$39,900. This cost represents approximately 30% of the total cost estimate for commissioning services and LEED certification provided by SHKS Architects in October, 2022. The total estimated cost for commissioning and LEED certification is \$137,205. The remaining portion of the total estimated cost for the project to become LEED Silver is budgeted for registration/certification through the USGBC, the Design Team documentation process, and additional consulting.

Recommendation/Alternatives for Consideration: That the Library Board of Trustees approve the professional services agreement with Hamasaki Consulting Engineering Services, LLC, as presented.

January 6, 2023

Mr. Brian Phillips
North Olympic Library System
Facilities Manager
2210 South Peabody Street
Port Angeles, Washington 98362
Bphillips@nols.org

**Subject: North Olympic Library System
Sequim Library Expansion and Renovation – Commissioning Consulting Services
Request for Proposal**

Dear Mr. Phillips:

Hamasaki Consulting Engineering Services LLC (HCES-LLC) is happy to submit our proposal for commissioning (Cx) consulting services for the Sequim Library Expansion and Renovation Project.

HCES-LLC has commissioned over fifty-five (55) projects and helped over twenty-five (25) projects achieve LEED certification by providing exceptional commissioning, test engineering, design consultation, and quality assurance services to satisfied commercial and institutional clients. Our solution-focused and team-oriented approach will help your project stay on track, from conceptual design through occupancy and beyond.

The proposal point of contact is:
Ms. Mari M. Hamasaki, PE, BCxP, LEED™ AP BD+C
10307 7th Place SE
Lake Stevens, Washington 98258
(425) 870-9379
mhamasaki@hces-llc.com

Thank you for the opportunity to work as the commissioning consultant for this project.

If you have any questions, please do not hesitate to contact me.

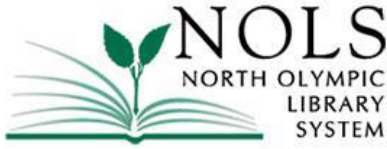
Sincerely,



Mari M. Hamasaki, PE, BCxP, LEED™ BD+C
Principal

Attachments: Proposal including Notarized Non-Collusion Affidavit and Signed Legal Status of Bidder

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SEQUIM BRANCH LIBRARY EXPANSION AND RENOVATION

COMMISSIONING CONSULTING SERVICES PROPOSAL

January 6, 2023



Image from www.nols.org/sequimlibraryproject

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1. STATEMENT OF QUALIFICATION

The Hamasaki Consulting Engineering Services LLC (dba HCES-LLC) firm has an abundance of relevant experience with projects similar to the Sequim Branch Library Expansion and Renovation project. This uniquely qualifies us to provide the services you need for success. We have:

- Provided commissioning (Cx) consulting services for over fifty-five (55) commissioning projects including over twenty-five (25) LEED™ certified projects (New Construction, Core and Shell, Commercial Interiors and Buildings Operation and Maintenance) for almost nineteen (19) years.
- Conducted Cx consulting services for building sizes ranging from 1,700 square feet up to 680,000 square feet.
- Conducted Cx consulting services for over thirty-five (35) types of buildings including libraries, commercial buildings, restaurants, medical clinics, hospitals, central utility plants and an auto dealership.
- Conducted Cx consulting services for over seventy (70) mechanical, electrical, plumbing and telecommunication (MEPT) systems. The systems include direct digital controls systems; local controls systems; exhaust systems; variable refrigerant flow (VRF) systems; dedicated outdoor air systems (DOAS); split air-conditioning systems; domestic hot water systems; lighting controls systems; energy metering system; photovoltaic system; fire alarm systems; and fire sprinkler systems.
- Conducted Cx consulting services for over fifteen (15) renovation and expansion projects.
- Conducted Cx consulting services in locations from Boardman, Oregon up to Concrete, Washington with the majority of the projects located in the Puget Sound area, including Bremerton, Washington.
- Conducted ten (10) facilities assessment and pre-design studies, including the State of Washington Pritchard Library.
- Conducted over ten (10) mechanical design including construction administration as the mechanical project manager/engineer, including the Upper Skagit Library and one (1) LEED™ New Construction version 2.2 Gold project.
- Worked with SHKS Architects on over five (5) design and/or facilities assessment projects as the mechanical project manager/engineer, including the Upper Skagit Library.
- Obtained mechanical code waiver with respect to economizer requirements for the Upper Skagit Library.

2. TECHNICAL EXPERIENCE OF FIRM/KEY PERSONNEL

FIRM QUALIFICATION

Hamasaki Consulting Engineering Services LLC (HCES-LLC) was established by Ms. Mari M. Hamasaki, PE, BCxP, LEED™ AP BD+C in 2004. Ms. Hamasaki is a registered licensed professional mechanical engineer (PE) in the state of Washington, ASHRAE certified Building Commissioning Provider (BCxP) and a LEED™ Accredited Professional in Building and Design Construction (AP BD+C).

Although HCES-LLC has not been officially certified as a WMBE firm, the firm is 100% woman/minority owned. To date, all commissioning projects by HCES-LLC have been performed solely by Ms. Hamasaki.

HCES-LLC has provided commissioning services for over fifty (50) projects. Over twenty-five (25) of these projects have been LEED™ projects.

Commissioning services range from the pre-design phase to the warranty phase and on-going commissioning for building sizes ranging from 1,700 square feet up to 680,000 square feet. These buildings include new construction projects and renovation, as well as addition and expansion projects.

KEY PERSONNEL RESUME

MARI M. HAMASAKI PE, BCxP, LEED™ AP BD+C

COMMISSIONING PROJECT MANAGER/COMMISSIONING AUTHORITY

Education

BS Mechanical Engineering
Washington University in St. Louis, MO
National Sustainable Building Advisor Program
Seattle Central Community College

Registration/Certification

Professional Engineer – Washington State
ASHRAE Building Commissioning Provider (BCxP)
LEED™ AP BD+C

Ms. Mari M. Hamasaki formed HCES-LLC in 2004. Ms. Hamasaki has over thirty-four (34) years' experience working as a project design mechanical engineer, a project manager mechanical engineer, a commissioning project manager, a commissioning authority for MEPT systems, a LEED™ team administrator, a third-party reviewer and a third-party Energy Star reviewer. She has also provided owners support to obtain rebates from the utility companies.

Ms. Hamasaki is experienced in the LEED™ rating system for New Construction versions 2.0, 2.2, 3 (2009), 3-campus and 4; Core and Shell; Commercial Interiors; Existing Building version 2.0; and Existing Building Operation and Maintenance. She has submitted LEED™ documentation as a project mechanical design engineer, as a commissioning provider and as a LEED™ team administrator. She has been working on LEED™ projects since 2000 as a project mechanical design engineer, commissioning authority and LEED™ team administrator.

Ms. Hamasaki's commissioning services include representing the owner as a Commissioning Authority or representing the contractor team as a Test Engineer. Her background as a building mechanical design engineer enhances her understanding of the building requirements, as she is familiar with the interactions among the mechanical, the building, the electrical, the life safety, the security, the access systems, and the telecommunication systems. She has commissioned mechanical, electrical, fire alarm, fire sprinkler, lighting controls, metering, photovoltaic, security, access, paging and other building systems for project sizes ranging from 1,700 square feet to 680,000 square feet.

Based on this project size and scope of work, Ms. Hamasaki will be the sole commissioning authority for this project.

Ms. Hamasaki has worked on a wide variety of commissioning projects:

- New construction
- Renovations
- Tenant improvements
- Core and Shell
- Phased projects
- Existing building occupied projects

Changing circumstances in some of her projects required her to modify and adapt the scope of work to meet a client's new requirements. These project changes included the owner deciding to accelerate the opening of a building addition due to an improved bank loan for an earlier opening date; a project with schedule acceleration to meet an internal owner's budgetary goal; and a project with schedule acceleration for the tenant move-in date so research could start earlier than initially scheduled. In these cases, Ms. Hamasaki was able to modify the commissioning activities with the contractors to meet the earlier move-in dates.

Ms. Hamasaki has also worked on LEED™ projects as a project mechanical design engineer.

Ms. Hamasaki, as a third-party Energy Star™ reviewer, has helped the University of Washington data center obtain the Energy Star certification for the past ten years after providing commissioning services to the new data center at their Seattle campus.

Ms. Hamasaki is a member of:

- ASHRAE
- Building Commissioning Association (BCxA)
- National Fire Protection Association (NFPA)
- National Society of Professional Engineers (NSPE)
- US Green Building Council (USGBC)

RELEVANT PROJECT EXPERIENCE

Olympic College Haselwood Library, Bremerton, Washington (2000) – Project mechanical design engineer and manager. New 35,000 gsf library to replace the existing library that had roof damage due to heavy snowfall.

University of Washington (UW) Suzzallo Library Seismic Renovation, Seattle, Washington (2002) – Project mechanical design engineer and manager. Complete mechanical system renovation of the 1925, 1935 and 1963 wings of the library. Worked with Dr. David Strauss.

Upper Skagit Library Tenant Improvement, Concrete, Washington (2021) – Project mechanical design engineer and manager. Mechanical system upgrade included providing air conditioning to a 3,700 gsf American Legion Hall that was converted into a library and plumbing upgrades. Submitted a code waiver to the building department so the existing HVAC system did not have to be upgraded to meet the current economizer codes. Provided information to obtain rebate from Puget Sound Energy. Part of SHKS Architects' design team.

Department of Veterans Affairs (VA) American Lake Campus Building 81 Seismic Replacement Phase 2A Site Development (2021 to present) – Third party commissioning authority for the VA and US Army Corps of Engineers for a LEED™ version 4. Completed meeting commissioning design requirements including writing a preliminary commissioning plan, preliminary pre-functional checklists, preliminary functional performance test procedures and design phase commissioning report. Activities included attending A/E team meetings, owner's meetings and discussions with the A/E team to develop the commissioning documentations. Currently in construction phase.

FIRM COMMISSIONING EXPERIENCE

HCES-LLC has commissioned a variety of building types and spaces. A partial list is included below.

- Air Traffic Control Towers
- Automobile Dealership
- Bakeries
- Central Utility Plants
- Commercial Kitchens
- Data Centers
- Dental Clinics
- Federal Buildings
- Fire Stations
- Higher Education Facilities
- Hospitals
- Hotels
- Laboratories
- Libraries
- Maintenance Shops
- Medical Clinics
- Medical Office Buildings
- Military Buildings
- Mixed Use Buildings
- Multi-Residential Buildings
- Municipal Buildings
- Office Buildings
- Parking Garages
- Police Departments
- Restaurants
- Retail Buildings
- Vehicle Maintenance Shops

HCES-LLC has commissioned a variety of mechanical, electrical, plumbing and telecommunication (MEPT) systems. A partial list is included below.

- Chilled Water System
- Compressed Air System
- Condenser Water System
- Constant Volume Air Handling Unit (AHU) System
- Custom Built AHU System
- Direct Digital Controls System
- Dimming Controls System
- Domestic Hot Water System
- Emergency Power System
- Energy Metering System
- Energy Recovery Ventilation (ERV) System
- Exhaust System
- Fan Coil Unit System
- Fire Alarm System
- Fire Sprinkler System
- Irrigation System
- Lighting Controls System
- Local Building Control System
- Natural Gas System
- Natural Ventilation System
- Normal Power System
- Parking Garage Ventilation System
- Parking Lot Lighting Control System
- Photovoltaic System
- Plumbing System
- Security System
- Sewage System
- Split Heat Pump System
- Storm Water System
- Unit Heater System
- Variable Refrigerant Flow (VRF) System
- Water Metering System

RELATED FIRM PROJECT EXPERIENCE

The following projects were selected to provide in-depth information including LEED™ projects. These examples demonstrate HCES-LLC's experience with the LEED™ requirements as well as the various types of MEPT systems.

The Charter Hotel

Seattle, Washington



Owner: The Widewaters Group, Inc.

Location: Seattle, Washington

Building Type: Hotel/Restaurant

Building Area: 185,496 square feet

Construction Completion Date: 12/2019

No LEED™ Certification – Followed Internal Widewaters' Sustainable Design Guide

Project Description:

The Charter Hotel is a new 16-story building with two-levels of mechanical and electrical support. It sits on an existing parking garage. The building includes 229 guest units, a commercial kitchen, a commercial laundry, a full-service restaurant including a commercial kitchen, conference rooms, a prep kitchen, a fitness and spa facility, a bar (Fog Room Bar) and supporting customer area (Fog Room), a commercial kitchen serving the Fog Room.

HCES-LLC Role:

Commissioning Authority - 100% conducted by Ms. Mari Hamasaki, PE, BCxP, LEED™ AP BD+C.

HCES-LLC Services:

Commissioning project manager. Oversaw Cx of MEPT (mechanical, electrical, plumbing and telecommunication) systems. Wrote Cx plan, functional performance test procedures and Cx report. Reviewed start-up reports submitted by the sub-contractors. Witnessed equipment start-up. Conducted functional performance testing with the sub-contractors and equipment vendors.

The Charter Hotel Project Highlights:

The Charter Hotel in Seattle is an example that illustrates conducting commissioning activities while the building is operating 24 hours, 7 days a week. The owners decided to open the hotel and connected restaurant prior to the completion of construction. The challenges included supporting the effort to obtain a temporary certificate of occupancy (TCO) and conducting functional performance testing on building systems without impacting the hotel and restaurant guests. This included working around the hotel occupants, the hotel staff and the commercial kitchen staff.

Systems Commissioned Included:

- | | | |
|---|--|--|
| • Building Exhaust System | • Domestic Hot Water System | • Laundry Exhaust System |
| • Building Water Source Heat Pump System | • Ductless Split Air-Conditioning System | • Life Safety Elevator Interface System |
| • Building Heating Hot Water System | • Economizer System | • Life Safety HVAC Interface Shutdown System |
| • Common Area Water Source Heat Pump System | • Electric Heat Trace System | • Lighting Controls System |
| • Commercial Kitchen Ventilation System | • Elevator Pressurization System | • Lint Collector System |
| • Condenser Water System | • Emergency Electric Power System | • Normal Power Electric System |
| • Corridor Ventilation System | • Energy Metering System | • Rooftop Make-Up Air Handling Unit System |
| • Domestic Cold Water Booster System | • Fire Alarm System | • Smoke Control System |
| | • Fire Sprinkler System | • Spa Steam Generator System |
| | • Hotel Guest Unit System | • Stairwell Pressurization Sys. |
| | • Kitchen Refrigeration System | |
-

1212 Harrison/1232 Harrison (Also known as Holland Chroma SLU Campus)

Seattle, Washington



Owner: Holland Partner Group

Building Type: Multi-Family Residential Building

Building Area:

- 1212 Harrison: 202,042 gsf
- 1232 Harrison: 93,685 gsf

Construction Completion Date: 2018

LEED™ Certification:

- 1212 Harrison: LEED™ 2009 New Construction (NC) Silver
- 1232 Harrison: LEED™ 2009 New Construction (NC) Silver

HCES-LLC LEED™ Assigned Credits:

- 1212 Harrison: EA Prerequisite 1 Fundamental Cx
- 1232 Harrison: EA Prerequisite 1 Fundamental Cx

Project Description:

Two multi-family buildings (1212 Harrison and 1232 Harrison) were submitted as a campus for LEED™. 1212 Harrison is the west building (Building A) and 1232 Harrison is the east building (Building B).

The two buildings are standalone buildings and are served by separate mechanical and electrical systems.

1212 Harrison Street is a seven-story multi-family residential building with four levels of underground parking. There are 166 residential dwelling units.

1232 Harrison Street is a seven-story multi-family residential building with one level of underground parking. There are 109 residential dwelling units.

HCES-LLC Role:

Commissioning Authority - 100% conducted by Ms. Mari Hamasaki, PE, BCxP, LEED™ AP BD+C

HCES-LLC Services:

Commissioning project manager. Oversaw Cx of MEPT (mechanical, electrical, plumbing and telecommunication) systems. Wrote Cx plan, functional performance test procedures and Cx report. Reviewed start-up reports submitted by the sub-contractors. Witnessed equipment start-up. Conducted functional performance testing with the sub-contractors and equipment vendors. Completed LEED™ online submittal.

