NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Board of Trustees Regular Meeting
Thursday, February 27, 2020 5:30pm
Forks Branch Library
Forks, WA

Public Comments

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of January 23, 2020
4. Communications
5. Presentation: NOLS Volunteer Program: Theresa Tetreau WE Library Manager and Volunteer Program coordinator
6. Public comments
7. Financial report: January 2020
8. Approval of vouchers: January 2020
9. Unfinished business
   None
10. New business
    - N.1. Approval of Resolution 20-02-02: Surplussing Library Materials
    - N.2. Approval of revisions to Policy 4.14: Food and Beverages in Library Buildings
    - N.3. Confirmation of approval to purchase of delivery vehicle
    - N.4. Approval of internet service agreement between NOLS and WAVE
11. Reports

R.1. Monthly statistics: January 2020
R.2. Monthly activity reports: January 2020
R.3. Highlight log: January 2020
R.4. Customer Comments
R.5. UMS Report

12. Public Comments

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

14. Next meeting: 5:30pm, Thursday, March 26, 2020 at the Port Angeles Main Library

15. Agenda items for next meeting

16. Executive session to discuss qualifications of applicant for public employment (Executive Director Recruitment). (No action expected).

17. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

Date	***Time***		***Location***
Thursday, March 26, 2020	*5:30pm*	*Regular meeting*	*Port Angeles Branch Library*
Thursday, April 23, 2020	*5:30pm*	*Regular meeting*	*Port Angeles Main Library*
Thursday, May 28, 2020	*5:30pm*	*Regular meeting*	*Port Angeles Main Library*
Thursday, June 25, 2020	*5:30pm*	*Regular meeting*	*Sequim Branch Library*
Thursday, August 27, 2020	*5:30pm*	*Regular meeting*	*Port Angeles Main Library*
Thursday, September 24, 2020	*5:30pm*	*Regular meeting*	*Clallam Bay Branch Library*
Thursday, October 22, 2020	*5:30pm*	*Regular meeting*	*Port Angeles Main Library*
*Thursday, **November 19**, 2020*	*5:30pm*	*Regular meeting*	*Port Angeles Main Library*

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

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

Friends of the Library meetings

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

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

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Board of Trustees Regular Meeting
Thursday, January 23, 2020 5:30pm
Port Angeles Main Library
Port Angeles, WA

MINUTES

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, and Facilities Manager Brian Phillips. No visitors were present.

2. Approval of agenda

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

3. Approval of minutes for regular meeting of November 21, 2019

Motion by Ms. Gordon to approve the minutes from the November 21, 2019 meeting. Motion seconded by Ms. Ure. Motion carried.

4. Communications

5. Presentation: Capital Planning – Brian Phillips, Facilities Manager

6. Public comments None.

7. Financial report: November 2019; December 2019

The financial reports for November 2019 and December 2019 were accepted as presented.

8. Approval of vouchers: November 2019; December 2019

Motion by Ms. Ure to approve the November 2019 vouchers, numbered #1284 through #1404, in the amount of $464,997. Motion seconded by Ms. Gordon. Motion carried.

Motion by Ms. Gordon to approve the December 2019 vouchers, numbered #1405 through #1527, in the amount of $441,012.04. Motion seconded by Ms. Rome. Motion carried.

9. Unfinished business

None

10. New business

N.1. Approval of the 2020 Capital Budget

Motion by Ms. Gordon to approve the 2020 Capital Budget as presented, in the amount of $347,450. Motion seconded by Ms. Rome. Motion carried.

N.2. End-of-year/Start-of-year fiscal reconciliation (Informational – no action)

N.3. Approval of Resolution 20-01-01: Authorizing staff to transfer funds

Motion by Ms. Rome to approve Resolution 20-01-01: Authorizing staff to transfer funds. Motion seconded by Ms. Gordon. Motion carried.

N.4. Approval of holiday early closure for New Year's Eve 2020

Motion by Ms. Ure to approve closing of all NOLS Libraries at 5pm on Thursday, December 31, 2020. Motion seconded by Ms. Rome. Motion carried.

N.5. Approval of All Staff Training Day closures for 2020

Motion by Ms. Ure to approve closing of all NOLS Libraries for staff training on Friday, April 24, 2020 and Thursday, October 15, 2020. Motion seconded by Ms. Gordon. Motion carried.

11. Reports
    - R.1. Monthly statistics: November 2019; December 2019
    - R.2. 2019 Annual Statistics
    - R.3. Summary of Activity / Quarterly Reports
    - R.4. Monthly activity reports: November 2019; December 2019
    - R.5. Recently received Customer Comments
    - R.6. Highlight log: November 2019; December 2019

All reports were accepted as presented.

12. Public Comments None.

13. Trustee comments

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

14. Next meeting: 5:30pm, Thursday, February 27, 2020 at the Forks Branch Library

15. Agenda items for next meeting

16. Executive session to conduct annual performance review of the Library Director.

At 6:48pm the Chair announced that the Board would move to executive session to conduct the annual performance review of the Library Director, and that the session was expected to last approximately 40 minutes.

17. (Action on executive session, if any - none expected).

At 7:35pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

18. Adjournment

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

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Board of Trustees Special Meeting
Thursday, February 20, 2020 5:30pm
Port Angeles Main Library
Port Angeles, WA

MINUTES

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, and Suzi Ure. Clea Rome was unable to attend and was excused. Library staff present: Director Margaret Jakubcin. Visitors present: None.

2. Executive session to discuss qualifications of applicants for public employment (Executive Director Recruitment).

At 5:30pm the Chair opened an executive session to discuss qualifications of applicants for public employment in connection with the Library Director recruitment.

At 7:00pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

3. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:00pm.

CERTIFIED AS TRUE AND CORRECT

_____ _____

Chair Board Secretary

NOLS
NORTH OLYMPIC
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Staff Report

Meeting Date: February 27, 2020
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for January 2020

Topic/Issue. Informational comments on monthly financial reports.

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

Discussion.

Revenues: There was no Pool Fund Investment Interest posted in January. The county posts Investment Pool Interest one month in arrears February through November, and then catches up in December each year.

Private Grants and Donations includes $2,500 from the Friends of the Forks Library and $24,000 from the Friends of the Sequim Library. Thank you Friends!

Expenditures: Repair and Maintenance includes $7,038 for Lot Sweeping and Snow Removal and $4,594 for HVAC Maintenance in Forks and Port Angeles.

All other expenditures are within the expected range for January.

Account Balances: The Transfers In/(Out) entries in the Board Designated Accounts area are the Transfer of Funds authorized by Resolution 20-01-01.

Payroll Account (US Bank 1301) shows expenses and reimbursements of $207,546 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 January are $261,260.

Of the $207,546 in electronic transfers, $310 was paid to the DOR for Sales and Use Tax. See Voucher 43.

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

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Revenue Report

January 31, 2020

Operating Revenue				**1/12ths is**	**8.3%**
	Budgeted	**Current**	**YTD**	**Difference**	**Percent**
Taxes	4,333,000	9,120	9,120	4,323,880	0.2
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	26,575	1,966	1,966	24,609	7.4
Library Fees	25,500	1,913	1,913	23,587	7.5
Miscellaneous Revenues					
Pool Fund Investment Interest	69,500	-	-	69,500	-
Facilities Leases (Short Term)	4,600	343	343	4,258	7.4
Private Grants and Donations	84,550	27,479	27,479	57,071	32.5
Other Miscellaneous Revenue	42,400	13	13	42,387	0.0
Total Miscellaneous Revenues	201,050	27,835	27,835	173,215	13.8
Nonrevenues (excise taxes)	2,040	186	186	1,854	9.1
Transfers In	369,685	-	-	369,685	-
Total Operating Revenue	**4,957,850**	**41,021**	**41,021**	**4,916,829**	**0.8**

Capital Revenue					
Timber Revenues (received in 2020)	-	40,885	40,885	-	-
Total Capital Revenue	**-**	**40,885**	**40,885**	**-**	**-**

Grand Total Revenues		**81,905**	**81,905**		

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Expenditure Report

January 31, 2020

				01/12ths is	8.3%
Operating Expenditures	**Budgeted**	**Current**	**Year To Date**	**Difference**	**Percent**
Personnel					
Salaries and Wages	2,537,880	181,842	181,842	2,356,039	7.2
Benefits	1,099,703	79,418	79,418	1,020,285	7.2
Total Personnel	3,637,583	261,260	261,260	3,376,323	7.2
Supplies					
Supplies, Office and Operating	125,125	5,764	5,764	119,361	4.6
Fuel	11,600	245	245	11,355	2.1
Merchandise for resale	2,200	32	32	2,169	1.4
Collection Materials	481,460	60,868	60,868	420,592	12.6
Small Tools/Equip (<$200)	1,500	102	102	1,398	6.8
Total Supplies	621,885	67,010	67,010	554,875	10.8
Services					
Professional Services	213,500	7,625	7,625	205,875	3.6
Communication	124,185	7,350	7,350	116,835	5.9
Travel	27,450	17	17	27,433	0.1
Taxes and Operating Assessments	2,750	-	-	2,750	0.0
Operating Rentals and Leases	765	-	-	765	0.0
Insurance	78,900	-	-	78,900	0.0
Public Utilities	100,037	6,295	6,295	93,742	6.3
Repair and Maintenance	116,340	12,243	12,243	104,097	10.5
Miscellaneous Services	15,675	1,271	1,271	14,404	8.1
Total Services	679,602	34,801	34,801	644,801	5.1
Intergovernmental Services	16,740	20	20	16,720	0.1
Nonexpenditures (excise taxes) [1]	2,040	127	127	1,913	6.2
Total Operating Expenditures	**4,957,850**	**363,218**	**363,218**	**4,594,632**	**7.3**

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

Capital Outlays	**Budgeted**	**Current**	**Year To Date**	**Difference**	**Percent**
Buildings and Structures	34,700	-	-	34,700	0.0
Other Improvements	90,100	-	-	90,100	0.0
Machinery & Equipment	222,650	561	561	222,089	0.3
Total Capital Outlays	**347,450**	**561**	**561**	**346,889**	**0.2**
Grand Total All Expenditures	**5,305,300**	**363,779**	**363,779**	**4,941,521**	**6.9**

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Account Balances

January 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
Board Designated Accounts	*Board Designated Accounts*				
Fiscal Emergency Reserve [1]	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve [2]	2,610,490	(88,199)	40,885	-	2,563,176
Operating Reserve [3]	1,497,469	(337,925)	-	-	1,159,544
Technology Reserve [4]	115,000	-	-	-	115,000
PA Capital Reserve [5]	156,511	-	-	-	156,511
Capital Budget - 2019 [5]	154,251	(154,251)	-	-	-
Capital Budget - 2020 [5]	-	242,450	-	561	241,889
Total Board Designated Accounts	5,840,740	(337,925)	40,885	561	5,543,139
Grants and Donations					
NOLS Donations Fund	68,021	-	824	-	68,845
NOLS Materials Fund	16,612	-	-	432	16,180
Francis Bode Materials Fund	23,830	-	-	37	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Port Angeles Donations Fund	5,317	-	3	-	5,320
Port Angeles Friends Donations	12,449	-	-	1,622	10,827
Sequim Donations Fund	47,447	-	136	-	47,584
Sequim Friends Donations	8,738	-	24,000	1,385	31,353
Forks Donations Fund	1,466	-	13	-	1,479
Forks Friends Donations	-	-	2,500	126	2,374
Clallam Bay Donations Fund	6,875	-	2	-	6,877
Clallam Bay Friends Donations	939	-	-	-	939
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
Total Grants and Donations	414,079	-	27,479	3,602	437,956
Unclaimed Property Account	2,662	-			2,662
Total Designated Cash	6,257,481	(337,925)	68,364	4,163	5,983,757
Undesignated Cash Operating Funds	1,684,377	(8,149)			1,676,227
Total WA State Local Investment Pool	7,941,858	(346,075)	68,364	4,163	7,659,984

Notes:

(1) Reserve buffer against major economic catastrophe.

