



**Board of Trustees Regular Meeting**  
Thursday, March 26, 2020 5:30pm  
Port Angeles Main Library  
Port Angeles, WA

**PANDEMIC RESPONSE.** *In response to the COVID-19 pandemic, the following social distancing mechanisms will be implemented at the March 26, 2020 Board meeting.*

- Trustees will participate in this meeting by phone.
- Staff members present at the meeting location will maintain at least six feet of social distance at all times.
- Members of the public may participate by dialing in using the number and directions available at [www.nols.org/board-administration/](http://www.nols.org/board-administration/).

**Public Comments**

Public comment periods are never required under the Washington Open Public Meeting Act. Due to the social distancing measures in effect, no public comment will be taken at this meeting. *As always, public comments may 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).*

**Amended -AGENDA**

*An executive session to discuss interpretation or implementation of labor agreement will precede the regular board meeting, beginning at 5pm. The executive session is expected to last approximately 30 minutes. No action is expected.*

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of February 27, 2020  
Approval of the minutes for special meeting of March 13, 2020
4. Communications
5. Financial report: February 2020
6. Approval of vouchers: February 2020
7. Unfinished business  
U.I. Confirm proposed changes to committee appointments (no written report)
8. New business

- N.1. Verbal update and discussion regarding NOLS coronavirus response
- N.2. Approval of revisions to HR Policy 14.6 and HR Policy 10.5
- N.3. Approval of employment contract with Library Director
- N.4. Authorization of Pandemic Response Supplemental Leave Guidelines

9. Reports

- R.1. Monthly statistics: February 2020
- R.2. Monthly activity reports: February 2020
- R.3. Highlight log: February 2020

10. Trustee comments

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

11. Next meeting: 5:30pm, Thursday, April 23, 2020 at the Port Angeles Main Library  
Subject to possible rescheduling in response to ongoing public health emergency.

12. Agenda items for next meeting

13. Adjournment

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

NOLS Mission Statement  
Adopted 11/22/16

**Upcoming Board meetings**

<b><u>Date</u></b>	<b><u>Time</u></b>		<b><u>Location</u></b>
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, <b>November 19</b> , 2020	5:30pm	Regular meeting	Port Angeles Main Library

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

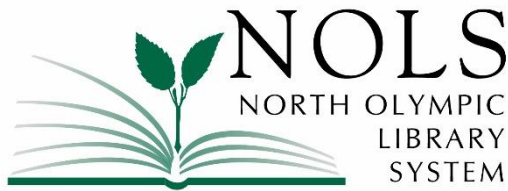
**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 2pm in the Administrative conference room of the Port Angeles Main Library.

### **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.*





## MINUTES

### 1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, and Suzi Ure. Clea Rome was unable to attend and was excused. Library staff present: Director Margaret Jakubcin, West End Library Manager Theresa Tetreau, CSS1 Rebecca Barker, CSS2 Dianne Bates. Visitors present: Mike Tetreau.

### 2. Approval of agenda

*Agenda was amended to add under item 3 the approval of minutes for special meeting of February 20, 2020. Motion by Mr. Urnes to approve agenda as amended. Motion seconded by Ms. Gordon. Motion carried.*

### 3. Approval of minutes for regular meeting of January 23, 2020

*Motion by Ms. Gordon to approve the minutes from the January 23, 2020 regular meeting. Motion seconded by Ms. Ure. Motion carried.*

#### Approval of minutes for special meeting of February 20, 2020

*Motion by Ms. Ure to approve the minutes from the February 20, 2020 special meeting. Motion seconded by Mr. Urnes. Motion carried.*

### 4. Communications.

*None.*

### 5. Presentation: NOLS Volunteer Program: Theresa Tetreau WE Library Manager and Volunteer Program coordinator

### 6. Public comments

*None.*

### 7. Financial report: January 2020

*The financial reports for January 2020 were accepted as presented.*

### 8. Approval of vouchers: January 2020

*Motion by Mr. Urnes to approve the January 2020 vouchers, numbered #1 through #109, in the amount of \$363,927.84. Motion seconded by Ms. Gordon. Motion carried.*

9. Unfinished business

None.

10. New business

N.1. Approval of Resolution 20-02-02: Surplussing Library Materials

*Motion by Ms. Ure to approve Resolution 20-02-02. Motion seconded by Mr. Urnes. Motion carried.*

N.2. Approval of revisions to Policy 4.14: Food and Beverages in Library Buildings

*Motion by Ms. Ure to approve revisions to Policy 4.14 as presented. Motion seconded by Ms. Gordon. Motion carried.*

N.3. Confirmation of approval to purchase of delivery vehicle

*Motion by Ms. Gordon to confirm Board approval to purchase library vehicle. Motion seconded by Ms Ure. Motion carried.*

N.4. Approval of internet service agreement between NOLS and WAVE

*Motion by Ms. Ure to approve the contract with WaveDivision Holding, LLC as presented and retroactively authorize the execution of the service agreement document. Motion seconded by Ms. Gordon. Motion carried.*

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

*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, March 26, 2020 at the Port Angeles Main Library

15. Agenda items for next meeting

*None noted at this time.*

16. Executive session to discuss qualifications of applicant for public employment

(Executive Director Recruitment). (No action expected).

*At 6:25pm the Chair announced that the Board would move to executive session to discuss the qualifications of applicant for public employment, and that the session was expected to last approximately 20 minutes.*

*At 6:35pm the Chair announced that the Board had concluded its executive session, without taking any*

action, and would now return to open session.

#### 17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:35pm.

“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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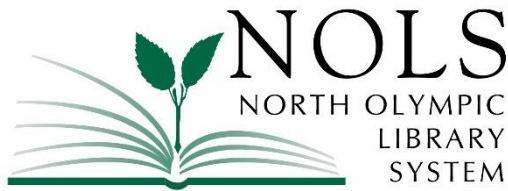
Chair

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Board Secretary







Board of Trustees Special Meeting  
Thursday, March 13, 2020 4:15pm  
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 4:15pm. Trustees present: Mark Urnes, Jennifer Pelikan and Suzi Ure. Betty Gordon and Clea Rome, attended by phone. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude. Visitors present: None.

### 2. Approval of Agenda

The agenda was amended to include N.2, a verbal report on emergency pandemic response planning. *Motion by Ms. Rome to approve agenda as amended. Motion seconded by Ms. Ure. Motion carried.*

### 3. New Business

#### N.1. Approval of internet service agreement between NOLS and WAVE

*Motion by Ms. Rome to approve the contract with WaveDivision Holdings, LLC as presented and authorize the execution of the service agreement document. Motion seconded by Ms. Ure. Motion carried.*

#### N.2. Verbal report on emergency pandemic response planning

*Motion by Ms. Gordon to confirm the broad authority delegated to the Library Director by HR Policy 14.6: NOLS Response to Pandemic Events, to approve emergency closures and paid leave as necessary to best respond to the needs caused by the pandemic at the time of the problem. Motion seconded by Mr. Urnes. Motion carried.*

### 4. Adjournment

There being no further business, the meeting was adjourned by the Chair at 4:50pm.

## CERTIFIED AS TRUE AND CORRECT

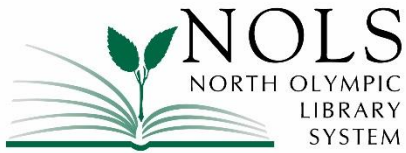
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Chair

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Board Secretary





## Staff Report

Meeting Date: March 26, 2020  
To: Library Board of Trustees  
From: Financial Operations Manager, John DeFrancisco  
Subject: Comments on Financial Reports for February 2020

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

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

### **Discussion.**

**Revenues:** The interest earned on Investment Pool Fund funds was \$10,394. The current interest rate for the Investment Pool is 1.72430%

Private Grants and Donations includes \$1,200 from the Clallam Bay Friends of the Library. Thank you Friends!

**Expenditures:** Taxes and Operating Assessments of \$3,254 is higher than budget due to an unanticipated increase in the City Stormwater Assessment.

All other expenditures are within the expected range for February.

**Account Balances:** Payroll Account (US Bank 1301) shows expenses and reimbursements of \$217,567 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 \$267,916.

Of the \$217,567 in electronic transfers, \$267 was paid to the DOR for Sales and Use Tax and \$26 to the Department of Licensing for driving record checks. See Vouchers 155 and 152 respectively.

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





## Revenue Report

February 29, 2020

Operating Revenue				2/12ths is	16.7%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,333,000	188,035	197,156	4,135,844	4.6
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	26,575	1,642	3,608	22,967	13.6
Library Fees	25,500	872	2,786	22,714	10.9
Miscellaneous Revenues					
Pool Fund Investment Interest	69,500	10,394	10,394	59,106	15.0
Facilities Leases (Short Term)	4,600	285	628	3,973	13.6
Private Grants and Donations	84,550	4,323	31,802	52,748	37.6
Other Miscellaneous Revenue	42,400	441	454	41,946	1.1
Total Miscellaneous Revenues	201,050	15,442	43,277	157,773	21.5
Nonrevenues (excise taxes)	2,040	155	341	1,699	16.7
Transfers In	369,685	-	-	369,685	-
<b>Total Operating Revenue</b>	<b>4,957,850</b>	<b>206,147</b>	<b>247,168</b>	<b>4,710,682</b>	<b>5.0</b>

Capital Revenue					
Timber Revenues (received in 2020)	-	17,245	58,130	-	-
<b>Total Capital Revenue</b>	<b>-</b>	<b>17,245</b>	<b>58,130</b>	<b>-</b>	<b>-</b>

<b>Grand Total Revenues</b>	<b>223,393</b>	<b>305,298</b>
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## Expenditure Report

### February 29, 2020

				2/12ths is	16.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,537,880	190,181	372,022	2,165,858	14.7
Benefits	1,099,703	77,735	157,153	942,550	14.3
<b>Total Personnel</b>	<b>3,637,583</b>	<b>267,916</b>	<b>529,175</b>	<b>3,108,408</b>	<b>14.5</b>
<i>Supplies</i>					
Supplies, Office and Operating	125,125	6,882	12,646	112,479	10.1
Fuel	11,600	147	392	11,208	3.4
Merchandise for resale	2,200	-	32	2,169	1.4
Collection Materials	481,460	27,595	88,463	392,997	18.4
Small Tools/Equip (<\$200)	1,500	96	198	1,302	13.2
<b>Total Supplies</b>	<b>621,885</b>	<b>34,720</b>	<b>101,731</b>	<b>520,154</b>	<b>16.4</b>
<i>Services</i>					
Professional Services	213,500	9,178	16,803	196,697	7.9
Communication	124,185	7,898	15,249	108,936	12.3
Travel	27,450	548	565	26,885	2.1
Taxes and Operating Assessments	2,750	3,254	3,254	(504)	118.3
Operating Rentals and Leases	765	-	-	765	0.0
Insurance	78,900	-	-	78,900	0.0
Public Utilities	100,037	8,847	15,141	84,896	15.1
Repair and Maintenance	116,340	3,161	15,405	100,935	13.2
Miscellaneous Services	15,675	631	1,902	13,773	12.1
<b>Total Services</b>	<b>679,602</b>	<b>33,518</b>	<b>68,319</b>	<b>611,283</b>	<b>10.1</b>
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>1,503</i>	<i>1,523</i>	<i>15,217</i>	<i>9.1</i>
<i>Nonexpenditures (excise taxes) <sup>(1)</sup></i>	<i>2,040</i>	<i>186</i>	<i>313</i>	<i>1,727</i>	<i>15.3</i>
<b>Total Operating Expenditures</b>	<b>4,957,850</b>	<b>337,842</b>	<b>701,061</b>	<b>4,256,789</b>	<b>14.1</b>

(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	1,055	1,616	221,034	0.7
<b>Total Capital Outlays</b>	<b>347,450</b>	<b>1,055</b>	<b>1,616</b>	<b>345,834</b>	<b>0.5</b>
<b>Grand Total All Expenditures</b>	<b>5,305,300</b>	<b>338,898</b>	<b>702,677</b>	<b>4,602,623</b>	<b>13.2</b>



## Account Balances

February 29, 2020

	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>	2,563,176	-	17,245	-	2,580,421
Operating Reserve <sup>(3)</sup>	1,159,544	-	-	-	1,159,544
Technology Reserve <sup>(4)</sup>	115,000	-	-	-	115,000
PA Capital Reserve <sup>(5)</sup>	156,511	-	-	-	156,511
Capital Budget - 2020 <sup>(5)</sup>	241,889	-	-	1,055	240,834
<i>Total Board Designated Accounts</i>	<i>5,543,139</i>	<i>-</i>	<i>17,245</i>	<i>1,055</i>	<i>5,559,329</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	68,845	-	2,010	-	70,855
NOLS Materials Fund	16,180	-	1,000	22	17,158
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Port Angeles Donations Fund	5,320	-	9	-	5,329
Port Angeles Friends Donations	10,827	-	-	3,058	7,769
Sequim Donations Fund	47,584	-	32	-	47,616
Sequim Friends Donations	31,353	-	-	1,489	29,864
Forks Donations Fund	1,479	-	69	-	1,548
Forks Friends Donations	2,374	-	-	148	2,226
Clallam Bay Donations Fund	6,877	-	3	-	6,880
Clallam Bay Friends Donations	939	-	1,200	-	2,139
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	<i>437,956</i>	<i>-</i>	<i>4,323</i>	<i>4,718</i>	<i>437,561</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>5,983,757</i>	<i>-</i>	<i>21,568</i>	<i>5,773</i>	<i>5,999,552</i>
<i>Undesignated Cash Operating Funds</i>	<i>1,676,227</i>	<i>(131,300)</i>			<i>1,544,928</i>
<b>Total WA State Local Investment Pool</b>	<b>7,659,984</b>	<b>(131,300)</b>	<b>21,568</b>	<b>5,773</b>	<b>7,544,479</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.
- (5) Fund management account for designated capital projects.



## Account Balances

February 29, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
<b>Certificates of Deposit</b>					
PA Capital Acct CD 12 (3/20 East West) <sup>(6)</sup>	321,370	-	-	-	321,370
PA Capital Acct CD 13 (9/21 Sound Bank) <sup>(6)</sup>	500,743	-	-	-	500,743
Francis Bode Fund CD 8 (11/21 First Fed) <sup>(7)</sup>	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) <sup>(7)</sup>	228,050	-	-	-	228,050
<b>Total Certificates of Deposit</b>	<b>1,261,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,261,710</b>
<b>Total Investments</b>	<b>8,921,695</b>	<b>(131,300)</b>	<b>21,568</b>	<b>5,773</b>	<b>8,806,190</b>
<b>Cash</b>					
<b>Cash Operating Funds</b>					
Cash held by County Treasurer	-	-			-
<b>Imprest Accounts</b>					
Revolving Fund (FF 1503)	6,000	737	-	737	6,000
Payroll Account (US Bank 1301)	200	217,567	-	217,567	200
Merchant Account (FF 7401)	200	(596)	663	67	200
<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>6,850</b>	<b>217,707</b>	<b>663</b>	<b>218,371</b>	<b>6,850</b>
<b>Total Cash</b>	<b>6,850</b>	<b>217,707</b>	<b>663</b>	<b>218,371</b>	<b>6,850</b>
<b>Total Cash and Investments</b>	<b>8,928,545</b>	<b>86,408</b>	<b>22,231</b>	<b>224,144</b>	<b>8,813,040</b>

Notes:

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

(7) Bequests designated for specific use by donor.