Systems Commissioned for Each Building Included:

- | | | |
|-----------------------------------|-------------------------------------|--|
| • Building Exhaust System | • Elevator Machine Room System | • Photovoltaic System |
| • Building Electric Heater System | • Elevator Ventilation System | • Residential Unit System |
| • Building Energy Metering System | • Fan Coil Unit System | • Sanitary Sump Pump System (Only 1212 Harrison) |
| • Building Ventilation System | • Fire Alarm System | • SCL Transformer Room Ventilation System |
| • Corridor Ventilation System | • Fire Sprinkler System | • Stairwell Pressurization System |
| • Domestic Hot Water System | • Lighting Controls System | • Standby Power System |
| | • Parking Garage Ventilation System | • Storm Water Sump Pump System |
-

Pagliacci Pizza Madison

Seattle, Washington



Owner: Pagliacci Pizza

Building Type: Restaurant – Commercial Kitchen

Building Area: 1,942 gross square feet

Construction Completion Date: November 2012

LEED™ Certification: LEED™ 2009 New Construction (NC) Gold

HCES-LLC LEED™ Assigned Credits:

- EA Prerequisite 1 Fundamental Cx
- EA Prerequisite 2 Minimum Energy Performance
- EAc1 Optimize Energy Performance
- EAc3 Enhanced Cx
- EAc5 Measurement and Verification
- IEQc3.2 Construction IAQ Management Plan – Before Occupancy

Project Description:

New pizza restaurant including commercial kitchen.

HCES-LLC Role:

Commissioning Authority- 100% conducted by Ms. Mari Hamasaki, PE, BCxP, LEED™ AP BD+C

HCES-LLC Services:

Oversaw Cx of MEP systems. Wrote Cx plan, functional performance test procedures, Cx report, systems manual and measurement and verification plan. Reviewed start-up reports submitted by the sub-contractors. Witnessed equipment start-up. Conducted functional performance testing with the sub-contractors. Collected third party electrical report. Conducted energy modeling. Completed LEED™ online submittal.

Systems Commissioned Included:

- | | |
|---|---|
| • Dining Room VRF System with local controls | • Natural Gas System |
| • Domestic Hot Water System | • TAB Validation |
| • Kitchen and Prep VRF System with local controls | • Toilet Exhaust System with local controls |
| • Kitchen Make-Up Air Unit with local controls | • Walk In Cooler |
| • Lighting Controls System | |

3. FIRM'S PROJECT APPROACH

HCES-LLC approaches each project as a unique project with needs and requirements to be determined collaboratively. Discussions with the appropriate North Olympic Library System (NOLS) representatives including facilities personnel, the architectural/engineering design team and the contractor's team will be held at the beginning and throughout the different phases of the project. These discussions will establish the design intent, help create the commissioning plan, and result in the functional performance test procedures per the design intent. HCES-LLC recognizes that the commissioning scope of work can vary from project to project depending on the owner's requirements and budget.

During the construction and warranty phases, the appropriate contractors' representatives will be included as part of the commissioning team.

HCES-LLC values open communication with the project team, so commissioning meeting minutes, commissioning project memos and commissioning daily reports will be distributed to the owner's representatives, the A/E team and the contractor's team.

HCES-LLC has discovered that sometimes team members who are not involved in the mechanical and electrical systems may point out issues in their building systems that may affect the mechanical and electrical systems.

HCES-LLC believes that ongoing discussions and coordination with the owner's representatives, the A/E team and the contractor's team are key to a successful project. This consistent communication is crucial for this project based on the project schedule provided in the RFP.

To facilitate communication and coordination of information and activities, HCES-LLC will provide a www.Box.com project commissioning folder to share with the appropriate project team members. The folder will include revised commissioning plans, revised pre-functional checklists and revised functional performance test procedures. Some sub-folders access may be limited to only NOLS representatives including facilities personnel.

In lieu of a Box commissioning folder, HCES-LLC is willing to have a commissioning folder under NOLS, the A/E team or the contractors' team's online project website.

4. PUBLIC ENTITIES

HCES-LLC and Ms. Hamasaki have worked with a number of public entities.

HCES-LLC has worked with Bellevue Community College, the City of Bellevue, the City of Seattle, the City of Redmond, the City Tumwater, the State of Washington and the Whatcom Museum.

The Upper Skagit Library District and the University of Washington are recent public entities that have worked with HCES-LLC.

5. RESOURCES

Knowledge-based resources available to this project include knowing the latest building codes, being aware of any utility rebates that will be available for the project and knowing the requirements for a successful LEED™ submittal.

Software resources to support this project include Microsoft™ Word, Excel; AutoCAD™ and Bluebeam Studio™. Depending on the equipment that is installed, access to the web based online services such as the metering system will be requested as part of the resources to support this project.

Although the contractors will be providing the test equipment to conduct equipment start-up and support functional performance testing, HCES-LLC will bring test equipment such as temperature meters, carbon dioxide meters, airflow meters, relative humidity meters and light meters to spot check the contractors' readings.

Client data and information will be stored on a password protected server in a locked room accessible only to HCES-LLC personnel and accessed via a password protected computer.

6. COMMISSIONING DESIGN SCHEDULE

HCES-LLC has reviewed the project schedule and will be able to accommodate the schedule.

Per the RFP, a commissioning design schedule has been developed below.

Since the project schedule indicates a nine-month construction schedule, the commissioning design phase schedule includes writing the preliminary commissioning plan, the preliminary pre-functional performance test procedures and the preliminary functional performance test procedures during the design phase. This will allow HCES-LLC to work with NOLS and the A/E team to have preliminary commissioning documents ready for the contractors' review once they are selected.

The proposed design commissioning schedule assumes that the design development documents, the owner's project requirements (OPR) and the A/E team's basis of design will be available for review soon after the commissioning professional services agreement has been awarded.

Action Item	Schedule	Remarks
Design Development Review	After Contract Award	Includes OPR and BOD review
Write Commissioning Specifications	During DD and CD Phases	Review by NOLS and A/E team. Review comments will be picked up during both design phases
Design Document Review Submittal for A/E team pickup	1 week prior to DD submittal to NOLS	This assumes that the A/E team will submit a review package to HCES-LLC at least three days before this date
Construction Design Document Review Submittal for A/E team pickup	1 week prior to CD submittal to NOLS	This assumes that the A/E team will submit a review package to HCES-LLC at least three days before this date
Attend A/E team and NOLS design meetings	Per NOLS/A/E team	
Attend NOLS meetings with Facilities Personnel	At least two meetings as part of the Cx design work	To discuss the expectation of operation and maintenance of the library; and to help develop the systems manual and the current facilities requirements/ O&M plan.
Write preliminary commissioning plan	During DD and CD Phases	Review by NOLS and A/E team
Write preliminary pre-functional checklists	During DD and CD Phases	Review by NOLS and A/E team
Write preliminary functional performance test procedures	During DD and CD Phases	Review by NOLS and A/E team

7. REFERENCES

The following references can provide information and answer questions about HCES-LLC's commissioning experience.

COMPANY NAME AND ADDRESS	CONTACT	POSITION
Ocean Park Mechanical 14900 Interurban Avenue South Tukwila, Washington 98168	Mr. Steve Boak Phone: (206) 643-4840 Email: steve@oceanpm.com	Mechanical Design-Build Contractor Senior Project Manager
ZGF Architects LLP 1223 SW Washington Street Suite 200 Portland, Oregon 97205	Ms. Laurie Keenan, AIA, ACHA, LEED™ AP BD+C Phone: (503) 863-2469 Email: laurie.keenan@zgf.com	Architect Associate Principal

COMPANY NAME AND ADDRESS	CONTACT	POSITION
University of Washington Campus Energy, Utilities and Operations Box 52160 Seattle, Washington 98195	Mr. Guarrin Sakagawa, PE Phone: (206) 543-4208 Email: sakagawa@uw.edu	Campus Energy, Utilities and Operations Campus Operations Assistant Director
SHKS Architects 1050 N 38 th Street Seattle, Washington 98103	Dr. David Strauss, AIA, LEED™ AP Phone: (206) 675-9151 Email: davids@shksarchitects.com	Architect Principal
Hargis 1201 Third Avenue Suite 600 Seattle, Washington 98101	Mr. Matt Strain, PE, CSBA Phone: (206) 436-0493 Email: matt.strain@hargis.biz	Senior Associate Mechanical Engineer

1. Mr. Steve Boak: Mr. Boak has worked with HCES-LLC on 1212 Harrison, 1232 Harrison, 1287 Westlake, ONE Lakefront (1287 Westlake Avenue North) and the Charter Hotel as the mechanical design build contractor supervisor. These were all LEED™ New Construction projects except for the Charter Hotel.
2. Ms. Laurie Keenan, AIA, ACHA, LEED™ AP BD+C: Ms. Keenan has worked with Ms. Hamasaki on the VA Building 81 Seismic Replacement project since 2019. The site development design phase has been completed. Ms. Keenan is the project architect and has knowledge of the commissioning documents that were created for this phase including the preliminary commissioning plan, the preliminary pre-functional checklists, the preliminary functional performance test procedures and the commissioning specifications. The project has been broken down in to two phases and will be submitted for LEED™ New Construction v4.
3. Mr. Guarrin Sakagawa, PE: Mr. Sakagawa has worked with Ms. Hamasaki from the late 1990s starting with the UW Suzzallo Library Seismic Renovation project. At that time, he represented the UW as their facilities mechanical project engineer. Throughout the years, Ms. Hamasaki has worked with Mr. Sakagawa as a project design mechanical engineer or a commissioning authority on various commissioning projects located on the UW Seattle Campus prior to and after forming HCES-LLC. For the past 10 years, he has worked with HCES-LLC as the owner's representative to obtain Energy Star™ certification for the data center. Ms. Hamasaki was the commissioning authority working on behalf of the contractors for that data center.
4. Dr. David Strauss, AIA, LEED™ AP BD+C: Dr. Strauss has worked with Ms. Hamasaki from the late 1990s starting with the UW Suzzallo Library Seismic Renovation project. Throughout the years, Dr. Strauss has worked with Ms. Hamasaki prior to and after she formed HCES-LLC. Ms. Hamasaki worked as the project mechanical design manager/project mechanical design engineer with Dr. Strauss on the Upper Skagit Library as part of the SHKS Architects design team.
5. Mr. Matt Strain, PE, CSBA: Mr. Strain has been working with Ms. Hamasaki since 2009 on the VA Building 81 Seismic Replacement project. He is the project mechanical design engineer and the Hargis project manager for the MEPT systems and has knowledge of the commissioning documents that were created for this phase including the preliminary commissioning plan, the preliminary pre-functional checklists, the preliminary functional performance test procedures and the commissioning specifications. The project has been broken down in to two phases and will be submitted for LEED™ New Construction v4.

8. NON-COLLUSION AFFIDAVIT

In addition to the completed non-collusion affidavit provided in the RFP, in leu of a corporate seal, a notarized document acknowledging Ms. Hamasaki as the person representing HCES-LLC has been provided.

REQUEST FOR PROPOSAL
FOR

**Commissioning Consulting Services
Sequim Branch Library Expansion and Renovation**

NON-COLLUSION AFFIDAVIT

State of Washington

County of Snohomish, being first duly sworn, deposes and says:

That he/she is Mari M. Hamasaki, PE, BCxP, LEED AP BD+C (a partner or officer of the firm of, etc.) the party making the foregoing proposal, certifies that such proposal is genuine and not collusive or sham; that said Proposer/Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Proposer/Bidder or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price of affiant or of any other Proposer/Bidder, or to fix any overhead, profit or cost element of said price, or of that of any other Proposer/Bidder, or to secure an advantage against the North Olympic Library System or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

By: Mari M. Hamasaki, PE, BCxP, LEED AP BD+C

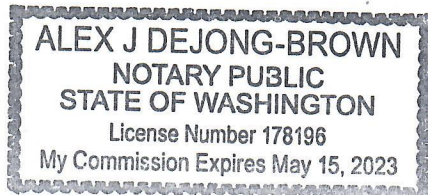
Title: Principal

(Affix Corporate Seal if required)

STATE OF WASHINGTON)
) ss.
COUNTY OF Snohomish)

I certify that I know or have satisfactory evidence that Mari M. Hamasaki, PE, BCxP, LEED AP is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and Proposer acknowledged it as the Commissioning Authority (job title) of the Bidder named therein to be the free and voluntary act of such party for the uses and purposes set forth in the instrument. *mmk*

Dated: 1/6/2023



[Signature]

Notary Public

Print Name Alex J. DeJong Brown

My commission expires 5/15/23

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9. LEGAL STATUS OF BIDDER

HCES-LLC Washington state UBI number and Washington State Engineering/Land Survey Company license number have been provided for information.

REQUEST FOR PROPOSAL
FOR

**Commissioning Consulting Services
Sequim Branch Library Expansion and Renovation**

LEGAL STATUS OF BIDDER

The Proposer/Bidder declares the following legal status:

(Complete one)

A Corporation organized and existing under the laws of the State of Washington
(UBI No.: 602-370-003, WA Engineering/Land Surveying Company License No.: 1847)

A Partnership consisting of the following partners: Not Applicable

An individual doing business as: Not Applicable

AUTHORIZED SIGNATURE OF PROPOSER/BIDDER

Firm Name: Hamasaki Consulting Engineering Services LLC dba HCES-LLC

Signed By: 

Title: Principal

Business Address:

10307 7th Place SE

Lake Stevens, Washington 98258

Date: January 6, 2023



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement is made between Hamasaki Consulting Engineering Services LLC, (hereinafter "HCES-LLC") and North Olympic Library System, (hereinafter "Client").

I. SCOPE OF COMMISSIONING CONSULTING SERVICES

HCES-LLC will provide commissioning consulting services under this Agreement: The scope of services to be provided is more fully described on Exhibit A ("Services") to this Agreement.

HCES-LLC shall render its Services in accordance with generally accepted professional practices. HCES-LLC shall, to the best of its knowledge and belief, comply with applicable laws, ordinances, codes, rules, regulations, permits and other published requirements in effect on the date this Agreement is signed. Notwithstanding any other provision(s) herein, nothing in this Agreement shall be construed so as to raise the standard of care otherwise applicable to HCES-LLC's Services provided hereunder.

II. COMPENSATION & REIMBURSEMENT OF COSTS

Services provided and costs incurred (with the exception of travel, food, lodging and other reimbursable expenses) by HCES-LLC under this Agreement will be compensated for by Client's payment of a fixed fee of Thirty-Nine Thousand Nine-Hundred Dollars (\$39,900). In the event additional services are to be provided by HCES-LLC, billings will be based upon hourly billing rates in effect for each employee utilized by HCES-LLC to perform such services.

HCES-LLC will submit monthly invoices to Client for work completed and reasonable expenses incurred, to the date of the invoice. All invoices will be itemized to reflect the task performed, the employees performing each task, the billing rate for each employee and the hours worked. Client shall have no right of set off against any billings of HCES-LLC for disputed claims or services.

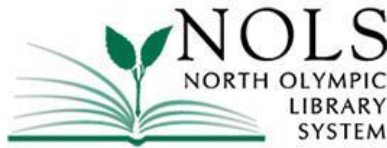
In addition to the Fixed Fee, Client shall pay all out-of-pocket travel, food, lodging and incidental expenses incurred by HCES-LLC that are reasonably associated with the provision of services under this Agreement ("Reimbursable"). Such expenses to be reimbursed by Client to HCES-LLC will be verified by separate invoices and/or receipts. An additional charge of ten (10) percent will be added to the Reimbursable for taxes (if any) and administrative costs.