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

(3) Reserves to balance deficit budgets.

(4) Reserves to fund significant or unplanned technology needs.

(5) Fund management account for designated capital projects.

NOLS NORTH OLYMPIC LIBRARY SYSTEM

Account Balances

January 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 12 (3/20 East West) [6]	321,370	-	-	-	321,370
PA Capital Acct CD 13 (9/21 Sound Bank) [6]	500,743	-	-	-	500,743
Francis Bode Fund CD 8 (11/21 First Fed) [7]	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) [7]	228,050	-	-	-	228,050
Total Certificates of Deposit	1,261,710	-	-	-	1,261,710
Total Investments	9,203,568	(346,075)	68,364	4,163	8,921,695
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	39	-	39	6,000
Payroll Account (US Bank 1301)	200	207,546	-	207,546	200
Merchant Account (FF 7401)	200	(554)	614	60	200
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	6,850	207,031	614	207,645	6,850
Total Cash	6,850	207,031	614	207,645	6,850
Total Cash and Investments	9,210,418	(139,043)	68,977	211,808	8,928,545

Notes:

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

(7) Bequests designated for specific use by donor.

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NORTH OLYMPIC LIBRARY SYSTEM

VOUCHERS BY CATEGORY FOR JANUARY 2020

Category	Claimant	Purpose	Amount	Subtotal
SALARIES, WAGES AND BENEFITS				
1	NOLS Employee	HRA Reimbursement	220.79	
2	ADP Tax/Financial Services	Net Payroll (PPE 12-31-19) - EFT 714	122,093.55	
3	ADP Tax/Financial Services	Payroll Tax (PPE 12-31-19) - EFT 715	43,332.05	
8	NOLS Employee	HRA Reimbursement	90.00	
9	NOLS Employee	HRA Reimbursement	90.52	
18	NOLS Employee	HRA Reimbursement	700.47	
39	NOLS Employee	HRA Reimbursement	122.76	
40	Dept. of Labor & Industries	Q4 2019 L&I NOLS	6,059.95	
41	Dept. of Retirement Systems	Retirement Contributions (PPE 12-31-19) - EFT 716	36,120.67	
42	Dept. of Retirement Systems	DCP Retirement 01-2020 (PPE 12-31-19) - EFT 717	5,490.00	
49	Hartford Retirement Plan Solutions	MMDCP 01-2020 (PPE 12-31-19) - EFT 718	200.00	
50	Health Care Authority	HCA 01-2020 (PPE 12-31-19)	36,018.94	
51	HealthEquity	HSA ER Contribution - January 2020	241.67	
58	NOLS Employee	HRA Reimbursement	892.67	
84	NOLS Employee	HRA Reimbursement	644.76	
87	NOLS Employee	HRA Reimbursement	313.48	
95	NOLS Employee	HRA Reimbursement	90.52	
98	NOLS Employee	HRA Reimbursement	92.98	
100	United Way of Clallam County	United Way Donations (PPE 12-31-19)	45.00	
105	WCIF	Vision/Life/EAP Premiums 01-2020 (PPE 12-31-19)	1,243.00	
108	WSCCCE - WPAS, Inc	Dental Premiums (PPE 12-31-19) - February Coverage	5,155.92	
109	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 01-2020 (PPE 12-31-19)	2,000.28	261,259.98
OFFICE, OPERATING AND MAINTENANCE SUPPLIES				
19	CED Consolidated Electrical Distributors	PO 17 Maintenance Supplies - PA Light Bulbs - FAC	57.07	
20	CED Consolidated Electrical Distributors	PO 67, 68 Maintenance Supplies - LED Light Samples - LED Lights for PA Staff Area - FAC	289.69	
43	Dept. of Revenue - Use/Sales Tax	December 2019 Sales and Use Tax - EFT 720	2.75	
63	NatureBridge	PO 97 Training Supplies - Deposit for Spring ASD - NOLS	601.25	
76	Pacific Office Equipment, Inc.	PO 49, 51, 52 Toner for Public Printers - PA - SQ	1,831.31	
81	PermaCard	PO 54 Office and Operating Supplies - Billing Notices - TS	247.82	
86	Quill Corporation	PO 28 Office and Operating Supplies - Book Tape, Hand Sanitizer, Post-Its - SQ	92.05	
91	Swains General Store, Inc.	PO 24 Maintenance Supplies - Glue, PPE, Keyrings - FAC	20.15	
92	Swains General Store, Inc.	PO 65, 66 Maintenance Supplies - Boiled Linseed Oil, Ice Melt - FAC	46.64	
93	Swains General Store, Inc.	PO 77 Maintenance Supplies - Ice Melt - FAC	92.23	
96	True Value	PO 22 Maintenance Supplies - FO Shed Padlock Replacement - FAC	20.60	
97	True Value	PO 55 Maintenance Supplies - Batteries, Door Stop, Door Pull - FAC	47.13	
CC 2	Amazon.com	PO 20 Office Supplies - Binder Tabs - PA	7.49	
CC 7	Dell Marketing	PO 5 Toner - PA	506.49	

Category	Claimant	Purpose	Amount	Subtotal
CC 8	Dell Marketing	PO 61 Tech Supplies - Printer Maintenance Kit - IT	211.95	
CC 11	Ink Technologies	PO 39 Toner - FAC	57.56	
CC 12	KCDA Purchasing Cooperative	PO 16 Printer Paper - PA	12.33	
CC 13	KCDA Purchasing Cooperative	PO 16 Office Supplies - Calendars, Tape - PA	101.80	
CC 16	Namifiers	PO 34 Office Supplies - Nametags - NOLS	9.85	
CC 17	Office Depot	PO 45 Printer Paper - SQ	88.10	
CC 26	Swains General Store, Inc.	PO 26 Office Supplies - Lithium Batteries - PA	14.10	
CC 29	Walmart	PO 70 Office Supplies - Break Room Hooks - SQ	8.57	4,366.93
PROGRAM SUPPLIES				
43	Dept. of Revenue - Use/Sales Tax	December 2019 Sales and Use Tax - EFT 720	42.55	
82	Port Angeles Fine Arts Center	PO 12 Program Supplies - Obsessed Exhibit Postcards - Art In the Library (PAFOL)	150.00	
89	Simon & Schuster Inc	PO 37 Program Supplies - Books for Battle of the Books (FOSL, FOFL, PAFOL)	1,102.16	
CC 10	Facebook	PO 71 Program Supplies - Art Blast Ad (PAFOL)	2.70	
CC 19	Safeway	PO 53 Program Supplies - PAHS Book Club Snacks (PAFOL)	21.07	
CC 21	Safeway	PO 44 Program Supplies - SQ Book Club (FOSL)	78.51	1,396.99
FUEL				
CC 6	Chevron	PO 25 Fuel - Business - Nolsy Red - FAC	38.57	
CC 9	Exxon Mobil	PO 43 Fuel - Business - Westy - FAC	27.00	
CC 14	Lower Elwha Food & Fuel	PO 56 Fuel - Business - Nolsy White - FAC	60.08	
CC 15	Lower Elwha Food & Fuel	PO 60 Fuel - Business - Nolsy - FAC	34.74	
CC 24	Shell	PO 9 Fuel - Business - Fuel for Equipment - FAC	84.32	244.71
MERCHANDISE FOR RESALE				
CC 1	Amazon.com	PO 20 Merchandise for Resale - Flash Drives - PA	31.50	31.50
COLLECTION MATERIALS				
5	Amazon.com	Collection Materials	559.36	
10	Baker & Taylor Entertainment	Collection Materials	309.08	
11	Baker & Taylor Entertainment	Collection Materials	1,449.12	
12	Baker & Taylor Entertainment	Collection Materials	470.91	
13	Baker & Taylor Entertainment	Collection Materials	937.08	
14	Baker & Taylor Information	Collection Materials	6,063.52	
15	Baker & Taylor Information	Collection Materials	345.12	
16	Baker & Taylor Information	Collection Materials	4,871.63	
17	Baker & Taylor Information	Collection Materials	8,289.58	
21	CENGAGE Learning	Collection Materials	99.25	
22	CENGAGE Learning	Collection Materials	197.67	
23	CENGAGE Learning	Collection Materials	54.50	
24	CENGAGE Learning	Collection Materials	176.51	
25	Center Point Large Print	Collection Materials	224.70	
43	Dept. of Revenue - Use/Sales Tax	December 2019 Sales and Use Tax - EFT 720	21.29	
45	Ebsco Information Services	Collection Materials	11,079.00	
46	Findaway World, LLC	Collection Materials	578.20	
47	Findaway World, LLC	Collection Materials	189.73	
52	Ingram Library Services	Collection Materials	169.27	
53	Ingram Library Services	Collection Materials	98.38	

Category	Claimant	Purpose	Amount	Subtotal
59	Midwest Tape	Collection Materials	995.97	
60	Midwest Tape	Collection Materials	853.36	
61	Midwest Tape	Collection Materials	1,153.66	
71	OverDrive, Inc.	Collection Materials	141.00	
72	OverDrive, Inc.	Collection Materials	234.97	
73	OverDrive, Inc.	Collection Materials	66.50	
74	OverDrive, Inc.	Collection Materials	95.00	
88	Secretary of State	Collection Materials - Digital WDLC - Jan-Dec 2021	21,087.12	
94	Teaching Company, The	Collection Materials	48.86	
CC 20	Safeway	PO 42 Collection Materials	4.00	
CC 22	Safeway	PO 42 Collection Materials	4.00	60,868.34
SMALL TOOLS AND MINOR EQUIPMENT				
96	True Value	PO 10 Small Tools and Equipment - FO Drill Bit Set and Carpet Tape - FAC	54.53	
97	True Value	PO 59 Small Tools and Equipment - Shovel, Salt, Ice Melt - FAC	47.38	101.91
PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES				
4	ADP, LLC	Payroll Processing (PPE 12-31-2019) - NOLS	743.99	
7	Apgar, Keeth	C17 Programming - Little Bitta Love With Harmonica Pocket (FOSL)	350.00	
38	Clallam County Treasurer	PO 82 Annual Account Activity Charge for 2019	218.58	
43	Dept. of Revenue - Use/Sales Tax	December 2019 Sales and Use Tax - EFT 720	32.19	
54	Kelly, Adele	PO 27 Training and Conference Fees - CB	30.00	
55	Kitsap Networking Systems	PO 101 Professional Services - Consultant Services - IT	1,750.00	
57	Lyles, Deborah	C04 Programming - Kids Create Art (FOSL)	200.00	
62	Nakayama, Tomo	C 19 Programming - January Art Blast (PAFOL)	750.00	
66	OCLC, Inc.	PO 93 Cataloging and Worldshare Subscriptions (12/01/19 - 6/30/20) - TS	2,471.61	
70	Olympic Laundry & Dry Cleaners, Inc.	PO 38 Professional Services - Laundry - FAC	130.44	
77	Pacific Science Center	C14 Programming - Second Saturday Science - Visual Eyes (FOSL)	436.85	
99	Unique Management Services, Inc.	Professional Services - Debt Collection	349.65	
104	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
CC 18	Pay Pal	PayPal Gateway Fees - NOLS	59.95	
CC 25	Stamps.com	PO 15 Technology Services - Monthly Fee - TS	19.56	7,564.82
COMMUNICATIONS				
6	Angeles Communications	Communications - VOIP	902.21	
26	CenturyLink 300511187 FO	Communications - Voice - FO	82.07	
27	CenturyLink 300561130 CB	Communications - Voice - CB	75.14	
28	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	116.10	
29	CenturyLink 5161XLL8S3 CB Fiber	Communications - Fiber - CB	346.48	
30	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	71.03	
31	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.75	
68	Olympic Delivery Service, Inc.	PO 23 Communication - Freight - TS	1,462.00	
69	Olympic Delivery Service, Inc.	PO 87 Communication - Freight - TS	1,485.00	
102	Verizon Wireless - HotSpot - 942071551	Communications - Internet - Hotspots	120.03	
106	WDH - Wave Business	Communication - Internet - IT	2,380.92	
CC 28	UPS	PO 1300, 1326, 1327 - Communication - Freight - TS	66.72	7,350.45

