

Board of Trustees Regular Meeting  
Thursday, May 25, 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](http://www.nols.org/board-administration).

**PUBLIC COMMENTS**

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

**LAND ACKNOWLEDGEMENT**

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

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of April 27, 2023
4. Communications
5. Public Comments
6. Financial reports: March 2023; April 2023
7. Approval of vouchers: March 2023; April 2023

8. Unfinished Business
  - U.1. Discussion of the Sequim Library Expansion and Renovation Project progress and financing
9. New Business
  - N.1. Approval of contract with Advantage Nissan to purchase new vehicle
10. Reports
  - R.1. Monthly Statistics Reports: April 2023
  - R.2. Monthly Activity Reports: April 2023
  - R.3. Highlight Log: April 2023
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, June 22, 2023
14. Agenda items for next meeting
15. Adjournment

#### **Upcoming Board meetings**

<b><u>Date</u></b>	<b><u>Time</u></b>		<b><u>Location</u></b>
Thursday, June 22, 2023	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, August 24, 2023	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, September 28, 2023	5:30pm	Regular meeting	Forks Branch Library
Thursday, October 26, 2023	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, <b>November 16</b> , 2023	5:30pm	Regular meeting	Port Angeles Main Library

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

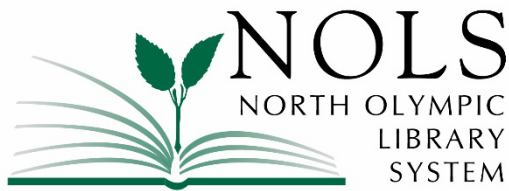
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 2pm via Zoom.

## **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, April 27, 2023 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 5:33 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, Finance Manager Amy Hough, Sequim Branch Library Manager Emily Sly, and Collection Services Manager Erin Shield.
2. Approval of agenda  
*Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Ms. Ross. Motion carried.*
3. Approval of minutes for regular meeting of March 23, 2023  
*Motion by Ms. Ross to approve the minutes from the March 23, 2023 regular meeting. Motion seconded by Ms. Pelikan. Motion carried.*
4. Communications  
Clallam County Finance Department Timber projections for 2024 and 2025.
5. Public Comments
6. Presentation: An Update on the Sequim Library Expansion and Renovation Project Design  
Presented by SHKS Architects
7. Presentation: Limited Tax General Obligation Bonds Financing Options  
Presented by Dave Trageser, Managing Director of Local Government Finance, D.A. Davidson & Co,
8. Unfinished Business  
None
9. New Business  
N.I. Discussion of the Sequim Library Expansion and Renovation Project progress and financing
10. Reports
  - R.1. Monthly Statistics Reports: March 2023
  - R.2. Monthly Activity Reports: March 2023
  - R.3. Customer Comments: March 2023
  - R.4. Highlight Log: March 2023*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 agendaize a matter of business on a future agenda.*

13. Next meeting: 5:30pm, Thursday, May 25, 2023

14. Agenda items for next meeting

15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:35pm

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

NOLS Mission Statement  
Adopted 11/22/16

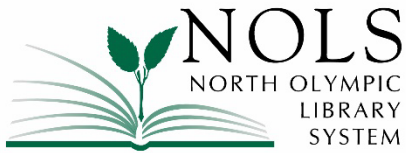
**CERTIFIED AS TRUE AND CORRECT**

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Chair

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Board Secretary



## Staff Report

Meeting Date: May 25, 2023  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for March 2023

**Topic/Issue:** Informational comments on monthly financial reports.

**Background:** This report provides narrative comments on areas of the monthly financial reports that are out of the ordinary, or may require explanation.

### Discussion:

**Revenues:** Private Grants and Donations includes a \$25,348.53 donation from the DeLand Family Trust for the Sequim Expansion and Renovation Project and a \$5,000 donation from PAFOL. Their gifts are truly appreciated!

**Expenditures:** A final payment of \$8,585 was made for the Bookmobile once it was received.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$293,365 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 March are \$340,124.

Of the \$293,365 in electronic transfers, the DOR was paid \$140 for normal Sales and Use Tax and \$15,409 for Sales and Use Tax for the Bookmobile purchase and conversion.

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







## Revenue Report

March 31, 2023

Operating Revenue				3/12ths is	25.0%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,665,000	539,235	644,077	4,020,923	13.8
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	11,955	869	1,878	10,077	15.7
<i>Library Fees</i>	10,000	1,668	5,768	4,232	57.7
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	220,000	31,107	65,348	154,652	29.7
Investment Interest (net of fees)	-	-	-	-	-
Facilities Leases (Short Term)	1,800	35	245	1,555	13.6
Private Grants and Donations	163,500	25,695	135,495	28,005	82.9
Other Miscellaneous Revenue	52,200	9,210	91,323	(39,123)	174.9
<i>Total Miscellaneous Revenues</i>	437,500	66,047	292,410	145,090	66.8
<i>Nonrevenues (excise taxes)</i>	750	84	181	569	24.2
<i>Transfers In</i>	914,480	-	-	914,480	-
<b>Total Operating Revenue</b>	<b>6,039,685</b>	<b>607,903</b>	<b>944,314</b>	<b>5,095,371</b>	<b>15.6</b>

Capital Revenue					
<i>Timber Revenues (received in 2023)</i>	-	38,029	99,324	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>38,029</b>	<b>99,324</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>645,932</b>	<b>1,043,638</b>
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## Expenditure Report

### March 31, 2023

				3/12ths is	25.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	242,528	710,599	2,427,942	22.6
Benefits	1,323,588	97,596	292,954	1,030,634	22.1
<b>Total Personnel</b>	<b>4,462,129</b>	<b>340,124</b>	<b>1,003,553</b>	<b>3,458,576</b>	<b>22.5</b>
<i>Supplies</i>					
Supplies, Office and Operating	108,275	7,266	22,464	85,811	20.7
Fuel	19,300	718	1,818	17,482	9.4
Merchandise for resale	1,800	-	-	1,800	0.0
Collection Materials	480,000	25,196	55,057	424,943	11.5
Small Tools/Equip (<\$200)	1,450	198	198	1,252	13.7
<b>Total Supplies</b>	<b>610,825</b>	<b>33,377</b>	<b>79,537</b>	<b>531,288</b>	<b>13.0</b>
<i>Services</i>					
Professional Services	400,539	18,472	49,435	351,104	12.3
Communication	156,072	9,500	35,178	120,894	22.5
Travel	24,300	2,601	4,808	19,492	19.8
Taxes and Operating Assessments	6,000	5,305	5,305	695	88.4
Operating Rentals and Leases	9,215	-	-	9,215	0.0
Insurance	114,000	1,271	1,271	112,729	1.1
Public Utilities	96,100	8,059	24,444	71,656	25.4
Repair and Maintenance	145,710	3,581	17,541	128,169	12.0
Miscellaneous Services	13,245	110	1,284	11,961	9.7
<b>Total Services</b>	<b>965,181</b>	<b>48,900</b>	<b>139,266</b>	<b>825,915</b>	<b>14.4</b>
<i>Intergovernmental Services</i>	800	26	86	714	10.8
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	750	47	141	609	18.7
<b>Total Operating Expenditures</b>	<b>6,039,685</b>	<b>422,473</b>	<b>1,222,583</b>	<b>4,817,102</b>	<b>20.2</b>

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

(2) Revenue amount greater than expenditures in Budget which will be transferred to reserves at the end of the year.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	187,900	63,317	138,650	49,250	73.8
Other Improvements	72,050	-	2,263	69,787	3.1
Machinery & Equipment	286,775	27,767	31,560	255,215	11.0
Construction of Capital Assets	1,738,285	59,524	174,748	1,563,537	10.1
<b>Total Capital Outlays</b>	<b>2,285,010</b>	<b>150,608</b>	<b>347,222</b>	<b>1,937,788</b>	<b>15.2</b>
<b>Grand Total All Expenditures</b>	<b>8,324,695</b>	<b>573,081</b>	<b>1,569,806</b>	<b>6,754,889</b>	<b>18.9</b>



## Account Balances

March 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	1,320,317		38,029	-	1,358,346
Operating Reserve <sup>(3)</sup>	574,077	-	-	-	574,077
PA Capital Reserve <sup>(4)</sup>	457,336		-	74,231	383,105
Sequim Capital Project Acct. <sup>(4)</sup>	1,623,368		-	56,438	1,566,930
Capital Budget - 2023 <sup>(4)</sup>	242,936		-	150,608	92,327
<b>Total Board Designated Accounts</b>	<b>5,525,053</b>	<b>-</b>	<b>38,029</b>	<b>281,278</b>	<b>5,281,804</b>
<i>Grants and Donations</i>					
NOLS Donations Fund	85,005		100	731	84,374
NOLS Materials Fund	14,584	-	-	-	14,584
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	20,850		-	1,160	19,690
Port Angeles Donations Fund	7,737		29	-	7,767
Port Angeles Friends Donations	26,462		5,000	504	30,958
Sequim Donations Fund	53,972		5	6,000	47,977
Sequim Friends Donations	25,576		-	338	25,239
Forks Donations Fund	1,984		112	-	2,096
Forks Friends Donations	2,199		-	82	2,117
Clallam Bay Donations Fund	6,806		0	-	6,807
Clallam Bay Friends Donations	1,749		-	60	1,688
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	473,318		25,449	-	498,767
Bookmobile Donations	1,385	-	-	-	1,385
<b>Total Grants and Donations</b>	<b>776,976</b>	<b>-</b>	<b>30,695</b>	<b>8,144</b>	<b>798,796</b>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>2,662</i>
<b>Total Designated Cash</b>	<b>6,304,690</b>	<b>-</b>	<b>68,724</b>	<b>289,421</b>	<b>6,083,262</b>
<i>Undesignated Cash Operating Funds</i>	<i>2,284,753</i>	<i>221,428</i>			<i>2,506,181</i>
<b>Total WA State Local Investment Pool</b>	<b>8,589,443</b>	<b>221,428</b>	<b>68,724</b>	<b>289,421</b>	<b>8,589,443</b>

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

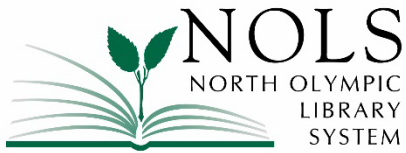
March 31, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 15 (9/23 First Fed) <sup>(6)</sup>	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	236,942	-	-	-	236,942
<b>Total Certificates of Deposit</b>	<b>979,496</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>979,496</b>
<b>Total Investments</b>	<b>9,568,940</b>	<b>221,428</b>	<b>68,724</b>	<b>289,421</b>	
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	72,851			72,851
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000		-	1,932	4,068
Payroll Account (US Bank 1301)	200	293,365		293,365	200
Merchant Account (FF 7401)	1,079	(432)	483	130	1,000
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>7,729</b>	<b>292,933</b>	<b>483</b>	<b>295,426</b>	<b>5,718</b>
<b>Total Cash</b>	<b>7,729</b>	<b>365,784</b>	<b>483</b>	<b>295,426</b>	<b>78,569</b>
<b>Total Cash and Investments</b>	<b>9,576,669</b>	<b>587,212</b>	<b>69,207</b>	<b>584,848</b>	<b>9,647,509</b>

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: May 25, 2023  
To: Library Board of Trustees  
From: Finance Manager, Amy Hough  
Subject: Comments on Financial Reports for April 2023

**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:** Income from the county for Real and Personal Property Tax was \$1,731,655.

**Expenditures:** Expenditures are within the expected range for this time of year.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$291,245 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 February are \$354,313.

Of the \$291,245 in electronic transfers, \$201 was paid to the DOR for Sales and Use Tax.

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





## Revenue Report

April 30, 2023

<b>Operating Revenue</b>				<b>4/12ths is</b>	<b>33.3%</b>
	<b>Budgeted</b>	<b>Current</b>	<b>YTD</b>	<b>Difference</b>	<b>Percent</b>
<i>Taxes</i>	4,665,000	1,732,323	2,376,399	2,288,601	50.9
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	11,955	938	2,815	9,140	23.5
<i>Library Fees</i>	10,000	1,232	7,000	3,000	70.0
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	220,000	34,712	100,060	119,940	45.5
Investment Interest (net of fees)	-	-	-	-	-
Media Equipment Rentals	-	-	-	-	-
Facilities Leases (Short Term)	1,800	43	288	1,513	16.0
Private Grants and Donations	163,500	185	135,680	27,820	83.0
Other Miscellaneous Revenue	52,200	887	92,210	(40,010)	176.6
<i>Total Miscellaneous Revenues</i>	437,500	35,827	328,237	109,263	75.0
<i>Nonrevenues (excise taxes)</i>	750	90	272	478	36.2
<i>Transfers In</i>	914,480	-	-	914,480	-
<b>Total Operating Revenue</b>	<b>6,039,685</b>	<b>1,770,409</b>	<b>2,714,723</b>	<b>3,324,962</b>	<b>44.9</b>
<b>Capital Revenue</b>					
<i>Timber Revenues (received in 2023)</i>	-	16,838	116,162	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>16,838</b>	<b>116,162</b>	<b>-</b>	<b>-</b>
<b>Grand Total Revenues</b>		<b>1,787,247</b>	<b>2,830,885</b>		



## Expenditure Report

### April 30, 2023

				4/12ths is	33.3%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	3,138,541	253,269	963,868	2,174,673	30.7
Benefits	1,323,588	101,043	393,997	929,591	29.8
<b>Total Personnel</b>	<b>4,462,129</b>	<b>354,313</b>	<b>1,357,866</b>	<b>3,104,263</b>	<b>30.4</b>
<i>Supplies</i>					
Supplies, Office and Operating	108,275	10,379	32,843	75,432	30.3
Fuel	19,300	716	2,535	16,765	13.1
Merchandise for resale	1,800	-	-	1,800	0.0
Collection Materials	480,000	18,807	73,864	406,136	15.4
Small Tools/Equip (<\$200)	1,450	-	198	1,252	13.7
<b>Total Supplies</b>	<b>610,825</b>	<b>29,902</b>	<b>109,439</b>	<b>501,386</b>	<b>17.9</b>
<i>Services</i>					
Professional Services	400,539	13,669	63,104	337,435	15.8
Communication	156,072	10,146	45,324	110,749	29.0
Travel	24,300	3,876	8,684	15,616	35.7
Taxes and Operating Assessments	6,000	-	5,305	695	88.4
Operating Rentals and Leases	9,215	-	-	9,215	0.0
Insurance	114,000	-	1,271	112,729	1.1
Public Utilities	96,100	8,628	33,072	63,028	34.4
Repair and Maintenance	145,710	3,116	20,657	125,053	14.2
Miscellaneous Services	13,245	517	1,801	11,444	13.6
<b>Total Services</b>	<b>965,181</b>	<b>39,951</b>	<b>179,218</b>	<b>785,963</b>	<b>18.6</b>
<i>Intergovernmental Services</i>	<i>800</i>	<i>25</i>	<i>111</i>	<i>689</i>	<i>13.9</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>750</i>	<i>84</i>	<i>225</i>	<i>525</i>	<i>29.9</i>
<b>Total Operating Expenditures</b>	<b>6,039,685</b>	<b>424,275</b>	<b>1,646,858</b>	<b>4,392,827</b>	<b>27.3</b>

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

(2) Revenue amount greater than expenditures in Budget which will be transferred to reserves at the end of the year.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	187,900		138,650	49,250	73.8
Other Improvements	72,050		2,263	69,787	3.1
Machinery & Equipment	286,775	17,832	49,393	237,382	17.2
Construction of Capital Assets	1,738,285	54,934	229,682	1,508,603	13.2
<b>Total Capital Outlays</b>	<b>2,285,010</b>	<b>72,766</b>	<b>419,988</b>	<b>1,865,022</b>	<b>18.4</b>
<b>Grand Total All Expenditures</b>	<b>8,324,695</b>	<b>497,041</b>	<b>2,066,847</b>	<b>6,257,848</b>	<b>24.8</b>