All invoices sent by HCES-LLC to Client shall be paid within thirty (30) days of receipt. All billings that remain unpaid after thirty (30) days shall bear interest until paid at the rate of twelve percent (12%) per annum or the maximum rate allowed by law, whichever is less. If Client fails to pay any invoice within thirty (30) days and such failure continues ten (10) days after HCES-LLC gives Client notice of such failure, HCES-LLC shall have the right to terminate this Agreement immediately without liability to Client. The right to terminate under the terms of this section shall be in addition to all other legal, equitable, or contractual remedies available to HCES-LLC.

HCES-LLC shall be entitled to a change in compensation and/or time for performance for any changes made in the scope of the services made by Client, so long as such changes do not arise from the negligence of HCES-LLC. The costs of any additional consulting services undertaken, together with any costs and additional compensation that may be due HCES-LLC hereunder, shall be paid to HCES-LLC monthly as provided in this section, and the Contract Estimate and Project Schedule shall be equitably adjusted to reflect the change. HCES-LLC shall not be required to perform any work connected with a change unless and until the parties have agreed on the amount of time and/or compensation associated with the change.

III. TERMS & CONDITIONS OF ENGINEERING SERVICES AGREEMENT

1. **Timing of Work.** HCES-LLC shall commence work on or about January 30, 2023.
2. **Opinions of Cost, Financial Considerations, and Schedules.** In providing financial analyses or opinions of cost, economic feasibility and scheduling for the Project, HCES-LLC has no control over: costs or prices of labor and materials; unknown or latent



conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures; market conditions; time or quality of performance by third parties; quality, type, management, or direction of operating personnel; or other economic and operational factors that may materially affect the ultimate Project cost or schedule. Therefore, HCES-LLC makes no warranty that the Client's actual Project costs, financial conditions, economic feasibility or schedules will not vary from HCES-LLC's opinions, analyses, projections or estimates.

3. **Access to Facilities and Property.** The Client will make its facilities accessible to HCES-LLC as required for HCES-LLC's performance of its services and will provide labor and safety equipment as required by HCES-LLC for such access. Client will perform, at no cost to HCES-LLC, such tests of equipment, machinery, pipelines and other components of the Client's facilities as may be required in connection with HCES-LLC's services, unless other arrangements are agreed upon in writing. Client will be responsible for all acts of Client's agents or personnel.

4. **Advertisements, Permits, Access.** Unless otherwise agreed to in the Scope of Services, the Client will obtain, arrange and pay for all advertisements for bids, permits and licenses required by local, state, province or federal authorities, and land, easements, right-of-ways and access necessary for HCES-LLC's services.

5. **Relationship of Parties, No Third-Party Beneficiaries.** HCES-LLC is an independent consultant under this Agreement. This Agreement gives no rights or benefits to anyone not named as a party to this Agreement, and there are no third-party beneficiaries to this Agreement.

6. **Insurance.**

a. **Insurance of HCES-LLC.** HCES-LLC will maintain throughout the performance of this Agreement the following types and amounts of insurance:

i. Comprehensive Vehicle Liability Insurance covering personal injury and property damage claims arising from the use of motor vehicles with combined single limits of \$2,000,000.

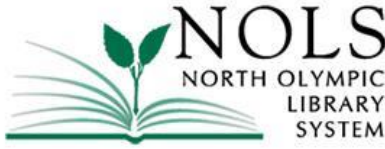
ii. Commercial General Liability Insurance covering claims for personal injury and property damage with \$2,000,000 for each occurrence and \$2,000,000 aggregate.

iii. Professional Liability (Errors and Omissions, on a claims-made basis) Insurance with limits of \$1,000,000 per claim and \$2,000,000 aggregate.

b. **Interpretation.** Notwithstanding any other provision(s) in this Agreement, nothing shall be construed or enforced so as to void, negate or adversely affect any otherwise applicable insurance held by any party to this Agreement.

7. **Mutual Indemnification.** HCES-LLC agrees to indemnify and hold harmless Client and its employees from and against any and all loss, cost, damage, or expense of any kind and nature (including, without limitation, court costs, expenses, and reasonable attorneys' fees) arising out of injury to persons or damage to property (including, without limitation, property of Client, HCES-LLC, and their respective employees, agents, licensees, and representatives) in any manner caused by the negligent acts or omissions of HCES-LLC in the performance of its work pursuant to or in connection with this Agreement to the extent of HCES-LLC's proportionate negligence, if any.

Client agrees to indemnify and hold harmless HCES-LLC and its employees from and against any and all loss, cost, damage, or expense of any kind and nature (including without limitation, court costs, expenses and reasonable attorneys' fees) arising out of injury to person(s) or damage to property (including, without limitation, property of Client, HCES-LLC, and their respective employees, agents, licensees and representatives) in any manner caused by the negligent acts or omissions of Client or other(s) with whom Client contracts ("Client's agents") to perform work pursuant to or in connection with this Agreement, to the extent of Client's or Client's agents proportionate negligence, if any.



As part of this indemnity agreement, Client specifically agrees to assume potential liability for personal injury claims by its own employees that may arise during HCES-LLC's performance under this agreement, and Client hereby waives its immunity from such claims under RCW Title 51.

8. **Interpretation.** Releases from, indemnifications against, limitations on, and assumptions of liability and limitations on remedies expressed in this Agreement shall apply even in the event of breach of contract or warranty, fault, or tort including negligence, strict liability, statutory or any other cause of action (except for willful or reckless disregard of obligations) of the party released or indemnified, or whose liability is limited or assumed, or against whom remedies are limited. Party, as used herein, includes the named parties, their officers, employees, agents, subcontractors, and affiliates.

9. **Limitation of Liability.** Notwithstanding any other provision in this Agreement to the contrary, HCES-LLC's liability hereunder shall be limited as follows: (a) for insured liabilities arising out of HCES-LLC's negligence, to the amount of insurance then available to fund any settlement, award, or verdict; (b) for uninsured liabilities, to 50 percent (50%) of the fee earned by HCES-LLC under this Agreement. In no event shall HCES-LLC's liabilities exceed the aforementioned limits of liability.

Each party's liability for damages provided under this Agreement shall be limited to liability for direct damages and shall in no event include liability for the other party's or their respective agents or employees remote, punitive, consequential or indirect damages for lost profits, loss of use, lost opportunity, financing, interest expense, business interruption or productivity or production loss, regardless of the breach of contract, breach of warranty, tort (including negligence), strict liability, or otherwise.

10. **Delays.** HCES-LLC will not be liable to Client for delays in performance under this Agreement or for the direct or indirect cost resulting from delays that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions, natural catastrophes or other events or occurrences beyond control of HCES-LLC.

In the event Client suspends or interrupts the services of HCES-LLC for the convenience of Client, an equitable adjustment in the project's schedule and in compensation to HCES-LLC will be made.

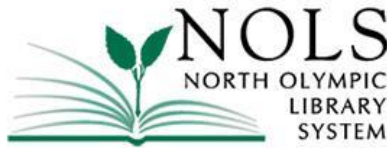
11. **Data, Documents and Records.** HCES-LLC shall be entitled to reply upon the accuracy and completeness of all data furnished by Client to HCES-LLC that is used by HCES-LLC in the providing of services under this Agreement. HCES-LLC has the right to retain and use all data furnished to it and all commissioning documentation, specifications and other work product created by HCES-LLC in providing services hereunder.

Client will examine studies, reports, sketches, specifications, proposals and other documents submitted by HCES-LLC and obtain advice of other professionals whenever Client deems appropriate in a timely manner so as not to delay the work of HCES-LLC.

Record drawings, will be reviewed, in part, on the basis of information compiled and furnished by others and may not always represent the exact location, type of various components, or exact manner in which the Project was finally constructed. HCES-LLC is not responsible for any errors or omissions in the information from others that is incorporated into the record drawings, and Client hereby agrees to release, defend, hold harmless and indemnify HCES-LLC for the same.

12. **Ownership and Use of Documents and Electronic Media Deliverables.** All completed reports and other data or documents provided or prepared by HCES-LLC in accordance with this Agreement are the property of Client, and may be used by Client. Ownership shall transfer to Client only if HCES-LLC has been paid in full for services under the terms of this Agreement. Client shall release, defend, indemnify and hold harmless HCES-LLC from all claims, costs, expenses, damage, or liability arising out of or resulting from the use or modification of any reports, data, documents, drawings, specifications, or other work product prepared by HCES-LLC except use in unmodified form by Client on those portions of the project for which such items were prepared.

Any post-delivery changes to HCES-LLC's electronic media deliverables by anyone other than HCES-LLC shall be the



responsibility of the Client.

Because data stored on electronic media can deteriorate undetected or can be modified without HCES-LLC's knowledge, Client agrees that HCES-LLC will not be held liable for the completeness, correctness, readability, or compatibility of the electronic media after an acceptance period of thirty (30) days after delivery of the electronic files. HCES-LLC stands by the accuracy of the sealed drawings that accompany the electronic submittal. During the thirty (30) day acceptance period, Client may review and examine the electronic files; any errors detected during this time will be corrected by HCES-LLC as part of the basic Agreement. Any changes requested after the acceptance period will be considered additional services to be performed on a time and materials basis, at HCES-LLC's standard cost-plus terms and conditions.

13. **Resolution of Disputes, Attorneys' Fees.** The law of the State of Washington shall govern the interpretation of and the resolution of disputes under this Agreement. If any claim, at law or otherwise, is made by either party to this Agreement, the prevailing party shall be entitled to its costs and reasonable attorneys' fees.

14. **Termination of Agreement.** Either HCES-LLC or Client may terminate this Agreement upon thirty (30) days written notice to the other sent to the addresses listed herein.

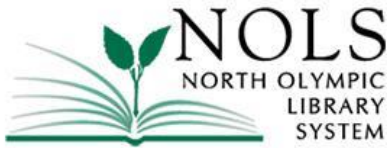
In the event Client terminates this agreement, Client specifically agrees to pay HCES-LLC for all services rendered through the termination date. In addition, Client specifically agrees to reimburse HCES-LLC for its lost profits and all costs reasonably incurred by HCES-LLC to start and terminate its performance of services under this agreement, even if costs to terminate performance are incurred after the termination date.

15. **Integration, Modification and Severability.** This Agreement, including all Addenda, shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. This is the entire agreement between the parties, there are no other agreements or representations not set forth herein, and this Agreement incorporates and supersedes all prior negotiations, agreements, and representations. This Agreement may not be modified except in writing signed by an authorized representative of each party.

If any provision of this Agreement is deemed by law to be void, invalid or inoperative for any reason, or any phrase or clause within such provision is deemed by law to be void, invalid or inoperative, that phrase, clause or provision shall be deemed modified to the extent necessary to make it valid and operative, or, if it cannot be so modified, then such phrase, clause or provision shall be deemed severed from this Agreement with the remaining phrases, clauses and provisions continuing in full force and effect as if the Agreement had been signed with the void, invalid or inoperative portions so modified or eliminated. In addition, a phrase, clause or provision shall be substituted which is consistent with the intent of this Agreement and the severed phrase, clause or provision.

16. **Incorporated Documents.** The following exhibits and attachments are incorporated in this agreement as if fully set forth herein: Exhibit A - Scope of Services

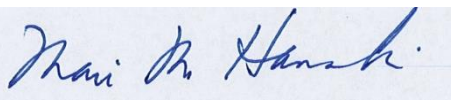
17. **Headings, Assignment and Waiver.** The headings in this Agreement are inserted for convenience only and shall not constitute a part hereof. Neither party to this Agreement shall assign its duties and obligations hereunder without the prior written consent of the other party. A waiver by any party of any provision or a breach of this Agreement must be provided in writing and shall not be construed as a waiver of any other provision or any succeeding breach of the same or any other provisions herein.



18. **Execution of Agreement.** The parties agree that the language in this Agreement pertaining to Indemnification, Limitations of Liability and Insurance are clear and unambiguous and were mutually negotiated by the parties.

Hamasaki Consulting Engineering Services LLC

CLIENT – North Olympic Library System

By 

Mari M. Hamasaki, PE, BCxP, LEED AP

Title: Principal

Date: January 17, 2023

Address:

10307 7th Place SE
Lake Stevens, Washington 98258
(425) 870-9379

By _____

Brian Phillips

Title: Facilities Manager

Date _____

Address:

2210 South Peabody Street
Port Angeles, Washington 98362
(360) 417-8500 Extension 7743

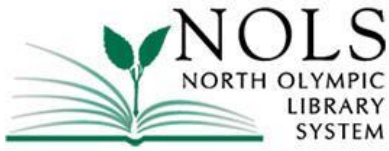


EXHIBIT A SCOPE OF SERVICES

January 13, 2023

Mr. Brian Phillips
Facilities Manager
North Olympic Library System
2210 South Peabody Street
Port Angeles, Washington 98362

**Subject: Sequim Branch Library Expansion and Renovation
Commissioning Fee Proposal**

Dear Mr. Phillips:

Thank you for selecting Hamasaki Consulting Engineering Services LLC (HCES-LLC) to provide commissioning authority engineering services for this project.

PROJECT DESCRIPTION

The project consists of an existing 6,000 square feet library with a 3,700 square feet addition. The project will submit for LEED™ New Construction v4 Silver certification.

COMMISSIONING SERVICES

Hamasaki Consulting Engineering Services LLC (HCES-LLC) will act as the third-party commissioning authority (CxA) on behalf of North Olympic Library System (NOLS). This relationship fulfills the commissioning authority requirements per USGBC LEED™ version 4.

COMMISSIONING SCOPE OF WORK

The commissioning scope of work is based on meeting the commissioning requirements of the 2021 Washington State Energy Code (WSEC) and LEED™ New Construction version 4 commissioning requirements for Energy and Atmosphere (EA) Prerequisite 1 Fundamental Commissioning and EA Credit Enhanced Commissioning Option 1, Path 1. Commissioning documentations will be provided in electronic format including the commissioning reports and systems manual.

1. Review design development (DD) submittal.
2. Review construction design (CD) submittal. This includes verifying that review comments from DD review were picked up.
3. Review Owner's Project Requirements.
4. Review Basis of Design narrative provided by the design team.
5. Write the commissioning plan. This includes incorporating A/E team and Contractors' review comments.
6. Write the commissioning specification to meet the requirements of this project and also add commissioning paragraphs to the respective MEP specifications requiring commissioning including systems manual requirements.
7. Create and maintain commissioning schedule. This includes coordinating with the contractors.
8. Conduct two (2) site visits to verify the installation and readiness for commissioning.
9. Witness selected equipment start-up – two (2) visits.
10. Write pre-functional checklists. Contractors will be allowed to use their start up forms after the forms have been reviewed by HCES-LLC.

10307 7th Place SE ▪ Lake Stevens, Washington 98258 ▪ Phone: 425-870-9379 ▪ mhamasaki@hces-llc.com

Sequim Branch Library Expansion and Renovation Cx Consulting Services – HCES-LLC

11. Collect and review contractor completed start up reports.
12. Write functional performance test procedures. This includes incorporating A/E team and Contractors' review comments.
13. Witness functional performance tests conducted with the related contractors and equipment vendors.
14. Maintain commissioning issues log.
15. Conduct seasonal testing.
16. Oversee owner training. This includes reviewing Contractors' training agenda and verifying with NOLS personnel that the training was completed
17. Conduct 10-month warranty review.
18. Write preliminary commissioning report after initial commissioning activities have been completed.
19. Write final commissioning report after commissioning punch list items have been resolved, seasonal commissioning and warranty review have been completed.
20. Write systems manual. This includes incorporating A/E team, Contractors' and NOLS' review comments.
21. Write current facilities requirements and operations and maintenance plan. This includes incorporating A/E team, Contractors' and NOLS' review comments. The completed plan will be included as an appendix to the systems manual.
22. Write on-going commissioning plan. This includes incorporating NOLS review comments.
23. Assemble and upload LEED™ EA Prerequisite 1 documentation and EA Enhanced Cx Option 1 Path 1 documentation. Building envelope reviewer will upload documentation required under EA Prerequisite 1.
24. Coordinate LEED commissioning items via phone and email with LEED™ team administrator.
25. Attend and/or conduct meetings noted below.