Category	Claimant	Purpose	Amount	Subtotal
TRAVEL				
CC 23	Sequim Chamber of Commerce	PO 69 Travel - Business - Chamber Luncheon - SQ	17.00	17.00
UTILITIES				
32	City of Forks	Public Utilities - FO	102.52	
33	City of Port Angeles/Peabody St.	Public Utilities - PA	4,097.30	
34	City of Sequim	Public Utilities - SQ	121.77	
35	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
36	Clallam County PUD	Public Utilities - CB - FO	874.00	
37	Clallam County PUD	Public Utilities - SQ	662.00	
44	DM Disposal Company, Inc.	Public Utilities - PA - SQ	494.56	
107	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,465.08
REPAIR AND MAINTENANCE				
56	Knight Fire Protection, Inc.	PO 11 Repair and Maintenance - FO Library Fire Extinguisher Maintenance - FAC	37.43	
67	Olympia Sheet Metal Inc.	PO 103, 104 Repair and Maintenance - PA HVAC Maintenance - Carver Room Heat Pump Repair - FAC	2,769.68	
75	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	313.05	
76	Pacific Office Equipment, Inc.	PO 48 Technology Maintenance - Troubleshoot PA Public Printer - IT	81.53	
78	Pen West Contractors	PO 19 Repair and Maintenance - PA Parking Lot Sweeping - FAC	516.33	
79	Pen West Contractors	PO 78 Repair and Maintenance - 4 Days PA de-icing and snow removal - FAC	6,522.00	
80	Peninsula Heat, Inc.	PO 13 Repair and Maintenance - PA Heat Pump - FAC	467.64	
90	Simpson Electric LLC	PO 18 Repair and Maintenance - FO Heat Pump Power Supply Repair - FAC	1,356.25	
103	Viking Sew & Vac	PO 08 Repair and Maintenance - Bags and Vacuum Servicing - FAC	179.30	12,243.21
MISCELLANEOUS SERVICES				
48	Forks Chamber of Commerce, Inc.	PO 06 Membership Dues 2020 - FO	100.00	
83	Port Angeles Regional Chamber of Commerce	PO 95 Membership Dues 2020 - PA	207.00	
85	Public Libraries of Washington	PO 96 Membership Dues 2020 - ADM	834.43	
CC 5	Amazon.com	PO 72 Memberships - Prime Annual Fee - NOLS	129.35	1,270.78
INTERGOVERNMENTAL SERVICES				
64	New York State Education Department	Interlibrary Loan Fees - A History of the Stinson Family - NOLS	20.00	20.00
MACHINERY AND EQUIPMENT				
43	Dept. of Revenue - Use/Sales Tax	December 2019 Sales and Use Tax - EFT 720	84.48	
CC 3	Amazon.com	PO 63 Machinery and Equipment - Wall Mount - IT	252.08	
CC 4	Amazon.com	PO 64 Machinery and Equipment - Wall Mount - IT	(174.00)	
CC 27	Synology	PO 62 Machinery and Equipment - Cloud Backup Storage - IT	397.98	560.54
SALES TAX				
43	Dept. of Revenue - Use/Sales Tax	December 2019 Sales and Use Tax - EFT 720	126.82	126.82

Category	Claimant	Purpose	Amount	Subtotal
FINES AND FEES, PATRON REFUNDS				
	CK 2126 NOLS Patron	Patron Refund	13.99	
	CK 2127 NOLS Patron	Patron Refund	8.80	
	CK 2128 NOLS Patron	VOID: Patron Refund	0.00	
	CK 2129 NOLS Patron	Patron Refund	15.99	38.78
			363,927.84	**363,927.84**

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Voucher Approval for January 2020

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #1 through #109 are approved in the amount of $363,927.84 this 27th day of February 2020.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
1	**NOLS Employee**	HRA Reimbursement	220.79
2	**ADP Tax/Financial Services**	Net Payroll (PPE 12-31-19) - EFT 714	122,093.55
3	**ADP Tax/Financial Services**	Payroll Tax (PPE 12-31-19) - EFT 715	43,332.05
4	**ADP, LLC**	Payroll Processing (PPE 12-31-2019) - NOLS	743.99
5	**Amazon.com**	Collection Materials	559.36
6	**Angeles Communications**	Communications - VOIP	902.21
7	**Apgar, Keeth**	C17 Programming - Little Bitta Love With Harmonica Pocket (FOSL)	350.00
8	**NOLS Employee**	HRA Reimbursement	90.00
9	**NOLS Employee**	HRA Reimbursement	90.52
10	**Baker & Taylor Entertainment**	Collection Materials	309.08
11	**Baker & Taylor Entertainment**	Collection Materials	1,449.12
12	**Baker & Taylor Entertainment**	Collection Materials	470.91
13	**Baker & Taylor Entertainment**	Collection Materials	937.08
14	**Baker & Taylor Information**	Collection Materials	6,063.52
15	**Baker & Taylor Information**	Collection Materials	345.12
16	**Baker & Taylor Information**	Collection Materials	4,871.63
17	**Baker & Taylor Information**	Collection Materials	8,289.58
18	**NOLS Employee**	HRA Reimbursement	700.47
19	**CED Consolidated Electrical Distributors**	PO 17 Maintenance Supplies - PA Light Bulbs - FAC	57.07
20	**CED Consolidated Electrical Distributors**	PO 67, 68 Maintenance Supplies - LED Light Samples - LED Lights for PA Staff Area - FAC	289.69
21	**CENGAGE Learning**	Collection Materials	99.25
22	**CENGAGE Learning**	Collection Materials	197.67
23	**CENGAGE Learning**	Collection Materials	54.50
24	**CENGAGE Learning**	Collection Materials	176.51
25	**Center Point Large Print**	Collection Materials	224.70

No.	Claimant	Purpose	Amount
26	**CenturyLink 300511187 FO**	Communications - Voice - FO	82.07
27	**CenturyLink 300561130 CB**	Communications - Voice - CB	75.14
28	**CenturyLink 360-681-7811 468B SQ**	Communications - Voice - SQ	116.10
29	**CenturyLink 5161XLL8S3 CB Fiber**	Communications - Fiber - CB	346.48
30	**CenturyLink Bus. Svcs Acct 80206626**	Communications - POTS	71.03
31	**CenturyLink PA 360-457-3125 933B**	Communications - Fax - PA	242.75
32	**City of Forks**	Public Utilities - FO	102.52
33	**City of Port Angeles/Peabody St.**	Public Utilities - PA	4,097.30
34	**City of Sequim**	Public Utilities - SQ	121.77
35	**Clallam County Public Works Dept.**	Public Utilities - Sewer - CB	56.50
36	**Clallam County PUD**	Public Utilities - CB - FO	874.00
37	**Clallam County PUD**	Public Utilities - SQ	662.00
38	**Clallam County Treasurer**	PO 82 Annual Account Activity Charge for 2019	218.58
39	**NOLS Employee**	HRA Reimbursement	122.76
40	**Dept. of Labor & Industries**	Q4 2019 L&I NOLS	6,059.95
41	**Dept. of Retirement Systems**	Retirement Contributions (PPE 12-31-19) - EFT 716	36,120.67
42	**Dept. of Retirement Systems**	DCP Retirement 01-2020 (PPE 12-31-19) - EFT 717	5,490.00
43	**Dept. of Revenue - Use/Sales Tax**	December 2019 Sales and Use Tax - EFT 720	310.08
44	**DM Disposal Company, Inc.**	Public Utilities - PA - SQ	494.56
45	**Ebsco Information Services**	Collection Materials	11,079.00
46	**Findaway World, LLC**	Collection Materials	578.20
47	**Findaway World, LLC**	Collection Materials	189.73
48	**Forks Chamber of Commerce, Inc.**	PO 06 Membership Dues 2020 - FO	100.00
49	**Hartford Retirement Plan Solutions**	MMDCP 01-2020 (PPE 12-31-19) - EFT 718	200.00
50	**Health Care Authority**	HCA 01-2020 (PPE 12-31-19)	36,018.94
51	**HealthEquity**	HSA ER Contribution - January 2020	241.67
52	**Ingram Library Services**	Collection Materials	169.27
53	**Ingram Library Services**	Collection Materials	98.38
54	**Kelly, Adele**	PO 27 Training and Conference Fees - CB	30.00
55	**Kitsap Networking Systems**	PO 101 Professional Services - Consultant Services - IT	1,750.00
56	**Knight Fire Protection, Inc.**	PO 11 Repair and Maintenance - FO Library Fire Extinguisher Maintenance - FAC	37.43
57	**Lyles, Deborah**	C04 Programming - Kids Create Art (FOSL)	200.00
58	**NOLS Employee**	HRA Reimbursement	892.67
59	**Midwest Tape**	Collection Materials	995.97
60	**Midwest Tape**	Collection Materials	853.36
61	**Midwest Tape**	Collection Materials	1,153.66
62	**Nakayama, Tomo**	C 19 Programming - January Art Blast (PAFOL)	750.00
63	**NatureBridge**	PO 97 Training Supplies - Deposit for Spring ASD - NOLS	601.25
64	**New York State Education Department**	Interlibrary Loan Fees - A History of the Stinson Family - NOLS	20.00
65	**North Olympic Library System**	January 2020 Revolving Fund Reimbursement (* Detail Below)	38.78