## Account Balances

April 30, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Investments</b>					
<b>Washington State Local Investment Pool</b>					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve <sup>(1)</sup>	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve <sup>(2)</sup>	1,358,346	-	16,838	-	1,375,184
Operating Reserve <sup>(3)</sup>	574,077	-	-	-	574,077
PA Capital Reserve <sup>(4)</sup>	383,105	-	-	-	383,105
Sequim Capital Project Acct. <sup>(4)</sup>	1,566,930	-	-	54,934	1,511,996
Capital Budget - 2023 <sup>(4)</sup>	92,327	-	-	72,766	19,562
<b>Total Board Designated Accounts</b>	<b>5,281,804</b>	<b>-</b>	<b>16,838</b>	<b>127,699</b>	<b>5,170,942</b>
<i>Grants and Donations</i>					
NOLS Donations Fund	84,374	-	99	-	84,473
NOLS Materials Fund	14,584	-	-	-	14,584
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Systemwide Programming Fund	19,690	-	-	3,657	16,033
Port Angeles Donations Fund	7,767	-	3	-	7,770
Port Angeles Friends Donations	30,958	-	-	322	30,635
Sequim Donations Fund	47,977	-	11	3,000	44,988
Sequim Friends Donations	25,239	-	-	634	24,605
Forks Donations Fund	2,096	-	15	-	2,111
Forks Friends Donations	2,117	-	-	473	1,644
Clallam Bay Donations Fund	6,807	-	2	-	6,808
Clallam Bay Friends Donations	1,688	-	-	180	1,508
Streett Memorial Gift Fund	5,497	-	-	-	5,497
Sequim Future Library Donations	498,767	-	25	-	498,792
Bookmobile Donations	1,385	-	22	-	1,407
<b>Total Grants and Donations</b>	<b>798,796</b>	<b>-</b>	<b>177</b>	<b>8,267</b>	<b>790,707</b>
<i>Unclaimed Property Account</i>	2,662	-			2,662
<b>Total Designated Cash</b>	<b>6,083,262</b>	<b>-</b>	<b>17,015</b>	<b>135,966</b>	<b>5,964,311</b>
<i>Undesignated Cash Operating Funds</i>	2,506,181	191,802			2,697,983
<b>Total WA State Local Investment Pool</b>	<b>8,589,443</b>	<b>191,802</b>	<b>17,015</b>	<b>135,966</b>	<b>8,662,294</b>

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

April 30, 2023

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 15 (9/23 First Fed) <sup>(6)</sup>	522,758	-	-	-	522,758
Francis Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	219,796	-	-	-	219,796
Margaret Bode Fund CD 9 (11/23 First Fed) <sup>(6)</sup>	236,942	-	-	-	236,942
<b>Total Certificates of Deposit</b>	<b>979,496</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>979,496</b>
<b>Total Investments</b>	<b>9,568,940</b>	<b>191,802</b>	<b>17,015</b>	<b>135,966</b>	<b>9,641,791</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	72,851	1,217,355			1,290,206
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	4,068		-	24	4,044
Payroll Account (US Bank 1301)	200	291,245	-	291,245	200
Merchant Account (FF 7401)	1,000	(512)	530	-	1,018
<b>Branch Change Funds</b>					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
<b>Total Branch Change Funds</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>450</b>
<b>Total Imprest Accounts</b>	<b>5,718</b>	<b>290,733</b>	<b>530</b>	<b>291,269</b>	<b>5,713</b>
<b>Total Cash</b>	<b>78,569</b>	<b>1,508,088</b>	<b>530</b>	<b>291,269</b>	<b>1,295,919</b>
<b>Total Cash and Investments</b>	<b>9,647,509</b>	<b>1,699,890</b>	<b>17,546</b>	<b>427,235</b>	<b>10,937,709</b>

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.



## Voucher Approval for March 2023

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 #197 through #314 are approved in the amount of \$572,921.83 this 25th day of May 2023.

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

No.	Claimant	Purpose	Amount
197	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 02-28-2023) - EFT 985	231,795.08
198	ADP, LLC	Payroll Services - Payroll Processing (PPE 12-30-2022) - NOLS	600.30
199	ADP, LLC	Payroll Services - Payroll Processing ( PPE 2-28-2023) - NOLS	1,584.56
200	Amazon.com	Collection Materials	191.54
201	Amazon.com	Collection Materials	211.59
202	Amazon.com	Collection Materials	826.70
203	Amazon.com	Collection Materials	216.93
204	Amazon.com	Collection Materials	32.78
205	Angeles Communications	Communications - VOIP	903.04
206	Baker & Taylor Entertainment	Collection Materials	466.24
207	Baker & Taylor Entertainment	Collection Materials	113.74
208	Baker & Taylor Entertainment	Collection Materials	1,103.80
209	Baker & Taylor Entertainment	Collection Materials	187.61
210	Baker & Taylor Entertainment	Collection Materials	261.86
211	Baker & Taylor Information	Collection Materials and Program Supplies	5,862.31
212	Baker & Taylor Information	Collection Materials	858.80
213	Baker & Taylor Information	Collection Materials	2,216.24
214	Baker & Taylor Information	Collection Materials	3,578.01
215	Baker & Taylor Information	Collection Materials	2,226.07
216	Blackstone Audio, Inc.	Collection Materials	7.95
217	Captain T's	PO 387 Machinery and Equipment - OR Totes - OR	964.71
218	CED Consolidated Electrical Distributors	PO 249 Maintenance Supplies - Floor Outlet Covers PA - FAC	372.10
219	CENGAGE Learning	Collection Materials	133.77

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
220	CENGAGE Learning	Collection Materials	597.03
221	CENGAGE Learning	Collection Materials	33.06
222	CENGAGE Learning	Collection Materials	380.58
223	Center Point Large Print	Collection Materials	236.70
224	Center Point Large Print	Collection Materials	236.70
225	CenturyLink 300511187 FO	Communications - Voice - FO	90.59
226	CenturyLink 300561130 CB	Communications - Voice - CB	80.82
227	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	134.69
228	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	68.72
229	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB/PA	2,407.60
230	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	280.48
231	City of Forks	Public Utilities - FO	122.91
232	City of Port Angeles/Orcas Avenue	Public Utilities - PA	229.52
233	City of Port Angeles/Peabody St.	Public Utilities - PA	5,064.47
234	City of Sequim	Public Utilities - SQ	158.90
235	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
236	Clallam County PUD	Public Utilities - SQ	777.00
237	Clallam County PUD	Public Utilities - CB	443.00
238	Clallam County PUD	Public Utilities - FO	549.00
239	Clallam County Treasurer	2023 Taxes and Assessments - Stormwater and Weed Control - NOLS	5,305.07
240	Clallam County Treasurer	February 2023 Investment Service Fee paid in February - EFT 990	50.00
241	Common Great LLC	PO 367 Professional Services - Capital Campaign Strategy Consultant - SQ	3,000.00
242	Convergence Design and Apparel	PO 317 Program Supplies - 1 of 2 Payments - Bookmobile T-shirts (NDF)	731.15
243	Decker City Hardware	PO 296 Groundskeeping - FO Parking Lot Maintenance Supplies - FAC	77.48
244	Demco, Inc.	PO 391 Technology Services - Sign Up Annual Subscription - NOLS	2,479.82
245	Dept. of Retirement Systems	Reimburse DRS EE/ER Deductions	2,484.22
246	Dept. of Retirement Systems	PERS ans DCP (PPE 02-28-2023) - EFT 986	45,570.07
247	Dept. of Revenue - Use/Sales Tax	February 2023 Sales & Use Tax - EFT 989	140.44
248	Dept. of Revenue - Use/Sales Tax	February 2023 Sales & Use Tax - EFT 989-A	15,409.35
249	Desmarais, Corrina	Travel - Business - Mileage Reimbursement - SQ	60.52
250	Empower Retirement	PO 263 Professional Services - Retirement Plan Admendment - NOLS	300.00
251	Enduris	Insurance - Bookmobile Physical Damage Coverage - NOLS	271.00
252	Enduris	Insurance - Deductible for ADM Glass Door Damage - NOLS	1,000.00
253	Haggard & Ganson LLP	PO 287 Legal Services - Review Fatbeam Contract - ADM	137.50
254	Hartford Retirement Plan Solutions	MMDCP 03-2023 (PPE 02-28-2023) - EFT 987	450.00

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
255	Health Care Authority	Medical (PPE 02-28-2023)	43,627.18
256	HealthEquity	HSA ER Contribution - March 2023	406.24
257	Hi-Tech Security, Inc.	PO 260 Repair and Maintenance - SQ Fire Alarm Monitoring - FAC PO 260 Repair and Maintenance -...	679.54
258	Hi-Tech Security, Inc.	PO 288 Repair and Maintenance - PA Fire Alarm Monitoring - FAC	417.79
259	Homeless Training Institute	PO 401 Staff Training - NOLS	859.00
260	Ingram Library Services	Collection Materials	341.78
261	Ingram Library Services	Collection Materials	642.40
262	Integrity Energy Services	PO 336 Buildings and Structures - PA Lighting Project - NOLS	63,317.23
263	Jerry's Small Engines	PO 316 Groundskeeping - FO Snow Removal - FAC	135.75
264	Le May Mobile Shredding	PO 267 Professional Services - Annual Shredding - ADM	135.00
265	Markunas, Alex	Reimbursement - Business Fuel - Nolsy White - FAC	53.55
266	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	57.77
267	Midwest Tape	Collection Materials	1,075.38
268	Midwest Tape	Collection Materials	314.33
269	Midwest Tape	Collection Materials	67.68
270	Midwest Tape	Collection Materials	283.04
271	Midwest Tape	Collection Materials	609.52
272	Murreys Disposal Company, Inc.	Public Utilities - SQ; Public Utilities - PA	601.43
273	NOLS Employee	HRA Reimbursement	1,408.26
274	NOLS Employee	HRA Reimbursement	85.10
275	NOLS Employee	HRA Reimbursement	93.54
276	NOLS Employee	HRA Reimbursement	1,660.01
277	NOLS Employee	HRA Reimbursement	1,750.00
278	NOLS Employee	HRA Reimbursement	341.74
279	NOLS Employee	HRA Reimbursement	86.28
280	NOLS Employee	HRA Reimbursement	89.66
281	NOLS Employee	HRA Reimbursement	70.00
282	NOLS Employee	HRA Reimbursement	282.94
283	NOLS Employee	HRA Reimbursement	46.77
284	OCLC, Inc.	PO 283 Technology Services - Bibliographic Utility Subscription - TS PO 284 Professional Servi...	2,641.10
285	OCLC, Inc.	PO 289 Technology Services - EXProxy Server through 02-09-2024 - IT	701.88
286	Olympic Laundry & Dry Cleaners, Inc.	PO 389 Professional Services - Laundry - FAC	174.08
287	OverDrive, Inc.	Collection Materials	1,450.02
288	OverDrive, Inc.	Collection Materials	170.00
289	Pacific Office Equipment, Inc.	Copier Repair and Maintenance - All Branches	663.37
290	Playaway Products LLC	Collection Materials	481.35
291	Playaway Products LLC	Collection Materials	27.19
292	Rainbow Sweepers, Inc.	PO 269 Groundskeeping - PA Parking Lot Deicing - FAC PO 269 Groundskeeping - PA Parking Lot Dei...	930.24

No.	Claimant	Purpose	Amount
293	Rainbow Sweepers, Inc.	PO 304 Groundskeeping - PA Sweep Parking Lot 03-05-2023 - FAC	212.16
294	Schvetz, Ellen	Travel - Business - Mileage Reimbursement - SQ	83.84
295	SHKS Architects	PO 366 Capital Construction - Basic and Supplemental Services (SQ CPA)	55,657.98
296	Swains General Store, Inc.	PO 278 Maintenance Supplies - Cleaning Supplies - FAC	91.86
297	Swains General Store, Inc.	PO 392 Maintenance Supplies - Cleaning Supplies - FAC	88.84
298	Techavanich, Kristine	PO 252 Training - LibLearn X Conference - Travel - NOLS Travel - Training - LibLearn X - Milea...	1,666.76
299	TechOps Specialty Vehicles LLC	PO 286 Machinery and Equipment - Bookmobile Conversion (Final) - NOLS	8,585.01
300	Terracon Consultants, Inc.	PO 271 Capital Construction - Hazardous Materials Consulting (SQ CPA)	3,865.62
301	Thurman Supply	PO 291 Maintenance Supplies - PA Irrigation Valve Box - FAC	59.80
302	United Way of Clallam County	United Way Contributions (PPE 02-28-2023)	185.00
303	United Way of Clallam County	PO 377 Programming - Aim Higher Grant Disbursement - NOLS	1,025.00
304	US Bank	Credit Card Services - February 2023	15,423.14
305	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
306	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
307	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	367.86
308	Viking Sew & Vac	PO 315 Machinery and Equipment - Vacuum - FAC	923.71
309	Wave Business	Communication - Internet - IT	3,784.15
310	WCIF	Vi/Li/EAP (PPE 02-28-2023)	1,325.79
311	West Waste & Recycling	Public Utilities - FO/CB	56.43
312	WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-28-2023) - April Coverage	5,990.58
313	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 02-28-2023)	2,315.21
314	WT COX	Collection Materials	64.27
			<b>572,921.83</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #304**

1	8th Street Car Wash	PO 285 Vehicle Maintenance - Car Wash Pacifica - FAC	3.00
2	Amazon.com	PO 142 Office Supplies - FO	(6.50)
3	Amazon.com	PO 162 Program Supplies - Sunshine Festival (FOSL)	125.86
4	Amazon.com	PO 174 Program Supplies - STEAM Stations (CBFOL FOFOL)	68.62
5	Amazon.com	PO 188 Toner and Ink - PA	137.13
6	Amazon.com	PO 189 Toner and Ink - PA	172.98
7	Amazon.com	PO 190 Toner and Ink - PA	161.43
8	Amazon.com	PO 191 Office Supplies - Flash Drives - NOLS	26.68
9	Amazon.com	PO 199 Office Supplies - Cork Board & Markers - OR	262.25

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
10	Amazon.com	PO 222 Maintenance Supplies - PA Occupancy Sensor - FAC	174.08
11	Amazon.com	PO 245 Program Supplies - Anime and Manga Night (FOSL)	113.79
12	Amazon.com	PO 245 Program Supplies - Anime and Manga Night (FOSL)	9.33
13	Amazon.com	PO 250 Machinery and Equipment - Bookmobile Printer - OR	223.26
14	Amazon.com	PO 250 Machinery and Equipment - Bookmobile Scanners - OR	165.32
15	Amazon.com	PO 254 Program Supplies - Puzzle Supplies (PAFOL)	36.98
16	Amazon.com	PO 270 Toner and Ink - PA	168.07
17	Amazon.com	PO 272 Tools and Equipment - Sawhorse Set - FAC	183.87
18	Amazon.com	PO 282 Maintenance Supplies - Faucet Sensors - FAC	217.58
19	Amazon.com	PO 293 Machinery and Equipment - SimpliSafe Fobs - IT	81.57
20	Amazon.com	PO 306 Office Supplies - Folders - ADM	17.75
21	Amazon.com	PO 306 Office Supplies - Folders - ADM	17.71
22	Amazon.com	PO 306 Office Supplies - Labels and Pens - ADM	54.07
23	Amazon.com	PO 322 Program Supplies - Legos for Build-It (PAFOL)	119.50
24	Amazon.com	PO 383 Tools and Equipment - Video Surveillance Signs - FAC	14.13
25	Autozone	PO 194 Vehicle Maintenance - Battery - Forester - FAC	205.62
26	Autozone	PO 195 Vehicle Maintenance - Window Wash Fluid - FAC	8.68
27	Autozone	PO 333 Maintenance Supplies - Chevy Van Battery - FAC	276.33
28	Bug and Buf's Coffee	PO 345 Program Supplies - Program Prizes (FOFOL-CBFOL)	40.00
29	Chevron	PO 256 Business Fuel - Pacifica - TS	43.56
30	Chevron	PO 268 Business Fuel - Pacifica - TS	35.83
31	Chevron	PO 277 Business Fuel - Chevy Van - FAC	115.04
32	Circle K	PO 328 Business Fuel - Nolsy Red - FAC	41.67
33	Circle K	PO 385 Business Fuel - Transit Van - FAC	66.06
34	Costco	PO 324 Program Supplies - Teen Lit Bags (SP)	29.97
35	DialMyCalls.com	PO 311 Technology Services - Staff ER Contact System - NOLS	50.00
36	DialMyCalls.com	PO 378 Technology Services - Staff Emergency Contact System - NOLS	19.99
37	DialMyCalls.com	PO 380 Technology Services - Staff ER Contact System - NOLS	50.00
38	Dolphin Beach Resort	PO 351 Training - LofC Conference - Lodging - NOLS	36.90
39	Dolphin Beach Resort	PO 351 Training - LofC Conference - Lodging - NOLS	517.54
40	E-Fax	PO 307 Technology Services - On-Line Fax Service - ADM	33.71
41	Evergreen 76	PO 329 Business Fuel - Transit Van - FAC	50.67
42	Facebook	PO 218 Professional Services - Sponsored Ads (SP)	24.86
43	First Book Marketplace	PO 258 Program Supplies - SRP Giveaway Books (SP)	279.51
44	First Book Marketplace	PO 259 Program Supplies - SRP Giveaway Books (SP)	184.47
45	First Book Marketplace	PO 325 Program Supplies - SRP Prize Books (SP)	268.08