## VOUCHERS BY CATEGORY FOR FEBRUARY 2020

Category	Claimant	Purpose	Amount	Subtotal
<b><u>SALARIES, WAGES AND BENEFITS</u></b>				
I 10	ADP Tax/Financial Services	Net Payroll (PPE 01-31-20) - EFT 721	128,331.23	
I 11	ADP Tax/Financial Services	Payroll Tax (PPE 01-31-20) - EFT 722	45,400.76	
I 15	NOLS Employee	HRA Reimbursement	90.00	
I 16	NOLS Employee	HRA Reimbursement	90.52	
I 51	NOLS Employee	HRA Reimbursement	122.76	
I 53	Dept. of Retirement Systems	Retirement Contributions (PPE 01-31-20) - EFT 723	37,701.87	
I 54	Dept. of Retirement Systems	DCP Retirement 02-2020 (PPE 01-31-20) - EFT 724	5,640.00	
I 57	NOLS Employee	HRA Reimbursement	605.00	
I 62	Hartford Retirement Plan Solutions	MMDCP 02-2020 (PPE 01-31-20) - EFT 725	200.00	
I 63	Health Care Authority	HCA 02-2020 (PPE 01-31-20)	36,018.94	
I 64	HealthEquity	HSA ER Contribution - February 2020	241.66	
I 68	NOLS Employee	HRA Reimbursement	1,150.00	
I 74	NOLS Employee	HRA Reimbursement	200.00	
I 89	NOLS Employee	HRA Reimbursement	717.17	
I 93	NOLS Employee	HRA Reimbursement	290.00	
206	NOLS Employee	HRA Reimbursement	1,269.00	
208	NOLS Employee	HRA Reimbursement	92.98	
210	United Way of Clallam County	United Way Donations (PPE 01-31-20)	45.00	
216	WCIF	Vision/Life/EAP Premiums 02-2020 (PPE 01-31-20)	1,221.48	
219	NOLS Employee	HRA Reimbursement	1,159.26	
220	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-20) - March Coverage	5,278.68	
221	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 02-2020 (PPE 01-31-20)	2,049.20	267,915.51
<b><u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u></b>				
I 29	CED Consolidated Electrical Distributors	PO 172 Maintenance Supplies - Ballasts - FAC	217.40	
I 50	Co-Op Farm & Garden, The	PO 122 Maint. Supplies - Light Fixture for FOSL - FAC	29.64	
I 55	Dept. of Revenue - Use/Sales Tax	January 2020 Sales and Use Tax - EFT 727	22.42	
I 67	Home Depot	PO 100 Maintenance Supplies - Paper Products and Cleaners - FAC	966.20	
I 72	KCDA Purchasing Cooperative	PO 99 Maintenance Supplies - Cleaners, Paper Products, Liners - FAC	500.38	
I 92	Quill Corporation	PO 83 Office Supplies - Coffee (Coffee Fund) - ADM	57.96	
I 96	Sherwin-Williams	PO 110 Maintenance Supplies - Carver Room Paint - FAC	58.66	
201	Swains General Store, Inc.	PO 114 Maintenance Supplies - Ice Melt - FAC	92.23	
202	Swains General Store, Inc.	PO 187 Maint. Supplies - Glue, Dust Mask, Key Rings - FAC	73.21	
207	True Value	PO 174 Maint. Supplies - Work and Cleaning Gloves - FAC	28.73	
CC 2	Amazon.com	PO 149 Office Supplies - Archive Typewriter Cover - IT	26.63	
CC 3	Amazon.com	PO 80 Technology Supplies - Hand Cart, Component Testers - IT	121.58	
CC 4	Amazon.com	PO 88 Office Supplies - Chair Support - IT	28.41	
CC 5	Amazon.com	PO 88 Tech. Supplies - Replacement Power Supplies - IT	43.46	
CC 6	Amazon.com	PO 75 Office Supplies - 1099-Misc. Forms - ADM	32.60	
CC 7	Amazon.com	PO 79 Office Supplies - Water Filter - ADM	29.35	

Category	Claimant	Purpose	Amount	Subtotal
CC 8	Amazon.com	PO 73 Office Supplies - ILL Stamp - PA	10.86	
CC 9	Amazon.com	PO 73 Office Supplies - Pens, Tape - PA	31.02	
CC 11	Amazon.com	PO 29 Maint. Supplies - Emergency Light Battery - FAC	15.16	
CC 12	Amazon.com	PO 107 Maintenance Supplies - Key Locker, Outlet - FAC	71.72	
CC 13	Amazon.com	PO 111 Maint. Supplies - Emergency Light Battery - FAC	15.09	
CC 17	CDW-G	PO 152 Tech. Supplies - Label Printer, Network Cable - IT	90.20	
CC 18	CDW-G	PO 153 Tech. Supplies - UPS Replacement Battery - IT	163.77	
CC 19	Chinook Pharmacy	PO 108 Office Supplies - Cleaning Solution - FO	21.16	
CC 23	Dell Marketing	PO 146 Technology Supplies - FO Replacement Drum - IT	108.68	
CC 24	Dell Marketing	PO 84 Toner - PA	33.63	
CC 33	Home Depot	PO 40 Maintenance Supplies - Ice Melt, Batteries, Carpet Cleaner, Dust Masks - FAC	67.12	
CC 39	KCDA Purchasing Cooperative	PO 46 Printer Paper - PA	33.71	
CC 40	KCDA Purchasing Cooperative	PO 46 Office Supplies - Labels, Tape - PA	30.02	
CC 41	KCDA Purchasing Cooperative	PO 102 Office Supplies - Batteries - PA	12.26	
CC 42	KCDA Purchasing Cooperative	PO 102 Printer Paper - PA	43.77	
CC 43	KCDA Purchasing Cooperative	PO 109 Printer Paper - FO	172.00	
CC 44	KCDA Purchasing Cooperative	PO 109 Office Supplies - Labels, Tape, Notepads - FO	126.45	
CC 48	Namifiers	PO 74 Office Supplies - Nametags - NOLS	9.85	
CC 49	Namifiers	PO 98 Office Supplies - Nametags - NOLS	17.02	
CC 52	Quill Corporation	PO 47 Office Supplies - Files - FO	14.16	
CC 53	Quill Corporation	PO 47 Printer Paper - FO	51.90	
CC 54	Quill Corporation	PO 47 Toner - FO	1,238.32	
CC 56	Saars Grocery	PO 89 Processing Supplies - TS	12.91	
CC 68	SuppliesOutlet.com	PO 148 Toner - IT	80.11	
CC 77	Zoro Tools	PO 31 Maintenance Supplies - Bookcart Casters - FAC	28.45	4,828.20

#### **PROGRAM SUPPLIES**

145	Clallam County Parks Dept	PO 180 Program Supplies - Storytelling Salt Creek Shelter Rental (PAFOL)	45.00	
169	Ingram Library Services	PO 202 Program Supplies - Books for Camp (PAFOL)	195.71	
170	Ingram Library Services	PO 211 Program Supplies - Books for Camp (PAFOL)	94.41	
178	Norwest Graphics	PO 188 Program Supplies - T-Shirts for BOB (PAFOL, FOFL, FOSL)	1,149.89	
CC 14	Amazon.com	PO 85 Program Supplies - Lego Duplos (FOSL)	151.91	
CC 20	Crown Awards	PO 159 Program Supplies - BOB and Book Wars Trophies (PAFOL)	13.98	
CC 21	Crown Awards	PO 159 Program Supplies - BOB and Book Wars Trophies (FOSL)	13.98	
CC 22	Crown Awards	PO 159 Program Supplies - BOB and Book Wars Trophies (FOFOL)	13.97	
CC 25	Demco, Inc.	PO 134 Program Supplies - Bookmarks (FOSL)	175.77	
CC 29	Facebook	PO 136 Program Supplies - Art Blast Ad (PAFOL)	22.30	
CC 31	Google	PO 118 Program Supplies - Watch Party (PAFOL)	54.24	
CC 38	JoAnn Fabrics	PO 129 Program Supplies - Valentine's Program (FOSL)	21.19	
CC 55	Saars Grocery	PO 126 Program Supplies - Watch Party (PAFOL)	20.17	
CC 57	Safeway	PO 116 Program Supplies - January Art Blast (PAFOL)	78.23	
CC 58	Safeway	PO 57 Program Supplies - Teen Lounge Snacks (PAFOL)	15.85	
CC 59	Safeway	PO 129 Program Supplies - Valentine's Program (FOSL)	2.17	
CC 69	Swains General Store, Inc.	PO 117 Program Supplies - Watch Party Snacks (PAFOL)	10.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 71	UPS	PO 133 Program Supplies - Saturday Science (FOSL)	32.75	2,111.52
<b><u>FUEL</u></b>				
165	Hiltz, Ken	PO 94 Fuel - Power Equipment - Leaf Blower - FAC	3.21	
CC 26	Evergreen 76	PO 92 Fuel - Business - Transit Van - FAC	47.26	
CC 32	Hess Market	PO 158 Fuel - Business - Westy - FAC	32.83	
CC 45	Lower Elwha Food & Fuel	PO 124 Fuel - Business - Nolsy Red - FAC	26.43	
CC 46	Lower Elwha Food & Fuel	PO 128 Fuel - Business - Nolsy White - FAC	20.19	
CC 47	Lower Elwha Food & Fuel	PO 128 Fuel - Business - Nolsy White - FAC	17.45	147.37
<b><u>COLLECTION MATERIALS</u></b>				
113	Amazon.com	Collection Materials	738.81	
117	Baker & Taylor Entertainment	Collection Materials	136.63	
118	Baker & Taylor Entertainment	Collection Materials	776.02	
119	Baker & Taylor Entertainment	Collection Materials	235.86	
120	Baker & Taylor Entertainment	Collection Materials	138.37	
121	Baker & Taylor Information	Collection Materials	2,111.55	
122	Baker & Taylor Information	Collection Materials	5,840.45	
123	Baker & Taylor Information	Collection Materials	1,464.84	
124	Baker & Taylor Information	Collection Materials	3,065.66	
125	Blackstone Audio, Inc.	Collection Materials	31.94	
126	Blackstone Audio, Inc.	Collection Materials	39.95	
130	CENGAGE Learning	Collection Materials	193.60	
131	CENGAGE Learning	Collection Materials	187.09	
132	Center Point Large Print	Collection Materials	224.70	
155	Dept. of Revenue - Use/Sales Tax	January 2020 Sales and Use Tax - EFT 727	23.58	
159	Findaway World, LLC	Collection Materials	187.27	
169	Ingram Library Services	Collection Materials	380.04	
175	Midwest Tape	Collection Materials	284.95	
176	Midwest Tape	Collection Materials	1,261.76	
184	OverDrive, Inc.	Collection Materials	818.12	
185	OverDrive, Inc.	Collection Materials	83.00	
190	ProQuest LLC	Collection Materials - Heritage Quest Online 2/1/20 - 1/31/21	993.99	
191	ProQuest LLC	Collection Materials - Ancestry Library 02/01/20-01/31/21	7,657.73	
195	Sequim Gazette	Collection Materials	72.00	
214	WA ST Parks and Rec. Commission	Collection Materials	400.00	
222	WT COX	Collection Materials	48.87	
CC 34	Identicards.com	PO 86 Collection Materials - NOLS	189.85	
CC 60	Safeway	PO 157 Collection Materials - NOLS	6.00	
CC 61	Safeway	PO 131 Collection Materials - NOLS	2.00	27,594.63
<b><u>SMALL TOOLS AND MINOR EQUIPMENT</u></b>				
173	KCDA Purchasing Cooperative	PO 21 Small Tools - Mop Bucket - FAC	67.35	
CC 10	Amazon.com	PO 30 Small Tools - Electrical Test Leads - FAC	29.07	96.42
<b><u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u></b>				
112	ADP, LLC	Payroll Services - Processing WA PFML (12/31/19) - Document Cloud (01/13/20) - NOLS	57.23	
123	Baker & Taylor Information	PO 194 Professional Services - Title Source Fee - TS	250.00	

Category	Claimant	Purpose	Amount	Subtotal
128	Bufford, Emily	C15 Programming - Tech Teardown (PAFOL)	120.00	
152	Department of Licensing	PO 121 Professional Services - Driving Record Check for SOS - NOLS	26.00	
160	Francisco, Douglas	C23 Programming - February Art Walk (FOSL)	400.00	
161	Gansango Music & Dance	C13 Programming - Gansango Performance and Workshop (PAFOL)	1,000.00	
179	OCLC, Inc.	PO 213 Professional Services - Bibliographic Utility Subscription 12/01/19-06/30/20 - TS	2,471.61	
182	Olympic Laundry & Dry Cleaners, Inc.	PO 113 Professional Services - Laundry - FAC	130.44	
187	Peloff, Amy	C12 Programming - Should I Watch This Show? (PAFOL, FOSL)	364.42	
194	Seattle Opera	C26 Programming - Earth to Kenzie Opera (PAFOL)	500.00	
198	Sound Publishing Inc	PO 160, 166 Professional Services - Recruitment Ad - Erate RFP Advertising - NOLS	74.05	
200	Summit Law Group	PO 219 Professional Services - Legal Services - Labor and Employment Matters - ADM	561.00	
204	Technology Unlimited	PO 132 Professional Services - Digital Microfilm Maintenance Contract - PA	815.25	
205	Tocher, Jeff	C07 Programming - Kids Create Art (FOSL)	200.00	
209	Unique Management Services, Inc.	Professional Services - Debt Collection	321.30	
215	Washington State Patrol	Professional Services - Background Checks - NOLS	33.00	
CC 16	American Library Association	PO 164 Conference Fees - ALA Registration - NOLS	308.00	
CC 28	Facebook	PO 136 Advertising - Sponsored Posts - NOLS	33.34	
CC 35	Innovative Users Group	PO 150 Conference Fees - IUG - NOLS	390.00	
CC 36	Innovative Users Group	PO 105 Conference Fees - IUG - NOLS	390.00	
CC 51	Pay Pal	PayPal Gateway Fees - NOLS	59.95	
CC 65	Stamps.com	PO 90 Technology Services - Monthly Charge - TS	19.56	
CC 74	Washington Library Association	PO 130 Training Fee - WLA - Virtual Conference - NOLS	30.00	
CK 2135	Miller, Shane	PO 161 Professional Services - Conference Fees - CompTIA A+ Exam - IT	505.17	9,060.32
<b>COMMUNICATIONS</b>				
114	Angeles Communications	Communications - VOIP	902.21	
133	CenturyLink 300511187 FO	Communications - Voice - FO	113.38	
134	CenturyLink 300561130 CB	Communications - Voice - CB	75.14	
135	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	116.10	
136	CenturyLink 5161XLL8S3 CB Fiber	Communications - Fiber - CB	346.48	
137	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.42	
138	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	242.75	
180	Olympic Delivery Service, Inc.	PO 115 Communication - Freight - TS	1,285.00	
181	Olympic Delivery Service, Inc.	PO 196 Communication - Freight - TS	1,462.00	
212	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03	
217	WDH - Wave Business	Communication - Internet - IT	2,380.92	
CC 63	Stamps.com	PO 32 Postage - TS	250.00	
CC 64	Stamps.com	PO 58 Postage - TS	250.00	
CC 66	Stamps.com	PO 91 Postage - TS	250.00	
CC 70	UPS	PO 33, 41 Communication - Freight - TS	24.90	
CC 72	USPS	PO 76 Postage - Certified Letter - ADM	6.85	7,898.18