No.	Claimant	Purpose	Amount
66	**OCLC, Inc.**	PO 93 Cataloging and Worldshare Subscriptions (12/01/19 - 6/30/20) - TS	2,471.61
67	**Olympia Sheet Metal Inc.**	PO 103, 104 Repair and Maint. - PA HVAC Maintenance - Carver Room Heat Pump Repair - FAC	2,769.68
68	**Olympic Delivery Service, Inc.**	PO 23 Communication - Freight - TS	1,462.00
69	**Olympic Delivery Service, Inc.**	PO 87 Communication - Freight - TS	1,485.00
70	**Olympic Laundry & Dry Cleaners, Inc.**	PO 38 Professional Services - Laundry - FAC	130.44
71	**OverDrive, Inc.**	Collection Materials	141.00
72	**OverDrive, Inc.**	Collection Materials	234.97
73	**OverDrive, Inc.**	Collection Materials	66.50
74	**OverDrive, Inc.**	Collection Materials	95.00
75	**Pacific Office Equipment, Inc.**	Copier Maintenance - All Branches	313.05
76	**Pacific Office Equipment, Inc.**	PO 48 Technology Maintenance - Troubleshoot PA Public Printer - IT PO 49, 51, 52 Toner for Public Printers - PA - SQ	1,912.84
77	**Pacific Science Center**	C14 Programming - Second Saturday Science - Visual Eyes (FOSL)	436.85
78	**Pen West Contractors**	PO 19 Repair and Maintenance - PA Parking Lot Sweeping - FAC	516.33
79	**Pen West Contractors**	PO 78 Repair and Maintenance - 4 Days PA de-icing and snow removal - FAC	6,522.00
80	**Peninsula Heat, Inc.**	PO 13 Repair and Maintenance - PA Heat Pump - FAC	467.64
81	**PermaCard**	PO 54 Office and Operating Supplies - Billing Notices - TS	247.82
82	**Port Angeles Fine Arts Center**	PO 12 Program Supplies - Obsessed Exhibit Postcards - Art In the Library (PAFOL)	150.00
83	**Port Angeles Regional Chamber of Commerce**	PO 95 Membership Dues 2020 - PA	207.00
84	**NOLS Employee**	HRA Reimbursement	644.76
85	**Public Libraries of Washington**	PO 96 Membership Dues 2020 - ADM	834.43
86	**Quill Corporation**	PO 28 Operating Supplies - Book Tape, Hand Sanitizer, Post-Its - SQ	92.05
87	**NOLS Employee**	HRA Reimbursement	313.48
88	**Secretary of State**	Collection Materials - Digital WDLC - Jan-Dec 2021	21,087.12
89	**Simon & Schuster Inc**	PO 37 Program Supplies - Books for Battle of the Books (FOSL, FOFL, PAFOL)	1,102.16
90	**Simpson Electric LLC**	PO 18 Repair and Maintenance - FO Heat Pump Power Supply Repair - FAC	1,356.25
91	**Swains General Store, Inc.**	PO 24 Maintenance Supplies - Glue, PPE, Keyrings - FAC	20.15
92	**Swains General Store, Inc.**	PO 65, 66 Maintenance Supplies - Boiled Linseed Oil, Ice Melt - FAC	46.64
93	**Swains General Store, Inc.**	PO 77 Maintenance Supplies - Ice Melt - FAC	92.23
94	**Teaching Company, The**	Collection Materials	48.86
95	**NOLS Employee**	HRA Reimbursement	90.52
96	**True Value**	PO 22 Maint. Supplies - FO Shed Padlock Replace - FAC PO 10 Small Tools and Equipment - FO Drill Bit Set and Carpet Tape - FAC	75.13

No.	Claimant	Purpose	Amount
97	**True Value**	PO 59 Small Tools and Equipment - Shovel, Salt, Ice Melt - FAC PO 55 Maintenance Supplies - Batteries, Door Stop, Door Pull - FAC	94.51
98	**NOLS Employee**	HRA Reimbursement	92.98
99	**Unique Management Services, Inc.**	Professional Services - Debt Collection	349.65
100	**United Way of Clallam County**	United Way Donations (PPE 12-31-19)	45.00
101	**US Bank**	Credit Card Services - December 2019 Charges (* Detail Below)	2,173.37
102	**Verizon Wireless - HotSpot - 942071551**	Communications - Internet - Hotspots	120.03
103	**Viking Sew & Vac**	PO 08 Repair and Maintenance - Bags and Vacuum Servicing - FAC	179.30
104	**Washington State Patrol**	Professional Services - Background Checks - NOLS	22.00
105	**WCIF**	Vision/Life/EAP Premiums 01-2020 (PPE 12-31-19)	1,243.00
106	**WDH - Wave Business**	Communication - Internet - IT	2,380.92
107	**West Waste & Recycling**	Public Utilities - FO - CB	56.43
108	**WSCCCE - WPAS, Inc**	Dental Premiums (PPE 12-31-19) - February Coverage	5,155.92
109	**WSCCCE-Council 2, AFSCME AFL-CIO**	Union Dues 01-2020 (PPE 12-31-19)	2,000.28
			363,927.84

* Detail - NOLS Revolving Fund Account -- Voucher #65			
2126	**NOLS Patron**	Patron Refund	13.99
2127	**NOLS Patron**	Patron Refund	8.80
2128	**NOLS Patron**	VOID: Patron Refund	0.00
2129	**NOLS Patron**	Patron Refund	15.99
			38.78

* Detail - NOLS US Bank Credit Card Purchases -- Voucher #101			
1	**Amazon.com**	PO 20 Merchandise for Resale - Flash Drives - PA	31.50
2	**Amazon.com**	PO 20 Office Supplies - Binder Tabs - PA	7.49
3	**Amazon.com**	PO 63 Machinery and Equipment - Wall Mount - IT	252.08
4	**Amazon.com**	PO 64 Machinery and Equipment - Wall Mount - IT	(174.00)
5	**Amazon.com**	PO 72 Memberships - Prime Annual Fee - NOLS	129.35
6	**Chevron**	PO 25 Fuel - Business - Nolsy Red - FAC	38.57
7	**Dell Marketing**	PO 5 Toner - PA	506.49
8	**Dell Marketing**	PO 61 Tech Supplies - Printer Maintenance Kit - IT	211.95
9	**Exxon Mobil**	PO 43 Fuel - Business - Westy - FAC	27.00
10	**Facebook**	PO 71 Program Supplies - Art Blast Ad (PAFOL)	2.70
11	**Ink Technologies**	PO 39 Toner - FAC	57.56
12	**KCDA Purchasing Cooperative**	PO 16 Printer Paper - PA	12.33
13	**KCDA Purchasing Cooperative**	PO 16 Office Supplies - Calendars, Tape - PA	101.80
14	**Lower Elwha Food & Fuel**	PO 56 Fuel - Business - Nolsy White - FAC	60.08

No.	Claimant	Purpose	Amount
15	**Lower Elwha Food & Fuel**	PO 60 Fuel - Business - Nolsy - FAC	34.74
16	**Namifiers**	PO 34 Office Supplies - Nametags - NOLS	9.85
17	**Office Depot**	PO 45 Printer Paper - SQ	88.10
18	**Pay Pal**	PayPal Gateway Fees - NOLS	59.95
19	**Safeway**	PO 53 Program Supplies - PAHS Book Club Snacks (PAFOL)	21.07
20	**Safeway**	PO 42 Collection Materials	4.00
21	**Safeway**	PO 44 Program Supplies - SQ Book Club (FOSL)	78.51
22	**Safeway**	PO 42 Collection Materials	4.00
23	**Sequim Chamber of Commerce**	PO 69 Travel - Business - Chamber Luncheon - SQ	17.00
24	**Shell**	PO 9 Fuel - Business - Fuel for Equipment - FAC	84.32
25	**Stamps.com**	PO 15 Technology Services - Monthly Fee - TS	19.56
26	**Swains General Store, Inc.**	PO 26 Office Supplies - Lithium Batteries - PA	14.10
27	**Synology**	PO 62 Machinery and Equipment - Cloud Backup Storage - IT	397.98
28	**UPS**	PO 1300, 1326, 1327 - Communication - Freight - TS	66.72
29	**Walmart**	PO 70 Office Supplies - Break Room Hooks - SQ	8.57
			2,173.37

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

EFT 714	**ADP Tax/Financial Services**	Net Payroll (PPE 12-31-19)	122,093.55
EFT 715	**ADP Tax/Financial Services**	Payroll Tax (PPE 12-31-19)	43,332.05
EFT 716	**Dept. of Retirement Systems**	Retirement Contributions (PPE 12-31-19)	36,120.67
EFT 717	**Dept. of Retirement Systems**	DCP Retirement (PPE 12-31-19)	5,490.00
EFT 718	**Hartford Retirement Plan Solutions**	MMDCP (PPE 12-31-19)	200.00
			207,236.27

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Staff Report

Meeting Date: February 27, 2020
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Approval of Resolution 20-02-02: Authorizing Disposal of Surplus Equipment and Furniture
Attachment: Resolution 20-02-02

Topic/Issue: Disposal of surplus items.

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

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

Discussion. Items to be discarded are listed in the Resolution:

The arm chairs and ottoman removed from the Forks Library are worn and not deemed worth repairing. They will be given to an organization who finds new homes for old furniture.

The wood shelving parts are left-over from when the Carnegie Building on Lincoln Street in Port Angeles was the home of the Port Angeles Library. Though some pieces of this older style of shelving are still in use, most of what was used in the Carnegie building has been in storage since NOLS vacated the old library site in 1998. Since there are no plans to use the shelving at any NOLS library, it is appropriate to dispose of it. Doing so will free up about 32 square feet of valuable space needed for more critical storage.

The computer equipment is obsolete or not working. Surplus hard drives have been wiped clean of memory. The cash register is broken. The box of cables are overstock.

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

Motion: That the Library Board of Trustees approve Resolution 20-02-02 approving surplus and disposal of items no longer needed by NOLS.

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Resolution 20-02-02

Library Board of Trustees
North Olympic Library System

Authorizing Disposal of Surplus Equipment and Furniture

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

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

Item	Qty
Arm chair	2
Ottoman	1
Atlas case	1
Pallet of wood shelving parts	2
Computers/cases	4
Video card	2
Printer	1
Laptop	5
Keyboard	1
NUC	1
Solid State Drive	2
Video projector	2
Conference phone	1
CD hook-up	1
Camera	1
Cash register	1
Box of miscellaneous cables	1
Hard drives	30

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

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

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this day of February 27, 2020.

Chair	Trustee
Trustee	Trustee
Trustee	

Attested by:

Secretary to the Board

Staff report

Meeting Date: February 27, 2020
To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Subject: Approval of revisions to Policy 4.14: Food and Beverages in Library Buildings

Attachments: Draft of revised policy 4.14

Topic/Issue: Approval of revisions to policy 4.14: Food and Beverages in Library Buildings

Discussion. NOLS originally adopted policy 4.14 in 2015, establishing acceptable parameters for in-library consumption of food and beverage. Those parameters were appropriate at that time, but recently staff have noted marked changes in behaviors and expectations with regard to consumption of food and drink in the library. Food and drink have become more frequent contributors to disruptive events in the library (odors, trash, annoying noise, and limitations on space availability) and more frequently result in damage to library property, than was generally the case in the past.

The proposed revisions to Policy 4.14 still allow patrons to enjoy food or drink as part of the library experience, provided it is consumed in a designated "Food Friendly" area. The new policy provisions will give staff more ability to control the negative ramifications of food and beverage consumption. The nature/location of the food friendly area will be established by local branch manager, as appropriate to local conditions.

Policy considerations. These policy provisions were proposed by Management Team in response to input received from branch staff. As is customary, all NOLS staff had the opportunity to review and comment on the proposed revisions while they were in development. The Board Policy Committee has reviewed and approved the revisions.

Fiscal considerations. No fiscal impacts are anticipated.

Motion: That the Board approve revisions to policy 4.14 as presented.

Policy 4.14
Food and Beverages in Library Buildings

Adopted by the Library Board of Trustees: 02/26/2015:
Revised: xx-xx-2020

The North Olympic Library System strives to create a welcoming, clean and comfortable environment for the public. Food and beverages may be consumed in the library in a responsible and considerate manner, minimizing the risk of damage to library collections, computers and furnishings while meeting the needs of users who are in the library for extended periods. Therefore, the following rules apply:

Nonalcoholic beverages may be consumed in the library provided the beverage is contained in a cup or bottle with a securely fitting lid or cap. Patrons must use extra care when consuming beverages near library computers and will be held responsible for any damage caused to library equipment by their beverages.

~~Snacks~~Food ~~and nonalcoholic beverages~~ may be consumed by patrons only in designated "food friendly" areas of~~in~~ ~~throughout~~ the library, provided the food is not messy, smelly, noisy, or greasy.
~~, provided the beverage has a cap or a securely fitting lid on it and the snack is not messy, smelly or greasy. Patrons must use extra care when consuming food or beverages near library computers and will be held responsible for any damage caused by their food or beverages to library equipment.~~
Patrons bringing food and beverages into the library are responsible for disposing of empty containers and trash in appropriate receptacles, they must clean up any spills or messes they create, and they must immediately bring any damage caused by food and beverages to the attention of library staff.