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
46	First Book Marketplace	PO 327 Program Supplies - SRP Prize Books (SP)	72.90
47	Flowroute	PO 247 Communications - Voice - NOLS	20.00
48	Grocery Outlet	PO 330 Program Supplies - Anime and Manga Club (CBFOL FOFOL)	11.96
49	GTS Drywall Supply	PO 331 Maintenance Supplies - PA Ceiling Tiles - FAC	621.60
50	Innovative Interfaces	PO 196 Dues and Memberships - Users Group Membership - NOLS	110.00
51	Jiffy Lube	PO 230 Vehcile Maintenance - Oil Change - Chevy Van - FAC	131.37
52	Jiffy Lube	PO 292 Vehicle Maintenance - Oil Change Pacifica - FAC	116.18
53	JoAnn Fabrics	PO 360 Program Supplies - Outreach Supplies (FOFOL)	10.15
54	KCDA Purchasing Cooperative	PO 177 Copy Paper - PA	138.79
55	KCDA Purchasing Cooperative	PO 177 Office Supplies - Book Tape - PA	19.88
56	KCDA Purchasing Cooperative	PO 261 Copy Paper - PA	84.85
57	KCDA Purchasing Cooperative	PO 275 Copy Paper - SQ	117.38
58	Lower Elwha Food & Fuel	PO 166 Business Fuel - Pacifica - TS	34.74
59	Lower Elwha Food & Fuel	PO 200 Business Fuel - Pacifica - TS	47.33
60	Lower Elwha Food & Fuel	PO 216 Business Fuel - Westy - TS	27.00
61	Microsoft	PO 340 Technology Services - Microsoft Cloud Service - IT	886.22
62	National Safety Council	PO 346 Training - Defensive Driving Training - NOLS	499.40
63	Navigate 360	PO 310 Training - ALICE Training - NOLS	749.00
64	NexusTek	PO 343 Technology Services - Microsoft Project Licenses - IT	110.00
65	Odyssey Book Shop	PO 381 Office Supplies - Cards - ADM	15.78
66	POS Supply Solutions	PO 262 Receipt Paper - NOLS	730.86
67	Quill Corporation	PO 347 Toner and Ink - FO	313.83
68	Rides by Christine	PO 351 Training - LofC Conference - Travel - NOLS	46.00
69	Safeway	PO 255 Office Supplies - Water for Disc Repair - TS	39.07
70	Safeway	PO 265 Office Supplies - Rubbing Alcohol - PA	13.57
71	Secure By Design	PO 342 Technology Services - Software Updater Subscription - Annual - IT	600.00
72	Sequim Chamber of Commerce General Acct	PO 244 Training - Conference Registration - SQ	30.00
73	Shell	PO 173 Business Fuel - Westy - TS	32.73
74	Shell	PO 181 Business Fuel - Westy - TS	30.77
75	Shell	PO 251 Business Fuel - Westy - TS	31.17
76	Shell	PO 294 Business Fuel - Westy - TS	35.63
77	Shell	PO 314 Business Fuel - Westy - TS	27.02
78	Shell	PO 349 Business Fuel - FAC	44.74
79	Sirata Rum Runners	PO 351 Training - LofC Conference - Meals - NOLS	22.80
80	Stamps.com	PO 179 Postage - TS	250.00
81	Stamps.com	PO 180 Postage - TS	250.00
82	Stamps.com	PO 214 Postage - TS	250.00
83	Stamps.com	PO 264 Technology Services - Monthly Fee - TS	19.57



<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
84	Stamps.com	PO 266 Postage - TS	250.00
85	The Spanish Group	PO 319 Program Services - Translation Services Pub Com - NOLS	58.50
86	The Spanish Group	PO 320 Professional Services - Translation Services AIM FAESA Program- NOLS	24.99
87	TPA Cafe Con Leche	PO 351 Training - LofC Conference - Travel - NOLS	28.99
88	Tracfone*Airtime	PO 341 Communications - Branch Cell Phones - IT	93.64
89	Tradewinds	PO 351 Training - LofC Conference - Meals - NOLS	49.94
90	Tradewinds	PO 351 Training - LofC Conference - Meals - NOLS	27.44
91	Tradewinds	PO 351 Training - LofC Conference - Meals - NOLS	45.66
92	Tradewinds	PO 351 Training - LofC Conference - Meals - NOLS	11.14
93	UPS	PO 225 Freight - TS	14.71
94	USPS	PO 305 Postage - ADM	14.10
95	VistaPrint.com	PO 187 Program Supplies - Poety Walks (PAFOL)	321.79
96	Walmart	PO 323 Program Supplies - Tween Book Club (PAFOL)	12.12
97	Walmart	PO 326 Program Supplies - Tween Book Club (PAFOL)	13.78
98	Walmart	PO 338 Program Supplies - Craft Paint (FOFOL)	11.37
99	Walmart	PO 384 Program Supplies - Sunshine Festival Booth (FOSL)	15.18
100	Washington Library Association	PO 339 Training - WLA Conference Registration - NOLS	330.00
101	Washington Library Association	PO 373 Training - WLA Conference Registration - NOLS	270.00
102	Washington Library Association	PO 374 Training - WLA Conference Registration - NOLS	290.00
103	Washington Library Association	PO 375 Training - WLA Conference Registration - NOLS	330.00
104	Westside Pizza	PO 186 Program Supplies - Teen Game Night (FOSL)	52.16
105	WSDOT	PO 382 Business Travel - Bridge Toll - ADM	6.50
106	Zoom	PO 379 Technology Services - Monthly Subscription - NOLS	217.49
107	Zoro Tools	PO 332 Machinery and Equipment - PA Electrical Floor Box Kits - FAC	1,414.40
			<b>15,423.14</b>

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

<b>EFT 985</b>	<b>ADP Tax/Financial Services</b>	Net Payroll and Taxes (PPE 02-28-23)	231,795.08
<b>EFT 986</b>	<b>Dept. of Retirement Systems</b>	PERS and DCP Retirement (PPE 02-28-23)	45,570.07
<b>EFT 987</b>	<b>Empower Retirement</b>	MMDCP (PPE 02-28-23)	450.00
			<b>277,815.15</b>





## Voucher Approval for April 2023

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 #315 through #422 are approved in the amount of \$497,011.70 this 25th day of May 2023.

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

No.	Claimant	Purpose	Amount
315	ADP Tax/Financial Services	Payroll and Payroll Tax (PPE 03-31-2023) - EFT 991	245,340.40
316	Alliance 2020 Inc	PO 452 Professional Services - Background Checks - NOLS	84.52
317	Amazon.com	Collection Materials	152.04
318	Amazon.com	Collection Materials	8.65
319	Amazon.com	Collection Materials	19.55
320	Amazon.com	Collection Materials	280.05
321	Angeles Communications	Communications - VOIP	903.04
322	Apolito, Kayla	Travel - Business - Mileage Reimbursement - PA	11.79
323	Baker & Taylor Entertainment	Collection Materials	555.98
324	Baker & Taylor Entertainment	Collection Materials	461.08
325	Baker & Taylor Entertainment	Collection Materials	126.62
326	Baker & Taylor Entertainment	Collection Materials	649.28
327	Baker & Taylor Information	Collection Materials	4,771.22
328	Baker & Taylor Information	Collection Materials	1,722.58
329	Baker & Taylor Information	Collection Materials	3,725.35
330	Baker & Taylor Information	Collection Materials	346.95
331	Ballas, Shelly	CII Training Supplies - 2023 Spring ASTD Catered Lunch - NOLS	1,300.00
332	Brito, Angeles	Travel - Training - WLA Conference - Travel Reimbursement	379.65
333	Brodart Company	Collection Materials	78.25
334	CENGAGE Learning	Collection Materials	101.47
335	CENGAGE Learning	Collection Materials	164.77
336	CENGAGE Learning	Collection Materials	205.56
337	Center Point Large Print	Collection Materials	236.70

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
338	CenturyLink 300511187 FO	Communications - Voice - FO	89.61
339	CenturyLink 300561130 CB	Communications - Voice - CB	79.84
340	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	133.76
341	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	77.14
342	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,363.83
343	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	280.48
344	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	278.55
345	City of Forks	South Forks Ave 171	122.91
346	City of Port Angeles/Orcas Avenue	Public Utilities - PA	239.45
347	City of Port Angeles/Peabody St.	Public Utilities - PA	5,616.75
348	City of Sequim	Public Utilities - SQ	150.85
349	Clallam County Public Works Dept. (Sewer)	Public Utilities - CB	56.50
350	Clallam County PUD	Public Utilities - SQ	777.00
351	Clallam County PUD	Public Utilities - CB	448.00
352	Clallam County PUD	Public Utilities - FO	549.00
353	Clallam County Treasurer	March 2023 Investment Service Fee paid in April - EFT 996	50.00
354	Clallam River Construction	PO 426 Groundskeeping - CB Snow Removal - FAC	102.09
355	Common Great LLC	PO 533 Professional Services - Capital Campaign Strategy Consultant - SQ	3,000.00
356	Coward, Christopher	C10 Training - 2023 Spring ASTD Keynote Speaker - NOLS	133.00
357	Decker City Hardware	PO 428 - FO Shelving Hardware / PO 435 - FO Drywall Repair - FAC	100.76
358	Decker City Hardware	PO 468 Maintenance Supplies - Paint - FO Wall Repair - FAC	61.16
359	Dept. of Labor & Industries	Q1 2023 L&I - NOLS	7,795.40
360	Dept. of Retirement Systems	DRS OASI for 2022 Tax Year	25.00
361	Dept. of Retirement Systems	PERS and DCP (PPE 03-31-2023) - EFT 992	45,253.54
362	Dept. of Revenue - Use/Sales Tax	March 2023 Sales & Use Tax - EFT 989	201.16
363	Desmarais, Corrina	Travel - Business - Mileage Reimbursement - SQ	41.53
364	Dokken, Jaiden	C9 Programing - Clallam County Poet Laureate - NOLS	1,250.00
365	Downs, Audra	Training Travel Reimbursement - WLA Conference - NOLS	26.65
366	Empower Retirement	EmpDCP 04-2023 (PPE 03-31-2023) - EFT 993	450.00
367	E-Rate Expertise	PO 419 Professional Services - E-Rate Consulting - March Services - NOLS	525.00
368	E-Rate Expertise	PO 543 Professional Services - E-Rate Consulting - April Services - NOLS	1,200.00
369	Haggard & Ganson LLP	PO 442 Legal Services - Review Bookmobile MOUs - NOLS	165.00
370	Health Care Authority	Medical (PPE 03-31-2023)	41,601.22
371	HealthEquity	HSA ER Contribution - April 2023	291.66
372	Ingram Library Services	Collection Materials	286.34
373	Ingram Library Services	Collection Materials	799.12

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
374	Ingram Library Services	Collection Materials	331.96
375	KCDA Purchasing Cooperative	PO 309 Maintenance Supplies - Cleaning Supplies - FAC	269.35
376	KCDA Purchasing Cooperative	PO 525 Maintenance Supplies - Cleaning Supplies - FAC	1,583.37
377	Kitchen, Karen	C04 Programming - Music With Karen Kitchen (SP)	1,508.00
378	Les Schwab Tires	PO 436 Season Tire Change - Nolsy White; PO 444 Tires - Westy (Machinery & Equip)	1,002.90
379	Les Schwab Tires	PO 448 Maintenance Supplies - Mower Battery - FAC	76.01
380	Les Schwab Tires	PO 490 Vehicle Maintenance - Seasonal Tire Change - Pacifica - FAC	99.87
381	Markunas, Alex	PO 544 Business Fuel - Nolsy White - FAC	58.26
382	McGrew, Charlotte	Travel - Business - Mileage Reimbursement - SQ	55.68
383	Midwest Tape	Collection Materials	1,386.01
384	Midwest Tape	Collection Materials	361.89
385	Midwest Tape	Collection Materials	451.17
386	Murreys Disposal Company, Inc.	Public Utilities - SQ; Public Utilities - PA	601.43
387	NOLS Employee	HRA Reimbursement	1,688.30
388	NOLS Employee	HRA Reimbursement	335.95
389	NOLS Employee	HRA Reimbursement	46.77
390	NOLS Employee	HRA Reimbursement	1,150.00
391	NOLS Employee	HRA Reimbursement	332.75
392	NOLS Employee	HRA Reimbursement	140.31
393	Olympic Printers, Inc.	PO 434 Printing - 250 Annual Report and Budget Copies - NOLS	516.80
394	Overbey, Kristin	Travel - Business - Parking Reimbursement - NOLS	13.75
395	OverDrive, Inc.	Collection Materials	1,728.47
396	OverDrive, Inc.	Collection Materials	139.52
397	OverDrive, Inc.	Collection Materials	151.71
398	Pacific Office Equipment, Inc.	Toner and Ink; Copier Repair and Maint	1,677.34
399	Patron Point Inc	PO 509 Machinery & Equipment - Set up and Annual Subscription - NOLS	15,000.00
400	Quill Corporation	PO 407 Office Supplies - Book Tape, Paper Clips - SQ	83.87
401	Rainbow Sweepers, Inc.	PO 443 Groundskeeping - PA Sweep Parking Lot 04-02-2023 - FAC	212.16
402	Sequim Irrigation Festival	PO 433 Program Supplies - SIF Booth Fee (FOSL)	25.00
403	SHKS Architects	PO 493 Capital Construction - Basic and Supplemental Services (SQ CPA)	54,046.09
404	Sound Energy Systems	PO 521 Repair and Maintenance - PA HVAC Control 2Q Maintenance - FAC	926.99
405	Stephens, Laureen	Training - Per Diem Reimbursement - NOLS	31.00
406	Swains General Store, Inc.	PO 416 Maintenance Supplies - Duct Tape, Hex Wrenches - FAC	54.88
407	Swains General Store, Inc.	PO 447 Maintenance Supplies - Vinegar for Weed Control - FAC	130.40
408	Techavanich, Kristine	Travel - Business - Mileage Reimbursement - CB	131.00

No.	Claimant	Purpose	Amount
409	Technology Unlimited	PO 535 Technology Maintenance - Annual Maintenance for Viewscan II	897.60
410	Terracon Consultants, Inc.	PO 429 Capital Construction - Hazardous Materials Consulting (SQ CPA)	887.50
411	Thurman Supply	PO 424 Maintenance Supplies - Wire Connectors Bookmobile - FAC	5.78
412	Thurman Supply	PO 449 Maintenance Supplies - ADM Light Switch - FAC	3.37
413	United Way of Clallam County	United Way Contributions (PPE 03-31-2023)	185.00
414	United Way of Clallam County	PO 532 Programming - Aim Higher Grant Disbursement - NOLS	1,025.00
415	US Bank	Credit Card Services - March 2023	17,174.96
416	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	539.36
417	Wave Business	Communication - Internet - IT	3,784.15
418	WCIF	Vi/Li/EAP (PPE 03-31-2023)	1,325.79
419	West Waste & Recycling	Public Utilities - FO/CB; PO 427 Utilities - FO Work Counter Disposal - FAC	66.43
420	WSCCCE - WPAS, Inc	Dental Premiums (PPE 03-31-2023) - May Coverage	5,990.58
421	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues (PPE 03-31-2023)	2,384.85
422	WT COX	Collection Materials	144.57
			<b>497,011.70</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #415**