Category	Claimant	Purpose	Amount	Subtotal
<b><u>TRAVEL</u></b>				
	127 Briggance, Leslie D	Travel - Business - Mileage Reimbursement - PA	4.60	
	203 Swingle, Patti	Travel - Business - Mileage Reimbursement - PA	15.66	
	CC 1 Alaska Airlines	PO 165 Travel - Training - ALA - NOLS	34.40	
	CC 15 American Airlines	PO 167 Travel - Training - ALA - NOLS	198.40	
	CC 27 Expedia Travel	PO 163 Travel - Training - ALA - Hotel - NOLS	195.89	
	CC 37 Jiffy Airport Parking	PO 106 Travel - Training - PLA - NOLS	73.31	
	CC 62 Sequim Chamber of Commerce	PO 193 Travel - Business - Chamber Luncheon - SQ	20.00	
	CC 76 WSDOT Good to Go	PO 125 Travel - Business - Census Meeting - NOLS	6.00	548.26
<b><u>TAXES AND OPERATING ASESSEMENTS</u></b>				
	149 Clallam County Treasurer	2020 Taxes and Assessments	3,254.47	3,254.47
<b><u>UTILITIES</u></b>				
	139 City of Forks	Public Utilities - FO	104.88	
	140 City of Port Angeles/Dump	PO 192 Solid Waste - Picnic Table Wood Disposal - FAC	44.62	
	141 City of Port Angeles/Orcas Avenue	Public Utilities - PA	187.90	
	142 City of Port Angeles/Orcas Avenue	Public Utilities - PA	210.49	
	143 City of Port Angeles/Peabody St.	Public Utilities - PA	6,190.45	
	144 City of Sequim	Public Utilities - SQ	131.92	
	146 Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
	147 Clallam County PUD	Public Utilities - CB - FO	874.00	
	148 Clallam County PUD	Public Utilities - SQ	662.00	
	156 DM Disposal Company, Inc.	Public Utilities - PA - SQ	499.63	
	218 West Waste & Recycling	Public Utilities - FO - CB	56.43	9,018.82
<b><u>REPAIR AND MAINTENANCE</u></b>				
	166 Hi-Tech Security, Inc.	PO 228, 229 Repair and Maintenance - SQ Fire and Burglar Alarm Monitoring through 03/22/21 - FAC	678.91	
	171 Jerry's Small Engines	PO 171 Repair and Maint. - CB/FO Snow Removal - FAC	379.75	
	186 Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	420.68	
	188 Pen West Contractors	PO 186 Repair and Maint. - PA Parking Lot Deicing - FAC	760.90	
	197 Sound Energy Systems	PO 173 Repair and Maintenance - PA HVAC Controller - Quarterly Service Support - FAC	790.80	
	213 Viking Sew & Vac	PO 142 Repair and Maintenance - Install New Vacuum Motor - FAC	130.44	3,161.48
<b><u>MISCELLANEOUS SERVICES</u></b>				
	183 Olympic Printers, Inc.	PO 119 Printing and Binding - Outreach Newsletter Issue 9 - OR	195.66	
	CC 67 Sticker Giant	PO 120 Printing and Binding - Read & Ride Labels, Board Book Labels - NOLS	360.20	
	CC 73 Washington Finance Officers Association	PO 81 Memberships - Annual Membership - ADM	75.00	630.86
<b><u>INTERGOVERNMENTAL SERVICES</u></b>				
	158 Everett Public Library	Interlibrary Loan Fee - Creating Effective Teams - NOLS	42.00	
	199 State Auditor's Office	State Examiner's Fee - Investigation - ADM	1,441.05	
	CK 2133 Yale University	Interlibrary Loan Fees	20.00	1,503.05

Category	Claimant	Purpose	Amount	Subtotal
<b><u>MACHINERY AND EQUIPMENT</u></b>				
	<b>155 Dept. of Revenue - Use/Sales Tax</b>	January 2020 Sales and Use Tax - EFT 727	34.62	
	<b>CC 30 Global Industrial</b>	PO 112 Machinery and Equipment - Tire Rack - FAC	381.43	
	<b>CC 50 Ninite.com</b>	PO 151 Machinery and Equipment - Ninite Pro for 250 Machines - Software Update Utility - IT	600.00	
	<b>CC 75 Wordpress</b>	PO 147 Machinery and Equipment - WordPress Plugin - IT	39.20	1,055.25
<b><u>SALES TAX</u></b>				
	<b>155 Dept. of Revenue - Use/Sales Tax</b>	January 2020 Sales and Use Tax - EFT 727	186.13	186.13
<b><u>FINES AND FEES, PATRON REFUNDS</u></b>				
	<b>CK 2130 NOLS Patron</b>	Patron Refund	17.99	
	<b>CK 2131 NOLS Patron</b>	Patron Refund	12.99	
	<b>CK 2132 NOLS Patron</b>	Patron Refund	28.99	
	<b>CK 2134 NOLS Patron</b>	Patron Refund	123.75	
	<b>CK 2136 NOLS Patron</b>	Patron Refund	27.78	211.50
			<b>339,221.97</b>	<b>339,221.97</b>



## Voucher Approval for February 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 #110 through #222 are approved in the amount of \$339,221.97 this 26th day of March 2020.

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

No.	Claimant	Purpose	Amount
110	ADP Tax/Financial Services	Net Payroll (PPE 01-31-20) - EFT 721	128,331.23
111	ADP Tax/Financial Services	Payroll Tax (PPE 01-31-20) - EFT 722	45,400.76
112	ADP, LLC	Payroll Services - Processing WA PFML (12/31/19) - Document Cloud (01/13/20) - NOLS	57.23
113	Amazon.com	Collection Materials	738.81
114	Angeles Communications	Communications - VOIP	902.21
115	NOLS Employee	HRA Reimbursement	90.00
116	NOLS Employee	HRA Reimbursement	90.52
117	Baker & Taylor Entertainment	Collection Materials	136.63
118	Baker & Taylor Entertainment	Collection Materials	776.02
119	Baker & Taylor Entertainment	Collection Materials	235.86
120	Baker & Taylor Entertainment	Collection Materials	138.37
121	Baker & Taylor Information	Collection Materials	2,111.55
122	Baker & Taylor Information	Collection Materials	5,840.45
123	Baker & Taylor Information	Collection Materials PO 194 Professional Services - Title Source Fee - TS	1,714.84
124	Baker & Taylor Information	Collection Materials	3,065.66
125	Blackstone Audio, Inc.	Collection Materials	31.94
126	Blackstone Audio, Inc.	Collection Materials	39.95
127	Briggance, Leslie D	Travel - Business - Mileage Reimbursement - PA	4.60
128	Bufford, Emily	CI5 Programming - Tech Teardown (PAFOL)	120.00
129	CED Consolidated Electrical Distributors	PO 172 Maintenance Supplies - Ballasts - FAC	217.40
130	CENGAGE Learning	Collection Materials	193.60
131	CENGAGE Learning	Collection Materials	187.09
132	Center Point Large Print	Collection Materials	224.70
133	CenturyLink 300511187 FO	Communications - Voice - FO	113.38
134	CenturyLink 300561130 CB	Communications - Voice - CB	75.14

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
<b>135</b>	<b>CenturyLink 360-681-7811 468B SQ</b>	Communications - Voice - SQ	116.10
<b>136</b>	<b>CenturyLink 5161XLL8S3 CB Fiber</b>	Communications - Fiber - CB	346.48
<b>137</b>	<b>CenturyLink Bus. Svcs Acct 80206626</b>	Communications - POTS	72.42
<b>138</b>	<b>CenturyLink PA 360-457-3125 933B</b>	Communications - Fax - PA	242.75
<b>139</b>	<b>City of Forks</b>	Public Utilities - FO	104.88
<b>140</b>	<b>City of Port Angeles/Dump</b>	PO 192 Solid Waste - Picnic Table Wood Disposal - FAC	44.62
<b>141</b>	<b>City of Port Angeles/Orcas Avenue</b>	Public Utilities - PA	187.90
<b>142</b>	<b>City of Port Angeles/Orcas Avenue</b>	Public Utilities - PA	210.49
<b>143</b>	<b>City of Port Angeles/Peabody St.</b>	Public Utilities - PA	6,190.45
<b>144</b>	<b>City of Sequim</b>	Public Utilities - SQ	131.92
<b>145</b>	<b>Clallam County Parks Dept</b>	PO 180 Program Supplies - Storytelling Salt Creek Shelter Rental (PAFOL)	45.00
<b>146</b>	<b>Clallam County Public Works Dept.</b>	Public Utilities - Sewer - CB	56.50
<b>147</b>	<b>Clallam County PUD</b>	Public Utilities - CB - FO	874.00
<b>148</b>	<b>Clallam County PUD</b>	Public Utilities - SQ	662.00
<b>149</b>	<b>Clallam County Treasurer</b>	2020 Taxes and Assessments	3,254.47
<b>150</b>	<b>Co-Op Farm &amp; Garden, The</b>	PO 122 Maintenance Supplies - Light Fixture for FOSL - FAC	29.64
<b>151</b>	<b>NOLS Employee</b>	HRA Reimbursement	122.76
<b>152</b>	<b>Department of Licensing</b>	PO 121 Professional Services - Driving Record Check for SOS - NOLS	26.00
<b>153</b>	<b>Dept. of Retirement Systems</b>	Retirement Contributions (PPE 01-31-20) - EFT 723	37,701.87
<b>154</b>	<b>Dept. of Retirement Systems</b>	DCP Retirement 02-2020 (PPE 01-31-20) - EFT 724	5,640.00
<b>155</b>	<b>Dept. of Revenue - Use/Sales Tax</b>	January 2020 Sales and Use Tax - EFT 727	266.75
<b>156</b>	<b>DM Disposal Company, Inc.</b>	Public Utilities - PA - SQ	499.63
<b>157</b>	<b>NOLS Employee</b>	HRA Reimbursement	605.00
<b>158</b>	<b>Everett Public Library</b>	Interlibrary Loan Fee - Creating Effective Teams - NOLS	42.00
<b>159</b>	<b>Findaway World, LLC</b>	Collection Materials	187.27
<b>160</b>	<b>Francisco, Douglas</b>	C23 Programming - February Art Walk (FOSL)	400.00
<b>161</b>	<b>Gansango Music &amp; Dance</b>	C13 Programming - Gansango Performance and Workshop (PAFOL)	1,000.00
<b>162</b>	<b>Hartford Retirement Plan Solutions</b>	MMDCP 02-2020 (PPE 01-31-20) - EFT 725	200.00
<b>163</b>	<b>Health Care Authority</b>	HCA 02-2020 (PPE 01-31-20)	36,018.94
<b>164</b>	<b>HealthEquity</b>	HSA ER Contribution - February 2020	241.66
<b>165</b>	<b>Hiltz, Ken</b>	PO 94 Fuel - Power Equipment - Leaf Blower - FAC	3.21
<b>166</b>	<b>Hi-Tech Security, Inc.</b>	PO 228, 229 Repair and Maintenance - SQ Fire and Burglar Alarm Monitoring through 03/22/21 - FAC	678.91
<b>167</b>	<b>Home Depot</b>	PO 100 Maintenance Supplies - Paper Products and Cleaners - FAC	966.20
<b>168</b>	<b>NOLS Employee</b>	HRA Reimbursement	1,150.00
<b>169</b>	<b>Ingram Library Services</b>	Collection Materials PO 202 Program Supplies - Books for Camp (PAFOL)	575.75
<b>170</b>	<b>Ingram Library Services</b>	PO 211 Program Supplies - Books for Camp (PAFOL)	94.41



<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
171	Jerry's Small Engines	PO 171 Repair and Maintenance - CB/FO Snow Removal - FAC	379.75
172	KCDA Purchasing Cooperative	PO 99 Maintenance Supplies - Cleaners, Paper Products, Liners - FAC	500.38
173	KCDA Purchasing Cooperative	PO 21 Small Tools - Mop Bucket - FAC	67.35
174	NOLS Employee	HRA Reimbursement	200.00
175	Midwest Tape	Collection Materials	284.95
176	Midwest Tape	Collection Materials	1,261.76
177	North Olympic Library System	February 2020 Revolving Fund Reimbursement (* Detail Below)	736.67
178	Norwest Graphics	PO 188 Program Supplies - T-Shirts for BOB (PAFOL, FOFL, FOSL)	1,149.89
179	OCLC, Inc.	PO 213 Professional Services - Bibliographic Utility Subscription 12/01/19-06/30/20 - TS	2,471.61
180	Olympic Delivery Service, Inc.	PO 115 Communication - Freight - TS	1,285.00
181	Olympic Delivery Service, Inc.	PO 196 Communication - Freight - TS	1,462.00
182	Olympic Laundry & Dry Cleaners, Inc.	PO 113 Professional Services - Laundry - FAC	130.44
183	Olympic Printers, Inc.	PO 119 Printing and Binding - Outreach Newsletter Issue 9 - OR	195.66
184	OverDrive, Inc.	Collection Materials	818.12
185	OverDrive, Inc.	Collection Materials	83.00
186	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	420.68
187	Peloff, Amy	C12 Programming - Should I Watch This Show? (PAFOL, FOSL)	364.42
188	Pen West Contractors	PO 186 Repair and Maintenance - PA Parking Lot Deicing - FAC	760.90
189	NOLS Employee	HRA Reimbursement	717.17
190	ProQuest LLC	Collection Materials - Heritage Quest Online 2/1/20 - 1/31/21	993.99
191	ProQuest LLC	Collection Materials - Ancestry Library 02/01/20-01/31/21	7,657.73
192	Quill Corporation	PO 83 Office Supplies - Coffee (Coffee Fund) - ADM	57.96
193	NOLS Employee	HRA Reimbursement	290.00
194	Seattle Opera	C26 Programming - Earth to Kenzie Opera (PAFOL)	500.00
195	Sequim Gazette	Collection Materials	72.00
196	Sherwin-Williams	PO 110 Maintenance Supplies - Carver Room Paint - FAC	58.66
197	Sound Energy Systems	PO 173 Repair and Maintenance - PA HVAC Controller - Quarterly Service Support - FAC	790.80
198	Sound Publishing Inc	PO 160, 166 Professional Services - Recruitment Ad - Erate RFP Advertising - NOLS	74.05
199	State Auditor's Office	State Examiner's Fee - Investigation - ADM	1,441.05
200	Summit Law Group	PO 219 Professional Services - Legal Services - Labor and Employment Matters - ADM	561.00
201	Swains General Store, Inc.	PO 114 Maintenance Supplies - Ice Melt - FAC	92.23
202	Swains General Store, Inc.	PO 187 Maintenance Supplies - Glue, Dust Mask, Key Rings - FAC	73.21
203	Swingle, Patti	Travel - Business - Mileage Reimbursement - PA	15.66