Meetings

Meetings will be attended or conducted as follows. Meeting minutes provided by HCES-LLC will be distributed electronically within three (3) working days following the meeting.

1. Design Progress Meetings: HCES-LLC will attend three (3) A/E team meetings conducted by SHKS Architects virtually.
2. One (1) Design Intent Meeting: HCES-LLC will conduct this meeting with representatives from the A/E team, Contractors' team and NOLS' team on site. This meeting will include discussions on understanding the basis of design for the mechanical and electrical systems. This meeting is not part of the commissioning meetings.
3. One (1) Construction Commissioning Kick off Meeting: HCES-LLC will conduct the kick-off meeting with representatives from NOLS, the A/E team and the construction commissioning team on site. HCES-LLC will provide meeting minutes and conduct follow up discussions with the appropriate commissioning team member(s).
4. Commissioning Team Meetings: HCES-LLC will conduct four (4) meetings on site.
5. NOLS Meetings: HCES-LLC will conduct two (2) meetings at a place TBD or virtually to discuss the systems manual, the current facilities requirements and operations and maintenance plan and on-going commissioning plan with the owner's representatives and facilities personnel.
6. Warranty Review Meeting: HCES-LLC will conduct one (1) meeting on site with the appropriate Contractors and NOLS owner's representatives and facilities personnel.

SYSTEMS TO BE COMMISSIONED

The MEP systems to be commissioned include:

1. HVAC systems and controls – Includes fire alarm system interface
2. Domestic hot water system
3. Lighting controls system
4. Controlled receptacles system
5. Photovoltaic system
6. Energy metering system

EXCLUDED SERVICES

Services not included as part of this proposal are as follows:

1. Energy analysis for LEED™ Energy and Atmosphere (EA) Credit 1 by design team.
2. LEED™ EA Enhanced Cx Option 1 Path 2 Enhanced and Monitoring-Based Commissioning
3. LEED™ EA Enhanced Cx Option 2 Envelope Commissioning.
4. Training conducted by Contractors. Monitoring training activity is part of the commissioning scope.
5. Compiling the LEED™ report to US Green Building. Services only include reports and documentation related to the commissioning LEED™ requirements.
6. Hard copies of commissioning documentation including commissioning reports and systems manual.

INFORMATION REQUIRED BY THE OWNER/DESIGN TEAM

In order to meet the scope of work, the following information is required.

1. Full set of design development documents including specifications. Half-size drawing set or electronic set will be acceptable for the review.
2. Hard copy of full set of construction documents including specifications. Half-size drawings are acceptable.
3. Owner's Project Requirements.
4. Basis of design narratives.
5. Equipment submittals.
6. Controls submittals.
7. Operations and maintenance manuals.
8. Project access via a project electronic site.
9. Copies of RFIs and ASIs related to the MEP systems.

REIMBURSABLE

Reimbursables are in addition to the fee below and include such things as ferry fares and parking fees that will be billed as required. Total reimbursables are estimated to be no more than \$1,000.

ADDITIONAL SERVICES

Additional services will be billed at \$150 per hour.

Letter to Mr. Brian Phillips
January 13, 2023

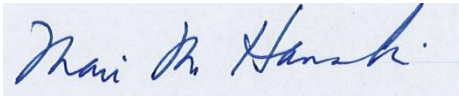
SCOPE FEE

The commissioning consulting services fixed fee is \$39,900. This fee is firm for 60 days from the date of this proposal.

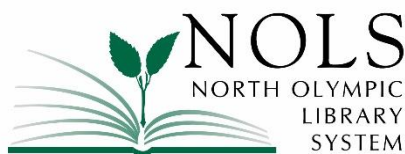
If you have any questions, please do not hesitate to contact me.

Once again, thank you for the opportunity to propose commissioning authority engineering services for this project.

Sincerely,

A handwritten signature in blue ink, reading "Mari M. Hamasaki", is displayed on a light blue rectangular background.

Mari M. Hamasaki, PE, CPMP, LEED™ BD+C
Principal



Staff Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of Amendment to Agreement with Innovative Interfaces Incorporated

Attachments: Amendment to Agreement with Innovative Interfaces Incorporated
Pricing Exhibit EST-INC15844

Topic/Issue: Approval of an amended agreement between NOLS and Innovative Interfaces Incorporated (III) for Polaris, an integrated library software (ILS).

Background: NOLS has used Polaris as its ILS since 2004. Polaris is the main item and patron database and interface staff use to order, catalog and check out materials. It is essential to much of what the Library does.

Discussion: A four-year agreement allows NOLS to secure a 3.5% increase per year, instead of higher 5% increases between years. Knowing exact costs the next four years will assist with budget forecasts going forward.

Policy Considerations: NOLS [Policy: 5.5 Purchasing Policy](#) states that approval of all contracts valued at \$25,000 or more must be approved by the Library Board of Trustees.

Fiscal Considerations: The Library Board approved the 2023 Operating Budget that includes \$58,000 for the annual Polaris maintenance cost.

Recommendation/Alternatives for Consideration: That Library Board approve the Amendment to the Agreement with Innovative Interfaces Incorporated to provide Polaris ILS software, as presented.

AMENDMENT TO AGREEMENT

This **AMENDMENT** is made and entered into as of the date of the last signature of the parties hereto (the “**Effective Date**”), by and between **INNOVATIVE INTERFACES INCORPORATED**, a California corporation (“**Innovative**”), and the **North Olympic Library System** (the “**Client**”). Capitalized terms not otherwise defined in this Amendment will have the meanings set forth in the Agreement (as defined below).

WHEREAS, the Client and Innovative Interfaces Incorporated are parties to the Perpetual License Agreement made effective as of December 1, 2020 (as amended from time to time, the “**Agreement**”); and

WHEREAS, the Client desires to purchase from Innovative certain upgrades to the Software and, in connection with such purchase, the parties desire to amend the Agreement as set forth in this Amendment; and

NOW, THEREFORE, for good and valuable consideration and intending to be legally bound hereby, the parties hereby agree as follows.

1. Software. Exhibit A of the Agreement is hereby amended to include the attached Pricing Exhibit EST-INC15844.

2. Fees. The Fees for the Software listed in Exhibit A will be pro-rated in order align Client’s Software to a single annual billing cycle. We may increase the fees each calendar year by up to 3.5%.

3. Miscellaneous.

- a. This Amendment will become effective upon execution by both Innovative and the Client.
- b. Except as otherwise amended hereby, the other provisions of the Agreement will remain in full force and effect as of the date hereof. In the event of a conflict between the provisions of this Amendment and the Agreement, the terms of this Amendment will control.
- c. This Amendment may be signed in any number of counterparts, each of which will be an original, with the same effect as if the signatures thereto and hereto are upon the same instrument.
- d. This Amendment will be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to enter into this Amendment as of the dates specified below.

NORTH OLYMPIC LIBRARY SYSTEM

Signature: _____

Print Name: _____

Title: _____

Date: _____

INNOVATIVE INTERFACES INCORPORATED

Signature:  _____

Print Name: Jeff Anusbigian

Title: Vice President, Sales Operations

Date: January 13, 2023



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler AZ 85226
United States

Bill To

North Olympic Library System
2210 South Peabody Sreet
Port Angeles WA 98362-6598
United States

Ship To

North Olympic Library System
2210 South Peabody Sreet
Port Angeles WA 98362-6598
United States

Pricing Exhibit

Page 1 of 2

Date	1/6/2023
Quote #	EST-INC15844
Payment Terms	Net 30
Overall Contract Term (Months)	48
Contract Start Date	12/1/2023
Contract End Date	11/30/2027
Sales Rep	CR Manager
Site Code	NOLS
Expires	4/6/2023

Currency

US Dollar

Item	Item Category	Qty	Description	Options	Original Rate	Discounted ...	Amount
Polaris Core Bundle Maintenance – Public	Maintenance	1	Polaris Core Bundle Maintenance for public libraries				21,547.29
Staff User Licenses Maintenance	Maintenance	50	Additional Staff User Licenses Maintenance				21,332.86
Staff User Licenses Maintenance	Maintenance	4	Additional Staff User Licenses Maintenance				855.98
Polaris Additional Self Check Station Maintenance	Maintenance	3	Polaris Additional Self Check Station Maintenance				426.64
Staff User Licenses Maintenance	Maintenance	3	Additional Staff User Licenses Maintenance				696.61
Polaris Additional Self Check Station Maintenance	Maintenance	1	Polaris Additional Self Check Station Maintenance				474.07
Polaris API (PAPI) Maintenance	Maintenance	1	Polaris API (PAPI) Maintenance				1,228.56
Staff User Licenses Maintenance	Maintenance	1	Additional Staff User Licenses Maintenance				246.97
Polaris Telephone Services	Maintenance	1	Polaris Telephone Services Maintenance	Polaris Telephone Services: Outbound/Inbound			1,280.01
Polaris Additional Self Check Station Maintenance	Maintenance	1	Polaris Additional Self Check Station Maintenance				409.52
			Year 1 of 4 1 December 2023 - 30 November 2024				
			Year 2 of 4 - \$50,195.94				
			Year 3 of 4 - \$51,952.80				
			Year 4 of 4 - \$53,771.15				



Part of **Clarivate**

Innovative Interfaces Incorporated
3133 W. Frye Rd.
Suite 400
Chandler AZ 85226
United States

Pricing Exhibit

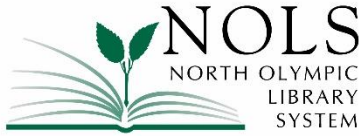
Page 2 of 2

Date
Quote #

1/6/2023
EST-INC15844

Item	Item Category	Qty	Description	Options	Original Rate	Discounted ...	Amount

Total Fees US\$48,498.51



Staff Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Noah Glaude, Executive Director
Subject: Approval of All Staff Training Day closures for 2023

Topic/Issue: Closure of all NOLS libraries on April 20, 2023 and October 5, 2023, for annual All Staff Training days.

Policy considerations: The staff development days are an annual endeavor at NOLS, and are codified in the NOLS HR Policy Manual.

Fiscal implications: Training day costs were included in the 2023 Operating Budget.

Discussion: Staff development is an identified priority for NOLS. The All Staff Training Days are mandatory events for all full-time and part-time staff. A staff committee is responsible for planning training days, including developing the agenda, researching and contracting with speakers, scheduling staff trainers, arranging refreshments, and developing team-building activities. The committee strives to address identified and timely training needs, and is responsive to staff suggestions. The committee's goals are to:

- Create a greater connection among staff system-wide, to support a shared vision of the NOLS mission
- Increase awareness of evolving library trends and current issues
- Provide practical knowledge and skills training to benefit to NOLS and all NOLS employees
- Provide insight into the functions of all departments within the organization.

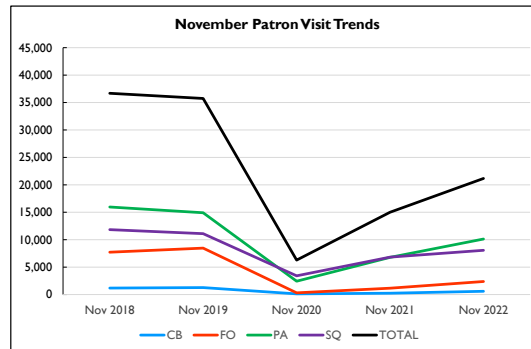
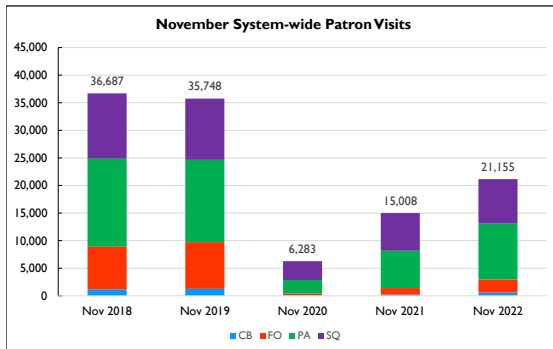
In past years, the spring All Staff Training Day has been held at NatureBridge in Olympic National Park. Due to service disruptions at NatureBridge caused by the pandemic, the April All Staff Training Day will be held at the Port Angeles Main Library. Our hope is that the fall All Staff Training Day can be held in person, so funds have been budgeted to hold the training at NatureBridge, if reservations are available.

Board members are welcome to observe or participate in any part of the training days. Please notify the Executive Director if you plan to attend.

Motion: That the Board approve closing all NOLS Libraries for staff training on Thursday, April 20, 2023, and Thursday, October 5, 2023.

Patron Visits

	2022	% of System
PA	10,116	47.8%
SQ	8,063	38.1%
FO	2,377	11.2%
CB	599	2.8%
Total	21,155	100.0%

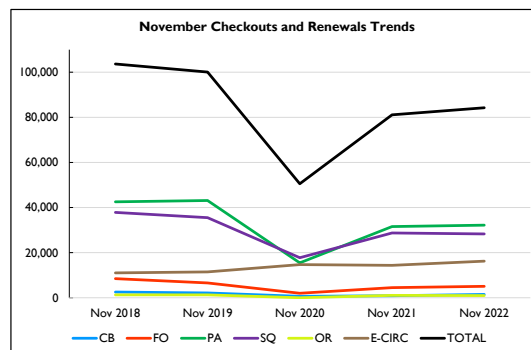
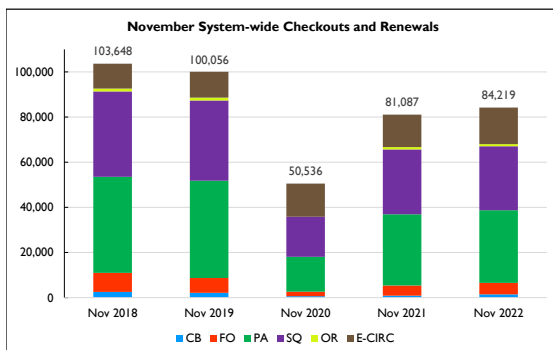


* Curbside service began in June 2020 and continued through June 2021. □

* A new system to count patron visits was installed at each branch in January 2022.

Checkouts & Renewals

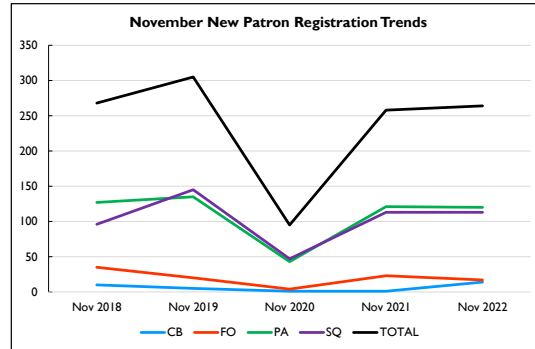
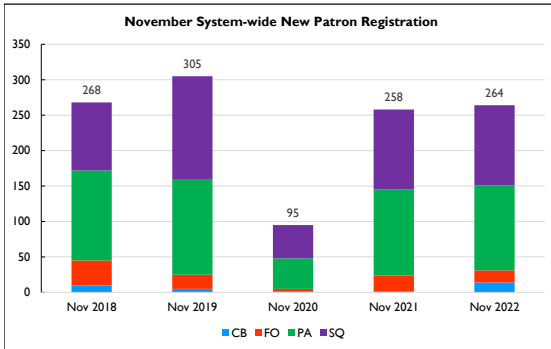
	2022	% of System
PA	32,194	38.2%
Self	44%	
SQ	28,306	33.6%
Self	48%	
FO	5,076	6.0%
Self	13%	
CB	1,474	1.8%
OR	950	1.1%
E Circ	16,219	19.3%
Total	84,219	100.0%



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

New Patron Registration

	2022	% of System
PA	120	45.5%
SQ	113	42.8%
FO	17	6.4%
CB	14	5.3%
Total	264	100.0%



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

* Registration remained available through the Library's website.