1	IPassword	PO 515 Technology Services - IPass Add User - IT	31.88
2	Amazon.com	PO 295 Program Supplies - Movie Matinee and Storytime (CBFOL)	13.85
3	Amazon.com	PO 295 Program Supplies - Movie Matinee and Storytime (FOFOL)	13.84
4	Amazon.com	PO 302 Office Supplies - Media Cases - TS	130.85
5	Amazon.com	PO 302 Office Supplies - Rubber Stamp - TS	11.96
6	Amazon.com	PO 302 Toner & Ink - TS	87.40
7	Amazon.com	PO 312 Program Supplies - Bad Art Night - (CBFOL)	16.30
8	Amazon.com	PO 312 Program Supplies - Bad Art Night - (FOFOL)	16.30
9	Amazon.com	PO 312 Program Supplies - Bad Art Night - CB	18.45
10	Amazon.com	PO 312 Program Supplies - Bad Art Night - FO	18.45
11	Amazon.com	PO 321 Technology Supplies - Hands Free Mic Carver Room - PA	118.87
12	Amazon.com	PO 337 Office Supplies - Label Maker - FO	69.23
13	Amazon.com	PO 356 Program Supplies - Teen Lock In (FOFOL)	7.92
14	Amazon.com	PO 356 Program Supplies - Teen Lock In (FOFOL)	27.14
15	Amazon.com	PO 361 Machinery & Equipment - CradlePoint Power Cables - OR	35.85
16	Amazon.com	PO 390 Program Supplies - Día del Niño Games (FOFOL)	21.67
17	Amazon.com	PO 390 Program Supplies - Día del Niño Games (FOFOL)	12.77
18	Amazon.com	PO 390 Program Supplies - Día del Niño Games (FOFOL)	98.73

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
19	Amazon.com	PO 390 Program Supplies - Día del Niño Games (FOSL)	21.67
20	Amazon.com	PO 390 Program Supplies - Día del Niño Games (FOSL)	12.77
21	Amazon.com	PO 390 Program Supplies - Día del Niño Games (FOSL)	98.73
22	Amazon.com	PO 394 Program Supplies - SRP STEAM Stations (CBFOL)	65.49
23	Amazon.com	PO 394 Program Supplies - SRP STEAM Stations (FOFOL)	65.49
24	Amazon.com	PO 402 Toner and Ink - PA	330.16
25	Amazon.com	PO 410 Machinery & Equipment - Bookmobile GPS & Charger Protection Plan - OR	21.71
26	Amazon.com	PO 413 Technology Repair - Charging Cables and Blocks - IT	35.67
27	Amazon.com	PO 414 Machinery & Equipment - PA Space Heater - PA	76.15
28	Amazon.com	PO 446 Machinery & Equipment - Bookmobile Cell Phone Case - OR	48.95
29	Amazon.com	PO 459 Program Supplies - Teen Lock In (FOFOL)	26.05
30	Amazon.com	PO 485 Program Supplies - Teen Lit Bags (SP)	69.60
31	Amazon.com	PO 486 Program Supplies - Tween Book Club (PAFOL)	33.75
32	Amazon.com	PO 487 Program Supplies - Teen Lit Bags - Bookmarks (SP)	10.87
33	American Library Association	PO 474 Training - PLA Webinar Registration - NOLS	132.72
34	Arco	PO 450 Business Fuel - Nolsy White - FAC	40.00
35	Blackbird Coffehouse, The	PO 372 Program Supplies - Puzzle Contest Prizes (PAFOL)	40.00
36	Breakout Inc	PO 368 Program Supplies - SRP Teen Escape Room (FOSL)	199.00
37	Cafe Columbia	PO 477 Training - WLA Conference Meals - NOLS	36.77
38	CCI Solutions	PO 297 Office Supplies - Media Cases - TS	404.20
39	Chevron	PO 408 Business Fuel - Pacifica - TS	53.49
40	Chevron	PO 420 Business Fuel - Pacifica - TS	49.78
41	Circle K	PO 421 Business Fuel - Westy - TS	33.87
42	Circle K	PO 463 Business Fuel - Transit Van - FAC	52.60
43	Circle K	PO 499 Business Fuel - FAC	44.56
44	Costco	PO 363 Program Supplies - Teen Game Night (FOSL)	32.51
45	Costco	PO 364 Program Supplies - Teen Game Night (FOSL)	98.67
46	Costco	PO 457 Program Supplies - Movie Matinee (CBFOL)	6.50
47	Costco	PO 457 Program Supplies - Movie Matinee (FOFOL)	6.49
48	Costco	PO 483 Program Supplies - Snacks for BoB Final (SP)	59.94
49	Costco	PO 484 Program Supplies - Teen Lit Bags (SP)	89.94
50	Country Aire	Purchase made on NOLS CC in error and reimbursed - See Revenue Receipt #11687	9.53
51	Demco, Inc.	PO 298 Office Supplies - Book Covers & Labels - TS	562.08
52	DialMyCalls.com	PO 523 Technology Services - Staff ER Contact System - NOLS	19.99
53	E-Fax	PO 307 Technology Services - Online Fax Service - ADM	33.71
54	Elm USA	PO 299 Office Supplies - Disc Repair Supplies - TS	458.49
55	Evergreen 76	PO 445 Business Fuel - Westy - TS	32.71

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>56</b>	<b>Facebook</b>	PO 465 Professional Services - Sponsored Recruitment Ads - NOLS	80.08
<b>57</b>	<b>First Book Marketplace</b>	PO 491 Program Supplies - SRP Teen Bookclub Books (PAFOL)	75.89
<b>58</b>	<b>First Book Marketplace</b>	PO 482 Program Supplies - SRP Kids Book Club Books (PAFOL)	93.84
<b>59</b>	<b>Forks Outfitters</b>	PO 456 Program Supplies - SRP STEAM Stations (CBFOL)	10.85
<b>60</b>	<b>Forks Outfitters</b>	PO 456 Program Supplies - SRP STEAM Stations (FOFOL)	10.85
<b>61</b>	<b>Forks Outfitters</b>	PO 460 Program Supplies - Teen Advisory Board (CBFOL)	3.25
<b>62</b>	<b>Forks Outfitters</b>	PO 460 Program Supplies - Teen Advisory Board (FOFOL)	3.26
<b>63</b>	<b>Forks Outfitters</b>	PO 461 Program Supplies - Teen Lock In (FOFOL)	4.59
<b>64</b>	<b>Innovative Users Group</b>	PO 362 Training - IUG Confernece Fee - NOLS	550.00
<b>65</b>	<b>Innovative Users Group</b>	PO 451 Training - IUG Confernece Fees - NOLS	500.00
<b>66</b>	<b>Innovative Users Group</b>	PO 511 Training - IUG Conference Fee - NOLS	50.00
<b>67</b>	<b>Innovative Users Group</b>	PO 511 Training - IUG Confernece Fee - NOLS	500.00
<b>68</b>	<b>Iwa Sushi</b>	PO 477 Training - WLA Conference Meals - NOLS	91.38
<b>69</b>	<b>Jiffy Lube</b>	PO 406 Vehicle Maintenance - Oil Change Westy - FAC	116.18
<b>70</b>	<b>Jim's Pharmacy</b>	PO 417 Maintenance Supplies - Sharps Container Recycling and Replacement - FAC	79.58
<b>71</b>	<b>KCDA Purchasing Cooperative</b>	PO 300 Office Supplies - Book Tape - TS	82.89
<b>72</b>	<b>KCDA Purchasing Cooperative</b>	PO 350 Copy Paper - PA	138.79
<b>73</b>	<b>KCDA Purchasing Cooperative</b>	PO 350 Office Supplies - Book Tape - PA	26.41
<b>74</b>	<b>KCDA Purchasing Cooperative</b>	PO 395 Copy Paper - PA	53.94
<b>75</b>	<b>KCDA Purchasing Cooperative</b>	PO 395 Office Supplies - Correction Tape - PA	5.90
<b>76</b>	<b>KCDA Purchasing Cooperative</b>	PO 423 Office Supplies - Compressed Air - PA	56.55
<b>77</b>	<b>Labels Direct, Inc.</b>	PO 301 Office Supplies - Processing Supplies - TS	132.00
<b>78</b>	<b>Lincoln Street Station</b>	PO 470 Machinery & Equipment - Notary for Bookmobile Title - NOLS	10.00
<b>79</b>	<b>Lincoln Street Station</b>	PO 470 Machinery & Equipment - Notary for Bookmobile Title 2 - NOLS	10.00
<b>80</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 396 Business Fuel - Westy - TS	28.96
<b>81</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 397 Business Fuel - Westy - TS	28.10
<b>82</b>	<b>Lower Elwha Food &amp; Fuel</b>	PO 399 Business Fuel - Westy - TS	26.23
<b>83</b>	<b>McGlenn's Public House</b>	PO 477 Training - WLA Conference Meals - NOLS	66.53
<b>84</b>	<b>Microsoft</b>	PO 510 Technology Services - MS 365 Licenses - IT	886.22
<b>85</b>	<b>Microsoft Tech Support</b>	PO 388 Technology Services - Incident Support - IT	499.00
<b>86</b>	<b>New England Library Association</b>	PO 437 Training - NETSL Conference Fee - NOLS	40.00
<b>87</b>	<b>New England Library Association</b>	PO 437 Training - NETSL Conference Fee - NOLS	40.00
<b>88</b>	<b>New England Library Association</b>	PO 437 Training - NETSL Conference Fee - NOLS	40.00
<b>89</b>	<b>New England Library Association</b>	PO 437 Training - NETSL Conference Fee - NOLS	40.00
<b>90</b>	<b>NexusTek</b>	PO 514 Technology Services - MS Project Licenses - IT	110.00
<b>91</b>	<b>North Olympic Library System</b>	NOLS Donation Form Live Test - NOLS	10.00
<b>92</b>	<b>Oriental Trading Company, Inc.</b>	PO 498 Program Supplies - Bad Art Night - (CBFOL)	43.98
<b>93</b>	<b>Oriental Trading Company, Inc.</b>	PO 498 Program Supplies - Bad Art Night - (FOFOL)	102.62

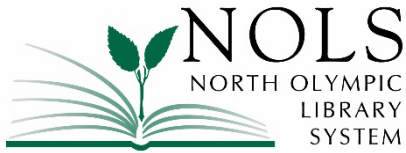


<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>94</b>	<b>Pay Pal</b>	PO 475 Training - Library 2.0 Webinar - NOLS	99.00
<b>95</b>	<b>PCC Edmonds</b>	PO 477 Training - WLA Conference Meals - NOLS	37.10
<b>96</b>	<b>Rail Station</b>	PO 477 Training - WLA Conference Meals - NOLS	80.88
<b>97</b>	<b>Rodda Paint Company</b>	PO 472 Maintenance Supplies - FO Paint for Wall Repair - FAC	52.31
<b>98</b>	<b>Safeway</b>	PO 411 Office Supplies - Zip Lock Bags - PA	3.26
<b>99</b>	<b>Safeway Fuel</b>	PO 398 Business Fuel - Pacifica - TS	50.02
<b>100</b>	<b>Safeway Fuel</b>	PO 478 Training - WLA Conference - Fuel - FAC	38.59
<b>101</b>	<b>Shell</b>	PO 303 Business Fuel - Pacifica - TS	47.51
<b>102</b>	<b>Shell</b>	PO 348 Business Fuel - Westy - TS	30.26
<b>103</b>	<b>Shell</b>	PO 405 Business Fuel - Westy - TS	27.89
<b>104</b>	<b>Shell</b>	PO 415 Business Fuel - Westy - TS	32.03
<b>105</b>	<b>Stamps.com</b>	PO 313 Postage - TS	250.00
<b>106</b>	<b>Stamps.com</b>	PO 369 Postage - TS	250.00
<b>107</b>	<b>Stamps.com</b>	PO 370 Postage - TS	250.00
<b>108</b>	<b>Stamps.com</b>	PO 400 Postage - TS	250.00
<b>109</b>	<b>Stamps.com</b>	PO 409 Technology Services - Monthly Fee - TS	19.57
<b>110</b>	<b>Stamps.com</b>	PO 412 Postage - TS	250.00
<b>111</b>	<b>Stamps.com</b>	PO 439 Postage - TS	250.00
<b>112</b>	<b>The Spanish Group</b>	PO 466 Professional Services - Spanish Translation - UWAY AIM - NOLS	12.49
<b>113</b>	<b>The Spanish Group</b>	PO 466 Programming - Spanish Translation - C5 Native Music - NOLS	12.50
<b>114</b>	<b>The Spanish Group</b>	PO 467 Programming - Spanish Translation Pub Coms - NOLS	29.83
<b>115</b>	<b>Thermobind</b>	PO 431 Machinery & Equipment - Binding Machine - NOLS	299.36
<b>116</b>	<b>Tracfone</b>	PO 513 Communications - Branch Cell Phones - IT	93.64
<b>117</b>	<b>Uber</b>	PO 488 Business Travel - NOLS	12.94
<b>118</b>	<b>Uline</b>	PO 473 Maintenance Supplies - PA Chair Mats - FAC	169.23
<b>119</b>	<b>United Pacific 76</b>	PO 478 Training - WLA Conference - Fuel - FAC	41.61
<b>120</b>	<b>Uprinting</b>	PO 464 Program Supplies - Poetry Walk Bookmarks (SP)	125.23
<b>121</b>	<b>UPS</b>	PO 334 - Freight - TS	22.14
<b>122</b>	<b>UW Foster School of Business</b>	PO 501 Training - UWIL Conference Fee - NOLS	325.00
<b>123</b>	<b>Varidesk</b>	PO 497 Machinery & Equipment - Staff Desk - FO	819.39
<b>124</b>	<b>WA Food Worker Card</b>	PO 455 Training - Food Handler Permit - NOLS	10.00
<b>125</b>	<b>Walmart</b>	PO 403 Office Supplies - Fans, Soap and Book Tape - SQ	94.48
<b>126</b>	<b>Walmart</b>	PO 422 Program Supplies - Anime Manga Night (FOSL)	40.42
<b>127</b>	<b>Walmart</b>	PO 462 Program Supplies - Teen Lock In (FOFOL)	9.28
<b>128</b>	<b>Walmart</b>	PO 500 Program Supplies - Prizes - (CBFOL)	19.86
<b>129</b>	<b>Walmart</b>	PO 500 Program Supplies - Prizes - (FOFOL)	46.36
<b>130</b>	<b>Walmart</b>	PO 512 Office Supplies - Flash Drives - IT	43.40
<b>131</b>	<b>Washington Department of Licensing</b>	PO 471 Machinery & Equipment - Bookmobile Title and Registration - NOLS	63.50

No.	Claimant	Purpose	Amount
<b>I32</b>	<b>Washington Department of Revenue</b>	PO 522 Machinery & Equipment - Bookmobile Use Tax - NOLS	514.75
<b>I33</b>	<b>Washington Department of Revenue</b>	PO 522 Machinery & Equipment - Bookmobile Use Tax - NOLS	29.52
<b>I34</b>	<b>Washington State Ferries</b>	PO 478 Training - WLA Conference Travel - NOLS	17.20
<b>I35</b>	<b>Washington State Ferries</b>	PO 489 Business Travel - NOLS	28.35
<b>I36</b>	<b>Wenatchee Inn</b>	PO 479 Training - WLA Conference Lodging - NOLS	1,044.28
<b>I37</b>	<b>Westside Pizza</b>	PO 432 Program Supplies - Anime Manga Night (FOSL)	105.35
<b>I38</b>	<b>ZooBean</b>	PO 418 Technology Services - Beanstack Premium through 4-21-2024 - NOLS	2,095.00
<b>I39</b>	<b>Zoom</b>	PO 524 Technology Services - Zoom One Business - NOLS	217.49
			<b>17,174.96</b>

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

<b>EFT 991</b>	<b>ADP Tax/Financial Services</b>	Net Payroll and Taxes (PPE 03-31-23)	245,340.40
<b>EFT 992</b>	<b>Dept. of Retirement Systems</b>	PERS and DCP Retirement (PPE 03-31-23)	45,253.54
<b>EFT 993</b>	<b>Empower Retirement</b>	MMDCP (PPE 03-31-23)	450.00
			<b>291,043.94</b>



## Staff Report

Meeting Date: May 25, 2023  
To: Library Board of Trustees  
From: Noah Glaude, Executive Director  
Subject: Approval of Contract between NOLS and Advantage Nissan

Attachments: Purchase Contract with Advantage Nissan  
Standard Terms and Conditions  
Call for Bids and Specifications

**Topic/Issue:** Approval of contract with Advantage Nissan to purchase a 2023 Nissan Ariya.

**Background:** In 2020, NOLS assumed in-house responsibility for the delivery of library materials and goods between NOLS library locations, a service that was previously contracted out. Library couriers now drive a 170-mile route between the four branches at least five days a week. The couriers also assist with other tasks, such as delivering material to Outreach patron homes, and it is anticipated that they may assist with additional tasks, such as emptying new book drops in the community as those are deployed with the new Bookmobile service.