No.	Claimant	Purpose	Amount
204	Technology Unlimited	PO 132 Professional Services - Digital Microfilm Maintenance Contract - PA	815.25
205	Tocher, Jeff	C07 Programming - Kids Create Art (FOSL)	200.00
206	NOLS Employee	HRA Reimbursement	1,269.00
207	True Value	PO 174 Maintenance Supplies - Work and Cleaning Gloves - FAC	28.73
208	NOLS Employee	HRA Reimbursement	92.98
209	Unique Management Services, Inc.	Professional Services - Debt Collection	321.30
210	United Way of Clallam County	United Way Donations (PPE 01-31-20)	45.00
211	US Bank	Credit Card Services - January 2020 Charges (*Detail Below)	7,775.39
212	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03
213	Viking Sew & Vac	PO 142 Repair and Maintenance - Install New Vacuum Motor - FAC	130.44
214	WA ST Parks and Recreation Commission	Collection Materials	400.00
215	Washington State Patrol	Professional Services - Background Checks - NOLS	33.00
216	WCIF	Vision/Life/EAP Premiums 02-2020 (PPE 01-31-20)	1,221.48
217	WDH - Wave Business	Communication - Internet - IT	2,380.92
218	West Waste & Recycling	Public Utilities - FO - CB	56.43
219	NOLS Employee	HRA Reimbursement	1,159.26
220	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-20) - March Coverage	5,278.68
221	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 02-2020 (PPE 01-31-20)	2,049.20
222	WT COX	Collection Materials	48.87
			<b>339,221.97</b>

**\* Detail - NOLS Revolving Fund Account -- Voucher #177**

2130	NOLS Patron	Patron Refund	17.99
2131	NOLS Patron	Patron Refund	12.99
2132	NOLS Patron	Patron Refund	28.99
2133	Yale University	Interlibrary Loan Fees	20.00
2134	NOLS Patron	Patron Refund	123.75
2135	Miller, Shane	PO 161 Professional Services - Conference Fees - CompTIA A+ Exam - IT	505.17
2136	NOLS Patron	Patron Refund	27.78
			<b>736.67</b>

**\* Detail - NOLS US Bank Credit Card Purchases -- Voucher #211**

1	Alaska Airlines	PO 165 Travel - Training - ALA - NOLS	34.40
2	Amazon.com	PO 149 Office Supplies - Archive Typewriter Cover - IT	26.63
3	Amazon.com	PO 80 Technology Supplies - Hand Cart, Component Testers - IT	121.58
4	Amazon.com	PO 88 Office Supplies - Chair Support - IT	28.41

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
5	Amazon.com	PO 88 Technology Supplies - Replacement Power Supplies - IT	43.46
6	Amazon.com	PO 75 Office Supplies - 1099-Misc. Forms - ADM	32.60
7	Amazon.com	PO 79 Office Supplies - Water Filter - ADM	29.35
8	Amazon.com	PO 73 Office Supplies - ILL Stamp - PA	10.86
9	Amazon.com	PO 73 Office Supplies - Pens, Tape - PA	31.02
10	Amazon.com	PO 30 Small Tools - Electrical Test Leads - FAC	29.07
11	Amazon.com	PO 29 Maintenance Supplies - Emergency Light Battery - FAC	15.16
12	Amazon.com	PO 107 Maintenance Supplies - Key Locker, Outlet - FAC	71.72
13	Amazon.com	PO 111 Maintenance Supplies - Emergency Light Battery - FAC	15.09
14	Amazon.com	PO 85 Program Supplies - Lego Duplos (FOSL)	151.91
15	American Airlines	PO 167 Travel - Training - ALA - NOLS	198.40
16	American Library Association	PO 164 Conference Fees - ALA Registration - NOLS	308.00
17	CDW-G	PO 152 Technology Supplies - Label Printer, Network Cable - IT	90.20
18	CDW-G	PO 153 Technology Supplies - UPS Replacement Battery - IT	163.77
19	Chinook Pharmacy	PO 108 Office Supplies - Cleaning Solution - FO	21.16
20	Crown Awards	PO 159 Program Supplies - BOB and Book Wars Trophies (PAFOL)	13.98
21	Crown Awards	PO 159 Program Supplies - BOB and Book Wars Trophies (FOSL)	13.98
22	Crown Awards	PO 159 Program Supplies - BOB and Book Wars Trophies (FOFOL)	13.97
23	Dell Marketing	PO 146 Technology Supplies - FO Replacement Drum - IT	108.68
24	Dell Marketing	PO 84 Toner - PA	33.63
25	Demco, Inc.	PO 134 Program Supplies - Bookmarks (FOSL)	175.77
26	Evergreen 76	PO 92 Fuel - Business - Transit Van - FAC	47.26
27	Expedia Travel	PO 163 Travel - Training - ALA - Hotel - NOLS	195.89
28	Facebook	PO 136 Advertising - Sponsored Posts - NOLS	33.34
29	Facebook	PO 136 Program Supplies - Art Blast Ad (PAFOL)	22.30
30	Global Industrial	PO 112 Machinery and Equipment - Tire Rack - FAC	381.43
31	Google	PO 118 Program Supplies - Watch Party (PAFOL)	54.24
32	Hess Market	PO 158 Fuel - Business - Westy - FAC	32.83
33	Home Depot	PO 40 Maintenance Supplies - Ice Melt, Batteries, Carpet Cleaner, Dust Masks - FAC	67.12
34	Identicards.com	PO 86 Collection Materials - NOLS	189.85
35	Innovative Users Group	PO 150 Conference Fees - IUG - NOLS	390.00
36	Innovative Users Group	PO 105 Conference Fees - IUG - NOLS	390.00
37	Jiffy Airport Parking	PO 106 Travel - Training - PLA - NOLS	73.31
38	JoAnn Fabrics	PO 129 Program Supplies - Valentine's Program (FOSL)	21.19
39	KCDA Purchasing Cooperative	PO 46 Printer Paper - PA	33.71
40	KCDA Purchasing Cooperative	PO 46 Office Supplies - Labels, Tape - PA	30.02

<b>No.</b>	<b>Claimant</b>	<b>Purpose</b>	<b>Amount</b>
41	KCDA Purchasing Cooperative	PO 102 Office Supplies - Batteries - PA	12.26
42	KCDA Purchasing Cooperative	PO 102 Printer Paper - PA	43.77
43	KCDA Purchasing Cooperative	PO 109 Printer Paper - FO	172.00
44	KCDA Purchasing Cooperative	PO 109 Office Supplies - Labels, Tape, Notepads - FO	126.45
45	Lower Elwha Food & Fuel	PO 124 Fuel - Business - Nolsy Red - FAC	26.43
46	Lower Elwha Food & Fuel	PO 128 Fuel - Business - Nolsy White - FAC	20.19
47	Lower Elwha Food & Fuel	PO 128 Fuel - Business - Nolsy White - FAC	17.45
48	Namifiers	PO 74 Office Supplies - Nametags - NOLS	9.85
49	Namifiers	PO 98 Office Supplies - Nametags - NOLS	17.02
50	Ninite.com	PO 151 Machinery and Equipment - Ninite Pro - 250 Machines - Software Update Utility - IT	600.00
51	Pay Pal	PayPal Gateway Fees - NOLS	59.95
52	Quill Corporation	PO 47 Office Supplies - Files - FO	14.16
53	Quill Corporation	PO 47 Printer Paper - FO	51.90
54	Quill Corporation	PO 47 Toner - FO	1,238.32
55	Saars Grocery	PO 126 Program Supplies - Watch Party (PAFOL)	20.17
56	Saars Grocery	PO 89 Processing Supplies - TS	12.91
57	Safeway	PO 116 Program Supplies - January Art Blast (PAFOL)	78.23
58	Safeway	PO 57 Program Supplies - Teen Lounge Snacks (PAFOL)	15.85
59	Safeway	PO 129 Program Supplies - Valentine's Program (FOSL)	2.17
60	Safeway	PO 157 Collection Materials - NOLS	6.00
61	Safeway	PO 131 Collection Materials - NOLS	2.00
62	Sequim Chamber of Commerce	PO 193 Travel - Business - Chamber Luncheon - SQ	20.00
63	Stamps.com	PO 32 Postage - TS	250.00
64	Stamps.com	PO 58 Postage - TS	250.00
65	Stamps.com	PO 90 Technology Services - Monthly Charge - TS	19.56
66	Stamps.com	PO 91 Postage - TS	250.00
67	Sticker Giant	PO 120 Printing - Read & Ride Labels, Board Book Labels - NOLS	360.20
68	SuppliesOutlet.com	PO 148 Toner - IT	80.11
69	Swains General Store, Inc.	PO 117 Program Supplies - Watch Party Snacks (PAFOL)	10.00
70	UPS	PO 33, 41 Communication - Freight - TS	24.90
71	UPS	PO 133 Program Supplies - Saturday Science (FOSL)	32.75
72	USPS	PO 76 Postage - Certified Letter - ADM	6.85
73	Washington Finance Officers Association	PO 81 Memberships - Annual Membership - ADM	75.00
74	Washington Library Association	PO 130 Training Fee - WLA - Virtual Conference - NOLS	30.00
75	Wordpress	PO 147 Machinery and Equipment - WordPress Plugin - IT	39.20
76	WSDOT Good to Go	PO 125 Travel - Business - Census Meeting - NOLS	6.00
77	Zoro Tools	PO 31 Maintenance Supplies - Bookcart Casters - FAC	28.45
			<b>7,775.39</b>

No.	Claimant	Purpose	Amount
<b>* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services</b>			
<b>EFT 721</b>	<b>ADP Tax/Financial Services</b>	Net Payroll (PPE 01-31-20)	128,331.23
<b>EFT 722</b>	<b>ADP Tax/Financial Services</b>	Payroll Tax (PPE 01-31-20)	45,400.76
<b>EFT 723</b>	<b>Dept. of Retirement Systems</b>	Retirement Contributions (PPE 01-31-20)	37,701.87
<b>EFT 724</b>	<b>Dept. of Retirement Systems</b>	DCP Retirement (PPE 01-31-20)	5,640.00
<b>EFT 725</b>	<b>Hartford Retirement Plan Solutions</b>	MMDCP (PPE 01-31-20)	200.00
			<b>217,273.86</b>





## Staff report

Meeting Date: March 26, 2020  
To: Library Board of Trustees  
From: Margaret Jakubcin, Library Director  
Subject: Approval of updates to two HR Policies

Attachments: Draft revision to HR Policy 14.6: NOLS Response to Pandemic Events  
Draft revision to HR Policy 10.5: Unscheduled Library Closures

**Topic/Issue:** Approval of revisions to HR Policy 14.6. and HR Policy 10.5

**Background.** NOLS Pandemic Response policy (HR Policy 14.6), has been in effect since 2009, when it was adopted in preparation for a potential H1N1 influenza pandemic. In late February 2020, as the possibility of a pandemic event related to the novel coronavirus began to loom, this policy was reviewed for currency and applicability. The terminology in 2009 policy was found to be slightly out of date and confusing, in that it too specifically references “influenza pandemic”. Staff revised the policy to update this descriptive language, and in the process also proposed some revisions to eliminate redundancy and clarify the order of leave usage that applies during a pandemic event.

As has been observed by many, the current emergency situation is unprecedented in our times, requiring fast-paced learning, policy development, and decision making on many administrative fronts simultaneously. Based on lessons learned thus far in 2020, there likely are a number of policy provisions that would better position NOLS to respond to future pandemic events, but to date there has simply not been sufficient time to thoughtfully develop such policies. The proposed revisions to HR 14.6 and HR 10.5 represent a minimum needed to provide an adequate policy reference for decision making at the present time.

**Policy considerations.** The original policy intent of HR Policy 14.6 has been maintained; the proposed revisions improve clarity for understanding and implementation purposes.

HR 10.5: Unscheduled Library Closures has been updated to incorporate the Emergency Closure Leave granted to members of the General Employees Unit in the 2019-20 CBA. NOLS has been implementing this leave as granted, but had neglected to update the policy.

The proposed updates have been shared with Management Team, staff, and union. The Board’s policy committee has reviewed and approved them for adoption.

**Fiscal considerations.** No new fiscal impacts are anticipated.

**Recommendation/Motion:** That the Board approve revisions to HR Policies 14.6 and 10.5 as presented.







## Policy HR 14.6

### NOLS Response to Pandemic Events

Adopted by the Library Board of Trustees: 9/24/09

Revised: 01/24/2013

**Proposed Update: 03/26/20**

This policy addresses strategies for screening and preventing the transmission of pandemic ~~influenza disease among employees in the event of a pandemic situation, should employees become ill with a pandemic influenza strain.~~ It is intended to be consistent with the guidance issued by the Centers for Disease Control and Prevention (CDC) and will be updated as CDC guidance changes. Therefore, employees are expected to comply with the current and future guidelines.

#### I. Rationale

The rationale for the use of additional precautions ~~for during~~ pandemic ~~influenza events,~~ as compared with ~~seasonal human~~ influenza ~~and similar illnesses,~~ include the following:

- a. The risk of serious disease and increased mortality from a highly pathogenic pandemic ~~influenza infection~~ may be significantly higher than from infection by seasonal influenza viruses.
- b. Each human infection represents an important opportunity for a pandemic ~~influenza disease~~ strain to further adapt to humans and gain the ability to transit more easily among people.
- c. Reduced human-to-human transmission of pandemic ~~influenza infection~~ is essential to conserve community medical resources and assure access to hospital care for life threatening illness.

#### 2. Employees and volunteers with suspected or probable pandemic ~~influenza infection~~ restricted from work

Suspected or probable ~~p~~Pandemic ~~influenza infection~~ cases involving NOLS employees and volunteers will be restricted from work as soon as identified and will be asked to follow guidelines supplied by the Clallam County Health Department, Washington State Department of Health and the CDC.

Suspected or probable ~~p~~Pandemic ~~influenza infection~~ cases involving NOLS employees and volunteers must be medically cleared upon resolution of symptoms with and according to the guidelines from the Clallam County Health Department before returning to work. Under no circumstance will an employee or volunteer be allowed to return to work without such medical release.

Any employee or volunteer arriving from a Travel Advisory Area must contact the Clallam County Health Officer for medical clearance before arrival at NOLS facilities. Appropriate screening for symptoms must take place prior to arrival on NOLS premises for any purpose. A Travel Advisory Area is an area designated by the CDC where disease is occurring, and where non-essential travel is discouraged. The risk for the traveler is considered to be much higher because of community transmission or inadequate containment in a Travel Advisory Area.

### 3. Use of accrued leave during pandemic events

In the event employees must be absent from work for reasons related to NOLS established pandemic response policy and guidelines, It is NOLS's intent that employees will, to the extent possible, be given every opportunity to minimize use of leave balances and/or to use all of their utilize paid leave during this time so as to not reach the point of leave without pay. Leave time related to pandemic event response will be drawn first from the employee's available sick leave balance. Subsequent leave usage will be drawn from other accrued leave balances in the following order, unless the employee specifies otherwise: Personal Leave, Management Leave, Vacation Leave. Available flex time may also be utilized. NOLS' Emergency Closure Leave may also apply in closure scenarios. When no available leave balances remain, leave time will be considered as leave without pay.

Other leave provisions, such as Washington State Paid Family Medical Leave benefits, may also apply. NOLS will comply with state or federally mandated emergency leave provisions as required by law, and will provide such emergency leave in accordance with the provisions of said mandates.

It remains within the broad discretion of the Library Director to approve paid leaves on a case-by-case or general basis to best respond to the needs caused by the pandemic at the time of the problem.