NOLS reserves the right to ask any user to remove his/her food and/or beverage from the library if in the judgment of the staff it constitutes a violation of this policy or a violation of *Policy 4.1: Basic Rule of Conduct*.

Food and beverages may be consumed by groups using the library's meeting and conference rooms. Due to the rare and valuable materials in the Port Angeles Main Library's Archives Room, however, no food or beverages are permitted in that location.

Patrons who violate this policy may lose library privileges or incur limitations on their future ability to bring food or beverages into the library.

Exceptions to this policy may be considered by the Library Director on a case-by-case basis.

The Library Director is responsible for administering this policy.

NOLS
NORTH OLYMPIC LIBRARY SYSTEM

Staff report

Meeting Date: February 27, 2020
To: Library Board of Trustees
From: Brian Phillips, Facilities Manager
Subject: Information and approval request in connection with purchase of a delivery vehicle.

Topic/Issue:
Confirmation of Board intent to approve purchase of new vehicle.

Background: In March 2020, NOLS will assume in-house responsibility for the delivery of library materials and goods between NOLS library locations, a service that was previously contracted out. The assumption of inter-branch delivery services by NOLS necessitates the acquisition of library vehicle dedicated for that purpose, and the NOLS 2020 Capital Budget allocated $44,000 to acquire this dedicated delivery vehicle.

Discussion. The vehicle selected by NOLS for inter-branch delivery services is a Chrysler Pacifica hybrid minivan. A hybrid van was selected for its relatively efficient mile per gallon fuel consumption, as compared with non-hybrid (gasoline only) vehicle models; and also because the Chrysler Pacifica van is large enough to accommodate the anticipated delivery loads. The fuel efficiency standard set by a hybrid vehicle is valued by NOLS for the cost savings to NOLS in fuel consumption as compared to non-hybrid vehicles. Furthermore, the reduction in carbon emissions by a hybrid vehicle in comparison with gas vehicles is in-line with NOLS' interest in minimizing carbon emissions generated by NOLS. Given the anticipated high frequency of use the delivery vehicle will undergo travelling between NOLS locations on a daily basis, the selection of a vehicle with greater than average fuel economy and low emissions is preferred.

This model also allows the option of seating up to seven passengers, which will add flexibility to the NOLS fleet, to more efficiently address the occasions when more than five staff/Board members must be transported to the same location.

As with previous NOLS for vehicle purchases, the shipment vehicle will be purchased utilizing NOLS' Master Contract with the Washington State Department of Enterprise Services.

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 $46,860, including tax.

NOLS 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. This process has significant cost benefits to the District, and also permits NOLS to forego the labor intensive and time-consuming bidding process. Vehicle purchase through Washington State Department of Enterprise Services comprises and utilizes this "piggybacking" arrangement.

There is generally substantial lead time between ordering and receipt of a vehicle purchased through Enterprises Services, so for clarity in accounting NOLS has adopted the practice of having the Board confirm approval for the purchase at the time the order is placed.

Fiscal considerations. As noted above, in anticipation of the acquisition of a new inter-branch delivery vehicle, funds of $44,000 were allocated in the 2020 Capital Budget.

The final cost of the Chrysler Pacifica exceeded the estimated budget allocation by $2,860. To cover this overage additional funds have been reallocated from a capital budget fund line (purchase of snow removal equipment) for which the budgeted cost estimate exceeded the actual cost.

Recommendation/Alternatives for Consideration. That the Board confirm by motion their approval to purchase of the vehicle as described above.

Action/Motion: That the Board approve the purchase of a delivery vehicle in the approximate amount of $46,860.

NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Staff Report

Meeting Date: February 27, 2020
To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Subject: Retroactive approval of service agreement for internet service

Attachments: Service Agreement between NOLS and WaveDivision Holdings, LLC

Topic/Issue: Retroactive approval of service agreement for internet service.

Background. NOLS is eligible for a federal grant program called Erate that reimburses schools and libraries for internet service and related equipment. NOLS has applied for these grants annually since 2013. Until recently, NOLS staff oversaw and processed applications for Erate reimbursement, a process that is extremely time consuming, and requires specialized knowledge and technical expertise. In 2020 NOLS began working with an Erate consultant, Claire O'Flaherty of Erate Expertise Inc., who is providing advice and assistance with the complex application and reimbursement procedures. In the course of reviewing NOLS' current internet service contracts the Erate consultant identified an oversight with regard to the formal execution of NOLS current service agreement with WAVE, and has recommended that it be corrected retroactively.

NOLS utilizes Wave as a service provider for internet connection to the Port Angeles Main Library, Forks Branch Library and Sequim Branch Library. NOLS' contract with Wave was renewed in March 2019, which included connection speed upgrades to the Port Angeles Main Library and the Sequim Branch Library. This was a period of staffing instability in the IT department, and apparently Board Approval of the contract was overlooked. Retroactive approval of this service agreement will correct the oversight.

Additionally, NOLS has put out a new Request for Proposals for internet service and expects a new contract to be negotiated in March 2020. The Board can expect to see a request for approval of a new contract for internet service within the next month.

Policy considerations. Policy 5.5: Purchasing Policy requires Board approval for contracts valued at $25,000 or more in a single calendar year. The cost for Wave internet service in 2019 was $28,145. The costs were projected to be about $41,000 per year, but were less in 2019 due to Wave's delay of connection speed upgrades.

Fiscal considerations. A break in compliance, even inadvertent, from NOLS policies may result in a loss of Erate reimbursement, so retroactive correction is a matter of some

importance. The amount of Erate reimbursement varies from year to year, but could be up to 70% of the total cost for internet service.

Discussion. Participants in the Erate program are required to follow all federal, state, local, and their own agency's policies. Retroactive approval of the Wave contract will bring NOLS back into compliance with NOLS policy.

Recommendation/Alternatives for Consideration. That the Board approve the March 2019 contract with WaveDivision Holdings, LLC.

Motion: That the Board approve the contract with WaveDivision Holdings, LLC as presented, and retroactively authorize the execution of the service agreement document.

ORDER FOR DATA TRANSPORT SERVICES
E-Rate 2019

This Order for Data Transport Services: E-Rate 2019 (this "Service Order") is entered into as of the date of last signature below (the "Effective Date"), by and between WAVEDIVISION HOLDINGS, LLC, a Delaware limited liability company ("Provider"), and NORTH OLYMPIC LIBRARY SYSTEM, a Washington rural county library district ("Customer"). This Service Order is made pursuant to and will be governed by that certain Master Services Agreement for Enterprise Services – Governmental Customer between Provider and Customer dated May 20, 2016 (the "MSA"). All capitalized terms used but not defined in this Service Order shall have the meanings given to them MSA.

Section 1: Termination of Old Contract. Provider's Affiliate, Wave Business Solutions, LLC, and Customer are the parties to that certain Order for Data Transport Services dated July 22, 2016 (the "Old Contract"). Provider and Customer now intend for this Service Order to replace and supersede the Old Contract in its entirety. Accordingly, as of the Service Commencement Date for the Services provided pursuant to this Service Order, the Old Contract shall terminate and have no further force or effect; provided, that any outstanding payment obligations under the Old Contract shall survive until met.

Section 2: Data Transport Services. Provider shall provide to Customer the ELAN data transport services set forth in the following table (each, a "Service," and collectively, the "Services"), at the bandwidths set forth below, in exchange for the one-time, non-recurring installation cost ("NRC") set forth below, and the monthly recurring charges ("MRC") set forth below:

Circuit Identifier	Bandwidth and Type of Connection	Service Site	NRC	MRC
Circuit 1	2 Gbps ELAN Circuit	Port Angeles Main Library 2210 South Peabody Street Port Angeles, WA 98362	$0	$1,400
Circuit 2	1 Gbps ELAN Circuit	Sequim Branch Library 630 North Sequim Avenue Sequim, WA 98382	$0	$1,000
Circuit 3	30 Mbps ELAN Circuit	Forks Branch Library 171 Forks Avenue South Forks, WA 98331	$0	$1,027
		TOTAL COST:	**$0**	**$3,427**

Section 3: Service Term. The Service Term for the Services is 36 months. The Service Commencement Date for the Services is July 1, 2019. The Service Term will expire on June 30, 2022.

Section 4: Customer Information.

Account Name: North Olympic Library System

Account Executive to Customer: Bernadette Webb

Invoicing Address: 2210 South Peabody Street
Port Angeles, WA 98362
ATTN: Accounts Payable

E-Rate Billing Method:
☐ SPI Method (FCC Form 474)
☐ BEAR Method (FCC Form 472)

To facilitate communication the following information is provided as a convenience and may be updated at any time without affecting the enforceability of the terms and conditions herein:

Customer Site Contact:
Gabe Kitts
gkitts@nols.org
360-417-8500 x78720 (Ph)

Customer Billing Contact:
Accounts Payable
gkitts@nols.org
360-417-8500 x78720 (Ph)

Customer Technical Contact:
Gabe Kitts
gkitts@nols.org
360-417-8500 x78720 (Ph)

Section 5: Participation in E-Rate Program. With respect to this Service Order, Customer is participating in the Federal Universal Service Discount program for schools and libraries ("E-Rate"), offered by the Federal Communications Commission via the Schools and Libraries Division (the "SLD"), which is administered by the Universal Service Administrative Company ("USAC").

Section 6: Customer's Contingent Right to Cancel. As set forth in the MSA, this Service Order is conditional and subject to Customer receiving full E-Rate funding by the SLD. Notwithstanding anything to the contrary contained in Section 3 of this Service Order or in the MSA, Customer reserves the right to cancel or in any manner reduce the scope of this Service Order in the event SLD does not completely fund the request for funding submitted by Customer with respect to the Services described in this Service Order.

Section 7: E-Rate Billing. Under the E-Rate program, Customer must elect one of the following methods of invoicing, both of which require the cooperation of Provider:

(i) SPI Method: Under the Service Provider Invoice method (the "SPI" method) of billing, Customer receives a discount on the invoices Customer receives from Provider. Customer pays in full the invoices it receives from Provider. Provider then submits FCC form 474, the Service Provider Invoice Form, to USAC in order to receive payment from USAC for the discounts Provider provided to Customer.

(ii) BEAR Method: Under the Billed Entity Applicant Reimbursement Method (the "BEAR" method) of billing, the invoices Customer receives from Provider contain the full amount of the non-discounted rates set forth in Section 2 above. Customer pays in full the invoices it receives from Provider. Customer then submits FCC Form 472, the Billed Entity Applicant Reimbursement Form, to USAC in order to receive reimbursement from USAC for a portion of the amounts paid to Provider.

Customer has specified in Section 4 above which of the two methods of E-Rate billing Customer desires to use with respect to this Service Order. Regardless of which E-Rate billing method Customer has elected, the Parties agree to cooperate with one another as reasonably necessary to complete and process such paperwork as may be necessary for Customer to take advantage of the E-Rate funding available for the Services.

Section 8: Potential Upgrade of Circuit 3. Provider understands that Customer would prefer for the bandwidth of Circuit 3, which serves the Forks Branch Library, to be increased to 50 Mbps or even 100 Mbps. As of the Effective Date of this Service Order, Provider does not have the network capacity to provide a higher bandwidth for Circuit 3 as network capacity to Forks is very constrained. However, if and when Provider is able to increase the bandwidth available to the Forks Branch Library, Provider shall so notify Customer. At such point, the Parties may negotiate an increased bandwidth for Circuit 3 together with a mutually acceptable increase in MRC for said Circuit. Any agreed upon changes to Circuit 3 shall be memorialized in a written amendment to this Service Order that is signed by both Parties.