The couriers currently utilize two vehicles to conduct most of their business, a 2018 Toyota Prius hybrid and a 2020 Chrysler Pacifica plug-in hybrid.

The Sequim Branch Library is the only branch that currently does not have a NOLS vehicle stationed at it. Sequim staff that need to travel between the branches or visit locations in the community for their work must use their personal vehicles. The Collective Bargaining Agreement requires employees be reimbursed mileage when using their personal vehicles for NOLS business.

**Discussion:** NOLS selected a Nissan Ariya Venture+, a fully electric crossover SUV, to serve as the main vehicle for the couriers. An electric vehicle will save on fuel costs considerably and the SUV size will provide enough space to carry the cargo typically transported between the branches. Furthermore, the reduction in carbon emissions by an electric vehicle in comparison with gas vehicles is in-line with NOLS' interest in minimizing carbon emissions generated by NOLS.

The Venture+ trim level of the Ariya has a range of 304 miles, which will allow it to comfortably complete routes across the entire rural and remote Clallam County.

Once NOLS receives the new vehicle, its existing fleet placement will be adjusted so that one vehicle is placed at the Sequim Branch Library. Whenever possible, it is the Library's preference that employees drive a NOLS vehicle when conducting library business, instead of their own. Having an additional vehicle in the fleet will ensure Sequim staff have a vehicle available to them, especially as outreach efforts expand and staff prepare to work out of a temporary location during the Sequim Library Expansion and Renovation project.

**Policy Considerations:** [Policy 5.5: Purchasing](#) specifies that the Board must approve contracts valued at more than \$25,000. The cost of the new vehicle is \$54,299.85, including taxes and fees.

Policy 5.5, under the authority of RCW 39.26, also specifies the parameters under which public procurements can be accomplished by "piggybacking" on another governmental purchasing contract. Because piggybacking can simplify the purchasing process, NOLS explored using this option for this vehicle through NOLS' Master Contract with the Washington State Department of Enterprise Services, but the contract's Nissan vendor would only offer NOLS an Ariya with a top-level trim and quoted price of \$63,245.85.

In order to get the desired trim and lower the cost, NOLS requested formal bids, as outlined in Policy 5.5. NOLS received two bids, but only one was submitted properly and could be considered. The winning bidder was Advantage Nissan.

**Fiscal Considerations:** In anticipation of the acquisition of a new vehicle, \$40,000 was allocated for a vehicle in the 2023 Capital Budget. At the time the 2023 Capital Budget was approved, NOLS did not know the exact vehicle model it would be purchasing, so a more accurate estimate was not included in the budget. That being said, according to Kelley Blue Book and the Bureau of Labor Statistics, the average new car price at the beginning of 2023 was \$49,388, so NOLS could have expected a new vehicle to cost more than \$40,000.

The contract with Advantage Nissan for a Nissan Ariya Venture+ includes the following costs:

- Vehicle - \$49,180
- Sales Tax - \$4,672.10
- Licensing Fee - \$247.75
- Doc Fee - \$200

The final cost of the Nissan Ariya Venture+ exceeds the budget allocation by \$14,299.85. To cover this overage, the \$25,000 contingency in the 2023 Capital Budget can be utilized. The contingency has not been needed for any other needs so far in 2023, and NOLS has historically always underspent its Capital Budget.

**Recommendation:**

That the Library Board approves the contract with Advantage Nissan for a Nissan Ariya Venture+, as presented.



## PURCHASE CONTRACT

THIS AGREEMENT is made and entered into this 11th day of May, 2023, between the North Olympic Library System and Advantage Nissan (hereinafter called the "Contractor").

WITNESSETH: That the North Olympic Library System and the Contractor, in consideration of the performance of the terms and conditions hereinafter mentioned, agree as follows:

### ARTICLE I: CONTRACT DOCUMENTS

The complete contract consists of the Call for Bids, Instructions to Bidders, Bid form, Non-Collusion Affidavit, Specifications, Standard Terms and Conditions and Purchase Contract. The foregoing documents shall hereinafter be called "Contract Documents" or "Contract". All obligations of the North Olympic Library System and the Contractor are fully set forth and described herein.

In the event of a discrepancy between any of the Contract Documents, as above defined, the North Olympic Library System shall give a written interpretation thereof, which interpretation shall govern.

### ARTICLE II: CONTRACT COST

The Contractor agrees to sell and deliver to the North Olympic Library System, at the delivery point specified in the Instructions to Bidders, and the North Olympic Library System agrees to purchase and receive from Contractor the equipment as described and set forth in the Contract Documents and the provisions of the Contractor's bid attached and made a part hereof.

### ARTICLE III: ASSIGNMENT

The Contractor shall not assign any of its responsibility under this Contract without the express written consent of the North Olympic Library System.

### ARTICLE IV: APPLICABLE LAW AND VENUE

This Contract shall be governed by, and construed in accordance with, the applicable laws of the State of Washington. Any legal proceedings to determine the rights and obligations of the parties hereunder shall be brought and heard in Clallam County Superior Court.

### ARTICLE V: NONDISCRIMINATION

During the performance of this Contract, the parties shall conduct their business in a manner which assures fair, equal and nondiscriminatory treatment of all persons, without respect to race, creed, color, sex, sexual orientation, physical or mental handicap, or national origin, and, in particular:

1. The parties will maintain open hiring and employment practices and will welcome applications for employment in all positions from qualified individuals who are members of the above stated minorities.
2. The parties will comply strictly with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of nondiscriminatory

requirements in hiring and employment practices and assuring the service of all patrons and customers without discrimination with respect to the above-stated minority status.

#### **ARTICLE VI: TERMINATION OF CONTRACT**

In the event that any of the provisions of this Contract are violated by the Contractor or the Contractor's subcontractors, the North Olympic Library System may serve written notice of intention to terminate such Contract upon the Contractor, which notice shall specify the reasons therefore. Unless within thirty (30) days after serving such notice upon the Contractor such violation shall cease and an arrangement for the correction thereof satisfactory to the North Olympic Library System be made, the Contract shall, upon the expiration of the said thirty (30) days, cease and terminate. In the event of any such termination, the North Olympic Library System may purchase the materials necessary for complete performance of this Contract for the account and at the expense of the Contractor, and the Contractor shall be liable to the North Olympic Library System for any excess cost thereby.

#### **ARTICLE VII: SEVERABILITY**

If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Contract are declared severable.

#### **ARTICLE VIII: WAIVER**

Waiver of any breach of any term or condition of this Contract shall not be deemed a waiver of any prior or subsequent breach, no term or condition of this Contract shall be held to be waived, modified, or deleted except by a written instrument signed by the parties hereto.

#### **CONTRACTOR**

By: Adam Green

Title: Sales Person

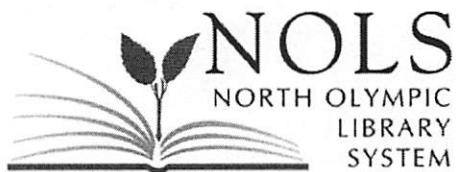
Date: 05/11/2023

#### **NORTH OLYMPIC LIBRARY SYSTEM**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## BID FORM

### Replacement vehicle for NOLS

Bidder must bid on all bid items. The bidder hereby bids the following amounts for the vehicle described in the Specifications.

Bid Item		QTY	Bid Amount
Library Vehicle (specify make, model, year)		1	1
	Bid Price		\$49,180
	Sales Tax	8.6%	9.5%
	Associated costs of purchase (Please itemize, for example: licensing, registration, etc.)	Licensing Fee	\$247.75
		Doc Fee	\$200
	Total Bid Price		\$54,299.85

FULL LEGAL NAME OF BIDDER Advantage Nissan

ADDRESS 5101 Auto Center Blvd

CITY/STATE/ZIP Bremerton, WA 98312

PHONE 360-373-6300 FAX 360-373-6100

NAME OF AUTHORIZED AGENT (PLEASE PRINT) Adam Green

TITLE Sales Person

SIGNED  DATE 5/11/2023

## NON-COLLUSION AFFIDAVIT

STATE OF WASHINGTON     )  
  )  
COUNTY OF Kitsap     )

The undersigned, being first duly sworn on oath, says that the bid herewith submitted for *Library Replacement Vehicle for Outreach/IT/General Travel* is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and (s)he further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to him/her self an advantage over any other bidder or bidders.

  
\_\_\_\_\_  
Signature of Bidder/Contractor

Subscribed and sworn to before me this 11th day of May, 2023.



\_\_\_\_\_  
Notary Public in and for the  
State of Washington  
Residing at Kitsap  
My Comm. Exp.: Sept 5 2023



**North Olympic Library System  
STANDARD TERMS AND CONDITIONS  
PURCHASE CONTRACT**

THE PURCHASE CONTRACT INCLUDES THE FOLLOWING TERMS AND CONDITIONS AND THE PUBLISHED RULES, REGULATIONS, AND LAWS OF THE STATE OF WASHINGTON, WHICH ARE HEREBY INCORPORATED BY REFERENCE.

1. **CHANGES:** No alteration in any of the terms, conditions, delivery price, quality, quantities, or specification will be effective without written consent of the appropriate representative of the North Olympic Library System.
2. **HANDLING:** No charges will be allowed for handling, including but not limited to packing, wrapping bags, containers or reels, unless otherwise stated herein.
3. **DELIVERY AND ACCEPTANCE:** The successful bidder shall be responsible for delivery of the vehicle to the Port Angeles Main Library, 2210 South Peabody St., Port Angeles, Washington, between the hours of 8:00 AM and 4:00 PM Monday through Friday no more than 30 days from receipt of purchase order. For any exception to the delivery date as specified in this Contract, Contractor shall give prior notification and obtain written approval thereto from the North Olympic Library System. Time is of the essence and the Contract is subject to termination for failure to deliver as specified and/or appropriate damages. The acceptance by the North Olympic Library System of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Contractor.
4. **PAYMENTS, CASH DISCOUNT, LATE PAYMENT CHARGES:** Invoices will not be processed for payment until receipt of a properly completed invoice or invoiced items, whichever is later.
5. **SHIPPING INSTRUCTIONS:** Unless otherwise specified, all goods are to be shipped prepaid, F.O.B. Destination.
6. **REJECTION:** All goods or materials purchased herein are subject to approval by the North Olympic Library System. Any rejection of goods or material resulting because of non-conformity to the terms and specifications of this Contract, whether held by the North Olympic Library System or returned, will be at Contractor's risk and expense.
7. **IDENTIFICATION:** All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this Contract shall contain the applicable purchase contract number.
8. **INFRINGEMENTS:** Contractor agrees to protect and hold harmless the North Olympic Library System against all claims, suits or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation, or use of goods and materials ordered, and to assume all expenses and damages arising from such claims, suite or proceedings.
9. **WARRANTIES:**
  - a. Notwithstanding inspection and acceptance by the North Olympic Library System, the articles supplied under this contract, or any condition of this contract concerning the conclusiveness thereof, the Contractor warrants that for a period of one year after delivery and acceptance by the North Olympic Library System, that:

- (1) All supplies furnished under this contract will be free from defects in material or workmanship and will conform with all requirements of this contract; and
- (2) The preservation, packaging, packing, and marking, and the preparation for, and method of, shipment of such supplies will conform with the requirements of this contract.

b. When return, correction, or replacement is required, transportation charges and responsibility for the supplies while in transit shall be borne by the Contractor. However, the Contractor's liability for the transportation charges shall not exceed an amount equal to the cost of transportation by the usual commercial method of shipment between the place of delivery specified in this contract and the Contractor's plant, and return.

c. Any supplies or parts thereof, corrected or furnished in replacement under this clause, shall also be subject to the terms of this clause to the same extent as supplies initially delivered. The warranty, with respect to supplies or parts thereof, shall be equal in duration to that in paragraph 9.a of this clause and shall run from the date of delivery of the corrected or replaced supplies.

d. All implied warranties of merchantability and "fitness for a particular purpose" are excluded from any obligation contained in this contract.

e. All standard manufacturer warranties must inure to the benefit of the North Olympic Library System.

f. Remedies available to the North Olympic Library System. Within a reasonable time after providing notice to the Contractor, the North Olympic Library System may either:

- (1) Require, by written notice, the prompt correction or replacement of any supplies or parts thereof (including preservation, packaging, packing, and marking) that do not conform with the requirements of this contract within the meaning of paragraph 9.a of this clause; or
- (2) Retain such supplies and reduce the contract price by an amount equitable under the circumstances.

10. ASSIGNMENTS: Moneys due under this Contract shall only be assignable with prior written consent of the North Olympic Library System.

11. TAXES: Unless otherwise indicated the North Olympic Library System agrees to pay all State of Washington sales or use tax. No charge by Contractor shall be made for federal excise taxes, and the North Olympic Library System agrees to furnish Contractor, upon acceptance of articles supplied under this Contract with an exemption certificate.

12. LIENS, CLAIMS AND ENCUMBRANCES: Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.

13. RISK OF LOSS: Regardless of FOB point, Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery. Such loss, injury or destruction shall not release Contractor from any obligation hereunder.

14. HOLD HARMLESS: Contractor shall protect, indemnify, and hold the North Olympic Library System harmless from and against any damage, cost or liability for any injuries to persons or property arising from acts or omissions of Contractor, its employees, agents or subcontractors howsoever caused.

15. ANTI-TRUST: Contractor and the North Olympic Library System recognize that in actual economic practice overcharges resulting from anti-trust violations are borne by the North Olympic Library System. Therefore, Contractor hereby assigns to the North Olympic Library System any and all claims for such overcharges.
16. DEFAULT: Contractor shall be liable for damages suffered by the North Olympic Library System resulting from Contractor's breach of Contract. The Contractor covenants and agrees that in the event suit is instituted by the North Olympic Library System for any default on the part of the Contractor, and the Contractor is adjudged by a court of competent jurisdiction to be in default, Contractor shall pay to the North Olympic Library System all costs, expended or incurred by the North Olympic Library System in connection therewith, and reasonable attorney's fees. The Contractor agrees that the Superior Court of the State of Washington shall have jurisdiction over any such suit, and that venue shall be laid in Clallam County.
17. BRANDS: When a special brand is named it shall be construed solely for the purpose of indicating the standards of quality, performance, or use desired. Brands of equal quality, performance, and use shall be considered, provided the bidder specifies the brand and model and submits descriptive literature when available. Any bid containing a brand which is not of equal quality, performance, or use specified must be represented as an alternate and not as an equal, and failure to do so shall be sufficient reason to disregard the bid.
18. SAFETY: The equipment shall completely comply with all State and Federal laws, rules, regulations and codes in effect at the time of delivery.

The equipment shall be tested by the successful bidder for compliance with all OSHA/WISHA regulations and the State Department of Labor and Industries Electrical Workers Safety Rules.

19. ACCEPTANCE: BY ACCEPTING THIS PURCHASE CONTRACT IN WRITING OR BY DELIVERING THE MATERIAL ORDERED, CONTRACTOR ACCEPTS ALL OF THE TERMS AND CONDITIONS SET FORTH. FORMAL OBJECTION IS HEREBY MADE BY THE NORTH OLYMPIC LIBRARY SYSTEM TO ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY VENDOR CONTRACTOR AS A CONDITION OF ACCEPTANCE OR DELIVERY.





Noah Glaude, Executive Director  
2210 S. Peabody Street • Port Angeles WA 98362  
360.417.8500 ext. 7717 • Fax: 360.457.3125  
nglaude@nols.org • www.nols.org

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May 11, 2023

Re: Call for Bids for Library Vehicle

To Whom It May Concern,

You are invited to submit a bid for the sale of a new library vehicle to the North Olympic Library System. Sealed bids will be received by the Executive Director of the North Olympic Library System until **2:00PM, May 22, 2023**. Bids will be opened and read at that time in the administration conference room, Port Angeles Main Library, 2210 S. Peabody Street, Port Angeles, Washington 98362.