Library Programs

	Programs/Attendees	% of System
PA	23/406	43%/59%
SQ	7/69	13%/10%
FO	9/87	17%/13%
CB	5/12	9%/2%
Virtual	9/112	17%/16%
Total	53/686	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	6,144	55.9%
SQ	3,659	33.3%
FO	844	7.7%
CB	343	3.1%
Total	10,990	100.0%

Wi-Fi Access

System-wide Total	5,098
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Volunteers

	Volunteer Hours	# of Volunteers
PA	22.25	4
SQ	0	0
FO	0	0
CB	0	0
OR	0	0
NOLS	22	1
Total	44	5

Holds

	Requests Fulfilled	Avg Days to Fill
PA	4612	16.62
SQ	6001	18.13
FO	779	18.18
CB	310	12.00
OR	858	9.95
Total	12560	16.87

Public Meetings

	Meetings/Attendees	% of System
PA	29/321	62%/76%
SQ	0/0	0%/0%
FO	12/79	26%/19%
CB	6/23	13%/5%
Total	47/423	100%/100%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	1,345	41.5%
SQ	499	38.5%
FO	215	11.4%
CB	167	27.1%
Total	2,226	31.7%

Website Visits

From outside the Library	17,405
From inside the Library	725
Avg. # of pages visited	2

Outreach Services

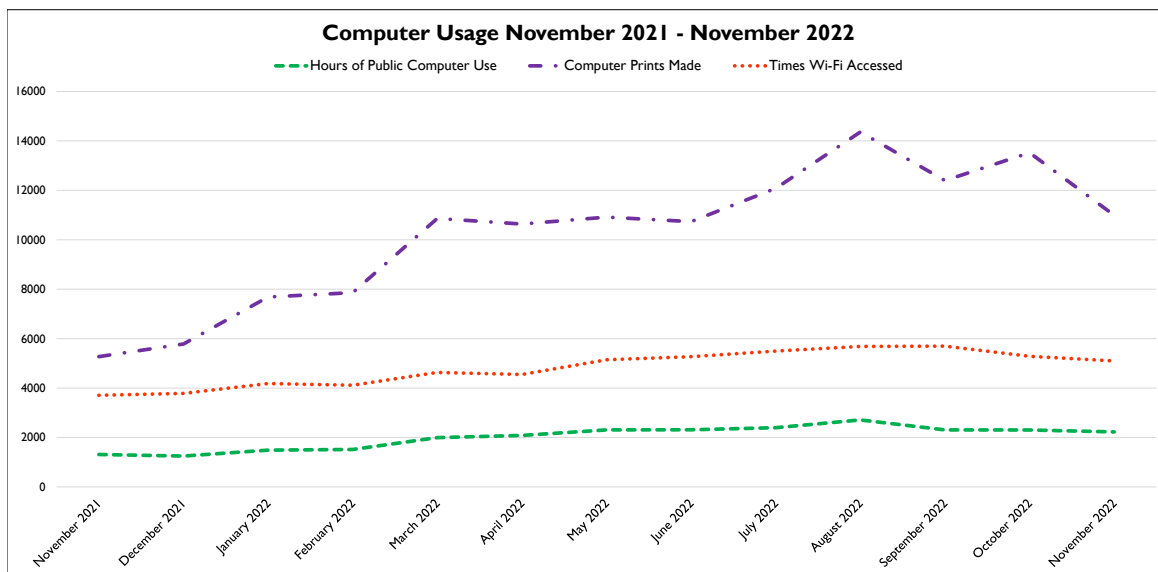
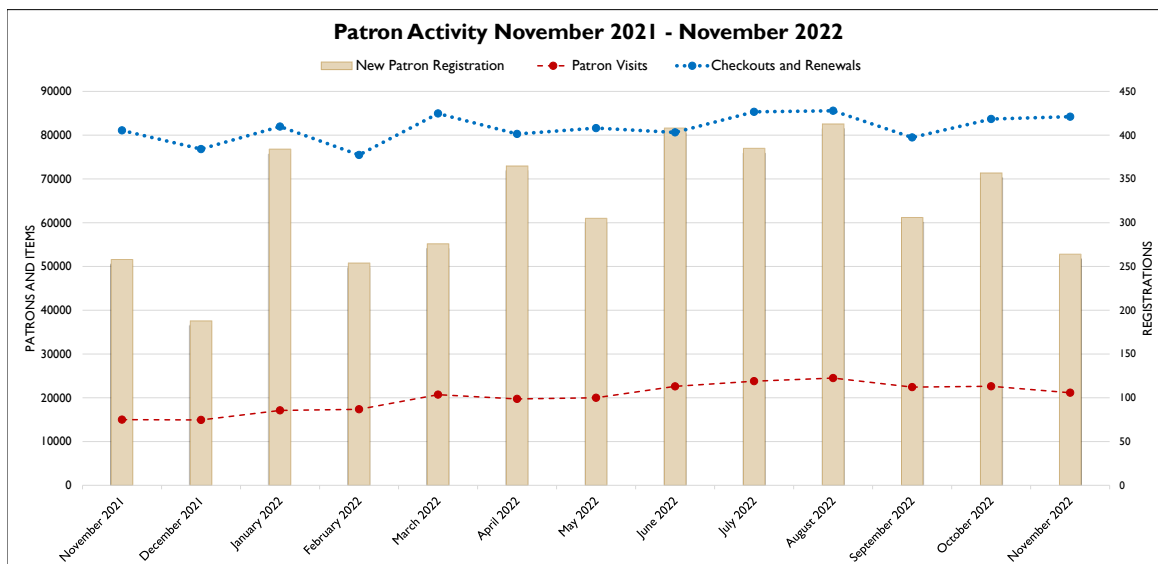
Deliveries to the Homebound	93
New Patrons w/ Delivery Services	-

Interlibrary Loan Services

Items borrowed from other libraries	182
Items loaned to other libraries	80

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	393
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs (Storytimes, Battle of Books)	0
Community Outreach Events	0
Total	393



Significant Events During the Past 13 Months:

November 2021 - Landslides, flooding and limited staffing forced the Clallam Bay and Forks Branches to close for several days.

November 2021 - Drinking water and portable restrooms were made available at the Clallam Bay Library while water was unavailable in the community.

December 2021 - Hours were limited at all branches the last week of December due to inclement weather.

January 2022 - Hours were limited at all branches the first week of January due to inclement weather.

January 2022 - The Sequim Branch Library was closed one Saturday due to a staff shortage.

January 2022 - Regular hours were expanded at the Forks, Port Angeles and Sequim Libraries.

January 2022 - A new system to count patron visits was installed at each branch.

January 2022 - Digital magazines became available through the Washington Anytime Library. There were 501 digital magazine checkouts in January.

February 2022 - The Forks Branch was closed a half day and the Clallam Bay Library for a day and a half, due to a staff shortage.

March 2022 - State and County Mask Mandate lifted

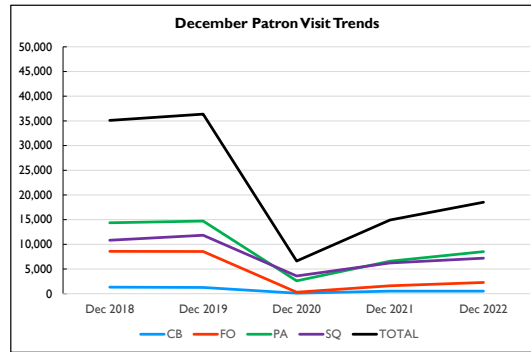
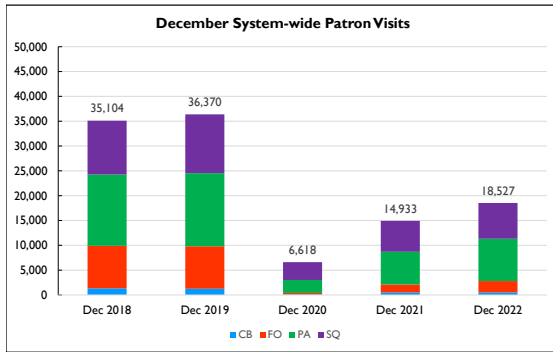
April 2022 - All branches closed for an All Staff Training Day.

May 2022 - New catalog discovery layer, Aspen, implemented.

June 2022 - NOLS begins recognizing Juneteenth with a one day closure.

Patron Visits

	2022	% of System
PA	8,525	46.0%
SQ	7,201	38.9%
FO	2,282	12.3%
CB	519	2.8%
Total	18,527	100.0%

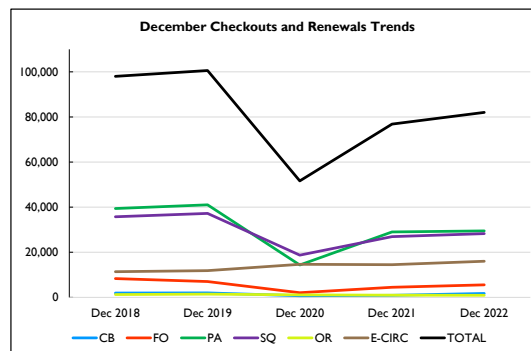
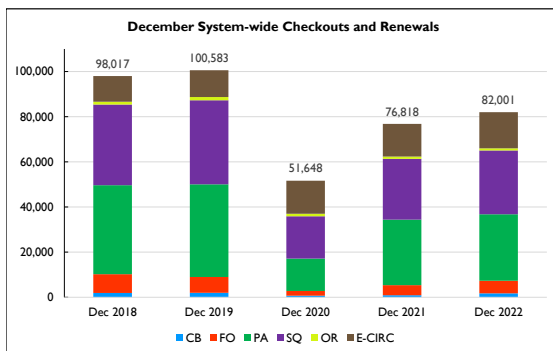


* Curbside service began in June 2020 and continued through June 2021. □

* A new system to count patron visits was installed at each branch in January 2022.

Checkouts & Renewals

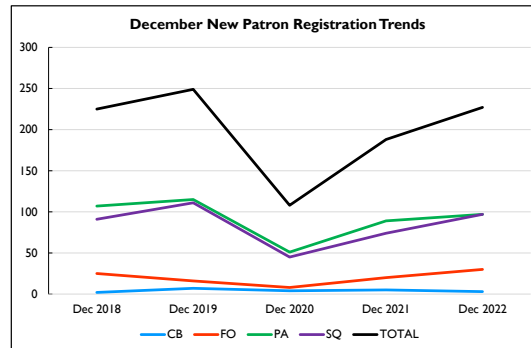
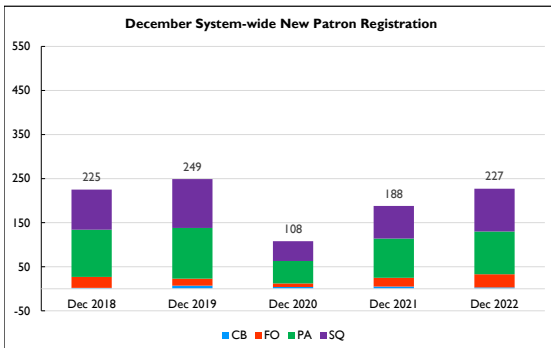
	2022	% of System
PA	29,470	35.9%
Self	41%	
SQ	28,272	34.5%
Self	47%	
FO	5,570	6.8%
Self	10%	
CB	1,746	2.1%
OR	922	1.1%
E Circ	16,021	19.5%
Total	82,001	100.0%



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

New Patron Registration

	2022	% of System
PA	97	42.7%
SQ	97	42.7%
FO	30	13.2%
CB	3	1.3%
Total	227	100.0%



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

* Registration remained available through the Library's website.

Library Programs

	Programs/Attendees	% of System
PA	13/308	35%/47%
SQ	7/60	19%/9%
FO	7/21	19%/3%
CB	4/0	11%/0%
Virtual	6/261	16%/40%
Total	37/650	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	5,367	55.1%
SQ	3,144	32.3%
FO	893	9.2%
CB	335	3.4%
Total	9,739	100.0%

Wi-Fi Access

System-wide Total	4,823
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Volunteers

	Volunteer Hours	# of Volunteers
PA	28.25	5
SQ	0	0
FO	2.25	1
CB	0	0
OR	0	0
NOLS	4	1
Total	35	7

Holds

	Requests Fulfilled	Avg Days to Fill
PA	4,228	19.20
SQ	5,892	19.01
FO	750	11.74
CB	304	8.76
OR	750	11.74
Total	11,873	18.05

Public Meetings

	Meetings/Attendees	% of System
PA	19/210	68%/75%
SQ	0/0	0%/0%
FO	6/53	21%/19%
CB	3/16	11%/6%
Total	28/279	100%/100%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	952	32.1%
SQ	412	34.7%
FO	210	12.3%
CB	176	32.6%
Total	1,750	27.3%

Website Visits

From outside the Library	17,831
From inside the Library	646
Avg. # of pages visited	2

Outreach Services

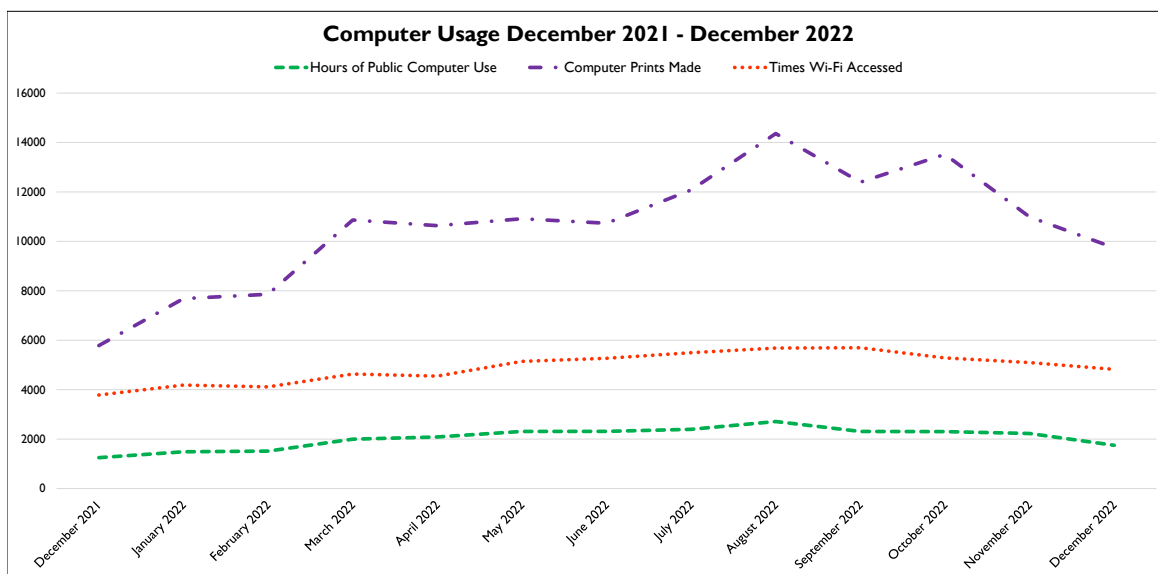
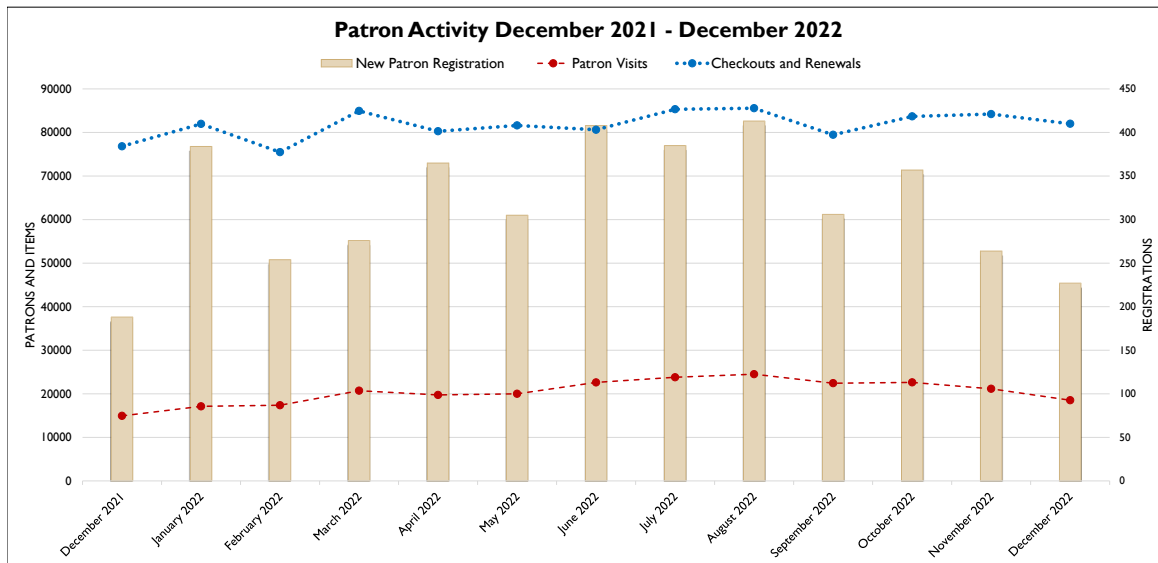
Deliveries to the Homebound	94
New Patrons w/ Delivery Services	1

Interlibrary Loan Services

Items borrowed from other libraries	152
Items loaned to other libraries	60

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	422
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs (Storytimes, Battle of Books)	0
Community Outreach Events	0
Total	422



Significant Events During the Past 13 Months:

December 2021 - Hours were limited at all branches the last week of December due to inclement weather.