The submission of this Service Order to Customer by Provider does not constitute an offer. Instead, this Service Order will become effective only when both parties have signed it. The date this Service Order is signed by the last party to sign it (as indicated by the date associated with that party's signature) will be deemed the Effective Date of this Service Order.

CUSTOMER:

NORTH OLYMPIC LIBRARY SYSTEM

By _____

Name: Margaret Jckubcin

Title: Library Director

Date: 3/15/19

PROVIDER:

WAVEDIVISION HOLDINGS, LLC

By _____

Name: DAVID LAMPKIN

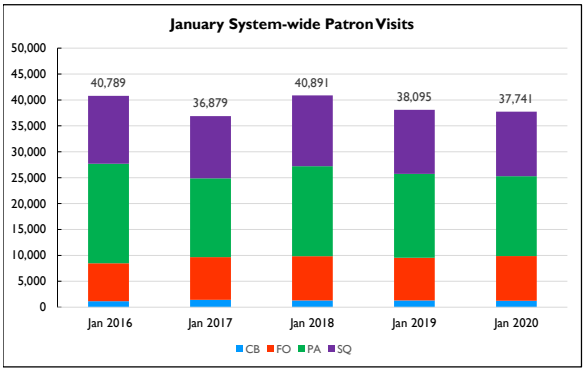
Title: SVP SALES

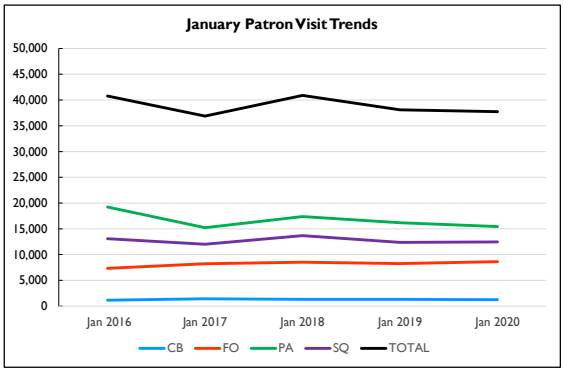
Date: 3-26-19

January 2020
Monthly Statistics Report

Patron Visits

	2020	% of System
PA	15,426	40.9%
SQ	12,450	33.0%
FO	8,625	22.9%
CB	1,240	3.3%
Total	37,741	100.0%



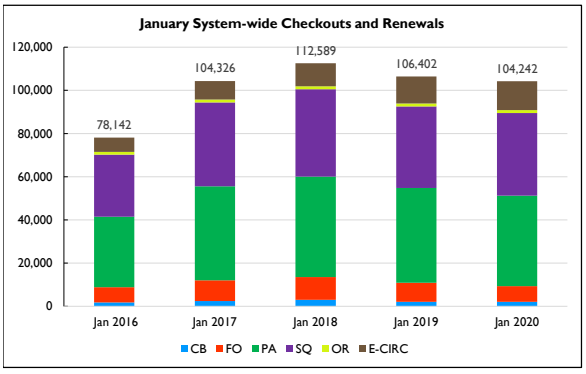


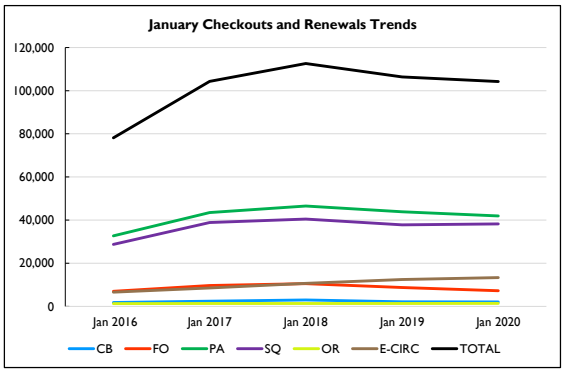
* In January 2017, inclement weather during the first two weeks of the month likely contributed to a decrease in patron visits to the Port Angeles Main Library.

* In January 2020, inclement weather closed all NOLS locations for one full day and several partial days, and power outages closed the West End branches for several hours on two occasions.

Checkouts & Renewals

	2020	% of System
PA	41,929	40.2%
Self	*48%*	
SQ	38,231	36.7%
Self	*49%*	
FO	7,289	7.0%
Self	*16%*	
CB	2,043	2.0%
OR	1,397	1.3%
E Circ	13,353	12.8%
Total	104,242	100.0%





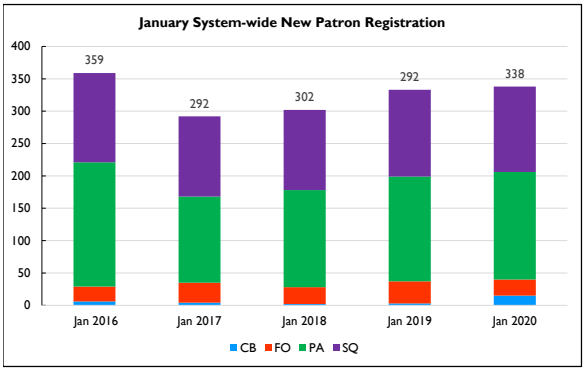
* In April 2016, automatic renewals were enabled.

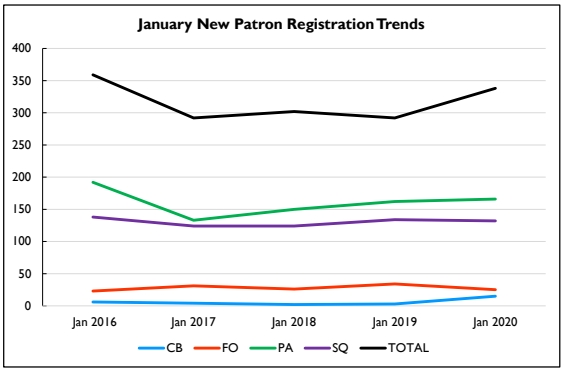
* In January 2017, inclement weather during the first two weeks of the month likely contributed to a decrease in patron visits to the Port Angeles Main Library.

* In January 2020, inclement weather closed all NOLS locations for one full day and several partial days, and power outages closed the West End branches for several hours on two occasions.

New Patron Registration

	2020	% of System
PA	166	49.1%
SQ	132	39.1%
FO	25	7.4%
CB	15	4.4%
Total	338	100.0%





Library Programs

	Programs/Attendees	% of System
PA	39/1104	49%/58%
SQ	15/413	19%/22%
FO	18/261	23%/14%
CB	7/111	9%/6%
Total	79/1889	100%/100%

Public Meetings

	Meetings/Attendees	% of System
PA	48/593	36%/48%
SQ	43/534	33%/43%
FO	41/118	31%/9%
CB	0/0	0%/0%
Total	132/1245	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	6,451	54.4%
SQ	2,794	23.5%
FO	1,958	16.5%
CB	665	5.6%
Total	11868	100.0%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	2,579	33.9%
SQ	1,503	48.6%
FO	715	26.5%
CB	108	10.8%
Total	4905	34.0%

Wi-Fi Access

System-wide Total	6,146

Website Visits

From outside the Library	17,853
From inside the Library	11,808
Avg. # of pages visited	2

Volunteers

	Volunteer Hours	# of Volunteers
PA	79.75	10
SQ	16.25	5
FO	10.25	1
CB	0	0
OR	39.75	11
NOLS	35	4
Total	181	31

Outreach Services

Deliveries to the Homebound	222
New Patrons w/ Delivery Services	12

Interlibrary Loan Services

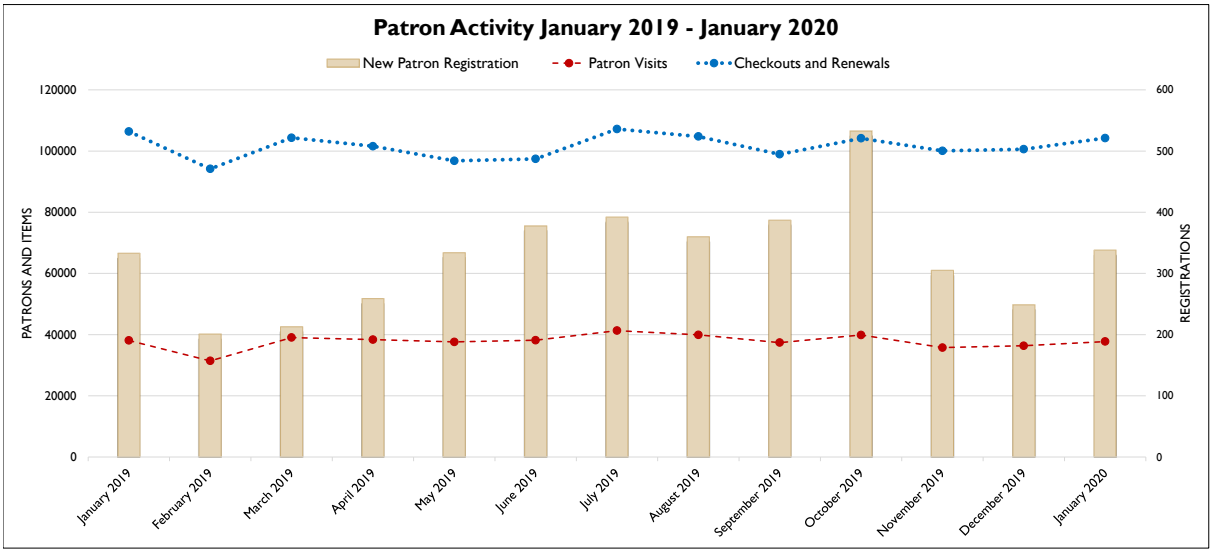
Items borrowed from other libraries	180
Items loaned to other libraries	115

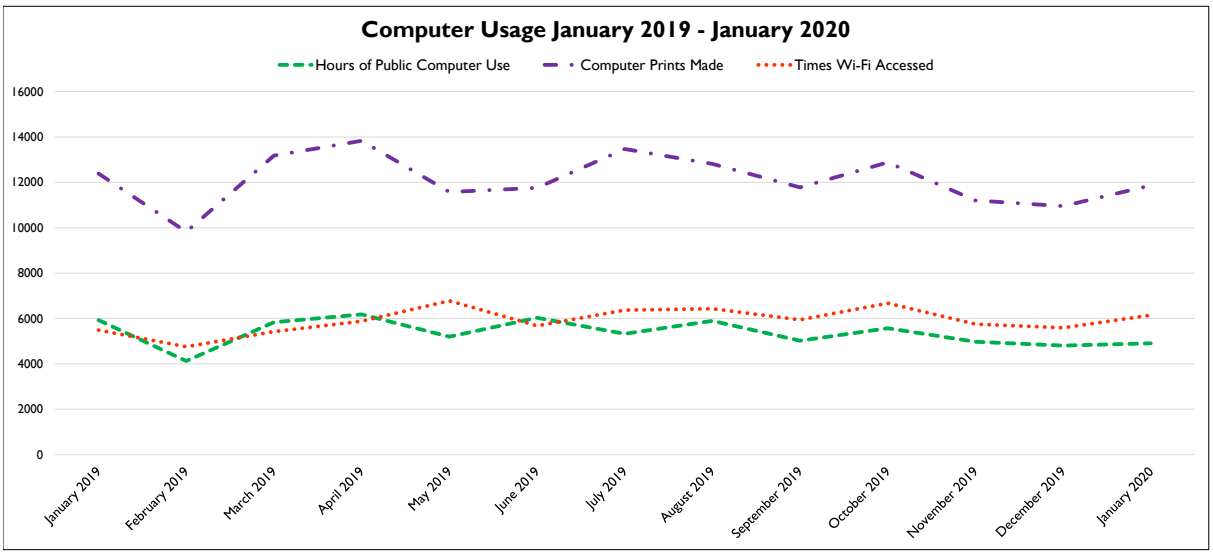
Holds

	Requests Fulfilled	Avg Days to Fill
PA	5535	18.50
SQ	6905	22.36
FO	837	19.32
CB	298	20.41
OR	904	15.73
Total	14479	19.27

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	331
Read & Ride (Clallam Transit Buses)	158
DSHS (Kiosks in offices in FO and PA)	73
NOLS Programs	220
Community Outreach Events	44
Total	826





Significant Events During the Past 13 Months:

February 2019 - Due to a snow storm, NOLS locations were closed for three days and several partial days in February.