Bid documents can be found on the Library's website at [www.nols.org](http://www.nols.org), click on "Call for bids – Library Vehicle." Bids must be on the form provided. **Faxed bids shall not be accepted.**

The North Olympic Library reserves the right to reject any or all bids and to waive informalities in the bidding process.

Sincerely,

Noah Glaude  
Executive Director



## INSTRUCTIONS FOR BIDDERS

### Replacement vehicle for NOLS

**BID SUBMITTAL:** All bids must be in a sealed envelope with the outside of the envelope marked with the BID OPENING DATE of Monday, May 22, 2023. The NAME AND ADDRESS OF THE BIDDER shall also appear on the outside of the envelope. Bids shall be directed to Noah Glaude, Executive Director, North Olympic Library System and mailed or delivered to the Library's Administrative Office at 2210 S. Peabody Street, Port Angeles, Washington 98362.

It is the intent of the attached specifications to describe the minimum requirements for the vehicle requested in sufficient detail to secure bids on comparable equipment. All parts which are necessary in order to provide a complete unit as described, meeting all safety requirements, and ready for operation, shall be included in the bid and shall conform in strength, quality of workmanship and material to that which is usually provided the trade in general. Any variance from the specifications or standards of quality must be clearly pointed out in writing by the bidder.

Do not make reference to brochures or supporting literature on the bid form. All notations for bid compliance or exceptions are to be made on the bid form.

If a bidder's corporate policy mandates use of an official quotation form, it may be submitted. However, the information must be duplicated on the North Olympic Library System's bid form. The North Olympic Library System's bid form must be signed by the bidder or its authorized agent in order for the bid to be valid.

All bids must be made on the required bid form and in cases of errors in the extension of prices in the bid, the unit prices will govern. All blank spaces for bid prices must be filled in, with ink or typewritten, and the bid form must be fully completed and executed when submitted. Only one copy of the bid form is required. **Faxed bids will not be accepted.** Failure to adhere to instructions may constitute disqualification of proposal.

A complete bid will consist of a properly signed specifications form, a properly signed bid form and a properly executed Non-Collusion Affidavit. Your bid must be submitted by 2pm on Monday, May 22, 2023 in order to be considered valid.

**COMPLIANCE WITH SPECIFICATIONS:** The vehicle must be in accordance with the specifications. Failure on the bidder's part to comply with any specification herein will be grounds for disqualification of the bid.

**WARRANTY:** The purchased supplies or equipment furnished must have full manufacturer's warranties, and the warranties must inure to the benefit of the North Olympic Library System. Vendor agrees to these warranty provisions by signing the bid proposal.

**SAFETY:** The vehicle shall completely comply with all State and Federal laws, rules, regulations and codes in effect at the time of delivery. The vehicle shall be tested by the successful bidder for compliance with all OSHA/WISHA regulations and the State Department of Labor and Industries Safety Rules.

**DELIVERY:** The successful bidder shall be responsible for delivery of the vehicle to the Port Angeles Main Library, 2210 South Peabody St., Port Angeles, Washington, between the hours of 8:00 AM and 4:00 PM Monday through Friday no more than 30 days from receipt of purchase order.

**GENERAL INFORMATION:** Questions about this Call for Bids should be directed to:

Noah Glaude, Executive Director  
North Olympic Library System  
360-417-8500 ext. 7717 or [NGlaude@nols.org](mailto:NGlaude@nols.org)

The North Olympic Library System reserves the right to waive any informalities or minor defects or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after 2pm on Monday, May 22, 2023 shall not be considered. No bidder will be permitted to withdraw its proposal between the closing time for receipt of proposals and the execution of contract, unless the award is delayed for a period exceeding ninety (90) calendar days.

Offers made in accordance with this Call for Bids shall be good and firm for the period of 90 calendar days after contract award.

Signing of the bid sheet by Bidder and subsequent acceptance by the North Olympic Library System of the lowest responsive bid will constitute a binding agreement between the North Olympic Library System and Bidder. Bidders should be aware that **no contract payment** will be made until the North Olympic Library System certifies that all stated specifications have been complied with and the equipment is delivered and accepted by the Library.

Bids will be evaluated as soon as possible after bid opening. All bidders will be notified in writing of the results of this Call for Bids.



## SPECIFICATIONS

### Replacement vehicle for NOLS

**DATE DELIVERY REQUIRED:** Maximum of 30 days from receipt of purchase order

Bidders may list variations to these minimum specifications in the “Exception” section of the bid sheets. Bidders may also suggest alternatives to name brand products, specified by the North Olympic Library System, in the “Exception” section as an “*Approved Equal*”. To be considered as an “*Approved Equal*”, the specifications of the suggested alternative must be attached. The North Olympic Library System will be the sole judge for approving other brands offered as equals to the brand specified. Bidders are also encouraged to list and price any options that are felt to enhance the use of item bid and/or would be desirable. All standard equipment is to be included, specified or not. When a Society of Automotive Engineers (SAE), American National Standard Institute (ANSI), American Society for Testing and Materials (ASTM), American Welding Society (AWS) “Reference” is cited, it is to establish an expected level of performance, level of testing or design basis.

ITEM	MINIMUM SPECIFICATIONS	COMPLY	EXCEPTION
	Vehicle type – new small electric SUV		
	2023 Nissan ARIYA Venture+ FWD or approved equivalent		
	MPGe City 111/Highway 95/Combined 103		
	EPA Range 304		
	Seating capacity 5		
	Curb Weight - Base Total 4528lbs		
<b>MECHANICAL – ELECTRIC MOTOR</b>			
	Engine Type 178 kW synchronous electric motor		
	87kW lithium-ion battery		
	304 mile range on fully charged battery		
	Horsepower 238 hp		
	Torque 221 lb-ft		
	Battery heater		
	7.2 kW onboard charger		



	Quick Charge Port 130 kW		
	Portable trickle-charge cable 120V		
<b>MECHANICAL - DRIVETRAIN</b>			
	Single-speed reduction gear		
	Front-Wheel Drive (FWD)		
	ECO and Sport Modes		
<b>MECHANICAL - BRAKES</b>			
	Front and rear vented disc brakes		
	4-wheel Anti-lock Braking System (ABS)		
	Electronic Brake force Distribution (EBD)		
	Brake Assist		
	Electronic parking brake		
	Regenerative braking system with e-Step Mode		
<b>MECHANICAL – SUSPENSION AND STEERING</b>			
	Independent strut front suspension		
	Independent multi-link rear suspension		
	Front and rear stabilizer bars		
	Vehicle-speed-sensitive electric power steering		
<b>DRIVER ASSISTED TECHNOLOGIES</b>			
	Intelligent Cruise Control		
	ProPILOT Assist with Navi-link		
	Intelligent Forward Collision Warning		
	Automatic Emergency Braking with Pedestrian Detection		
	Intelligent Lane Intervention		
	Intelligent Blind Spot Intervention		
	Rear Cross Traffic Alert		
	Rear Automatic Braking		
	Rear View Monitor		
	Front and Rear Sonar System		
	High Beam Assist		
	Intelligent Driver Alertness		
	Traffic Sign Recognition		

	Hill Start Assist		
	Vehicle Dynamic Control (VDC) with Traction Control System (TCS)		
<b>EXTERIOR WHEELS AND TIRES</b>			
	19 Aluminum-alloy wheels with aero covers		
	P235/55R19 All-season tires		
<b>EXTERIOR – EXTERIOR FEATURES</b>			
	LED headlights with LED signature Daytime Running Lights		
	Intelligent Auto Headlights		
	LED taillights		
	Dual power-folding outside mirrors		
	Heated outside mirrors		
	Charge port with light and lock		
	Illuminated front badge		
	Rear roof spoiler		
	Satin Chrome exterior trim		
	UV-reducing solar glass		
<b>INTERIOR – INTERIOR FEATURES</b>			
	Dual Zone Automatic Temperature Control		
	Rear seat heater ducts under front seats		
	Nissan Intelligent Key with Push Button Start and four-door request switch		
	Rear Door Alert		
	Power windows with driver's window one-touch auto up/down		
	Power door locks with auto-locking feature		
	Tilt and telescoping steering column		
	ANDON interior lighting		
	Variable intermittent flat-blade windshield wipers		
	Intermittent rear window wiper		
	Manually-opening center storage		
	One 12-volt DC power outlet		
	Front map lights		
	Sun visors with illuminated vanity mirrors and extension		
	Two cup holders		

	Four bottle holders		
	Driver and front-passenger seatback pockets		
	Front and rear door storage pockets		
	Six cargo tie-down hooks		
<b>INTERIOR – SEATING APPOINTMENTS</b>			
	6-way manual driver's seat		
	6-way manual front-passenger's seat		
	60/40-split folding rear seat		
	Cloth seat trim		
	Leather-wrapped steering wheel		
<b>INFOTAINMENT</b>			
	12.3 Digital dashboard with fully digital gauges		
	NissanConnect 12.3 integrated display interface?		
	Nissan Door to Door Navigation with Premium Traffic		
	NissanConnect Services powered by SiriusXM with trial access to 5-year Select and 6-month Premium package		
	Voice Recognition		
	Hello Nissan		
	Alexa Built-in		
	Wireless Apple CarPlay integration		
	Android Auto? compatibility		
	SiriusXM Traffic and Travel Link with 3-month trial access		
	Wi-Fi Hotspot		
	Firmware Over-The-Air Updates		
	Hands-free Text Messaging Assistant		
	Bluetooth Hands-free Phone System		
	AM/FM audio system with six speakers		
	Two USB-A ports and two USB-C ports		
	Streaming Audio via Bluetooth		
	SiriusXM with 3-month subscription included?		
	Steering wheel-mounted audio controls		
	Speed-sensitive volume control		

<b>SAFETY</b>			
	Nissan Advanced Air Bag System with dual-stage supplemental front air bags with seat-belt and occupant-classification sensors		
	Seat-mounted side-impact supplemental air bags for front- and rear-seat outboard occupants		
	Driver and front-passenger supplemental knee air bags		
	Roof-mounted curtain supplemental air bags with rollover sensor for side-impact head protection for front- and rear-seat outboard occupants		
	3-point ALR/ELR passenger seat belt system (ELR for driver)		
	Front and rear-outboard seat belts with pretensioners and load limiters		
	LATCH System (Lower Anchors and Tethers for Children)		
	Zone Body construction with front and rear crumple zones		
	Hood buckling creases and safety stops		
	Break-away engine mounts		
	Energy-absorbing steering column		
	Pipe-style aluminum side-door guard beams		
	Tire Pressure Monitoring System (TPMS) with Easy-Fill Tire Alert		
<b>SECURITY</b>			
	Nissan Vehicle Immobilizer System		
	Vehicle Security System		
<b>DIMENSIONS</b>			
	Exterior - Wheelbase 109.3 (inches)		
	Exterior - Overall length 182.9 (inches)		
	Exterior - Overall width 85.5 (inches)		
	Exterior - Overall height 65.4 (inches)		
	Exterior - Track width 64.4 (front/rear)		
	Aerodynamics - Coefficient of drag 0.3 (cd)		
	Vehicle Clearance - Ground clearance 7.1 (in.)		
	Vehicle Clearance - Angle of approach 17.6 (degrees)		
	Vehicle Clearance - Angle of departure 22.2 (degrees)		

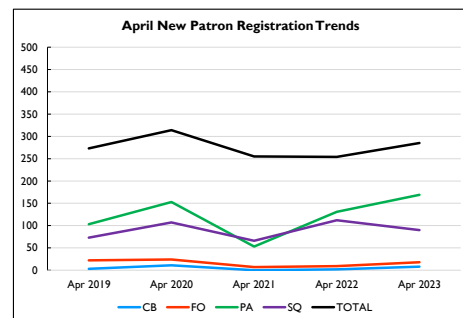
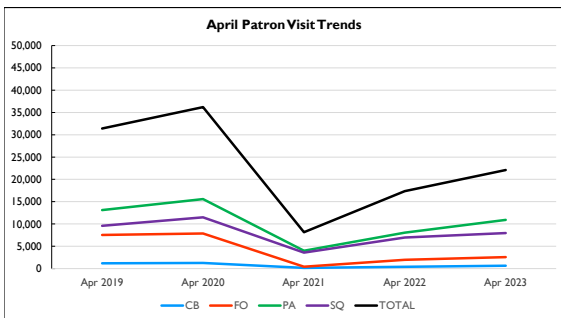
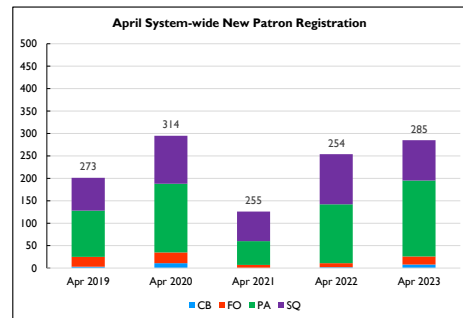
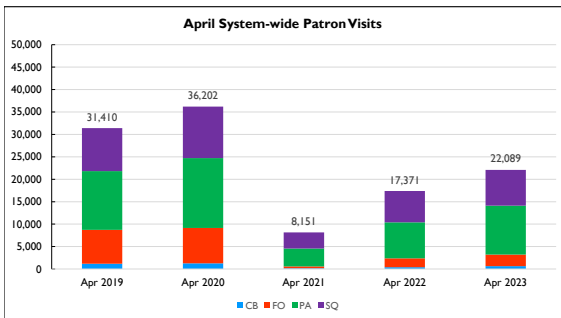
	Interior - Head room without moonroof 39.6 (inches) front		
	Interior - Leg room 42.3 (inches) front		
	Interior - Leg room 37 (inches) rear		
	Interior - Hip room 56 (inches) front		
	Interior - Hip room 52.5 (inches) rear		
	Interior - Shoulder room 57.1 (inches) front		
	Interior - Shoulder room 55.9 (inches) rear		
	Cargo - Maximum cargo length with rear seats upright 38.3 (inches)		
	Cargo - Maximum cargo length with rear seats folded down 74.8 (inches)		
	Cargo - Maximum cargo width 54.6 (inches)		
	Cargo - Maximum cargo width between wheelhouses 43.3 (inches)		
	Cargo - Maximum cargo height 26.9 (inches)		
<b>CAPACITIES</b>			
	Interior passenger volume without moonroof 101.2 (cu. ft.)		
	Total interior volume without moonroof 124.0 (cu. ft.)		
	Cargo volume with rear seat up 22.8 (cu. ft.)		
	Cargo volume with rear seat down 59.7 (cu. ft.)		



Patron Visits		
	2023	% of System
Port Angeles	10,916	49.4%
Children	15%	
Sequim	7,967	36.1%
Children	6%	
Forks	2,572	11.6%
Children	11%	
Clallam Bay	634	2.9%
Children	12%	
<b>Total</b>	<b>22,089</b>	<b>100.0%</b>

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

New Patron Registration		
	2023	% of System
PA	169	59.3%
SQ	90	31.6%
FO	18	6.3%
CB	8	2.8%
<b>Total</b>	<b>285</b>	<b>100.0%</b>



\* Due to COVID-19, all NOLS locations offered limited services.

\* In January 2022, new post-pandemic Library hours were set.

\* In January 2022, a new system to count patron visits was installed at each branch.

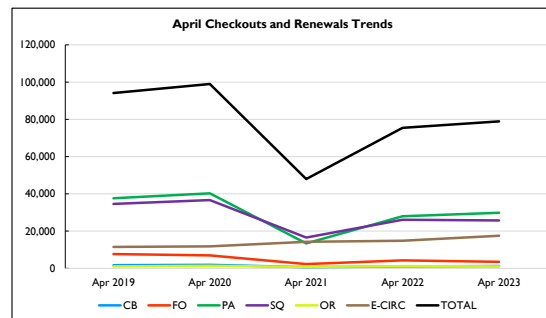
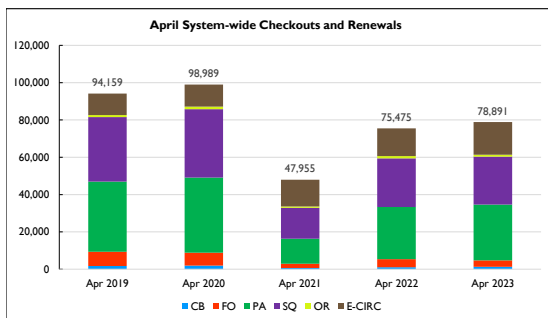
\* Registration remained available through the Library's website when the branches were closed.