January 2022 - Hours were limited at all branches the first week of January due to inclement weather.

January 2022 - The Sequim Branch Library was closed one Saturday due to a staff shortage.

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March 2022 - State and County Mask Mandate lifted

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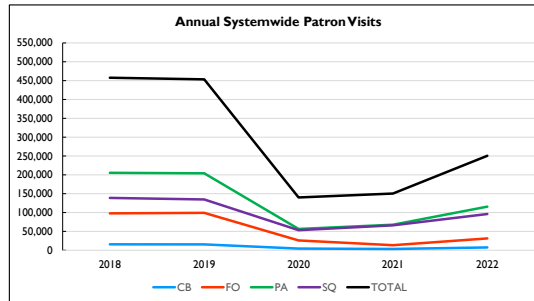
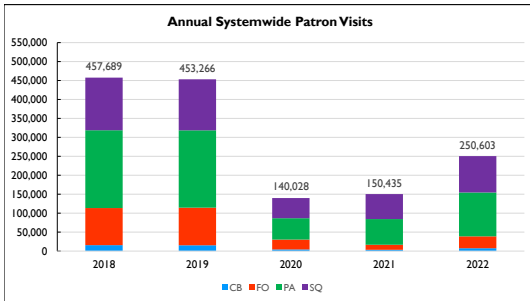
May 2022 - New catalog discovery layer, Aspen, implemented.

June 2022 - NOLS begins recognizing Juneteenth with a one day closure.

December 2022 - Hours were limited at all branches for one week of December due to inclement weather.

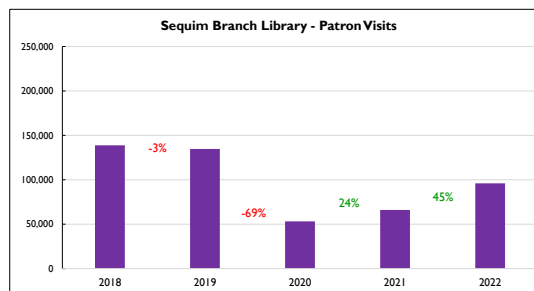
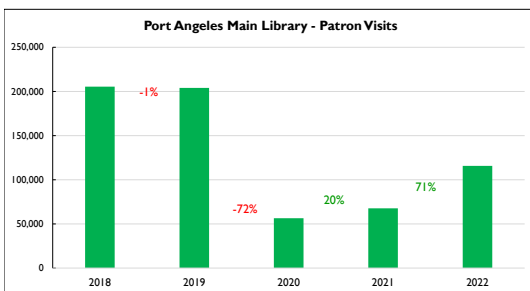
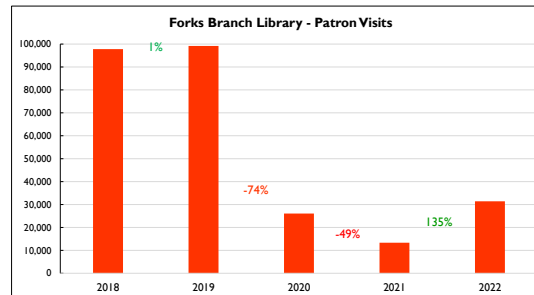
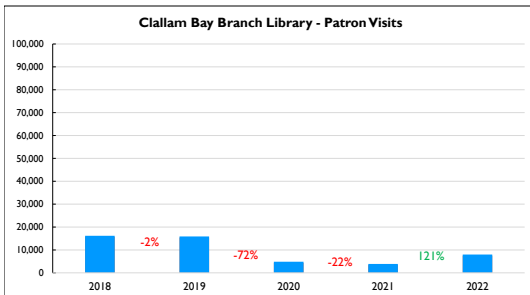
Patron Visits

	2022	% of System
PA	115,708	46.2%
SQ	95,987	38.3%
FO	31,414	12.5%
CB	7,494	3.0%
Total	250,603	100.0%



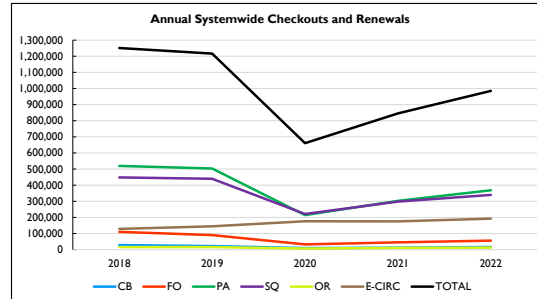
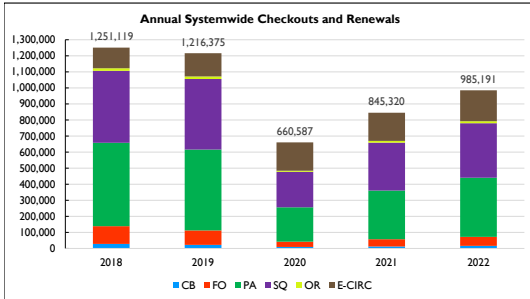
* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021. □

* When only curbside service was offered, each curbside interaction was counted as a patron visit. □

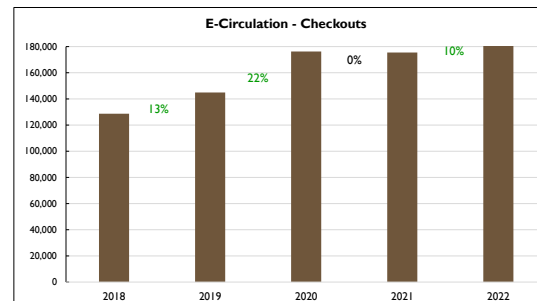
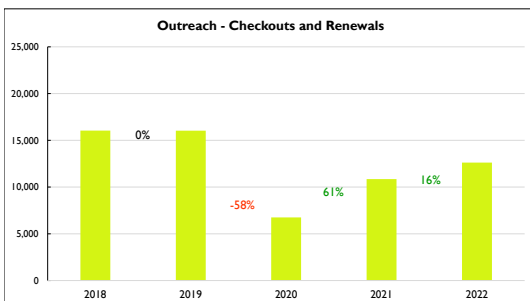
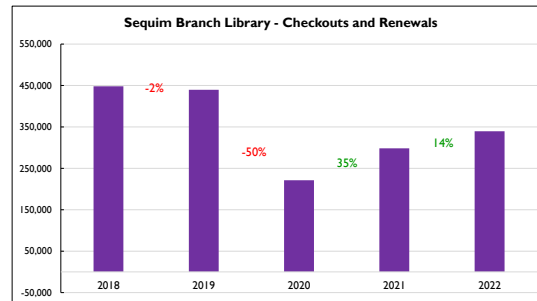
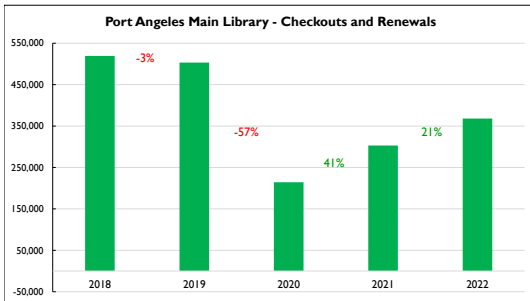
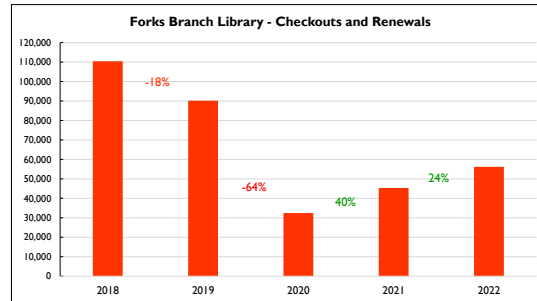
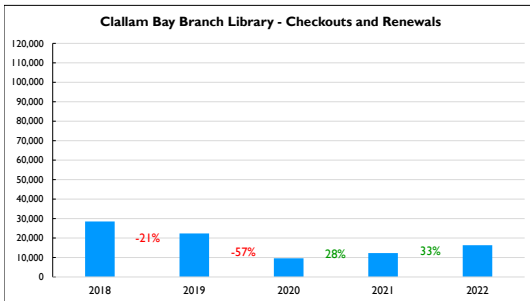


Checkouts & Renewals

	2022	% of System
PA	368,125	37.4%
Self	45%	
SQ	339,500	34.5%
Self	49%	
FO	56,164	5.7%
Self	15%	
CB	16,300	1.7%
OR	12,615	1.3%
E Circ	192,487	19.5%
Total	985,191	100.0%



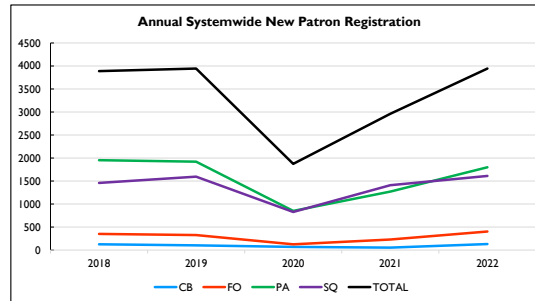
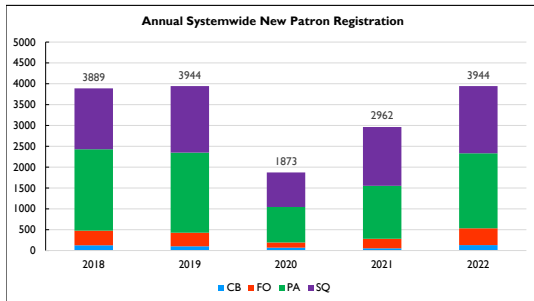
* All NOLS locations were closed to the public from mid-March 2020 through February 2021. Curbside service was offered from mid-June 2020 through June 2021. □



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

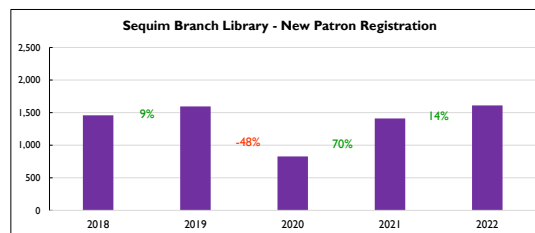
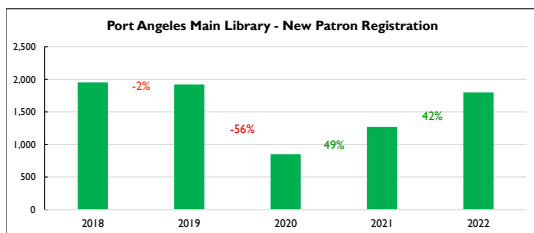
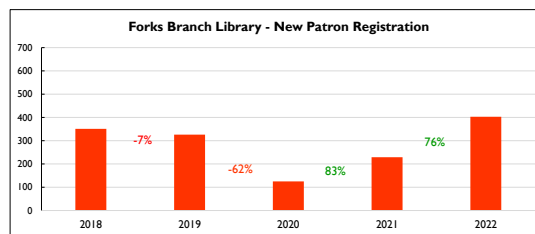
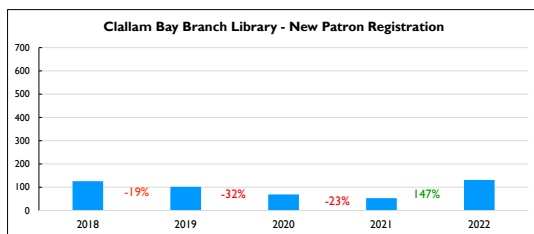
New Patron Registration

	2022	% of System
PA	1799	45.6%
SQ	1611	40.8%
FO	403	10.2%
CB	131	3.3%
Total	3944	100.0%



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

*Registration remained available through the Library's website. □



Library Programs		
	Programs/Attendees	% of System
PA	115/2663	27%/15%
SQ	61/1190	14%/7%
FO	65/590	15%/3%
CB	23/125	5%/1%
Virtual	166/12709	39%/74%
Total	430/17277	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	76,996	57.8%
SQ	38,344	28.8%
FO	13,426	10.1%
CB	4,520	3.4%
Total	133,286	100.0%

Wi-Fi Access		
System-wide Total		59,980

Volunteers		
	Volunteer Hours	# of Volunteers
PA	228.45	5
SQ	4	1
FO	23.25	2
CB	0	0
OR	0	0
NOLS	237.25	1
Total	493	9

Public Meetings		
	Meetings/Attendees	% of System
PA	117/1198	57%/66%
SQ	0/0	0%/0%
FO	67/484	33%/27%
CB	21/122	10%/7%
Total	205/1804	100%/100%

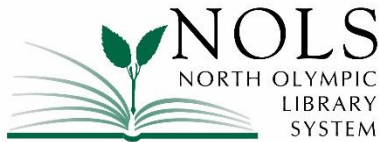
*Since closing during the pandemic, meeting rooms opened to the public in June 2022

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	14,851	48.7%
SQ	5,583	39.3%
FO	3,648	20.4%
CB	1,689	22.1%
Total	25,771	40.2%

Website Visits		
From outside the Library		215,960
From inside the Library		15,617
Avg. # of pages visited		1.83

Outreach Services		
Deliveries to the Homebound		1,243
New Patrons w/ Delivery Services		25

Interlibrary Loan Services		
Items borrowed from other libraries		2,005
Items loaned to other libraries		1,086



Monthly Activity Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for November 2022

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The Jigsaw Puzzle Competition in November was very well attended with over 40 people turning out to participate. The first team to complete a 500-piece puzzle was eligible to win a prize. Many people raved about the event afterwards and requested repeats of this fun activity.



The first Battle of the Books discussions of the school year kicked off with *Stepping Stones* by Lucy Knisley. Students loved reading a graphic novel and made connections between the story and their own lives, talking about what they like about living on the Olympic Peninsula, times they have moved, and what they have in common with Jen, the main character in the book. Over 100 fourth graders from Port Angeles to Joyce participated in this month's discussions with more students participating from one end of Clallam County to the other.

Other events during the month of November included:

- Kids Book Club reading *Narwhal: Unicorn of the Sea* by Ben Clanton – 36 participants
- Intentional Aging: Trusted Information – 12 participants
- Olympic National Park's Perspectives Speaker Series: Olympic Cougar Project presented by Kim Sager-Fradkin, Wildlife Program Manager, Lower Elwha Klallam Tribe – 71 participants
- LEGO® Build It! – 61 participants
- Maker Boxes – 16 participants at 6 events
- NaNoWriMo Write-in – 4 participants at virtual event, 1 participant at in-person event
- Second Saturday Book Group – 4 participants
- Novel Conversations Book Group – 6 participants
- Second Tuesday Book Group – 8 participants
- Wednesday Evening Book Group – 7 participants
- Baby, Toddler, and Preschool Storytimes – 128 participants at 11 events
- Outreach Storytimes at Peninsula College – 38 participants in 3 classrooms

During the month of November, a couple staff attended the Washington State Library eBook Conference in Tacoma and participated in assorted online learning opportunities.