February-April 2019 - Tax Season

June 2019 - Summer Reading Program begins

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

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

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

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

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

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

Monthly Activity Report

Meeting Date: February 27, 2020
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for January 2020

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

Despite a number of cancellations and reschedulings due to snow and illness, patrons still made it out to a number of events in January. The Virtual Reality program continued with three sessions in January. The session on January 18 had a special focus on self-care and meditation. After the week of snow, one patron commented, "Sitting on the beach for a while was just what I needed after this weather!" To date, over 500 people have tried out the Virtual Reality experience system-wide.

A new program series also began in January with the first Watch Party. A community living room setting was arranged for patrons to view the Seahawks playoff game against the Packers. Seating was spread out before the big screen television in the Raymond Carver meeting room with a special play area for kids in the back of the room featuring wooden trains, blocks, and coloring activities. The casual setting was made complete with popcorn and a couple people brought their own snacks to round out the party. Additional family-friendly Watch Parties are being planned for later in the year.

The Port Angeles Main Library and the Port Angeles Fine Arts Center (PAFAC) partnered to co-host Obsessed: The Art of Nerd-dom, an art exhibit that celebrates the irrepressible creativity and playfulness of nerd culture in the Northwest. After a reception at the PAFAC on January 11, the rest of the exhibit opened to the public during the *Art Blast!* Tomo Nakayama, a multi-instrumentalist, singer, and songwriter from Seattle performed for over 80 people. The current exhibit will be on display through March 15.

Olympic National Park's Winter Perspectives Speaker Series was another program rescheduled due to snow. International Volunteer-In-Park Syria Lejau presented Comparing Two Rainforests to an audience of 85 people. A park guide for over 20 years in Gunung Mulu National Park, Borneo, Syria recently volunteered at the Hoh Rain Forest. She shared enticing stories and visuals about the contrasts between these tropical and temperate environments.

Other events during the month of January included:

- Second Tuesday Book Group reading *Bonesetter's Daughter* by Amy Tan – 4 participants
- Wednesday Evening Book Group reading *There, There* by Tommy Orange – 6 participants
- Teen Lounge – 12 participants at 3 events
- LEGO® Build-It – 49 participants
- Baby, Wiggly, and Preschool Storytimes – 167 participants at 8 events
- Class visits to library – 200 participants at 8 events
- PAWS to Read – 22 participants

Towards the end of January, Youth Services Librarian Jennifer Knight attended the Mid-Winter ALA Conference in Philadelphia. Jennifer also joined Librarian Sarah Morrison for a training about diversity in collections. Librarian Danielle Lepping participated in the Virtual WLA Conference.

Sequim Branch Library

Emily Sly, Library Manager

While the January snow accumulation levels were modest in Sequim, staff adapted and responded with keeping walkways cleared (Thank you, Ken Hiltz!) and making decisions about weather closures based on the changing forecast and the ability of staff and community members to safely access the building. Staff received positive feedback from patrons about the library's open hours and decisions to close for safety.

After a short break over the winter holidays in December/early January, weekly storytimes resumed their regular schedule. Monthly kids programs included the drop-in Lego program, Kids Create Art: Origami with artist Deborah Lyles, and Second Saturday Science: Bats of the Pacific Northwest presented by Western Wildlife Outreach. Battle of the Book discussion groups continued in January at the local elementary schools, and NOLS had an info table at the school districtwide Family Reading Night held at the Sequim Middle School.

Virtual Reality programs continue to be popular with teens and adults. Emily attended the Census meetings with the county, Management Team meeting, FOSL Annual Meeting, Sustainability Team, Center for Inclusive Entrepreneurship partnership planning, Chamber of Commerce Luncheon and Board meeting, and City of Sequim Youth Services Task Force.

West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

Had it not been for power outages and weather closures, January would have been a mild month at the Forks and Clallam Bay Branch Libraries.

The weather related closures had a significant impact on deliveries to and from the West End branches. In late 2019, Olympic Delivery Service changed the five-days-per-week delivery schedule to three-days-per-week. At present, West End shipments are only received on Mondays, Wednesdays and Fridays. In January, a Monday holiday as well as weather closures on other delivery days meant patrons who were expecting requested items experienced lengthy delays. In-house delivery of shipped materials (beginning March 1) will be an especially welcome relief to Forks and Clallam Bay patrons and staff.

In addition to the usual buffet of storytime events, January also featured a bilingual storytime program that was attended by 12 in Forks. An escape room challenge tested the wits of 11 Quileute Tribal School students and 17 Clallam Bay School pupils – a blast was had by all! Youth Services Specialist Jennifer also braved the elements to deliver storytimes at Head Start classrooms in Forks, La Push and Neah Bay. Librarian Mary trekked out to Neah Bay as well with materials for middle and high school students there.

During January, other staff busied themselves processing youth rotation books, attending meetings and online trainings, stocking Tiny Olympic Libraries, committee assignments and more. For Library Manager Theresa one particular exchange with a patron was especially memorable. A local veteran asked for her assistance finding directions to the Washington State Library in Olympia. He'd heard that WSL offered free Microsoft Certification exams and he needed to make travel arrangements so that he could take the Microsoft Technology Associate exam. Theresa was thrilled to tell him that he didn't have to travel all the way to Olympia but that he could take the test right there in the Forks Branch Library. Library Services Specialist Cheryl followed-up by proctoring the gentleman's exam two weeks later. He passed!

Facilities Department

Brian Phillips, Facilities Manager

Wind, rain and snow kept Facilities staff in high gear in January. Despite all the power outages, snow removal, and staff leave time, Facilities staff managed to get a good start on the 2020 workplan. Plans were put into place for re-carpeting in the Port Angeles Library staff areas, reconfiguring the Sequim Library Multipurpose Room, and reorganizing the Facilities Annex. Some groundwork was also laid for the purchase of a new library vehicle for staff performing inter-branch deliveries of library materials and supplies. Many other projects slated for 2020 are also in the works. It's shaping up to be another very busy year for Facilities!

Port Angeles Main Library: Snow removal; repaired the Carver Room heat pumps; performed routine HVAC maintenance; installed shelves behind checkout desk and patched wall; installed

new IT desk; installed LED lights in staff area; repaired loose carpet tiles; replaced emergency lights batteries; change light ballasts; washed lobby walls; sweep parking lot.

Sequim Library: painted maintenance closet; snow removal.

Forks Library: Snow removal; replaced emergency light ballasts; swept parking lot; changed fountain filter; cleaned floor drains; cleaned doors and windows; cleaned carpet stains; and trimmed trees.

Clallam Bay Library: Snow removal; repaired rain gutter.

Other: Updated and presented capital planning documents to the Board; completed the Facilities 2019 Annual Report and updated the Facilities Improvements retrospective report; recycled scrap metal and old light bulbs; cleaned annex; restocked supplies; Brian attended a Sustainability Team meeting; repaired TOL; serviced vacuum cleaners.

Outreach to Homebound Program

Jina Felton, Outreach Program Manager

During the month of January, 222 deliveries were made to homebound patrons and 12 new patrons registered for outreach services.

Information Technology (IT) Department

IT Staff: Sarah Goff, Shane Miller, Bob Allen, Bryan Johnson

The month of January was a productive month for the NOLS IT department. In addition to typical routine maintenance and troubleshooting tasks, the IT department welcomed Shane Miller to the team as the new ITS3.

IT continued to manage all website updates and worked to make sure the website server was running smoothly. We updated, configured, and replaced all instances of the website security certificate across the NOLS platform, which ensured that we are compliant with the latest security protocols. The web team also worked to archive all materials from 2019 and updated the closure, board and administration, news releases, and copyright dates with new information. Some of the website projects for the month included routine maintenance to the Virtual Reality in the Library web presence, updates and reorganization for the NOLS Storytimes page, and progress was made on a new Employment page. Work was also done on the organization of web posts and portfolio items, with new tags being created to help simplify the update process. Web training materials were organized and documentation was created for the process of maintaining alert messages across the web.

We completed the last part of our IT work area configuration, installing adjustable height computer work surfaces and rerunning cables. The work area shared by the ITS staff and the DRC is now much more ergonomic and better supports collaborative interaction. IT also

helped with a minor reconfiguration to improve work flow in the LSSI office. One of the public computers was reformatted to clear up some USB port issues. The surplus list was finalized in preparation for submitting a resolution to the Board in February. Normal minor repairs and troubleshooting were all attended to on an as-needed basis with an eye on reducing reoccurrence.

In January, Shane Miller received orientation and training on several aspects of the IT department, including network structure and equipment, server maintenance, and website development. He accompanied IT staff to the Sequim Branch to meet staff and got familiar with common NOLS policies, procedures, and IT troubleshooting tasks.

Other tasks included resolving on-going public printer issues at Port Angeles and Sequim, updates to multiple IT procedure documents, and setting up logins for branch staff to order toner.

Technical Services Department

Erin Shield, Technical Services Manager

January is the month that things start rolling again in Technical Services after all of the year-end work. January 2020 was no exception with more than 60 orders being placed with the Acquisitions department by selectors. Lots of new materials are coming in!

1597 physical items were processed and available for customers in the month of January. 843 downloadable titles were added. 1333 print materials were repaired, including 1225 recatalogued spine labels. This is part of the project to replace a lot of aging, unreadable, or incorrect spine labels in the Port Angeles stacks, across all collections. 192 media items were resurfaced or repaired to extend their lives. 139 physical donations were made and added to the collection in January.

Wendy worked 6 hours in Outreach. Susan attended a Collection Management Team meeting. Cindy spent 7 hours on Web Team responsibilities. Erin attended a Management Team meeting, a Collection Management Team meeting and interviewed a good crop of candidates for the newly-formed Shipping Operation Specialists positions.

Volunteer Program

Theresa Tetreau, Volunteer Program Manager

NOLS had 10 volunteers in PA, 5 in Sequim, 1 in Forks 11 in Outreach, and 4 in Technical Services for a total of 181 system-wide volunteer hours. Many thanks to everyone who braved winter weather to volunteer at the Library in January. There's *snow-one* like you!

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Shipment Operations Specialist 1 – TS
- Customer Service Specialist 2 – FO
- West End Library Manager – FO & CB
- Executive Library Director

New Hires:

- Shane Miller – IT Specialist 3 – IT

Separations:

- Laurie Jo Porter – Customer Service Specialist 1 – FO

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in All Staff Meeting, MTeam Meeting and ADM Team Meetings in January.