Checkouts & Renewals		
	2023	% of System
<b>Port Angeles</b>		
Checkouts	16,291	30.4%
% From Self-Check	81%	
% From Holds	27%	
Renewals	13,568	53.5%
Total	29,859	37.8%
<b>Sequim</b>		
Checkouts	15,161	28.3%
% From Self-Check	81%	
% From Holds	35%	
Renewals	10,572	41.7%
Total	25,733	32.6%
<b>Forks</b>		
Checkouts	2,884	5.4%
% From Self-Check	24%	
% From Holds	33%	
Renewals	588	2.3%
Total	3,472	4.4%
<b>Clallam Bay</b>		
Checkouts	708	1.3%
% From Self-Check	4%	
% From Holds	37%	
Renewals	588	2.3%
Total	1,296	1.6%
<b>Outreach</b>		
Checkouts	959	1.8%
% From Holds	87%	
Renewals	64	0.3%
Total	1,023	1.3%
<b>Electronic Circulation</b> (WA Anytime Library/Overdrive & Hoopla checkouts do not renew)		
Checkouts	17,508	22.2%
<b>Systemwide Totals</b>		
Checkouts	53,511	
Renewals	25,380	
System Total	78,891	

Interlibrary Loan Services	
Items borrowed from other libraries	206
Items loaned to other libraries	98

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

Holds		
	Requests Fulfilled	Avg Days to Fill
PA	4,366	16.25
SQ	5,296	18.72
FO	956	11.58
CB	262	9.94
OR	891	10.51
Total	11,771	16.41



\* Due to COVID-19, all NOLS locations were closed in April 2021, but curbside service was offered.

\* In January 2022, new post-pandemic Library hours were set.

\* In January 2022, eMagazines began being offered through the Washington Anytime Library.



Library Programs		
	Programs/Attendees	% of System
Port Angeles	28/774	36%/47%
Sequim	12/233	16%/14%
Forks	16/344	21%/21%
Clallam Bay	9/34	12%/2%
NOLS	1/197	1%/12%
Virtual	11/50	14%/3%
Total	77/1632	100%/100%

Public Meetings		
	Meetings/Attendees	% of System
Port Angeles	38/516	64%/79%
Sequim	0/0	0%/0%
Forks	14/92	24%/14%
Clallam Bay	7/46	12%/7%
Total	59/654	100%/100%

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

Volunteers		
	Volunteer Hours	# of Volunteers
Port Angeles	41.75	5
Sequim	0	0
Forks	2.25	1
Clallam Bay	0	0
Outreach	0	0
NOLS	20.75	1
Total	65	7

Community Outreach Events		
	Events/Attendees	% of System
PA	1/0	20%/0%
SQ	0/0	0%/0%
FO	1/181	20%/42%
CB	3/235	60%/55%
OR	0/15	0%/3%
NOLS	0/0	0%/0%
Total	5/431	100%/100%

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	354
Read & Ride (Clallam Transit Buses)	0
Dolly Parton Imagination Library	1187
Library Programs & Outreach	61
Other	0
Total	1602

Outreach Delivery Services	
Home Deliveries	90
New Patrons w/ Delivery Services	7

BookMatch Requests Fulfilled	
Number of Requests	-
Titles Suggested	-

General Public Computer Use <i>(excludes Special Computer Use)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	32	1760	1,156	15.4%
Sequim	6	801	484	34.3%
Forks	10	392	239	10.2%
Clallam Bay	5	154	161	18.5%
Total	53	3107	2039	16.8%

Special Computer Use <i>(ADA, Express, Microfilm, Scanner)</i>				
	Number of Computers	Number of Sessions	Hours of Computers Use	Percent of Total Available Hours in Use
Port Angeles	6	197	118	8.4%
Sequim	2	207	68	14.4%
Forks	2	75	10	2.2%
Clallam Bay	1	0	0	0.0%
Total	11	479	196	7.8%

Computer Prints Made		
	# of Prints	% of System
Port Angeles	9,650	58.0%
Sequim	4,627	27.8%
Forks	1,924	11.6%
Clallam Bay	435	2.6%
Total	16636	100.0%

Laptop Checkouts <i>(For Use on Library Property Only)</i>	
Port Angeles	2
Sequim	4
Forks	0
Clallam Bay	0
Total	6

Wi-Fi Access		
	Wi-Fi Accessed	% of System
Port Angeles	3,686	55.0%
Sequim	1,394	20.8%
Forks	1,236	18.4%
Clallam Bay	385	5.7%
Total	6,701	100.0%

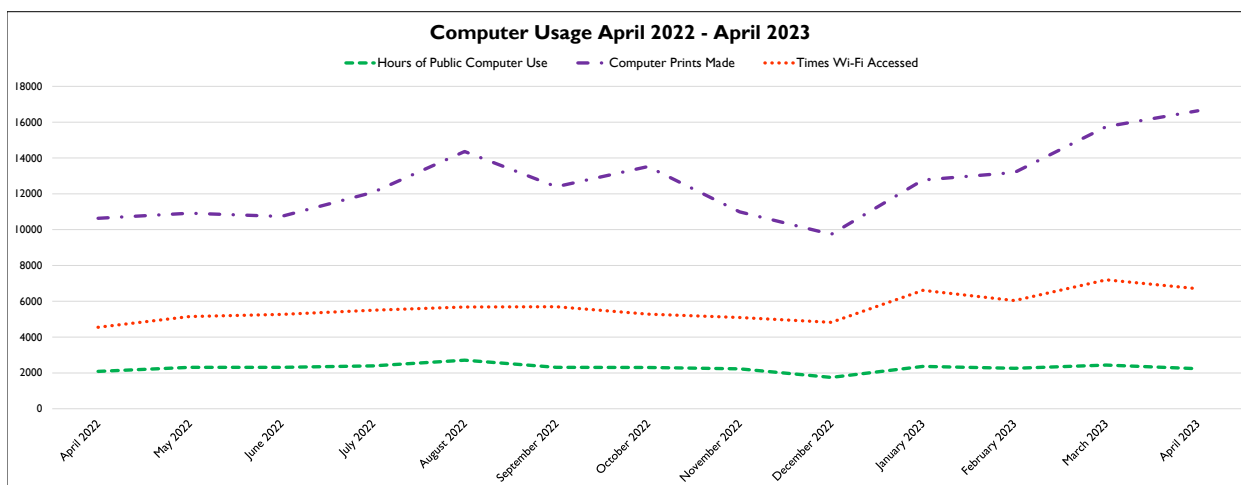
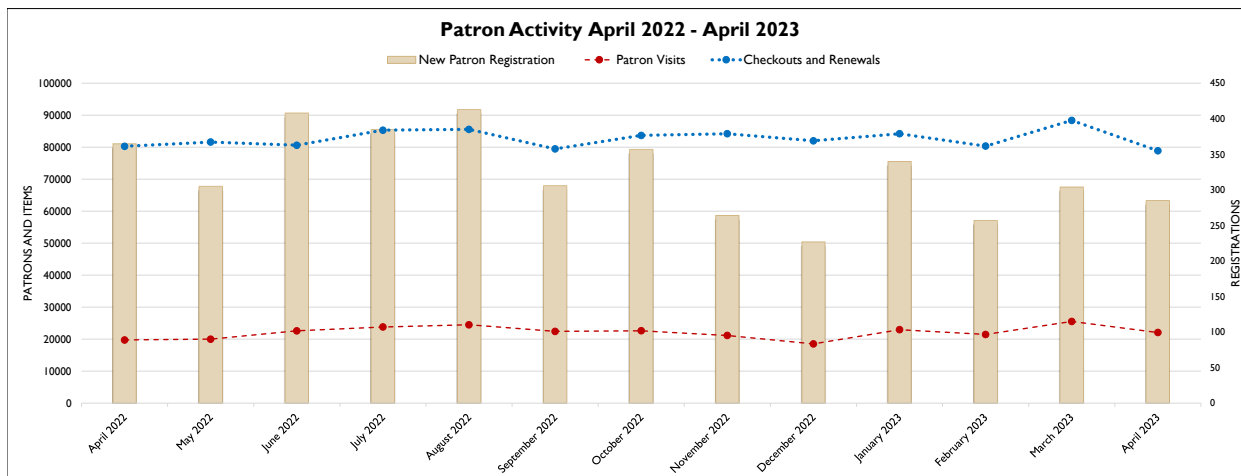
Website Visits	
From outside the Library	18,676
From inside the Library	1,107
Avg. # of pages visited	2

Facebook Activity	
Followers	4,868
Content Published	53
Reach (unique accounts)	20,083
Reactions/Likes/Comments, etc.	2,111
Link Clicks	502

YouTube Activity	
Subscribers	356
Videos Published	2
Program Recordings	3
Views (lifetime content)	867
Watch Time (hours)	45

Instagram Activity	
Followers	1,346
Content Published	40
Reach (unique accounts)	1,847
Reactions/Likes/Comments, etc.	846

Advertising	
Ads Run	5
Reach (unique accounts)	8,352
Link Clicks	222



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

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

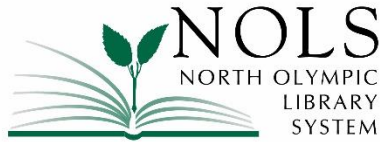
May 2022 - New catalog discovery layer, Aspen, implemented.

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

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

February 2023 - Hours were limited at all branches for several days due to inclement weather.





# Monthly Activity Report

Meeting Date: April 27, 2023  
To: Library Board of Trustees  
From: Executive Director and Staff  
Subject: Monthly Activity Report for April 2023

## Port Angeles Main Library

*Jina Felton, Port Angeles Operations Manager*

Clallam County's first Poet Laureate, Jaiden Dokken, was inaugurated at the Port Angeles Main Library on April 18. The event featured opening remarks from Youth Services Librarian Clair D. and County Commissioner Mark Ozias followed by a brief reading by Dokken. Nearly 70 people attended the event in person with an additional 15 tuning in to watch live on Zoom. The call for applications for Clallam County Poet Laureate opened in October 2022 and closed in December 2022; Dokken was named the Poet Laureate in March 2023 and will serve a two-year term, from April 2023 through March 2025.



Fun was had by all at the Día Del Niño celebration. Over 20 participants crafted their own mini piñata, competed in several games of Loteria with laughter, and ate plenty of candy from Mexico! Youth attendees each took a prize book home with them.

Other events during the month of April included:

- Native Stories and Songs with Karen Kitchen – 39 participants
- LEGO® Build It! – 36 participants
- BeTween Books & Crafts – 12 participants
- Teen Lit Bags – 22 participants in PA
- LIGO Presentation – 18 participants
- Olympic National Park's Perspectives Speaker Series: Dealing with Asian Clams, a New Aquatic Invader on Olympic Peninsula with Dr. David Cowles – 25 participants
- Jigsaw Puzzle Contest – 41 participants
- Northstar Computer Class in partnership with WorkSource of Clallam County – 2 participants
- Second Tuesday Book Group reading *Entangled Life* by Merlin Sheldrake – 3 participants
- Wednesday Evening Book Group reading *Exhalation* by Ted Chiang – 4 participants
- Class Visit to Library: Roosevelt Elementary 2<sup>nd</sup> grade class – 24 participants
- Storytime at Peninsula College – 48 participants in 4 classrooms
- Baby, Toddler, and Preschool Storytimes – 384 participants at 12 events

During regularly scheduled professional development time, Port Angeles Public Service staff utilized LinkedIn Learning, WebJunction, and Ryan Dowd's Librarians' Guide to Homelessness. In addition, staff attended the All Staff Training Day, Librarian Adrienne L. and Public Service Specialist Audra D. attended a virtual conference focusing on mental health and wellness in libraries, and Librarian Sarah M. attended the Network of the National Library of Medicine's two-day virtual National Health Misinformation Symposium.

### **Sequim Branch Library**

*Emily Sly, Library Manager*

A community meeting was held at the Sequim Branch on April 26 to update the community on the Sequim Expansion and Renovation Project.

Youth programs in April included weekly Rain or Shine Outdoor Storytime, Native Songs and Stories with Karen Kitchen, Día del Niño. Celebration of the Book 1<sup>st</sup> grade class visits, Teen Lit Bags, Teen Board Game & Art Night and Teen Advisory Board (TAB).

A small gathering of Second Saturday Book Discussion Group participants took place in-person. Virtual and asynchronous programs included the Novel Conversations Book Discussion Group and Intentional Aging.

Sequim Staff attended All Staff Training Day in Port Angeles and enjoyed the opportunity to connect with coworkers from across the system. 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, Chamber of Commerce meeting and Public Communications.

**Sequim Expansion and Renovation Project** - The Sequim Project Team met with SHKS Architects and with Common Great capital campaign consultants. The team met with FOSL to provide an update about the project. They also met with community members who have helped with previous efforts to expand the Sequim Library to share opportunities to be involved with the capital campaign. The Team continued to work on exploring funding options and grants. The project webpages were significantly updated to showcase design renderings and giving opportunities.

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

*Troi K. Gale, Library Manager*

### *West End Daily Operations:*

- Public Service Specialist Dianne B. and Community Outreach Specialist Jeremy M. attended Being an Ally in Indian Country training hosted in La Push.
- Five West End Staff received their Washington State Food Workers Card to provide programming and guidance regarding safe food handling practices.
- Community Outreach Specialist Jeremy M. and West End Manager Troi G. stocked the Bookmobile with items in advance of All Staff Training Day.

### *West End Programming:*

- Around 35 people in Forks and 19 in Clallam Bay attended Spring Break STEAM Stations. Children worked on Snap Circuit, Slime, and Hour of Code projects.



- 4 attended Game Lounge in Clallam Bay and 11 attended in Forks.
- 3 attended the Teen Advisory Board meeting in Forks. Fall programming for teens and volunteering was discussed.
- Classes from Forks Elementary, Forks Headstart, and Quileute Tribal School visited the Forks Branch to attend Native Stories and Songs with Karen Kitchen. Teachers mentioned how the program was relevant to their curriculum and was well reviewed by children. 151 individuals attended the show.



- The first post-pandemic in-person Día del Niño celebration brought 40 people to the Forks Library to enjoy Storytime with Librarians Kristine T. and Mary G. followed by



Mexican games and a Piñata. The stick broke before the piñata did! All children received a treat bag and a free book to take home.



- Public Service Specialist Dianne B. hosted the No Pressure Book Club with 2 attending in person at the Forks Branch and Bad Art Night with 2 attending at the Clallam Bay Branch.
- Public Service Specialist Dave M. facilitated two Jigsaw Puzzle Contests one at the Clallam Bay Branch and the other at the Forks Branch with 13 attending.

#### *West End Outreach:*

- On their monthly visit to Neah Bay, Youth Services Librarian Kristine T. and Community Librarian Mary G. interacted with 225 patrons, checked out 148 items and created 10 new accounts. Circulation continues to grow. Kristine conducted Storytime at the Headstart and led a “Poetree” activity with Mary at the Boys and Girls Club.
- At the Quileute Senior Center, Community Librarian Mary G. checked out books and movies and helped create a beaded pendant for the upcoming Tribal Journeys.
- Branch Manager Troi G. and Community Outreach Specialist Jeremy M. brought the Bookmobile out for its first trip to the West End. Staff at the Forks Branch loaded up the Bookmobile with its own complement of library materials in preparation for its official West End debut at the Quileute Tribe’s Elders Week festivities.



- Jeremy M. has been circulating throughout the West End region, meeting with local organizations, artists, and action committees, working to strengthen community partnerships, and setting up many more Bookmobile appearances at upcoming events.
- Librarians Kristine T. and Mary G. visited 4 Kindergarten classes and a 1<sup>st</sup> grade classroom, talking to 95 people about the significance of Día del Niño. They shared traditional games and toys, the chant “Bate, Bate, Chocolate,” and book talked *¡Vamos! Let's Go to the Market* by Mexican American artist and illustrator Raúl the Third that was given away at Día del Niño.

#### *New West End Staff & Retirements:*

- Jeremy M. was promoted from a part-time Public Services Specialist to the West End Community Outreach Specialist, leaving one vacancy to fill on the West End.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

*Port Angeles Library:* Completed lighting project punch list; fixed flickering lights in Facilities workroom; changed HVAC filters; repaired Admin conference room door lock; performed evacuation drill and adjusted loudspeaker volume in Admin; cut back low growing tree branches; set up event stage in Living Room; mowed lawn.