Sequim Branch Library

Emily Sly, Library Manager

In-person programs at the Sequim Branch included Teen Board Game & Art Night on the second Friday after-hours. Two book discussion groups were hosted virtually, the Intentional Aging program was hosted virtually in Sequim, along with the virtual Teen Advisory Board meeting. Youth Services Librarian Charlotte offered Outreach visits to area elementary schools promoting the library and lead book discussions for 4th grade students participating in Battle of the Books. Charlotte hosted NaNoWriMo (National Novel Writing Month) programs, along with Pajama Storytime on Monday evenings.

Sequim staff are involved in the Collection Management, Youth Services, Adult Services, Programming Team, Social Media Team, Health and Safety Team, eHelp Team and Bookmatch Team. Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, and Public Communications. Youth Services Librarian Charlotte attended the Public Library e-Book Conference in Tacoma.

Sequim Expansion and Renovation Project

The Project Team continued to work on exploring funding options and grants.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

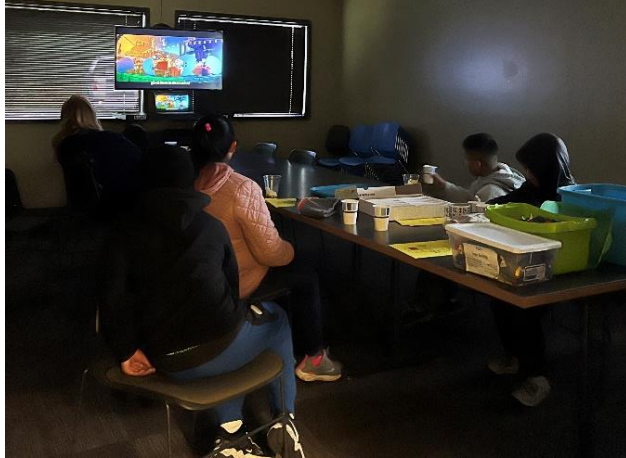
- All West End staff continued to provide excellent customer service, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.

Programming:

- 11 attended Game Day
- 4 attended Bilingual Storytime
- 14 attended Family Storytime
- 16 attended Build It
- 1 attended Anime and Manga Club
- 9 attended Family Movie
- Youth Services Librarian Kristine provided Battle of the Books Discussions at Clallam Bay School, Forks Elementary, and Quileute Tribal School to 36 students

Outreach & Bookmobile:

- Kristine presented Storytime to 16 at a Forks Elementary preschool classroom.
- Kristine conducted a popup library for 82 people, created 2 new library cards and registered 9 new subscribers to the Teen Lit Bag service.
- Community Librarian Mary visited the Hoh Tribal Library to assess potential opportunities for collaboration.
- Community Outreach Specialist Ashlee and Library Manager Troi visited Neah Bay and looked at potential areas for the Bookmobile to establish routes in the Neah Bay Community.
- Ashlee visited Lutheran Community Services' diaper clinic to interact with organizers and assess opportunities for potential partnerships.
- Troi attended various community meetings to amplify awareness and engagement with library services.



Facilities Department

Brian Phillips, Facilities Manager

This year, the weather seemed to change from warm and mild to cold and blustery almost overnight. Luckily, Facilities was prepared for the wintry conditions that November ushered in. Aside from some early snow and ice, November was a fairly routine month.

Port Angeles Library: Snow and ice removal; cleaned-up windblown debris; repaired Carver Room heat pump; changed HVAC filters; checked first aid kits and emergency lights; re-cleaned storm drains and gutters; patched roof leak; received and assembled book display cart; repaired restroom stall door; cleaned windows; spot cleaned carpet; cleaned chairs; repair book drop bin; rake leaves and mow.

Sequim Library: Restroom faucet repair; de-iced sidewalks and parking lot; cleaned carpets and upholstery; installed front entrance canopy lights; checked emergency lights, first aid kits and fire extinguishers; replaced thermostat batteries.

Sequim Library Project: Geotechnical survey work resumed this month. Several new core samples were taken from the site, this time from the parking lot. Meanwhile, an RFP for commissioning services has been issued by NOLS. Commissioning services entail testing the mechanical systems which will be newly installed in the renovated Sequim Library. Several design meetings also took place in November.

Forks Library: Repaired heat pump; checked emergency lights; cleaned drain basins; removed conference table; replaced old trash can, installed bulletin board, washed windows; hung pictures in meeting room, removed graffiti.

Clallam Bay Library: Checked emergency lights; cleaned drain basin; cleaned carpet stains.

Other: Installed new automated external defibrillators (AEDs) at each library location; performed seasonal tire swaps on all vehicles; changed Nolsy White oil; Nolsy Red oil change,

wheel alignment and tire sensor repairs; winterized lawn equipment; received new book drops for bookmobile route locations; assembled roadside assistance and first aid kits for bookmobile.

Outreach Delivery Services

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of November, 93 deliveries were made and no new patrons registered for Outreach Delivery Services. There were 950 items checked out and/or renewed for Outreach Delivery patrons.

Kayla and Kristin spent a day in Forks and surrounding area, orienting with the Library branch, local establishments, and assessing the incorporation of Bookmobile operations.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

November was another productive month for the IT team. In addition to the routine server updates, web maintenance, employee support, and troubleshooting, the team continued to solve ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more.

IT supported staff by maintaining technical equipment, workstations, Library catalogs, and self-checkout stations. We participated in work group meetings, including the Beanstack team, Aspen Discovery Layer implementation group, Social Media team, Sustainability Team, Polaris Team, Bookmobile Team, EDI Committee, All Staff Training Day committee, and the Evanced team.

We upgraded several computers to larger hard drives. We also replaced failed components in several computers.

IT made a trip to the Forks branch to setup a new UPS (battery back-up) to help mitigate the impact of any future power anomalies, and we updated power outage procedures for staff. In Forks we also installed an additional wireless access point for more Wi-Fi coverage. One of the front desk computers was replaced to resolve long-standing issues with the computer. We also added fixed power outlets to public study desks to improve patron experience. Finally, IT cleaned up public and staff computer installations and organized cabling to increase safety, aesthetics, and ease of access.

IT set up and configured two laptops for the Bookmobile project, and started off the month with a User Experience Test including some of the staff members that are a part of the Bookmobile rollout team. The test went well and the IT team proceeded to work the next

phase of the project which includes implementing security, configuring and deciding on peripherals, processes, and creating documentation.

The Web Team updated the layout of our Storytime page to make it easier for patrons to browse and to find information about those events. Some of the events included are Family Storytimes in Forks and Clallam Bay; a Bilingual Family Storytime in Forks; Preschool, Baby, and Toddler Storytimes in Port Angeles; and a Pajama and Rain or Shine! Outdoor storytime at the Sequim Branch Library.

The 2023 Book Group's page was created and the book selections were added to the page. The four book groups being offered include Second Saturday, Second Tuesday, Novel Conversations, and our Wednesday Evening Book Discussion Group. On the Bids/Requests web page, an item was added for a new Library Materials Vendor and information was published for a Category I E-rate bidding opportunity.

The Web Team worked with the Youth Services group to help reconstruct our Early Learning Songs and Rhymes web page, which is used to publish short video clips for kids filmed by the team. The page will highlight a feature video each month and link out to our YouTube channel for video archiving.

IT worked to better organize and document all of our Adobe cloud licensing and installations. This will make the license renewal and management processes easier. We better-organized documentation on the number of licenses, who is using them, and worked to help staff update their Adobe software if needed. In some cases this required updating the Windows operating system to accommodate the newer Adobe software.

In November, IT worked with the Online Resources Team to help make a decision on what resources the Library would maintain through 2023. The process included a targeted approach to identifying the cost per use for each resource, looking at annual usage by year, and examining the needs of community groups to determine how much the resource would benefit patrons.

Technical Services Department

Erin Shield, Collection Services Manager

November is the fiscal year wind down for Acquisitions and materials selection. Lots of carts were submitted and processed. The next big step will be receiving the titles and paying all the invoices. It's a very busy time of year for Tech Services followed by a mild lull when we prepare for the next fiscal year. The new fiscal year for materials ordering, and the spending to go along with it should be up and running sometime the week of the 19th of December.

1278 physical items were processed and available for customers in the month of November. 148 print materials were repaired or recatalogued. 103 media items were resurfaced or repaired to extend their lives. 120 physical donations were made and will be added to the

collection. 671 totes were shuttled between NOLS' branches by the couriers, including 13 for Outreach deliveries. Tech Services filled 182 InterLibrary Loan requests for NOLS' patrons and 80 loans to other libraries.

Carol spent an hour on Health & Safety Committee. Kim contributed 2 hours to the All staff Training Day committee. Wendy worked 9 hours in Outreach. Cindy spent 3 hours on Web Team responsibilities. Susan provided selector training to new Librarian Corrina. Erin participated in a grant webinar, EDI stakeholder meeting, a Puget Sound Collection Development meeting, new catalog vendor meeting, fundraising for SQ project, and Management Team.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 4 volunteers in PA, 1 in Technical Services, and 1 in Forks for a total of 44.25 system-wide volunteer hours.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- Participated in EDI team meetings to update and refine the Equity, Diversity, and Inclusion Implementation Plan Draft
- Participated in joint EDI and Management team meeting to discuss Equity, Diversity, and Inclusion Implementation Plan Draft and NOLS priorities
- All Staff Training Day planning meeting
- Management Team meeting
- Union Negotiations
- Medical Open Enrollment
- Annual United Way Donations Campaign

Recruitments:

- None

New Hires:

- None

Separations:

- None

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings in November.

Accounting Statistics for November:

- 114 Vouchers
- 131 Credit Card Transactions
- 0 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 68 Payroll Pays

Public Service Director's Report

Meghan Sullivan, Public Services Director

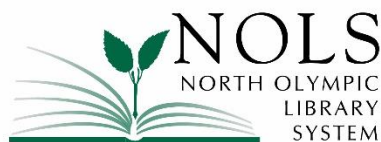
- Presented on NOLS Outreach Services to the Nor'Wester Rotary
- Attended Monthly Washington State Libraries Deputy/Assistant Director Meeting
- Union Negotiations with the GEU and MEU bargaining units
- Bookmobile Service Project activities
- Sequim Expansion and Renovation Project activities
- Participated in planning activities for the 2023 Summer Reading Program
- Participated in preparation activities for the 2023 Operational Budget, Capital Budget, and Work Plans
- Attended kick-off meetings for the PA Lighting Project and ADA on-site assessment
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Health & Safety Team, Collection Management Team, Outreach Delivery Services, Port Angeles Staff, and One-on-One meetings

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Developing 2023 Work Plans and Priorities
- Developing 2023 Operating Budget
- Collective Bargaining Negotiations
- Continued work on Sequim Library Expansion and Renovation Project
- Presented at Port Angeles Kiwanis Meeting
- Attended Uptown Arts District Meeting
- Routine Branch Manager and Management Team Meetings



Monthly Activity Report

Meeting Date: January 26, 2023
To: Library Board of Trustees
From: Executive Director and Staff
Subject: Monthly Activity Report for December 2022

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

The Olympic National Park's Perspectives series in December focused on Geologic Mysteries of Rialto Beach. Kathy Troost, PhD, LG, shared an in-depth look at a UW-lead study focusing on the many secrets of Rialto Beach. Glaciers, landslides, erosion, major wind storms, and earthquakes have all left impacts on this popular beach. Over 160 people joined the virtual event via Zoom and Facebook Live with more accessing the recording later.

Other events during the month of December included:

- Battle of the Books discussion – 127 participants
- Kids Book Club– 12 participants
- LEGO® Build It! – 33 participants
- Teen Lit Bags – 28 participants in PA out of 64 system wide participants
- Teen Advisory Board – 1 participant
- Maker Boxes – 10 participants at 3 events
- Trivia Night @ NOLS: Food and Drinks – 19 participants
- Second Saturday Book Group– 2 participants
- Second Tuesday Book Group– 6 participants
- Outreach Storytimes at The Children's Montessori – 18 participants
- Outreach Storytimes at Peninsula College – 36 participants in 2 classes
- Baby, Toddler, and Preschool Storytimes – 125 participants at 7 events

Sequim Branch Library

Emily Sly, Library Manager

Winter arrived with snow, cold temps and icy roads in late December. The road conditions affected branch hours, with late starts, early closing and two full-day closures, but staff and patrons adapted, with regular hours resuming December 27.

In-person programs at the Sequim Branch included Teen Board Game & Art Night on the second Friday after-hours. One book discussion group was hosted virtually, along with the virtual Teen Advisory Board meeting. Youth Services Librarian Charlotte offered Outreach visits to area elementary schools promoting the library and leading book discussions for 4th grade students participating in Battle of the Books.

Sequim staff are involved in the Collection Management Team, Youth Services Team, Programming Team, Social Media Team, Health and Safety Team, eHelp Team and Bookmatch Team. Emily participated in Sequim Expansion and Renovation Project planning and fundraising planning, Branch Manager meetings, Sequim staff meetings, Management Team, and Public Communications.

Sequim Expansion and Renovation Project

The Sequim Project Team toured a library designed by the project architects in Sedro-Woolley. The Team met virtually with SHKS to discuss equipment needs for the new building, and continued to work on exploring funding options and grants.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Daily operations:

- All West End staff continued to provide excellent customer service, assist with eHelp and microfilm inquiries, create engaging displays, and assist with various work groups and teams.

Programming:

- 20 Teen Lit Bags were distributed
- 2 attended Spanish/English Bilingual Family Storytime
- 2 attended Family Storytime
- 7 attended Build It!
- 2 attended Game Day
- 1 attended Anime and Manga Night

- 5 attended Family Movie and volunteer Deborah assisted during the program.
- Youth Services Librarian Kristine presented Winter Break STEAM Stations, offering hands-on learning activities such as making kinetic sand as well as opportunities to use Washington State Library STEAM kits to 5 individuals.
- Kristine provided Battle of the Books Discussions at Forks Elementary and Quileute Tribal School to 26 students.



Outreach & Bookmobile:

- Kristine conducted storytimes at Forks Elementary ECEAP to 66 people. A month after the storytimes, a student visited the library and was excited to check out a book that was read.
- In partnership with the Forks Lions Club, Library Manager Troi and Kristine attended Forks Elementary Winter Craft Night reaching at least 100 participants.
- Kristine conducted Pop-up Library at Neah Bay High School to 57 individuals and registered 13 new subscribers to the Teen Lit Bag service.
- Kristine visited the Makah Boys and Girls Club reaching 30 individuals.
- Troi and Community Outreach Specialist Ashlee provided a presentation to the Forks Chamber of Commerce. There were some amazing questions generated!
- Ashlee attended the Senior Luncheon in Clallam Bay to amplify Library Services.



Facilities Department

Brian Phillips, Facilities Manager

The last several weeks of December in Facilities are usually spent taking stock of the passing year, regrouping on unfinished projects, and laying plans for the coming year. This year, an icy snow storm and lingering cold snap late in the month made that process a little more difficult! Nonetheless, between shoveling stints and checking the forecast, we found time to reflect on the various needs at each of NOLS facilities, and to assemble our personal and department work plans accordingly.

Looking back on the past twelve months, one thing is certain: from a Facilities point of view, 2022 saw a return to near pre-pandemic levels of activity at all locations. Though ongoing supply chain and labor issues continued to slow progress on some Facilities work fronts, the rate of return to pre-pandemic activity continues to gain momentum. Looking ahead, the need to catch up on pandemic-deferred maintenance and to move forward on new projects means that 2023 is shaping up to be a very busy year!