### 4. **Pandemic event response implementation**

Steps to be implemented as the severity of the pandemic event increases, as directed by public health authorities:

Level 1: Heightened respiratory hygiene and hand washing/hand sanitizing precautions are in effect. All coughs and sneezes must be covered, hand sanitizer and hand washing is to be used throughout the day and before eating.

Level 2: Employees who come to work with symptoms of fever and/or coughing and/or sneezing associated with the infection are requested to go home or are required to wear a mask while at work. If they go home, their leave time will be charged as described above. sick leave or vacation leave bank will be charged.

Level 3: Employees and others living in employees' households are encouraged to be vaccinated, if a vaccination is available against Influenza. The Library will pay for employee vaccinations received at the Library's request.

Level 4: Employees who come to work with symptoms associated with the infection of fever and/or coughing and/or sneezing will be sent home. Their time will be charged to paid administrative leave for that day and sick leave leave time will be charged as described above for any subsequent days.

Level 5: Employees who are sharing households with persons who are ill will not be allowed on NOLS premises. Their time will be charged to sick leave, vacation, flex time or leave without pay. Leave time will be charged as described above.

Level 6: When a state of emergency or similar order, is declared by the Clallam County Health Officer ~~or~~, the Board of Commissioners, or other agency with such authority, NOLS will comply with all directives issued ~~by Clallam County~~.

Level 7: When a state of emergency has been declared, vaccination, if available, is mandatory. Proof of vaccination will be required before any employee may report to work. Employees who are not vaccinated will not be allowed to work until they are vaccinated or until the vaccination mandate has been lifted. Leave time will be charged as described above.

~~Such employees must use sick leave, vacation leave, flex time or leave without pay.~~

Level 8: When a state of emergency has been declared, all employees will be sent home and not allowed to return to work until the state of emergency is lifted or appropriate direction is issued by the County Health Officer or the Board of Commissioners. All NOLS facilities will be closed during this time. Leave time will be charged as described above, in addition remote work opportunities may be available to some staff.

~~Employees must use sick leave, vacation leave, flex time or leave without pay.~~

## **Administration**

The Director, and all managers and supervisors are responsible for managing this policy.





## Policy HR 10.5

### Unscheduled Library Closures

Adopted by the Library Board of Trustees: 2/28/2008

Revised: 01/24/2013; 03/xx/2020

Proposed for Board Adoption 03/23/20

#### **I. Reporting to work**

It is the intent of NOLS that all libraries shall be open and in operation during established working hours. Employees should make a reasonable effort to report to work on a timely basis. Should conditions exist which would prevent employees from reporting to work, it will be the employee's responsibility to contact his or her supervisor to indicate anticipated absence from work or late arrival to work.

During times of inclement weather, natural or man-made disaster or other emergencies, NOLS will endeavor to continue to provide library services. Therefore, unless the Library notifies employees otherwise, employees are expected to make every reasonable effort to report to work without endangering their personal safety.

Any employee unable to report to work as a result of emergency or extreme weather conditions will be given the option of using any form of accrued leave excluding sick leave, or taking time off without pay for time missed if all other leaves are exhausted. The employee shall promptly advise his/her supervisor, as in any other case of late arrival or absence. Unauthorized absences may be subject to discipline. Under exceptional circumstances, with the approval of the supervisor and Library Director, an employee's request to make up the lost time within the pay period may be granted.

#### **2. Workplace Closures**

NOLS may close any or all library facilities and cease operations on any regular work day or portion of a work day, on account of extreme weather conditions, natural and man-made disasters, emergencies that threaten employees' welfare or safety, failure or defect in the supply of power or other utilities, strike or other labor trouble, civil disturbance, acts of civil or military authorities, budgetary shortfall, inability to safely staff the branch, or for any other reason, whether similar or dissimilar to the above. Any employee who does not work his or her regularly scheduled hours due to such closure will be given the option of using accrued flex time, any form of accrued leave except sick leave, or taking time off without pay for time missed.

Employees represented by the General Employee's Unit may take up to fifteen (15) hours per calendar year of Emergency Library Closure Leave. Such leave may be used when the employee cannot work because the Library facility the employee is assigned to work at is officially closed as the result of adverse weather or similar emergency conditions. Emergency Library Closure Leave does not roll over from one calendar year to the next and shall not be cashed out.

### **3. Administration**

The Library Director is responsible for administration of this policy.



## Library Director Employment Agreement

Original Term effective: June 1, 2020

**PARTIES:** North Olympic Library System, also known as Clallam County Rural Library District, a political subdivision of the State of Washington (hereinafter referred to as the “Library”) and Noah Glaude (hereinafter referred to as “Employee”).

**RECITALS:** The North Olympic Library System (NOLS) Board of Trustees wishes to employ Employee as Library Director with overall executive and administrative functions assigned by the NOLS Board of Trustees.

Employee desires to accept such employment and acknowledges that Employee meets the job qualifications and has the capability to perform the duties of the position as described in the position description set forth as Addendum A to this Agreement.

The parties desire to enter in an agreement which provides an inducement for Employee to remain in employment, to establish a regular process for evaluating performance, and to provide a just means for ending the employment relationship at such time as Employee should become unable to discharge his/her duties due to some intervening event or condition, or because the Library desires to otherwise end the employment relationship.

The parties agree that Employee shall abide by all current and future NOLS Human Resources policies unless specifically directed otherwise by the Library Board of Trustees.

### **IT IS AGREED:**

**DUTIES.** The Library shall employ Employee as Library Director to perform the executive and administrative functions identified in the attached position description and assigned by the NOLS Board of Trustees. Employee reports to and is subject to supervision by the NOLS Board of Trustees.

**EFFECTIVE DATE AND TERM OF AGREEMENT.** The original term of this Agreement will become effective June 1, 2020 and continue indefinitely until terminated by either party subject to the provisions of this Agreement. The terms of this Agreement may be reviewed for possible revision at the request of either party. This agreement is subject to the North Olympic Library System Human Resources Policies, as any of these may be amended periodically.

Nothing in this Agreement shall grant the Employee a property right in the position, or any renewals of this Agreement, or prevent, limit or otherwise interfere with the right of the Library to terminate the services of the Employee at any time for any reason, with or without cause, subject only to the provisions of this Agreement.

Employee may resign at any time for any reason, subject only to the provisions of this Agreement relating to notice.

**OUTSIDE EMPLOYMENT.** The Employee will remain in the exclusive employ of the Library and shall not become employed by any other employer. As used in this paragraph, the term “employed” shall not be

construed to prevent occasional teaching, writing or consulting work unrelated to the work of Library Director for the North Olympic Library System, so long as it does not interfere with the Employee's ability to effectively discharge assigned duties and responsibilities, or any activity engaged in with the prior written approval of the NOLS Board of Trustees.

**TERMINATION.** It is agreed that the standards of performance, conduct and competence for the Employee are quantitatively and qualitatively different (higher) than the standards by which some subordinates may be judged. Factual determinations made related to performance and conduct are reserved to the Library in its sole discretion.

*Termination without cause.* This Agreement may be terminated either by the Library or the Employee at any time and for any reason whatsoever upon the giving of thirty (30) days written notice to the other party. The Library may pay Employee salary in lieu of notice.

*Termination with cause.* This Agreement may be terminated upon the determination of cause by the Library in its sole discretion acting in good faith. Cause shall include, but is not limited to:

- a. Willful and repeated failure or refusal to comply with the policies, standards and regulations of the Library as are established periodically;
- b. Commission of fraud, dishonesty, misappropriation of funds, embezzlement, or other crime or act of misconduct in rendering services on behalf of the Library;
- c. Failure, refusal or inability to perform faithfully, diligently, and competently any of the duties of his/her position as set forth in the job description and as assigned periodically and reasonably.

*Voluntary resignation.* If the Employee voluntarily resigns from the Library, the Employee shall give the Library at least thirty (30) days' written notice in advance.

#### COMPENSATION.

*Salary.* Employee is a salaried employee whose compensation will be seven thousand eight hundred fifty dollars per month (\$7850/month) effective June 1, 2020. The Library agrees to pay Employee in installments at the same times as other Library employees are paid. Salary increases may be awarded, based on the achievement of performance goals as established by the Library Board of Trustees. The parties agree that no pay increase will be sought or granted prior to January 1, 2022. Salary increases must be established by minute action of the Library Board of Trustees, and will be effective the first day of the month following the Board's action.

**HOURS OF WORK.** The parties recognize that Employee must devote time outside of normal Library work hours to accomplish the job duties of the position. Employee agrees to secure prior written approval from the Board of Trustees or the Board's authorized representative before using any more than four consecutive weeks of paid and/or unpaid leave in any single calendar year.

**BUSINESS TRAVEL REIMBURSEMENT.** Employee shall be entitled to reimbursement for business-related travel and lodging expenses incurred on behalf of the Library, pursuant to the Library's policies. Commuting to and from work is not considered Library business travel.

**GENERAL EXPENSES.** The Library shall reimburse Employee for necessary business expenses, subject to Library policies. The Employee is authorized to expend Library funds in the execution of Library business, subject to library policy.



DUES AND SUBSCRIPTIONS. The Library will reimburse the Employee for professional dues and subscriptions appropriate for the Employee's full participation in associations and organizations necessary and desirable for professional participation, growth and advancement, and to improve Employee's performance of duties as Library Director.

PROFESSIONAL DEVELOPMENT. In accordance with Library policies, the Library shall budget and pay registration, travel and subsistence expenses of the Employee for professional and official travel, meetings and occasions deemed necessary or desirable to continue the professional development of the Employee.

BENEFITS. Employee shall receive the benefits provided to other Library managers as enumerated in the current Collective Bargaining Agreement for management employees, with the exception that Employee shall not be eligible for the Continual Service Benefit (CSB).

The Library shall provide Employee with a PERS 2 or PERS 3 retirement benefit, at the Employee's option, subject to the terms of the plan. The Employee may also choose to participate in the Library's deferred compensation plan.

At the Library Board's discretion, additional benefits may be awarded, in accordance with NOLS policy and state and federal laws.

GOAL-SETTING AND PERFORMANCE EVALUATION. The NOLS Board of Trustees shall periodically conduct performance evaluations and work with the Employee to identify the Library's goals, priorities and concerns by informal discussions with Employee or by more formal means.

Dated this 26th day of March, 2020.

North Olympic Library System Board of Trustees

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Chair, Library Board

Employee

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Noah Glaude

Attached: Addendum A: Library Director Position Description



## Position Description

**Position Title:** Library Director  
**Position Status:** Exempt from FLSA  
**Supervised By:** Library Board of Trustees  
**Updated/Revised:** 12/27/19

### **Summary of Position Responsibilities:**

The Library Director provides leadership, direction, stewardship and administrative oversight for all library operations. Uses the Strategic Roadmap as central guidance by which to prioritize library services and operational, financial, and administrative decisions. Exercises considerable independent judgment and action and works under minimal supervision.

**Examples of Essential Job Functions:** *Work performed may include, but is not limited to, the following activities*

1. Develops and maintains strategic vision for NOLS and directs NOLS in alignment with the NOLS mission statement and Strategic Roadmap:
  - Leads short-term and longer-range strategic planning to meet changing and future library needs;
  - Provides leadership and direction to the Library's Management Team, and develops leadership capacity within the Management group to identify, analyze, explore, plan, implement, and evaluate new services, programs, and operational projects and initiatives;
  - Provides leadership to staff, and supports staff in developing and expanding skills that aid innovative service and program development and delivery, and effective utilization of resources;
  - Stays abreast of trends and best practices in library and public administration, with an emphasis on the interface between the library, the community and technology, and participates in continuing education as appropriate;
  - Provides administrative oversight to the Library's collection management program.
2. Oversees all aspects of financial administration for NOLS:
  - Directs the development and administration of the Library's annual operating and capital budgets and manages expenditures;
  - Monitors the Library's revenue streams and makes revenue and financial projections for the Board;
  - Seeks new revenue through grants, entrepreneurship, partnerships, and other avenues;
  - Develops investment, allocation and spending recommendations for the Board.

3. Manages NOLS personnel, oversees recruitment and hiring; coordinates labor relations and collective bargaining:
  - Manages and supervises staff and directs their schedules and work activities;
  - Oversees management of all branch libraries, departments and other services, and oversees the coordination of services between branches and departments;
  - Administers NOLS labor relations; insures that NOLS adheres to collective bargaining agreement, and stays informed of changes and developments in labor relations law;
  - Develops and monitors staffing strategies, hires staff, provides orientation and training; counsels employees and addresses performance problems as needed, develops and conducts performance evaluations, conducts disciplinary action when required;
  - Oversees development of annual work plans. Works with managers and staff to accomplish annual work plans and evaluate workplan progress.
4. Performs administrative tasks, develops NOLS policy and interacts with the Board:
  - Administers library policies and procedures and ensures that NOLS complies with federal, state and local regulations;
  - Provides administrative support to the Library Board of Trustees and keeps the Board informed of library operations and pending and potential challenges and opportunities;
  - Provides relevant information to the Board about emerging trends in library policies, innovations and administration;
  - Provides administrative oversight to the Library's collection management program,
5. Guides community relations and actively promotes NOLS throughout the county and region:
  - Promotes NOLS throughout Clallam County and the region;
  - Acts as liaison between NOLS and local government and agencies;
  - Develops and maintains effective relationships with the Library Foundation and Friends of the Library groups;
  - Supports development and oversees the Library's community partnerships;
  - Provides oversight and direction on the Library's public communications.
6. Performs related duties as required.

***Education, Experience, and Certifications***

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Typical education and experience would be:*

- Masters of Library/Information Science degree or Masters of Public Administration or equivalent in education and experience;
- Washington State Librarian's Certificate (required if MLS);
- At least five years of management experience in a library setting.

**Knowledge and Skills Required:**

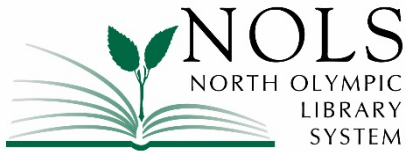
- Public library services, systems, procedures and best practices;
- Demonstrated ability to lead in a public library setting;
- Strategic planning, financial management, personnel management;
- Demonstrated ability to establish and maintain effective working relationships with staff; the Library Board, public officials, the media, stakeholders and the public;
- Outstanding written and oral communication skills;
- Well-developed skills in problem solving, analysis and evaluation;
- Effective management of organizational change;
- Strong customer service attitude;
- Standard workplace computer applications and equipment.

**Physical Requirements:** *Essential job functions require sufficient physical ability to work in an office setting and operate office and library equipment, including the following:*

- CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
- FREQUENT side-to-side turning of neck; walking, standing, bending and stooping, pushing/pulling, twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards.
- OCCASIONAL squatting, kneeling; reaching above and at shoulder height, lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.
- Ability to push, pull, load, unload, and maneuver heavy book carts.
- Ability to work a varied schedule (including evenings and weekends);
- Ability to travel between library locations using personal car, NOLS vehicle or public transportation.

**Working Conditions:**

Duties are generally performed indoors. Evening and weekend hours are occasionally required. Work is performed extensively at a computer work station with periods of prolonged sitting or standing. Work requires frequent interaction with co-workers and with the public. Environment includes normal range of noise, dust and other distractions, working around standard office equipment and specialized library equipment. Facilities are smoke-free; smoking is prohibited in all Library facilities and vehicles.