Accounting Statistics for January:

- 109 Vouchers
- 29 CC Transactions
- 3 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 65 Payroll Pays

Public Communications

Kate Radigan, Public Communications Coordinator

- Worked with PA Fine Arts Center staff to install artwork and finalize publicity for new joint art exhibit
- Attended *Art Bites* event at PAFAC in support of partnership
- Worked on Library Director Recruitment document
- Created winter issue of Outreach Newsletter
- Submitted an article for Peninsula Families Today
- Began work on the Annual Report and Budget Glance documents
- Sustainability Team meeting
- A (quite possibly) record 17 regular PubCom packages were completed
- 14 news releases were sent as well as an *Off the Shelf* article

Assistant Director's Report

Noah Glaude, Assistant Director

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

- Installation of joint exhibit, *Obsessed: Art of Nerd-dom*, with Port Angeles Fine Arts Center
- Host Art Blast with Tomo Nakayama
- Host Seahawks Watch Party
- City of Port Angeles Climate Action Group Meetings
- Recruitment activities for Forks CSS2 and West End Library Manager
- All Staff Training Day Meeting
- Management Team Meeting
- Collection Management Team Meeting
- Labor Relations Meeting

Director's Report

Margaret Jakubcin, Library Director

Significant meetings/events and projects this month:

- *Meetings:* All Staff; MEU and GEU Labor/Management meetings; Management Team; NOLF Board; NOLS Board; routine update meetings with IT Department and other staff
- *Projects:* Initiate Position Description Review; Select panelists for ASTD; E-rate; Century Link Complaint;
- *Recruitments:* Executive Library Director Search; WE Library Manager; Shipment Operations Specialist; IT Manager.

2020 Highlight Log

January

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.

1/6/2020 Port Angeles
This weekend I met a man in downtown Sequim who had recently become homeless. As we chatted he said "that thing right there is the best thing to have happened to me...keeps me going... *I* just love it so much". As I realized he was pointing to the Tiny Olympic Library, I smiled and mentioned I work for the Library and that I would share that with everyone here. He then went on about how many books he has read from it, and loves to check what is new in it. "It's the coolest thing I've seen any place I've lived".

1/8/2020 Port Angeles
The Clallam Conservation District is using the Carver Room to host a speaker this afternoon and they are expecting a full house. Before the presentation, several people came to sign up for library cards and mentioned that they were here for the lecture. Clallam Conservation District is a great community partner!

1/11/2020 Port Angeles
I told a patron about tonight's Art Blast and tomorrow's Seahawks game while checking out his materials. He thought the game was a great idea, saying he'd try to make it and that it was nice he didn't have to go to a bar to watch it.

1/11/2020 Port Angeles
A patron told me that she and 11 other women were recently talking about things they were grateful for, and they all agreed that NOLS was high on the list.

1/23/2020 Sequim
Escaping the snow - Patti had 37 kids and their grownups at the preschool story time in Sequim yesterday, and 37 today! A full house and fun had by all.

1/28/2020 Port Angeles
Nate filled in leading a dynamic story time today. Many caregivers approached me afterwards with positive feedback, including: "Please tell Nate he did a fabulous job!", and "Does he work here? (yes) ... oh well he was great". A few people also voiced that they were excited to come back in February and "learn some Spanish".

1/29/2020 Port Angeles
An ingenious young patron interpreted the "Obsessed!" art blast card as a set of multiple bookmarks to take to cut out at home.

1/31/2020 Port Angeles
In late 2018 I mentioned in the highlight log seeing a book rack at Spruce (new restaurant in PA at the time) and a sign stating money from all sales would be donated to the local library. The possible donation was a surprise at the time, but we never heard from them after that... until now! NOLS received a $500 check from Spruce yesterday and they posted about it on
Instagram: https://www.instagram.com/p/B7_wnFVJipx/?utm_source=ig_web_copy_link. Fun to see the local support.

Customer Comments

January/February, 2020

The following comments were received by the Library during the months of January/February, 2020. Where the customer requested a personal reply by phone or email, it was provided. Customer comments and responses are posted on the Library's website.

Port Angeles

Comment:

Excellent program with the African drums and bells! I had a lot of fun, as did my son. However, why the performance at 4pm? A family/children focused performance should be accessible to parents who work as well.

Response:

I'm glad you enjoyed the Gansango Music and Dance performance at the Port Angeles Main Library on February 13.

As with all programs, a number of factors were considered when Library staff decided on the program date and time. In this particular case, the performers had limited availability. Between the date options available, staff felt the program was a better fit on February 13 than on February 14, Valentine's Day. The Library has hosted Gansango a couple times during recent years and the group has always attracted a multi-generational audience, so it was decided to offer this program as an all ages event and the Library intentionally did not publicize it as only a family/children focused event. The program also had two parts, a performance and then a drum workshop, so the program could not start too late in the day. With that in mind, and a Saturday not an option, staff considered times on a weekday that would appeal and be accessible to a wide audience. The time that schools get out and the fact that many seniors avoid driving after sunset were just a few of the factors considered. The Library has not offered many programs with a 4pm start time, but staff thought this was a good opportunity to try something new. Over 70 people attended the performance, which the Library considered to be a success, and the 4pm start time allowed the performers to take a break before conducting the workshop at 6:30pm, which was also well attended by an all ages audience.

Library staff are continuingly evaluating the accessibility of library programs. We understand it can be difficult for working parents to attend some library programs, and will continue to consider this factor when planning future programs. NOLS does offer a wide variety of programs for children and adults, many of which happen on Saturdays and evenings. For example, the Seattle Opera will be offering a performance at the Port Angeles Main Library on Tuesday, March 6 at 6pm. You can find a complete list of upcoming events at www.nols.org/nols-events.

If you have further questions, please let me know.

Staff report

Meeting Date: February 27, 2020
To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Subject:
Attachment: UMS Cumulative Recovery Report / Monthly Recovery Stats 2019

Topic/Issue: Summary information re Unique Management Services recovery statistics.

Background: Unique Management Services is a materials recovery agency used by NOLS, and many other libraries, to help recover unreturned materials and/or payment for unreturned items. They utilize a series of polite, but increasingly adamant, letters sent to customers with long overdue accounts. The service is largely funded through the $10 processing fee added to long overdue accounts at the point they are referred to UMS for recovery.

Discussion: At a previous meeting the Board requested additional information regarding the UMS materials recovery rate. The attached reports document cumulative information for the period of time NOLS has used UMS for this service (2014-2019) and provide a monthly breakdown for 2019.

The total cumulative ROI (Return on Investment) is 9:1 The lower ROI ratio for 2019 probably stems from the various changes put into effect by NOLS in 2019 in relation to fine elimination.

Recommendation/Alternatives for Consideration. Informational only.

Cumulative Recovery:

North Olympic Library System

November 1994 through December 2019

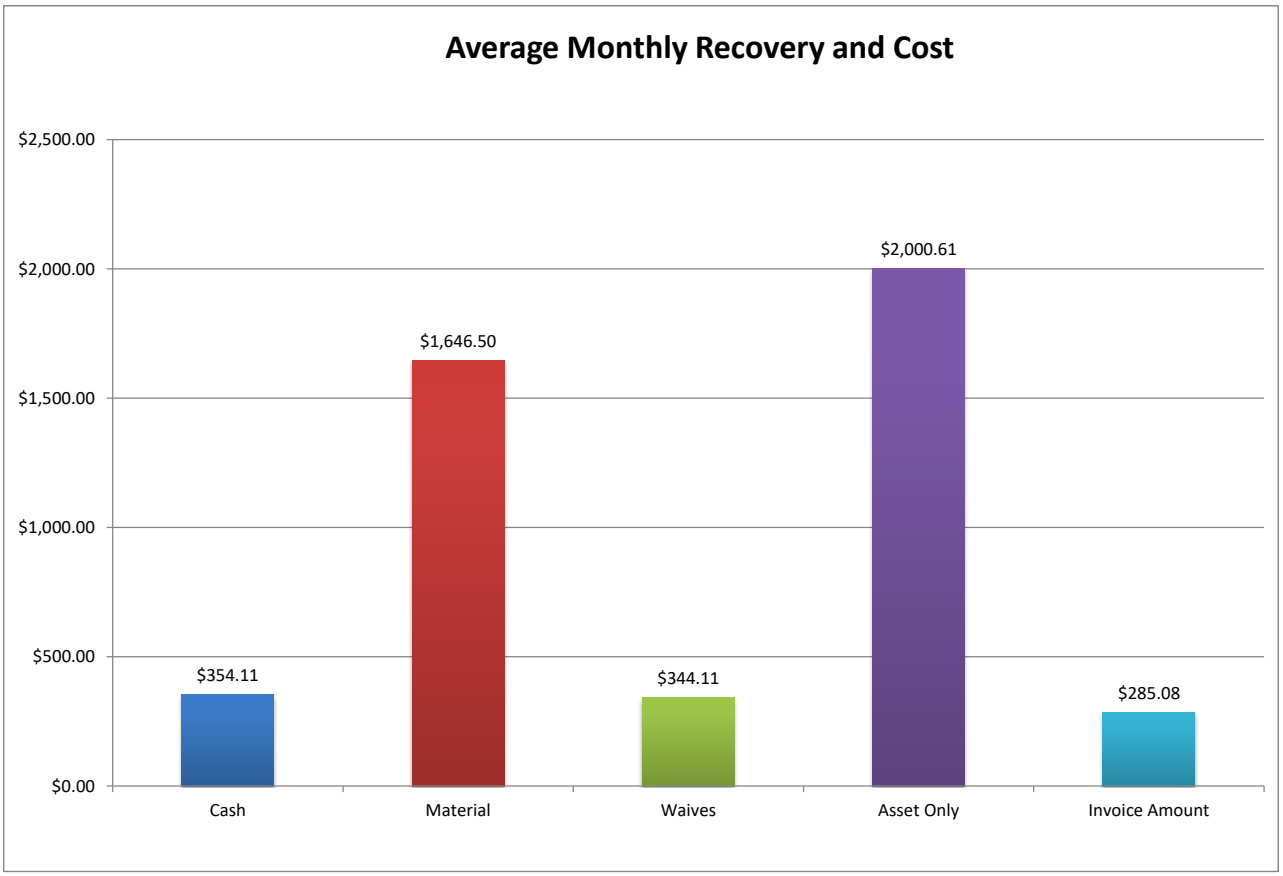
Accounts Submitted:	**6,993**
Dollars Submitted:	**$1,068,523.43**
Cash Recovery:	$111,088.11
Material Recovery:	$408,331.16
Waives:	$89,610.83
Recovery Total:	**$609,030.10**

Total Invoice Amount:	**$64,133.55**
Total ROI:	**9:1**
Asset ROI:	**8:1**

Please note, for the purposes of these reports the term 'Asset' will refer to the recovery of Materials and Cash.

UNIQUE

Monthly Recovery Statistics: North Olympic Library System

1/2019 Through 12/2019

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
December-19	$221.89	$1,639.97	$0.00	$1,861.86	**$1,861.86**	$349.65
November-19	$257.34	$1,987.13	$0.00	$2,244.47	**$2,244.47**	$387.45
October-19	$283.63	$3,148.32	$20.00	$3,451.95	**$3,431.95**	$576.45
September-19	$780.57	$2,558.06	$576.00	$3,914.63	**$3,338.63**	$113.40
August-19	$0.00	$1,167.01	$242.20	$1,409.21	**$1,167.01**	$340.20
July-19	$258.12	$1,356.42	$507.60	$2,122.14	**$1,614.54**	$179.55
June-19	$198.39	$1,837.71	$455.35	$2,491.45	**$2,036.10**	$198.45
May-19	$178.89	$569.54	$155.00	$903.43	**$748.43**	$217.35
April-19	$637.59	$1,171.25	$427.20	$2,236.04	**$1,808.84**	$264.60
March-19	$523.37	$1,781.73	$563.20	$2,868.30	**$2,305.10**	$283.50
February-19	$352.96	$1,171.59	$566.60	$2,091.15	**$1,524.55**	$264.60
January-19	$556.59	$1,369.25	$616.20	$2,542.04	**$1,925.84**	$245.70
Total	$4,249.34	$19,757.98	$4,129.35	$28,136.67	**$24,007.32**	$3,420.90
Average	$354.11	$1,646.50	$344.11	$2,344.72	**$2,000.61**	$285.08
					Total ROI: $8:1