Port Angeles Library: Snow and ice removal; cleaned-up windblown debris; assisted ADA compliance consultants with access and information about the Port Angeles Library facility; repaired table; cleaned drain basins; checked emergency lights and fire extinguishers; replaced light bulbs and ballasts; sealed roof leaks; cleaned carpet spots; dusted high places; relocated furniture to Marketing Coordinator's office.

Sequim Library: Snow and ice removal; restroom faucet and urinal repairs; replaced overhead lamps; cleaned carpet areas and upholstery.

Sequim Library Project: Brian joined the NOLS project team on a tour of comparable library projects in the region; assisted with equipment and shelving inventory; received final parking lot engineering recommendations from the geotechnical consulting firm AESI; attended design meetings.

Forks Library: Snow and ice removal; installed new office desks, bulletin board and window blinds; checked emergency lights and fire extinguishers; cleaned parking lot drains; cleaned carpet stains; replaced drinking fountain filter.

Clallam Bay Library: Snow and ice removal; repaired desk; checked emergency lights and fire extinguishers.

Other: Serviced vacuums; ordered supplies; provided vehicle use orientations to staff; received external book drops for bookmobile route; completed a staff evaluation; updated key inventory; staff took time away from work for the holidays.

Outreach Delivery Services

Kayla Apolito and Kristin Overbey, Community Outreach Specialists

During the month of December, ninety-four (94) deliveries were made and one (1) new patron registered for Outreach Delivery Services. There were 922 items checked out and/or renewed for Outreach Delivery patrons.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

December was another productive month for the IT team. In addition to the regular server updates, web maintenance, employee support, and troubleshooting, the team continued to solve ongoing concerns regarding employee profiles, Microsoft Teams, Wi-Fi connectivity and more.

IT supported staff by maintaining technical equipment, workstations, Library catalogs, and self-checkout stations. We participated in work group meetings, including the Beanstack team, newly-formed ILS Team, Social Media team, Sustainability Team, Bookmobile Team, EDI committee, All Staff Training Day Committee, and the Evanced team.

Out of necessity to keep all of our desktop computers running consistently with our apps and configuration, IT began doing in-place upgrades to staff computers. The update process converts them from the Long-Term Servicing Branch (LTSB) edition of Windows, bringing them up-to-date on the latest Windows 10 operating system. This process will continue for some

time as it is not urgent, and we want to minimize any disruptive impact to workflows. We have also been expanding and replacing the hard drives for some of users as our data storage needs continue to grow.

IT connected new UPS battery backup systems to three Administration computers as part of the process of deploying UPS's across the system to ensure smooth operation and data protection during the event of a power surge or power outage.

IT traveled to the Clallam Bay and Forks branches this month to clean up computer workstation cable installations to make computers more accessible, to improve aesthetics, and to prevent tripping hazards. We took inventory of spare IT supplies on site and ordered additional supplies to minimize disruption in the event of common types of problems with peripherals (failed keyboard, for instance). We also installed new power outlets on public area desks in Clallam Bay to improve patron experience while at the library.

We replaced the wireless access points at the Port Angeles branch with new Cisco Meraki access points, which has improved the overall quality of the Wi-Fi at the Port Angeles branch while streamlining operations behind-the-scenes by consolidating platforms. The PA upgrade was the final stage, completing the project to upgrade Wi-Fi at all branches. Additional coverage in the PA parking lot is under consideration.

IT participated in a demonstration of a proposed phone system upgrade that would provide us with more control over the system, allowing us to make changes faster and more easily than the current system.

In anticipation of the arrival of the Bookmobile, IT created a user guide for staff to help with all the technology that will be available in the van. Staff have tested the laptops more extensively at public events on the West End. We are now working on finalizing some of the purchasing of the peripherals and other tech equipment needed for the Bookmobile.

In December, IT did away with the training platform Pluralsight and started a subscription with Coursera. Coursera provides over 5,400 courses, certificates, and trainings on various topics that the IT staff can use to expand technical knowledge and learn about software, scripting languages, web development, cybersecurity, system administration, technical support, cloud basics and more. This is at lower cost than the previous platform.

The Online Resources team met with our representative from NewsBank and decided on what plan to purchase for 2023. We purchased a plan that allows patrons to access a large collection of newspapers, magazines, and journals from around the world for free online.

The Web Team worked to maintain our events pages and added information for the Game lounge, movie night, Storytimes, and Olympic National Park perspectives event series. We worked to get the 2023 book groups organized and published the event schedule to the website.

Technical Services Department

Erin Shield, Collection Services Manager

December waved goodbye to the materials ordering cycle for 2022 and ushered in a new year of ordering. Many carts were submitted and processed. Acquisitions started ordering against the 2023 fiscal year the week of the 21st. 693 shopping carts were submitted by selectors and ordered by Acquisitions in 2022. This averages out to 58 per month and does not include all the individual title orders submitted. So many materials!

1358 physical items were processed and available for customers in the month of December. 59 print materials were repaired or recatalogued. 116 media items were resurfaced or repaired to extend their lives. 63 physical donations were made and will be added to the collection. 659 totes were shuttled between NOLS' branches by the couriers, including 21 for Outreach deliveries. Tech Services filled 152 InterLibrary Loan requests for NOLS' patrons and 60 loans to other libraries.

2022 total stats: More than 15,700 individual items were processed. Repairs totaled more than 1,400. 1600+ donations were made available. Couriers transported 9,000 totes in 2022! 2005 InterLibrary loans were borrowed for NOLS' patrons and 1086 lent to other libraries.

Kim contributed 2 hours to the All Staff Training Day committee. Wendy spent 5 hours in her new role with the ILS Team. Cindy spent 1 hour on Web Team responsibilities. Susan attended RFQ meetings. Erin participated in ILS Team meetings, RFQ meetings, a forum on Polaris reporting, fundraising for SQ project, and Management Team.

2022 highlights from the team:

- Adam – the full collection inventory was completed. Couriers were incident free on the road for 2022!
- Carol – Getting the vertical files almost complete was a pretty good accomplishment plus creating our recataloging spreadsheet worked really well to track our projects. We had several recat projects that went really smoothly. Our other spreadsheet for fixing cataloging problems is working well, too.
- Cindy - Finding a way to display magazine issues in a chronological order in the catalog; almost finishing the vertical files; making Local Author books visible - all changes that allow resources to be more accessible by the public.
- Kim – Trained to be processor back-up. Engaging with grateful Outreach patrons.
- Mark – Put together a spreadsheet of magazine titles so staff could update records in the new catalog; Physical Kellogg photo collection has been sorted, organized and labeled. Each photo has been put into its own archival envelope and the entire collection is organized into archival storage boxes.
- Susan - Heavy weed of PA music CD collection. Now more room for browsing, and easier for staff to shelve. Training of several new selectors - all are doing well with their ordering.
- Wendy - Use of more inclusive vocabulary in cataloging; ability for Tech Services staff to upload

cover images; local author items cataloged to display with uploaded images; cataloging of vertical file items.

Volunteer Program

Shaina Rajala, HR & Business Manager

NOLS had 5 volunteers in PA, 1 in Technical Services, and 1 in Forks for a total of 34.5 system-wide volunteer hours. There was 1 new volunteer added in Port Angeles.

Administrative Operations Department

Human Resources

Shaina Rajala, HR & Business Manager

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

- Participated in EDI team meetings to update and refine the Equity, Diversity, and Inclusion Implementation Plan Draft
- All Staff Training Day planning meeting
- Management Team meetings
- Activities to finalize the Collective Bargaining Agreements

Recruitments:

- Public Services Specialist – PA
- Shelves – PA

New Hires:

- None

Separations:

- Victoria Giancola – Public Services Specialist – PA
- Shannon Curry – Shelves – PA
- Kaila Thomas – Temporary Public Services Specialist – SQ

Financial Operations

John DeFrancisco, Finance Manager

John participated in Management Team Meetings and All Staff meeting in December.

Accounting Statistics for December:

- 152 Vouchers
- 102 Credit Card Transactions
- 8 Revolving Fund Checks
- 3 Payroll EFT
- 1 Department of Revenue EFT
- 67 Payroll Pays

Public Service Director's Report

Meghan Sullivan, Public Services Director

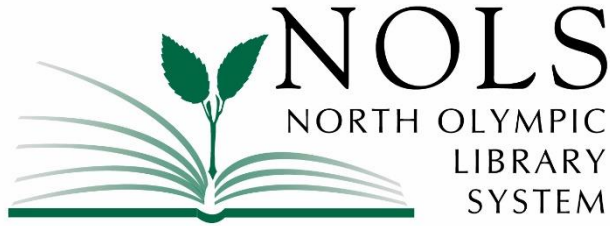
- Participated in the 2023 Co-Designing for Trust Library Kick Off Meeting sponsored by the University of Washington iSchool
- Attended Sequim and Port Angeles/Joyce Operational Area meetings for Clallam County Emergency Management
- Bookmobile Service Project activities
- Sequim Expansion and Renovation Project activities including meetings with SKHS Architects and tours of Central Skagit Library (Sedro-Woolley) and Burlington Public Library
- Participated in RFQ review and ratings for Library Materials Vendor
- Assessed and assisted with NOLS response to inclement weather in Clallam County between December 19-23
- Participated in activities for the 2023 Operational Budget, Capital Budget, and Work Plans
- Site Visits to Clallam Bay, Forks, and Sequim Libraries
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Port Angeles Staff, and One-on-One meetings

Director's Report

Noah Glaude, Executive Director

Significant meetings/events and projects this month:

- Finalizing 2023 Operating Budget
- Developing 2023 Capital Budget
- Continued work on Sequim Library Expansion and Renovation Project
 - Architect meetings focused on tech equipment needs
 - Fundraising and Grant meetings
- ADA survey of Port Angeles building and property
- Formation of new Integrated Library System (ILS) Team
- Attended Clallam Bay Friends of the Library meeting
- Attended Uptown Arts District Meeting
- Routine Branch Manager and Management Team Meetings



Highlight Log

November 2022

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

11/01/2022 – Port Angeles

A group of teens came to browse and look up books in the catalog. One noticed the "This area is reserved for teens" signs and said "Whoa! This whole area is for teens? Nice!" The group spent a lot of time spread out in the teen area looking through books they had pulled off the shelves to decide what to check out and finding books and CDs for each other.

11/02/2022 – Port Angeles

Shout out to IT for being excellent sports about all the weird technical problems in the Outreach office. This job would be VERY difficult without you.

11/05/2022 – Port Angeles

Several calls immediately at 9am to check if the library had power and internet. Happy to provide a warm and well-lit place for residents without power after a very blustery night. :)

11/05/2022 – Sequim

Sequim also had a busy day providing services to patrons who had lost power. There were several expressions of appreciation for being open today.

11/09/2022 – Sequim

Ordering some supplies last week via phone and a woman came on the line and said "I'm not the person you need to talk to but when I saw the library's number I had to get on the line and tell you how much my family and I enjoyed the Summer Reading Program (we all got shirts!) and that my granddaughter is currently in your Battle of the Books challenge and is just SO excited".

11/09/2022 – Forks

When staff visited the Quileute Senior center in La Push this afternoon, an elder told me that it was the library that taught her how to cook. She had a houseful of kids and was struggling to make ends meet. She followed the recipes on the commodities bags and boxes, but then she discovered cookbooks at the library and she has enjoyed cooking ever since.

11/09/2022 – Port Angeles

36 people - with at least 22 being youth - attended the 2nd session of the Kids Book Club for 1st-3rd graders. We had a great discussion and many laughs were shared over "Narwhal: Unicorn of the Sea!" by Ben Clanton. All humans who had attended the first meeting of the Kids Book Club returned with many new faces welcomed! We also worked on illustrating our own comic panels. There were exactly enough copies of next month's read to pass out. All left happy!

11/10/2022 – Sequim

A patron came in to pick up his Interlibrary Loan and was pleased at how quickly his request had been filled. He wished to express his gratitude to the team who make the Interlibrary Loan program possible and for fulfilling requests so quickly.

11/12/2022 – Port Angeles

Today's Jigsaw Puzzle Competition was a huge success! Thanks so much to Sarah d. in PA for suggesting this program!

Many people were waiting in the lobby before start time. Some serious puzzlers brought tools like trays (not allowed under Jigsaw Puzzle international Convention) and most people brought their own teams of 2-4. Before the program started, teams were working out their strategies and assigning tasks. In retrospect, I wish someone had been able to take a photo the moment I said "go" to start play-- such a boisterous dumping out of boxes! In addition to puzzlers, a photographer from the PDN came by and took photos, and board member Mark Urnes was passing by and stopped in. Attendance was 43; the winning team finished their puzzle in 50 minutes.

11/12/2022 – Port Angeles

A patron stopped by and wanted to thank the library for continuing to offer the free Covid test kits, and shared how he has been able to use them to make informed decisions when considering visiting family.

11/16/2022 – NOLS

Near 6pm, I was going to clean up the Maker Boxes from the Young Adult area. An adult and two tweens had just sat down at the tables and were talking about the PixBrix and very excited about the macramé bracelet supplies, one tween saying "No way!! Beads and yarn?!" I let them know that usually the boxes get put away at 6pm but I'd leave them out for them to use until closing. When I came back at closing to pick up the boxes, I found a nice surprise that they made with PixBrix to match the Maker Boxes flyer! The group had just left and it looked like each of them had a bracelet as they walked out the doors.

11/22/2022 – NOLS

Patron was very happy to see that the Library had purchased a memoir written by a friend of theirs, Boys and Oil, a memoir about growing up gay in North Dakota.

11/23/2022 – Clallam Bay

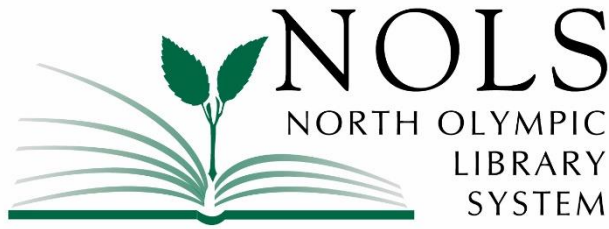
I was stopped by a patron who wished to express her thanks to the West End libraries and to Troi. She appreciates all of the youth programming, the Take and Makes we provide, and stressed how needed library services are in our communities. She's very glad to see more being offered for kids than before. She said she knew she can always reach out for things that are needed and that the libraries are there for people. She was positively glowing.

11/30/2022 – NOLS

On the phone with Outreach Delivery Patron: "I have been participating for about a year and I am always so amazed with your generosity of resources! It feels like having my home library!"

08/29/2022 – Sequim

A patron heading back to the Children's area stopped, turned around, and came back up to the front desk to express how overjoyed they are about the new Spanish materials cart! They love the new location of the cart near the front of the library and also how much bigger it is.



Highlight Log

December 2022

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.

12/03/2022 – Port Angeles

A patron came up to the front desk to compliment the World Cup display, they were very happy to see soccer being celebrated in the library! They shared a story of coaching soccer for years and that they felt happy to see it on full display!

12/05/2022 – Port Angeles

Letter from a patron:

Our library means so much to me, I have been an avid patron of the NOLS Port Angeles Branch Library for more than 30 years. In early 2020, I learned about the Outreach Delivery Services Program and have been utilizing this service ever since. Kristin is such a jewel; she is always so pleasant and helpful. Every time she delivers books to me it is just like Christmas.

I just wanted the library to know how very grateful I am for this service and the staff who keep the program running.

12/12/2022 – Port Angeles

Patron stopped by the circulation desk to let us know that they really enjoyed and appreciated the Sci-Fi reviews by Sarah M. on our Facebook page, he was very excited!

12/16/2022 – Forks

Two tween girls went to the YA section and immediately started talking about how much they loved the new furniture. They stayed there for awhile and staff could hear them saying things like, "This is so cool!"

12/21/2022 – Forks

Today staff provided a presentation to the Forks Chambers of Commerce. We were met with engagement and people who champion their Library while learning new things about the services provided. There were lots of questions and feedback! Participants raved about the programming available at NOLS.

12/27/2022 – Sequim

A couple came in to get library cards as their "date night" activity.