## Staff report

Meeting Date: March 26, 2020  
To: Library Board of Trustees  
From: Margaret Jakubcin, Library Director  
Subject: Board Authorization of *COVID-19 Supplemental Leave Guidelines*

Attachments: Pandemic Response Supplemental Leave Guidelines Authorization  
Pandemic Response Operational Guidelines

**Topic/Issue.** Board approval of supplemental leave guidelines

**Background / Discussion.** NOLS has implemented a number of measures in response to this global emergency. The purpose of the *2020 COVID-19 Pandemic Response Supplemental Leave Guidelines* document is to articulate NOLS' guidelines for administering paid leave and other closely related benefits during the COVID-19 Pandemic.

Additional discussion points are covered in the *Guidelines* themselves.

**Policy considerations.** These guidelines derive authority from *HR Policy 14.6: NOLS Response to Pandemic Events*, and serve as a procedural supplement to said policy. Additional procedural references are covered in NOLS' *2020 Pandemic Preparedness and Response Operational Guidelines*. The *Guidelines* also supplement, but are distinct from, NOLS' policies that address normal paid-time-off accrual and usage parameters. Board authorization of these *Guidelines* does not establish any precedent for how the Library may respond to the same or similar such event(s) in the future.

Various orders, proclamations, acts, and mandates from external authorities are also reflected in the *Guidelines*, including, but not limited to *The Families First Coronavirus Response Act (FFCRA)*, which was signed in to law on March 18, 2020.

On March 17, 2020, the Attorney General of Washington issued *Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic*, which states:

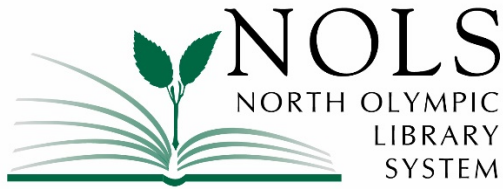
In general, constitutional restrictions on use of public funds should not be an impediment to state and local efforts to combat COVID-19, because expenditures being made in furtherance of this effort in this time of crisis further fundamental public purposes, such as protecting the public health and welfare.

The NOLS Policy committee assisted in the development of the *Supplemental Leave Guidelines*, and has approved them for Board adoption.

**Fiscal considerations.** The NOLS 2020 Operating Budget already includes personnel allocations sufficient to pay wages and salaries, and to maintain benefits, throughout the 2020 fiscal year, for the current workforce. This is true regardless of whether employees are in regular work status or leave status.

**Recommendation/Alternatives for Consideration.** It is recommended that the Board approve and authorize the *2020 COVID-19 Pandemic Response Supplemental Leave Guidelines as presented*.

**Action/Motion:** That the Board of Trustees of the North Olympic Library System hereby documents approval of the *2020 COVID-19 Response Supplemental Leave Guidelines*, and authorizes the Library Director to implement said guidelines.



## Board Approval and Authorization March 26, 2020

### 2020 COVID-19 Pandemic Response Supplemental Leave Guidelines

**Background.** COVID-19 is a highly contagious respiratory disease caused by a new virus, SARS-CoV-2. On February 29, 2020, Washington State Governor Jay Inslee issued Emergency Proclamation 20-05, which proclaimed that “a State of Emergency exists in all counties in the state of Washington.” On March 11, 2020 the World Health Organization (WHO) declared a global pandemic in relation to COVID-19.

NOLS has implemented a number of measures in response to this global emergency, in accordance with NOLS’ *HR Policy 14.6: Response to Pandemic Events*, the *2020 Pandemic Preparedness and Response Operational Guidelines*, and various orders, proclamations, and mandates from external authorities.

The purpose of the *2020 COVID-19 Pandemic Response Supplemental Leave Guidelines* document is to articulate NOLS’ guidelines for administering paid leave and other closely related benefits during the COVID-19 Pandemic. These guidelines derive authority from *HR Policy 14.6: NOLS Response to Pandemic Events*, and serve as a procedural supplement to said policy. These guidelines also supplement, but are distinct from, NOLS’ policies that address normal paid-time-off accrual and usage parameters.

**Rationale for authorizing supplemental leave provisions.** It is in the mutual best interest of NOLS, NOLS employees, and the community as a whole, to prevent the spread of COVID-19. Generously administered supplemental leave options support this objective in the following ways:

- Sick employees are more likely to remain home if they have paid leave available;
- Provision of supplemental paid leave is compassionate and minimizes disruption in the lives of employees and their families, thereby supporting employees’ ability to reduce stress, regain health, and return to work sooner;
- Compassionately supporting the leave needs of employees during a difficult time improves staff retention, morale, and promotes a more rapid return to business-as-usual at the conclusion of the pandemic event;
- Employer paid leave streamlines paperwork that would be required to administer a multitude of emergency leave law options; this is of particular operational value at a time when NOLS HR is in “essential functions only” emergency staffing mode;

- Provision of employer paid supplemental leave is in keeping with the intent of state and federal level COVID-19 relief actions, aimed at minimizing loss-of-work impacts on citizens during this pandemic.
- It is within the authority of the Board of Trustees to approve supplemental leave.

## 2020 COVID-19 Response - Supplemental Leave Guidelines

The *2020 COVID-19 Response Supplemental Leave Guidelines* address employee absences for reasons associated with preventing or containing the spread of COVID-19 during 2020 only, and do not cover absences for any other reason. Board authorization of these *Guidelines* does not establish any precedent for how the Library may respond to the same or similar such event(s) in the future.

In accordance with *HR Policy 14.6* and the *2020 COVID-19 Preparedness and Response Operational Guidelines*, **Leave options will be granted/allocated/charged in the order listed below:**

1. **Remote work options** will be offered to staff as a way of reducing the need to draw down paid-leave accruals. It is understood that different circumstances exist for each employee and each position, which may affect the feasibility of remote work opportunities and/or the employee's ability to work remotely.
2. **Paid Administrative Leave (PAL) available March 17, 2020 through March 31, 2020:** (PAL) is authorized for all employees as needed to cover employees' regular work schedules during a period of library closure. In accordance with *HR Policy 12.1*, all employees on PAL are required to remain available to the Library as needed during regular work hours, and may be required to perform essential functions. This leave is an available allowance, granted for this purpose and time period only, and does not accrue, carry forward, or pay-out.
3. **Emergency Paid Sick Leave (EPSL) allowance available April 1, 2020 – through December 31, 2020:** Up to 10 days, or the number of hours an employee works over a 2-week period, of Emergency Paid Sick Leave will be available in accordance with the terms of federally mandated *Families First Coronavirus Response Act (FFCRA)*. Employees are eligible to utilize this leave for any of the following reasons:
  - a. subject to local quarantine or isolation order;
  - b. in medically advised self-quarantine; experiencing symptoms of COVID-19;
  - c. caring for an individual who is self-isolating;
  - d. caring for a child due to school closure or unavailability of child care;
  - e. other "substantially similar" conditions.

This leave is an available allowance and does not accrue, carry forward, or pay-out.



4. In accordance with *HR Policy 14.6*, during the 2020 COVID-19 pandemic event accrued paid time off will be charged down in the following order:
- a. **Sick Leave (SL).** Sick Leave may be utilized for any necessary absence directly related to the pandemic event.
  - b. **Personal (PL) and/or Management Leave (ML).**
  - c. **Vacation Leave (VL).** EEs will not be required to fully deplete VL; EE's may elect to retain up to one week's worth of VL, or (if the current balance of VL is less than one week's worth) their current accrued balance as of March 1, 2020.
  - d. **Flex time.** Previously documented available Flex time, if any, may be applied to reduce paid leave usage at any point.
  - e. **Available Emergency Library Closure Leave. (ELC),** if any, may be applied for work time missed as a result of an official closure of the Library. ELC used for this purpose will deplete the balance available for other (eg. weather) closure events that may occur later in the year.
  - f. When all other paid leave options have been exhausted, a draw from the Pandemic Emergency Leave Pool may be requested, and may, at the discretion of the Library Director be granted. *(NOTE: this option refers to a proposal to create a new type of donation-supported emergency leave pool. Policies and procedures for creating and administering this leave option are currently in development. If the Pandemic Emergency Leave Pool is not created, or not successfully seeded with donations during this pandemic event, this option will not pertain).*
  - g. When no available paid leave options remain, hours not worked will be recorded on timecards as unpaid. NOLS will continue payment of the Employer portion of medical premiums for an employee in unpaid leave status for no longer than one month. In the event that the duration of the unpaid status continues longer than one month, NOLS will discuss options for payment of medical premiums with the employee.
  - h. Certain individual employees may also be eligible for other forms of relief, including Washington State Paid Family Medical Leave benefits, FMLA Expansion benefits, Emergency Rule unemployment benefits, and/or other emergency leave mandates not yet established. Some of these options may calculate relief at amounts less than full pay or impose other limiting restrictions. WA PFML and the FMLA expansion permit use of these leaves in advance of other paid leave; other options may require other accruals to be depleted first.
  - i. If the pandemic continues for an extended or indefinite period, resulting in emergency furlough or layoff conditions, detailed guidelines for a furlough scenario will be articulated.

**Periodic review of the 2020 COVID-19 Pandemic Response Supplemental Leave Guidelines.** Should an announced state of emergency or closure be lengthened or shortened by order of Federal, State, County, or local governments, or public health officials, or the NOLS Board or Library Director, the NOLS Board of Trustees may review and revise these guidelines.

**Approval and authorization of Supplemental Leave Guidelines.**

The *2020 COVID-19 Response Supplemental Leave Guidelines* were submitted to the NOLS Board of Trustees at their regular Board meeting on March 26, 2020 to be approved by the following motion.

The Board of Trustees of the North Olympic Library System hereby documents approval of the *2020 COVID-19 Response Supplemental Leave Guidelines*, and authorizes the Library Director to implement said guidelines.

***Signatures below document Board approval and authorization.***

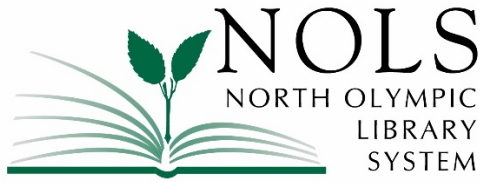
*Copy of meeting minutes to be attached.*

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Chair

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Board Secretary



## NOLS 2020 Pandemic Preparedness and Response Operational Guidelines

Working DRAFT last updated 03/25/2020

### **Introduction**

These operational guidelines supplement and expand on the policy parameters established by [HR Policy 14.6: Response to Pandemic Events](#), which provide policy guidance for screening and preventing the transmission of pandemic disease among employees.

In the event of a pandemic, there may be widespread illness among NOLS patrons and staff. During a pandemic, businesses, social organizations, or schools may be required to take unique operational measures to help slow the spread of the illness, including closing by order of public health or other local officials. Other public health measures may include limiting or canceling social and public gatherings, requiring quarantines, and/or other social distancing measures.

The [Clallam County Health and Human Services Department](#) (CCHHS) will be the primary source of local information and as part of its public health responsibilities, will provide guidance and direction to the community. Directives from other public health authorities or governmental entities at the local, state, and federal level may also apply.

### **NOLS Emergency Response Operational Levels**

Library Administration will determine NOLS operational response levels in accordance with recommendations of Clallam County Health and Human Services, the Department of Health, Center for Disease Control, Emergency Management Services, and government officials.

**Business as Usual (Operational Stage Zero):** All Library Services - circulation, information, programs, outreach, and meeting room use - are provided as normally scheduled at all Library locations.

**Operational Response Stage One:** Business as Usual continues. Board of Trustees, managers, and staff are made aware of the situation and are on alert and participate in preparation and prevention measures as directed. The public is informed about the risks and preventative measures being taken. Staff health and hygiene restrictions as detailed in HR Policy 14.6 begin to be put into effect. Management and Administration begin preparing for Stage Two and keep stakeholders informed.

**Operational Response Stage Two:** Library Services begin shifting toward a limited service model to support greater social distancing measures. This transition may be gradual or quick, depending on the circumstances. A typical progression might include

- cancelling programs, curtailing meeting room use by the public, and placing restrictions on social gathering in the library, (including study, reading, and computer use);
  - check out and return services, quick browsing, and minor reference;
  - self-check-out and return only, no browsing or lingering
  - self-hold pick up and self-checkout only (and/or curbside delivery only)
- In addition staff meetings, training, and travel activities may be restricted or prohibited.

The public will be informed about service changes and other measures being put into effect.

Additional levels of health and hygiene restrictions as defined in in HR Policy 14.6 are put into effect.

Management and Administration begin preparing for Stage Three, and continue to keep stakeholders informed.

**Operational Response Stage Three:** All Library facilities are closed to the public. Such closure will be based in the recommendation of the Department of Health, and/or declaration of emergency, order, proclamation or similar governmental directive. After informing the Library Board of Trustees, managers, and staff, the Library Director closes all Library facilities to public use and access. Virtual services and other services that do not require direct public contact may continue, if staffing to support such services is available and health and safety of staff permit.

Public is informed about closures, available virtual services, and measures being taken via web and social media.

Depending on the situation, staff may be permitted to work in library facilities, or work remotely. Leave may be utilized as defined under policy.

Management is engaged in situation management, and begins preparing to return to Lower Response Stages, as the situation changes. Board and staff are kept informed.

## **Communications**

### **Employee / Board communication, awareness, and education**

NOLS email will be the primary means of communicating about pandemic-related information to NOLS employees. Relevant documents or links to information sources may be placed in a designated location on the Y Drive and/or Staffnet. When access to NOLS email is not available, or when communicating about closures, the customary Branch/Department texting/calling procedures will be utilized. Information will be provided to the Board of Trustees via email, phone, or in person, in accordance with OPMA requirements.

## **Public Communications**

The Library Director/Assistant Director or their designees will craft public communications, and use the NOLS website and social media to communicate about closures and provide other information to the public.

## **Staff Health, Safety Precautions and Absences**

### **Health precautions**

NOLS and its employees are expected to follow the recommendations of the [Centers for Disease Control \(CDC\)](#) and the [Washington State Department of Health \(DOH\)](#), and [Clallam County Health and Human Services](#) regarding personal and organizational precautions to avoid transmitting the pandemic illness. These include personal hygiene and not coming to work with symptoms that could be those of the pandemic illness. Employees showing the symptoms listed on the CDC or DOH website are expected to stay home. Social distancing (keeping a physical distance of 3-6 feet from others and limiting contact such as shaking hands) is encouraged.

Information and resources related to steps to reduce taken to the spread of infection in the workplace will be made available to employees.

### **Employee absences**

Employees may be absent because of their own illness, a family member's illness, to care for children because of a school or day care closure or because of a full or partial library closure. Leave use provisions are described in [HR Policy 14.6: Response to Pandemic Events](#), and may be supplemented by other authorized or mandated leave provisions. The general intent of HR 14.6 with regard to leave use is that employees will, to the extent possible, be given opportunities to minimize use of leave balances, and to use paid so as not to reach the point of unpaid leave.

### **Exceptions to normal operations, policies, and practices**

In the event it is necessary in order to maintain Library services, and to support the intent of HR 14.6, the following exceptions to normal operations may be considered:

- An alternate work location, or work schedule, may be authorized;
- Remote (work-from-home) alternatives may be authorized;
- Employees may be allowed to bring children to work (as long as they are healthy and would require minimal supervision throughout the work day);
- New employees not yet eligible to take accrued vacation may be allowed to use vacation leave, if necessary.