*Sequim Library:* Mowed lawn, assisted with outdoor children's event.

*Sequim Project:* Carpet and furniture selection meeting; utility info gathering for design team.

*Forks Library:* Moved shelving into workroom for bookmobile materials; patched wall in Children's area and installed shelving there.

*Clallam Bay Library:* Mowed lawn.

*Vehicles:* Transit van recall work done and van serviced; replaced Pacifica van windshield; switched out winter tires on several vehicles and purchased new tires for red Subaru; serviced white and red Subarus; provided several vehicle orientations to new staff.

*Other:* Replaced riding mower battery; Brian completed a blood borne pathogens training and a defensive driving course; restocked supplies; donated surplus furniture to the Friends of the Port Angeles Library; staff attended All Staff Training Day.

## **Outreach Delivery Services**

*Kayla Apolito and Kristin Overbey, Community Outreach Specialists*

During the month of April, 90 deliveries were made and 7 new patrons registered for Outreach Delivery Services. There were 959 items checked out and 64 items renewed for Outreach Delivery patrons.

Community Outreach Specialist, Kristin O., visited Sherwood Assisted Living in Sequim for their "Library Outreach Day" event. Kristin informed residents about Outreach Delivery Services and the variety of materials available to borrow from the Library. She was also able to connect with current delivery program participants and provide answers to residents' many great questions. Big thanks to Sherwood Assisted Living's Activity Director, Christine, for collaborating on this event and encouraging four new participants to sign up for monthly Outreach Delivery!





## **Information Technology (IT) Department**

*Shane Miller, Information Technology Manager*

Here is a summary of IT Team Achievements for April (exclusive of work group participation, which is highlighted elsewhere):

### **Maintenance and Repairs:**

- Handled routine maintenance tasks and repairs at all NOLS branches.
- Wrapped up emergency PC upgrades from the previous month.
- Monitored operations to ensure minimal downtime.

### **All Staff Training Day:**

- Collaborated with the All Staff Training Day Committee to meet technology needs.
- Attended informational session on protecting Public Info.
- Presented demo and information about the new phone system.
- Presented regarding the latest IT updates and emphasized data security.

### **Poet Laureate Inauguration:**

- Set up live stream and PA system for the event.

### **New Hires and Windows 10 Licensing:**

- Welcomed 3 new hires, including IT Specialist 2 Jonah H.
- Assisted with IT training and annual inventory.
- Worked with Microsoft to update Windows 10 licensing without downtime.

#### Clallam Bay and Sequim Branch Support:

- Prepared two computers for Clallam Bay's general use area.
- Resolved peripheral issues in Sequim after emergency Windows 10 updates.

#### IT Infrastructure and Services:

- Implemented Uptime Kuma monitoring service for better visibility.
- Made network changes for the new phone system.
- Resolved issue with fines payment through Aspen on Catalog computers.
- Troubleshoot Polaris phone notifications.
- Began testing Unified Write Filter as a replacement for Deep Freeze on public computers.
- Received new phones and phone system.

### **Technical Services Department**

*Erin Shield, Collection Services Manager*

Courier Kim L. was the Librarian Without Borders (LWOB) in Technical Services in April. Although integral members of the Tech Services team, couriers don't often overlap with coworker functionality in the department so finding out how acquisitions and cataloging processes work will be helpful background moving forward.

913 physical items were processed and available for customers in the month of April. 124 print materials were repaired. 107 media items were resurfaced or repaired to extend their lives. 90 physical donations were made and added to the collection. 748 totes were moved between NOLS' branches by the couriers, as well as 26 Outreach deliveries. Tech Services staff filled 206 InterLibrary Loan requests for NOLS' patrons and 98 loans out to other libraries.

Technical Services staff participated in tasks related to Web Team, ILS Team, SQ Library project, mending training for staff, All Staff Day Committee, Management Team and Bookmobile planning.

### **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 64.75 system-wide volunteer hours.

## **Work Group Highlights**

### *All Managers*

Accomplishments, new team members, milestones met during past month:

Beanstack and Summer Reading Program:

- Collaborated to prepare for the 2023 Summer Reading Program.
- Discussed Beanstack training and created a plan for staff.
- Enabled people to register and log reading using Beanstack.

Web Team Accomplishments:

- Created a new web form for Outreach delivery services.
- Updated online information for Sequim Library expansion and renovation project.
- Developed a donation page and form for easy contributions to the project.
- Highlighted individual naming opportunities and giving levels for donors.
- Added free computer classes through the Northstar Digital Literacy Program.
- Published a web highlight for the Intentional Aging webinar series.
- Created a web page to promote a free audiobook giveaway for teens.

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, HR & Business Manager*

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

- EDI Team Meeting
- All Staff Training Day planning meetings
- Management Team meetings
- ADM support during the Finance Manager position vacancy
- Onboarding and training new Finance Manager Amy Hough

#### **Recruitments:**

- IT Specialist 2 – IT
- Marketing Specialist – ADM
- Public Services Specialist – PA
- Public Services Specialist – FO/CB

#### **New Hires:**

- Amy Hough – Finance Manager – ADM
- Nicole Woodhouse – Marketing Specialist – ADM

- Jonah Hoflin – IT Specialist 2 – IT
- Becki Newlon – Public Services Specialist – PA

#### **Promotions/Status Changes:**

- Jeremy Mattocks – Community Outreach Specialist – West End
- Jan Stark – Courier – TS

#### **Separations:**

- None

### ***Financial Operations***

*Noah Glaude, Executive Director*

Amy Hough started as the Finance Manager on April 10! During her first couple of weeks, her main priority was to learn the job of the Karen R, the Administrative Operations Specialist she supervises. She then shifted her attention learning how to prepare for and process payroll at the end of the month.

Amy still has a ton to learn - it's a big job with a lot of critical responsibilities – but has done great during her first month! Many thanks to Karen and Shaina for providing Amy all of the training and guidance.

### ***Marketing and Communications***

*Karyn Bocko, Marketing and Communications Manager*

#### **News Releases & Articles:**

- 5 News releases were sent.
  - 2 ongoing programs
  - 1 new program
  - Sequim Library Project – Community Presentation
  - All-Staff Training Day closure
- The monthly NOLS “Off the Shelf” article in the Sequim Gazette highlighted National Poetry Month with book recommendations and NOLS poetry events.
- Via contact with the special sections editor, NOLS was featured in the April newspaper insert “Peninsula Families Today,” produced by Peninsula Daily News and Sequim Gazette. An article and front-page photo of Poetry Walks, and a center spread of “Springtime Reads for Kids,” provided by Youth Services librarians, were included.
- A feature article about Poet Laureate Jaiden Dokken was published in the Sequim Gazette on April 12, with an interview and photos of Jaiden, and information NOLS provided to the reporter.

#### Social Media:

- Posted 98 pieces of content across Facebook, Instagram, and YouTube.
- April's top post on Facebook was the boosted post and ad for the Sequim Library Project – Community Meeting with a combined 12,627 reach and 571 reactions, comments and shares, and 95 link clicks.
- Other well-performing posts included Poetry Walks, a Día del Niño boosted post and ad, a Dolly Parton's Imagination Library post that played on the trending Barbie imagery, and a boosted post for Native Songs and Stories with Karen Kitchen.

#### **Public Service Director's Report**

*Meghan Sullivan, Public Services Director*

- Participated in Bookmobile Service Project activities including Project Team meetings, continued ILS/Polaris and technology testing, and staff training
- Participated in Sequim Expansion and Renovation Project activities including meetings with SKHS Architects and the Sequim Community Presentation
- Participated in recruitment activities for the PA Public Services Specialist (PSS) and WE Public Services Specialist (PSS) positions
- Attended All Staff Training Day
- Routine Site Visit to Sequim Library
- Participated in two Co-Designing for Trust Library Workshops sponsored by the University of Washington iSchool
- Met with Jason Morris, Library Manager at the Lower Elwha Klallam Tribal Library
- Attended the Sequim EOC Operational Area Meeting
- Attended monthly Washington State Libraries Deputy/Assistant Director Meeting
- Routine Branch Manager, Management Team, Youth Services Team, Adult Services Team, Outreach Delivery Services, Health & Safety Team, ILS Team, Beanstack Team, Programming Team, Port Angeles Staff, and One-on-One meetings

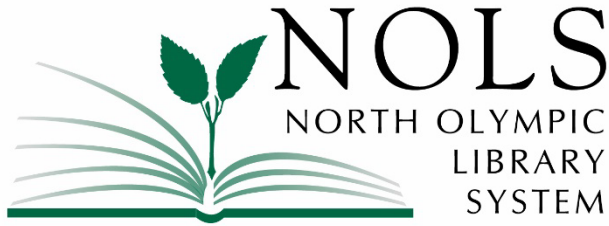
#### **Director's Report**

*Noah Glaude, Executive Director*

#### Significant meetings/events and projects this month:

- Sequim Library Expansion and Renovation Project
  - Meetings with architects to refine design and interior finishes
  - Met with City of Sequim staff for regarding permitting process
  - Met with project supporters and donors
  - Project web page redesign
  - Community Presentation
- Marketing Specialist Recruitment
- Finance Manager training
- Covered Marketing and Communications Manager tasks
- Routine Branch Manager and Management Team Meetings





## Highlight Log

April 2023

*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.*

### **04/01/2023 – Port Angeles**

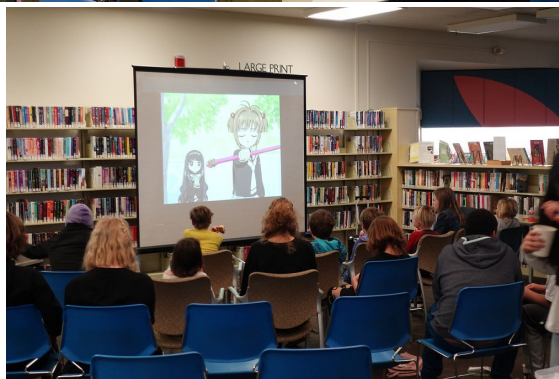
After helping a patron find several books on our shelf, and placing a hold on another for her research project, she thanked me and said that every time she visits the library, the staff are always super helpful and friendly, and she really appreciates everyone here.

### **04/01/2023 – Port Angeles**

A patron used the catalog at home, found a record for a Vertical File, and came in to ask about this resource!

### **04/03/2023 – Sequim**

Anime and Manga Night was a blast on Friday night. 39 folks from around the community showed up to watch Cardcaptor Sakura, eat nori and pocky, and draw manga characters together. Brought together 4 year olds, middle schoolers, and adults all in one room! Really sweet evening ^\_\_^



**04/07/2023 – Forks**

Lot's of hands-on learning fun happened during Spring Break STEAM Stations this week at the Fork and Clallam Bay branches!

**04/07/2023 – Port Angeles**

A very happy patron shared that she has been on three of the poetry walks and she said, "It was like walking with an old friend in the woods." She wanted to pass along how lovely the poems are along the trail and it brings her so much joy!

**04/08/2023 – Forks**

Kudos to Angeles [Brito] for showing a patron with impaired hearing how to use the Loop device this morning. They were so excited to use it! They loved it so much they immediately started shopping for something similar for their own home use. This created a super positive experience for this patron AND tremendously aided staff in assisting the patron for the rest of the day.

**04/12/2023 – Port Angeles**

A patron came in this morning with a message for all of NOLS staff:

"You are all so loved and appreciated! Libraries are so wonderful and the staff here is always so helpful and kind. Please let everyone know how much they are needed, valued and loved!" A very kind gesture!

**04/12/2023 – NOLS**

Poets whose work appears on Poetry Walks this year have been overjoyed to know their work is out in ONP! Some responses:

- "I can't believe I have a poem across the land and in the woods!" - Liane Tyrrel
- "My poem inspired by a rock from Lake Crescent that was gifted to me is out by that lake!! I'm so speechless and happy. This is going to make me cry." - Jennifer Huang
- "!!!!!! This is incredible, wow" - A. Prevett
- "So glad that this project is back, so glad that 'O' gets to spend another season at Olympic NP" - Claire Wahmanholm

**04/15/2023 – Sequim**

Patron came in yesterday and really wanted to give a shout out to PA and SQ circ staff for helping her over the last two years after her identity was stolen and a huge loan taken out in her name. She said "you all have been such wonderful support though all of this. You've helped me with computers, scanning, faxing, helped with getting me phone numbers and literally have seen me cry over my computer and always helped with kind words". She said she finally got everything figured out and couldn't have done it without the help of NOLS staff members.

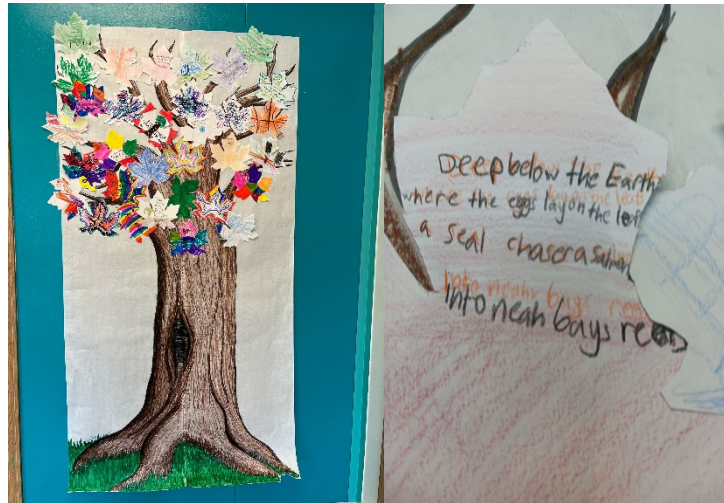
**04/19/2023 – Port Angeles**

A patron came to the front desk looking for book recommendations--I gave them some initial recs based on their genre interest and they were also curious about using some of our readers advisory tools so I showed them how to navigate Novelist and [Literary Hub's Book Marks site](#). They were also really excited to hear about Fantastic Fiction as resource. Before they walked away they said they're eager to try out these new tools!

#### 04/12/2023 – Clallam Bay

On our monthly visit providing services in Neah Bay, children at the Boys and Girls Club of the Makah Tribe enjoyed writing poems for the Poet-tree that now hangs up in the center. Here is one:

Deep below the earth  
where the eggs lay on the leafs  
a seal chases a salmon  
into neah bays reefs



#### 04/18/2023 – Forks

The Forks Branch hosted several class visits for Native Songs and Stories with Karen Kitchen and educators noted that the program coincided with their curriculum. Karen e-mailed to say:

"I had a wonderful time at all three libraries. I enjoyed meeting and talking with people who attended the sessions, and appreciated the opportunity to experience some of the beauty in the NOLS community. On our way home, we got to do the Hall of Mosses hike and I was happy to get to participate in your NOLS poetry walk. Wow! So amazing!"



#### **04/14/2023 – Port Angeles**

A long-time Outreach delivery patron (from 2009 or earlier!!) has been a good candidate for the Washington Talking Book and Braille Library program (WTBBL). We have recommended the service to the patron and their family periodically over time, and just last week, the patron came in with a family member and their WTBBL application! Library Staff who know a patron's eligibility are qualified to sign off on patron applications, which we feel is a key piece of information that we shared with the patron and that got them to take the leap. Kayla and Kristin were also able to use a demonstration Talking Book machine (pictured below) to show the patron how it is a special device suited just for their needs and to give them a bit more information about what to expect, as well as reassurance that we believe they can learn something new and will love it!



#### **04/19/2023 – Port Angeles**

A patron came to the front desk looking for book recommendations--I gave them some initial recs based on their genre interest and they were also curious about using some of our readers advisory tools so I showed them how to navigate Novelist and [Literary Hub's Book Marks site](#). They were also really excited to hear about Fantastic Fiction as resource. Before they walked away they said they're eager to try out these new tools!

#### **04/27/2023 – Port Angeles**

Yesterday's Northstar computer class in partnership with WorkSource was a success! Two participants attended and worked through modules on computer basics. They were both incredibly grateful for the class and expressed interest in attending the other sessions.

#### **04/28/2023 – Port Angeles**

There were 16 in attendance for baby storytime today. Even though today was the last storytime for the Spring session--the families asked if they could continue to use the room to meet! I gave them instructions on how to reserve the Carver Room. Toddler storytime was directly after babies-with 67 in attendance! Many parents asked when storytime will begin again. The new 20 foot parachute was a HUGE success!