As an additional exception to normal operating policies, the usual requirement to provide a medical certification authorizing absences of more than five days, and/or return-to-work authorization may be waived, when local circumstances warrant. Such circumstances may include minimized access to doctors, or public health directives to stay out of clinics or medical offices) warrant. Regardless of certification requirements, all employees will be expected to observe the "stay-home" or "safe to return" criteria recommended by public health authorities.

All such exceptions will be considered on a case-by-case basis, and must be pre-approved by the Library Director or designee.

### **Emergency closures**

The North Olympic Library System will close in the event a mandate or order for closure is issued by public health or government officials on the local, county, or state level.

At the discretion of the Library Director or Board of Trustees, NOLS may also close in response to other circumstances or community conditions that raise the potential for unhealthy conditions within the library (such as: school closures that significantly increase crowds in the library, social conditions that undermine hygiene or social distancing, or contamination concerns that impact buildings, equipment or materials).

The North Olympic Library System may also close or reduce operating hours temporarily in the event that there is not sufficient staff to maintain basic library service levels safely.

### **Business Continuity**

#### **Essential Functions**

Because recovery from a pandemic may be slow, it is important to take measures to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

The Library Director or designee, with input from the Management Team, will develop a contingency plan to ensure that essential functions are maintained. Essential functions include, but are not limited to:

- management of situation response and communications;
- issuing of paychecks and maintenance of critical fiscal and HR operations;
- accounts payable;
- maintenance of Information Technology infrastructure and critical operations;
- maintenance of critical facilities functions;
- monitoring of branch facilities and public presence during closure; refreshing signs, etc.;
- monitoring and management of ongoing external functions (mail, deliveries, vendors, etc.)
- supervision of staff performing essential functions;
- Board functions
- Board and staff communications.

#### **Staffing Levels**

- The minimum staffing level to maintain public service and support functions will be determined by the Library Director with input from the local branch/department manager. If minimum staffing levels cannot be met, the Library Director may reduce open hours and/or close the library.

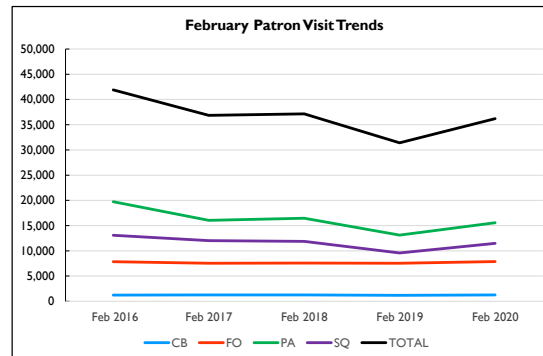
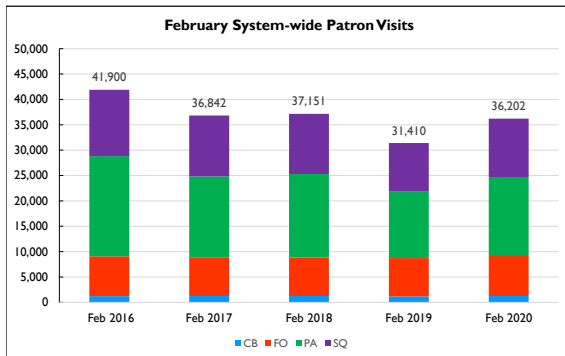
- Minimal/optimal staffing levels may vary from branch to branch and from department to department, and based on other factors such as time of day or access to external resources. Healthy staff may be assigned to work at an alternate work location to achieve optimal staffing levels.
- If the Library is open, employees are expected to report to work on time as scheduled, excluding any absences allowed under pertinent policies.





### Patron Visits

	2020	% of System
PA	15,581	43.0%
SQ	11,491	31.7%
FO	7,869	21.7%
CB	1,261	3.5%
<b>Total</b>	<b>36,202</b>	<b>100.0%</b>

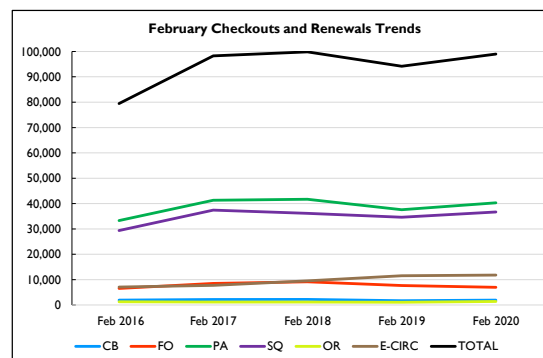
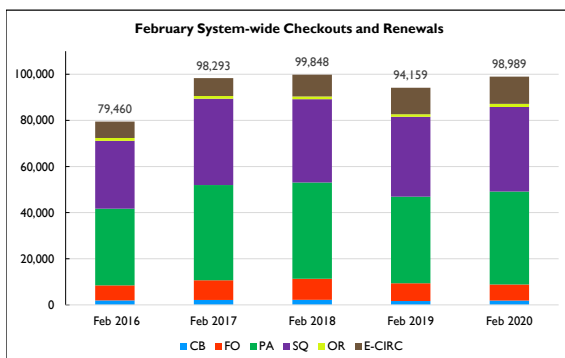


\* In February 2017, inclement weather likely contributed to a decrease in patron visits.

\* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □

### Checkouts & Renewals

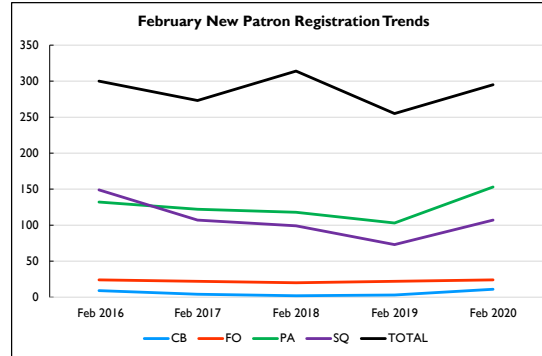
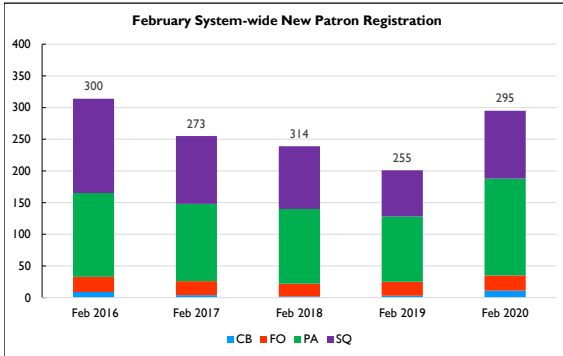
	2020	% of System
PA	40,294	40.7%
Self	45%	
SQ	36,671	37.0%
Self	48%	
FO	6,950	7.0%
Self	17%	
CB	1,902	1.9%
OR	1,378	1.4%
E Circ	11,794	11.9%
<b>Total</b>	<b>98,989</b>	<b>100.0%</b>



\* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □

## New Patron Registration

	2020	% of System
PA	153	51.9%
SQ	107	36.3%
FO	24	8.1%
CB	11	3.7%
<b>Total</b>	<b>295</b>	<b>100.0%</b>



\* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □

## Library Programs

	Programs/Attendees	% of System
PA	51/1259	49%/59%
SQ	24/499	23%/24%
FO	20/233	19%/11%
CB	9/131	9%/6%
<b>Total</b>	<b>104/2122</b>	<b>100%/100%</b>

## Public Meetings

	Meetings/Attendees	% of System
PA	51/1020	34%/59%
SQ	47/449	32%/26%
FO	48/260	32%/15%
CB	2/4	1%/0%
<b>Total</b>	<b>148/1733</b>	<b>100%/100%</b>

## Computer Prints Made

	# of Prints	% of System
PA	6,877	52.2%
SQ	3,884	29.5%
FO	1,866	14.2%
CB	540	4.1%
<b>Total</b>	<b>13,167</b>	<b>100.0%</b>

## Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	2,835	40.8%
SQ	1,533	54.3%
FO	872	35.1%
CB	92	10.6%
<b>Total</b>	<b>5,332</b>	<b>40.7%</b>

## Wi-Fi Access

System-wide Total	5,930
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## Website Visits

From outside the Library	14,500
From inside the Library	12,747
Avg. # of pages visited	2

## Volunteers

	Volunteer Hours	# of Volunteers
PA	99.55	19
SQ	20.75	5
FO	3.75	1
CB	0	0
OR	44.75	12
NOLS	33	5
<b>Total</b>	<b>202</b>	<b>42</b>

## Outreach Services

Deliveries to the Homebound	229
New Patrons w/ Delivery Services	3

## Interlibrary Loan Services

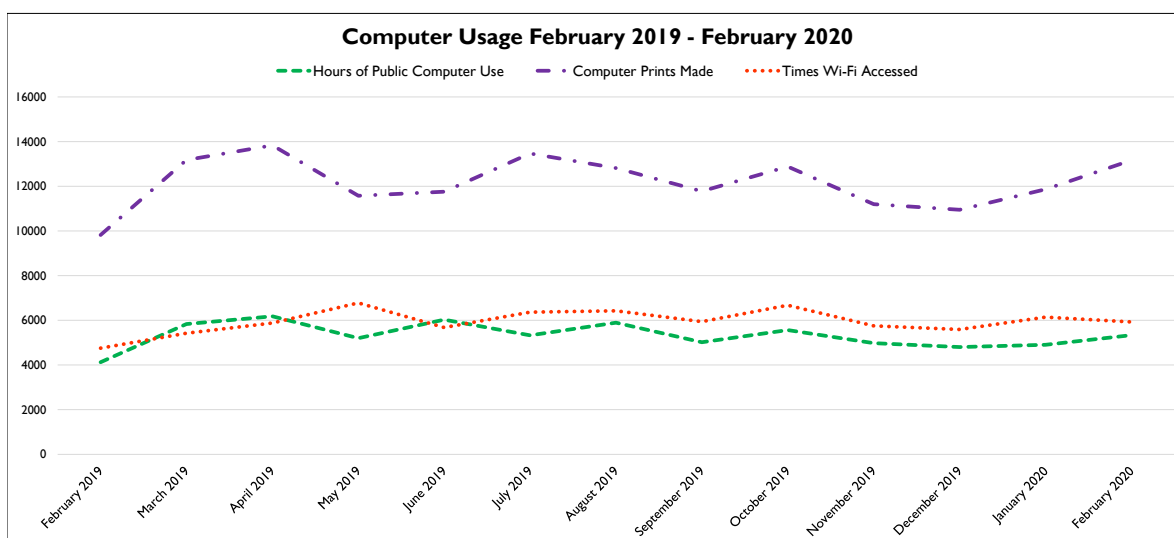
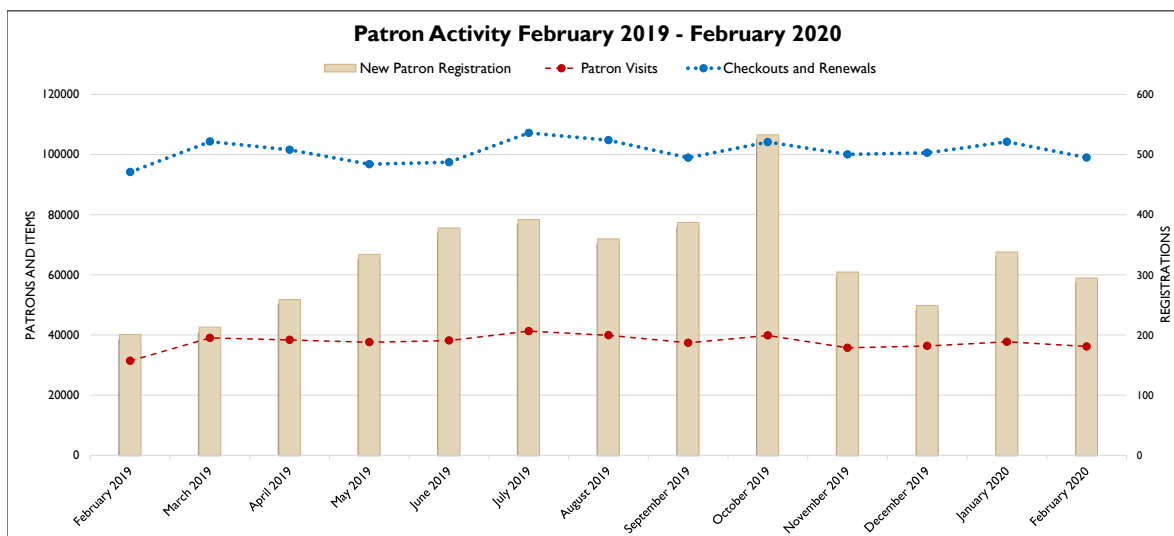
Items borrowed from other libraries	123
Items loaned to other libraries	93

## Holds

	Requests Fulfilled	Avg Days to Fill
PA	4816	19.36
SQ	6497	20.67
FO	641	18.43
CB	261	15.66
OR	1102	10.56
<b>Total</b>	<b>13317</b>	<b>16.94</b>

## Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	718
Read & Ride (Clallam Transit Buses)	115
DSHS (Kiosks in offices in FO and PA)	87
NOLS Programs	0
Community Outreach Events	15
<b>Total</b>	<b>935</b>



#### 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

February 2020 - Tax season begins



Meeting Date: March 26, 2020  
To: Library Board of Trustees  
From: Library Director and Staff  
Subject: Monthly activity report for February 2020

## **Port Angeles Main Library**

*Jina Felton, Port Angeles Operations Manager*

Olympic National Park's Perspective Speaker Series program *Wolves in Washington* drew a whopping 230 patrons. The program presented by Julia Smith, Wolf Coordinator at Washington State Department of Fish and Wildlife, covered the history of wolves in Washington, discussion of their biology, provided information about WDFW's conservation of wolves, and provided resources for coexisting with wolves. During the lively Q&A session at the end of the program one patron complimented the civility of the discussion, noting that public hearings on this topic have been cancelled in the past. The entire presentation was also live streamed via the WDFW Facebook page.



Another well attended program in February was an all-ages performance by Gansango, a West African dance and drum group that have had a number of popular programs at the library over

the years. Over 100 people attended the performance with more than 20 staying for the dance and drumming workshop later in the evening.

For 10-14 year-olds, Youth Services Staff worked with Bainbridge Island Library staff to offer a Tech Teardown program. Bob Allen from NOLS' IT Department was also on hand to provide direction in taking apart four surplus computers. Participants learned about all the inner workings of computers in a fun, hands-on way. The program even made the front page of the Peninsula Daily News.



Over 100 babies and toddlers decked out in their finest danced and bopped at the Toddler & Baby Dance Party and Prom on Valentine's Day. The event was full of music, bubbles, parachute time, neon glow sticks, an LED decorated "Limo" wagon, valentine making, and a photo booth. Dance parties for the under 5 crowd are a great way to get the wiggles out and offer an opportunity for parents and caregivers to connect with other families. Hard to watch without cracking a smile!

Other events during the month of February included:

- Teen Lounge – 28 participants at 4 events
- Booktalks at Lincoln High School – 30 participants
- Virtual Reality in the Library – 14 participants at 2 events
- LEGO® Build-It – 26 participants with 10 4-H volunteers to support the program

- PAWS to Read – 8 participants
- Toothy Storytime presented by Dr. Kirsti Turella featuring puppets, props, and games to make dental care fun – 22 participants
- Bilingual Storytime presented in English and Spanish by Youth Services Librarian Mary Givins – 26 participants
- Advanced Care Planning offered in partnership with Olympic Medical Center – 9 participants
- “Should I Still Watch This Show? Pop Culture in the #MeToo era” presented by Amy Peloff of the Humanities Washington Speaker’s Bureau – 18 participants
- Second Tuesday Book Group reading *Tangerine* by Christine Mangan – 10 participants
- Wednesday Evening Book Group reading *Sapiens: a Brief History of Humankind* by Yuval Noah Harari – 8 participants
- Baby, Wiggly, and Preschool Storytimes – 152 participants at 9 events
- Lower Elwha, Mount Angeles, and Port Angeles Head Start visits – 95 participants at 7 events
- Battle of the Book Discussions – 100 participants at 6 events
- Class visits to library – 209 participants at 9 events

Aside from programming, Youth Services Librarian Mary Givins, Library Services Specialist Leslie Briggance, and a few staff members from other departments and branches attended the Public Library Association Conference held in Nashville, Tennessee towards the end of February. Library Operations Manager Jina Felton coordinated with Technical services Manager Erin Shield regarding the training of the two new Shipment Operation Specialists. Jina also joined Programming Team members Librarians Sarah Morrison and Danielle Lepping, Library Services Specialists Cheryl Martin, Nate Anderson and Leslie Briggance, Assistant Director Noah Glaude, along with Branch Managers Emily Sly and Theresa Tetreau to discuss planning and coordination of upcoming programs in the spring and summer months. Many staff also enjoyed meeting the candidates for the West End Library Manager position soon to be vacated by Theresa Tetreau.



## Sequim Branch Library

*Emily Sly, Library Manager*

February was filled with music and programs for all ages at the Sequim Branch. The First Friday Art Walk featured music by the Shaky Barbers and a reception for artists of North Olympic Watercolorists. Harmonica Pocket delighted the younger set at Wednesday morning concert in the meeting room. Virtual Reality programs were popular and staff offered a special session focused on self-care featuring VR meditation. An afterschool all-ages Valentine craft program was especially popular, with many Valentines made, including some that were shared with a local memory care residence facility. Olympic Medical Center Staff offered an Advanced Care Planning program, and Humanities Washington speaker Amy Peloff presented “Should I Watch This? Pop Culture in the #MeToo Era.”

Special storytimes this month included Bilingual Storytime with Mary Givins, and Toothy Storytime with Dr. Turella of Jamestown Dental Clinic. Regular programs included Preschool Storytime and Wiggly Storytime, 2 book discussion groups, Kids Create Art, Build it! Lego program, Second Saturday Science, and Battle of the Books discussions.



*Learning to Floss at Toothy Storytime*

A large monitor was installed in the meeting room, which can be used by the public during meeting room use, and as a staff workstation when the meeting room is not in use. Staff are thrilled to have a quiet workspace that will be available to use on the north side (small side) of the meeting room.



## West End Branches (Forks and Clallam Bay)

Theresa Tetreau, Library Manager

Programming and staffing changes marked February at the West End branches.

Among the programming highlights were *Fun-a-Day*, a toddler prom and dance party, and a Valentine extravaganza.

The *Fun-a-Day* event was a community celebration of the arts in Forks. The Rainforest Council of the Arts invited the community to get crafty in January. In February they gathered at the library to share their creations. From weavers to knitters to woodworkers, their talent inspired all who stopped by the Forks Branch Library on February 15.

Earlier in the week, a toddler dance party had the Forks Branch storytime crowd jumping for joy. More than 40 kids and their grown-ups gathered for stories, music and plenty of wiggles.



Meanwhile, happy hearts in Clallam Bay stopped by the library to craft 40+ valentines for their friends and sweeties. The handcrafted cards were thoughtful and especially lovely.

Other programs during the month included evening storytimes, family storytimes, Head Start storytimes, a popular Virtual Reality event, and Book Wars semi-finals. Not bad for a short month!

Staff training and enrichment opportunities were a highlight in February as well. CSS Adele received training to help process systemwide ILL requests and is now part of the ILL team. YSS Jennifer attended the Public Library Association Conference and returned with many fresh innovative ideas. Both look forward to implementing new skills.

Staffing changes also took place during February. Longtime CSS Rebecca retired after nearly 13 years of dedicated employment with NOLS. New CSS Dianne Bates joined the Forks team and has very quickly adapted to the rhythms of the branch. Staff were also introduced to candidates for the West End Library Manager position.

## **Facilities Department**

*Brian Phillips, Facilities Manager*

There may have been an extra day in February this year, but somehow the month still seemed to pass as quickly as ever – and in a blur of activity! The action started with one final day of snow, then ramped up with an earlier-than-usual start to the mowing season, and finished in high gear with preparations to meet a new health threat that has arrived in the region. Not exactly how we expected the month to unfold! Throughout it all, Facilities staff kept pace with the constantly changing demands. We even managed to get a couple things done on our workplans. Great job, Facilities staff!

*Port Angeles Main Library:* Snow removal; replaced light ballasts; cleaned carpet in Children's area; touched-up Carver Room paint; replaced table-top outlet; washed windows; steam cleaned restrooms; mowed lawn.

*Port Angeles Main Library staff area rec-carpeting project:* Created scope, specifications and plans for re-carpeting in staff areas; created bid invitation and began bid solicitation; conducted walk through with prospective bidder; held stakeholder meeting with department heads impacted by project activities.

*Sequim Library:* Replaced FOSL building light fixture; changed HVAC filters; filled parking lot potholes; installed computer monitor, network cables and new table in meeting room.

*Forks Library:* Touched-up paint in foyer and on various walls; washed windows; cleaned floor drains, carpet stains, and chairs; repaired TOL.

*Clallam Bay Library:* Replaced emergency light battery; washed windows.

*Other:* Ordered new courier vehicle; assembled tire rack in Annex building; replaced Transit van CO2 sensor; purchased steam cleaning machine; updated material safety data sheet binders; repaired vacuums; tuned-up edger; reattached Chevy van rearview mirror; recycled glass and plastic film; disposed of old rotten picnic tables; restocked supplies; washed vehicles; staff met with West End Manager candidates; Brian attended a Safety Committee meeting; staff vacation time taken.

## **Outreach to Homebound Program**

*Jina Felton, Outreach Program Manager*

During the month of February, 229 deliveries were made to homebound patrons and 3 new patrons registered for outreach services.

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

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

During the month of February, the IT department continued to provide technical support, customer service and training for all staff and many patrons, and support for all staff and public computers, which included software updates, server upgrades, and overall improvements to staff workstations.

The web team completed a web portal for the upcoming 2020 U.S. Census to inform patrons about the census timeline, goals, and to provide helpful resources for people preparing to complete the census.

The collection of web trainings and standard operating procedures was reviewed and updated to help provide resources for the team. This included the creation of training documents highlighting different types of web pages found on our site, including posts, portfolios, and standard web pages.

IT actively participated in some of our library programs. We helped with a couple of the virtual reality programs, and IT was a big part in supplying and presenting the first Tech Teardown for youth (initiated by Jennifer Knight). The event exceeded all attendance expectations, was enthusiastically received by patrons, and it earned front-page exposure for NOLS on the Peninsula Daily News.

The IT department began a comprehensive internal review of all resources, focused initially on the servers. We identified multiple significant opportunities for improvement, and a plan is in place, and partially implemented, to take advantage of those opportunities to cost-effectively provide more robust back-ups and security, and more efficient operation.

We began a system to track computer hard drive health across the NOLS system, including periodic drive checks, firmware updates and lifespan assessment. We also changed some minor components in a couple public and staff computers and made corrections to the computer descriptions in all public computers to help with aggregated tracking and problem response. The NOLS inventory was completed and documented and is ready for signature and audits. In February, Digital Resources Coordinator Bryan Johnson represented IT while participating in the NOLS Sustainability Work Group meeting where staff helped conceive sustainability goals and procedures. Some of the goals discussed included waste disposal, purchasing, and training of staff on sustainability improvements. Once the sustainability team has targeted specific tasks for 2020, the IT team will help implement and conform to new standards and procedures. IT installed a new audio/visual station in the Sequim branch, to enhance media and remote meeting capabilities.

Shane Miller gained CompTIA A+ certification, and completed two FEMA courses conducted at the Clallam County Sheriff's Emergency Operations Center: Community Preparedness for Cyber Incidents, and Essentials of Community Cybersecurity.

## **Technical Services Department**

*Erin Shield, Technical Services Manager*

Audra was the visiting LWOB to Tech Services in February. She spent time learning about some of the fascinating behind-the-scenes mysteries of how materials are ordered, received, cataloged, and processed. She also learned about mending and the dizzying world of serials.

NOLS now has an in-house courier service. YAY! We are delighted to be able to schedule deliveries of all kinds of materials, pick-ups and drop-offs outside the regular route, and Saturday service. This is a better fit for staff and customers. Watch out for non-traditional items moving between branches by April.

1561 physical items were processed and available for customers in the month of February. 785 downloadable titles were added. 886 print materials were repaired, including 794 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. 104 media items were resurfaced or repaired to extend their lives. 246 physical donations were made and added to the collection in February.

Wendy worked 6 hours in Outreach. Cindy spent 5 hours on Web Team responsibilities. Mark, Erin and Dayna, our very own Shipping Specialist, met with Sarah M. about the new task force behind wrangling Archives vertical files into organization. That project will flow slowly through the year and perhaps into 2021.

## **Volunteer Program**

*Theresa Tetreau, Volunteer Program Manager*

NOLS had 19 volunteers in PA, 5 in Sequim, 1 in Forks, 12 in Outreach, and 5 in Technical Services for a total of 201.8 system-wide volunteer hours. As usual, volunteers really made a difference in February. A fine group of 4-H youth helped with a Legos program at the Port Angeles Main Library. Thanks to all!

## **Administrative Operations Department**

### **Human Resources**

*Shaina Rajala, Administrative Operations Assistant*

#### **Recruitments:**

- Customer Service Specialist 2 – FO
- West End Library Manager – FO & CB
- Library Director
- IT Manager – PA
- Facilities Technician I - SQ

**New Hires:**

- Dayna Page – Shipment Operations Specialist I – PA
- Damaris Rodriguez – Shipment Operations Specialist I – PA
- Dianne Bates – Customer Service Specialist 2 - FO

**Separations:**

- Rebecca Barker – Customer Service Specialist I – FO

**Financial Operations**

*John DeFrancisco, Financial Operations Manager*

John participated in West End Library Manager Interview Activities, and along with the Admin Department hosted Adele Kelly for Librarians Without Borders.

**Accounting Statistics for February:**

- 113 Vouchers
- 77 CC Transactions
- 7 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 1 Department of Licensing EFT
- 66 Payroll Pays

**Public Communications**

*Kate Radigan, Public Communications Coordinator*

- 16 news releases sent and an *Off the Shelf* article
- Organization/templates for NOLS Book Kit guides
- Census web page meeting

**Assistant Director's Report**

*Noah Glaude, Assistant Director*

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

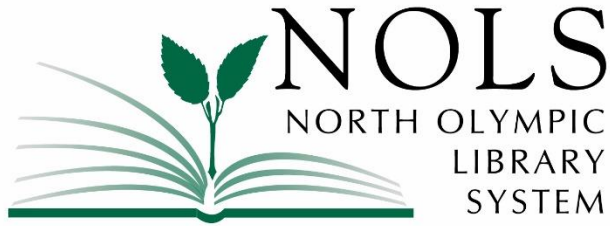
- Special setup for Olympic National Park's Perspectives Series presentation on wolves
- Recruitment activities for Forks CSS2 and West End Library Manager
- Attend Public Library Association Conference in Nashville, Tennessee
- All Staff Training Day Meeting
- Programming Team Meeting
- Labor Relations Meeting

## **Director's Report**

*Margaret Jakubcin, Library Director*

Significant meetings/events and projects this month:

- Position Description review/revision project
- Century Link billing issue
- GEU Labor Relations meeting
- Executive recruitment activities
- Special Board meeting
- All Staff Training Day – panel set up
- West End Library Manager Recruitment
- NOLF Meeting
- Board Meeting
- Preliminary Pandemic Response planning



## 2020 Highlight Log (February, 2020)

*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.*

### 02/03/20 Sequim

Yay! Groundhog Day treats! Every year, one of our lovely patrons comes in with homemade sweet treats for the staff to enjoy on Groundhogs Day. This year we were treated to TWO plates of dark chocolate chip, gluten free cookies!

### 02/3/20 Port Angeles

Young traveling gentleman approached the front desk embarrassed for asking to use the wifi on his computer. I explained to him, he is welcome here and if there was any other service NOLS could provide to come to the front desk and we would be happy to help him. He proceeded to be shocked, grateful for the welcome. He said he travels all over the country, and this is welcome was not at all what he had been used to.

### 02/4/20 Port Angeles

Front page of the PDN above the fold is NOLS's own Josh Bolton. The caption says "Joshua Bolton of the North Olympic Library System plows the sidewalk on Peabody Street next to the Port Angeles Main Library on Monday morning."

<https://www.peninsuladailynews.com/news/port-angeles-sequim-see-snowfall/>

### 02/11/20 Port Angeles

Olympic National Park contacted the Library a couple weeks ago because they predicted the Wolves in Washington presentation would draw a much larger audience than the other Perspectives Series talks (which already have a regular attendance of 100). We decided to move the program into the Living Room during open hours, which turned out to be the right call because 230 people came out for the presentation! Everything went well, and folks kept the discussion civil. The Washington Department of Fish and Wildlife [live streamed the event on their Facebook page](#). Special thanks to Leslie for hosting, and to Bertha and Jan for working much later than expected to help cover the event.

### 02/15/20 Forks

A longtime patron leaving with two large bags of FOFL sale items told me that she has been purchasing books from the Friends for many years. She sends the books to her elderly father who can

no longer visit his own library. After he reads the books, he passes them on to a nearby cafe' owner. She thanks him by reciprocating with free lunches before passing the books on when she is finished. And so on, and so on....

#### 02/21/20 Port Angeles

Patron who is a prolific reader wanted the "Collection Management" committee to know how much she appreciated all the choices they make for new materials. The title, *A Woman of No Importance* by Sonia Purnell, became the top read of her life! She hopes, we all read it. Call it a "patron pick".

#### 02/25/20 Port Angeles

In the 1,138 days since the first BookMatch form was received (January 13, 2017), 1,146 titles have been suggested through this service-- 1.01 books per day.

#### 02/27/20 Sequim

The Baha'is of Clallam County use our meeting room regularly and just came in with treats for staff to share. A beautiful basket full of granola bars, oranges, cookies, fancy cheeses and all kinds of wonderful yummy treats along with a lovely card. They gift us this every year in thanks for the use of the space we have for them to meet in and staff always being so helpful.

#### 02/28/20 Clallam Bay

I saw an 8 year old girl discussing a birthday party she had just attended with an 83 year old patron. They sat together and the 8 year old was showing the senior all the things in her party bag. Very enjoyable listening to their conversation