

Board of Trustees Regular Meeting
Thursday, March 25, 2021 5:30pm
Zoom Video Conference

PANDEMIC RESPONSE

Governor Inslee issued Proclamation [20-28.15](#) on January 19, 2021, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28.15, Trustees and Staff will participate remotely by teleconference. Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at www.nols.org/board-administration/.

PUBLIC COMMENTS

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of February 25, 2021
Approval of minutes for special meeting of March 15, 2021
4. Communications
5. Presentation – John DeFrancisco, Financial Operations Manager, will provide an overview of the NOLS financial reports.
6. Public comments
7. Financial reports: February 2021
8. Approval of vouchers: February 2021
9. Unfinished business
U.I. NOLS Land Acknowledgement Statement

10. New business
 - N.1. Verbal update and discussion regarding NOLS' new in-library services
 - N.2. Approval of Resolution 21-03-02: Authorizing an increase to the NOLS Merchant Account
11. Reports
 - R.1. Monthly Statistics Reports: February 2021
 - R.2. Monthly Activity Reports: February 2021
 - R.3. Customer Comments: February 2021
 - R.4. Highlight Log: February 2021
12. Public Comments
13. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendaize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, April 22, 2021 by teleconference.
15. Agenda items for next meeting
16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, April 22, 2021	5:30pm	Regular meeting	Zoom Video Conference
Thursday, May 27, 2021	5:30pm	Regular meeting	Zoom Video Conference
Thursday, June 24, 2021	5:30pm	Regular meeting	Zoom Video Conference
Thursday, August 26, 2021	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, September 23, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, October 28, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, November 18 , 2021	5:30pm	Regular meeting	Port Angeles Main Library

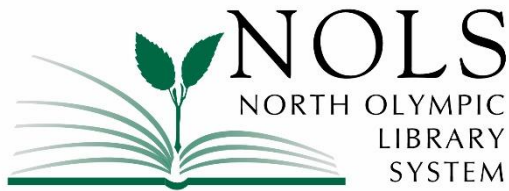
Note: no regular Board meetings scheduled in July or December.

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

Friends of the Library meetings

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

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



MINUTES

PANDEMIC RESPONSE

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In accordance with Proclamation 20-28.15, the following will be in effect at the February 25, 2021 Board meeting:

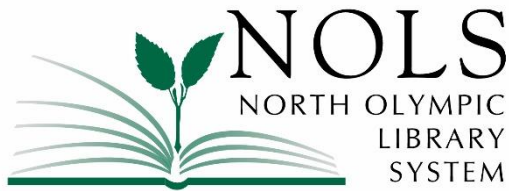
- Board action will be limited to matters that are either (1) necessary and routine, or (2) necessary to respond to the COVID-19 outbreak and the current public health emergency. All other matters must be postponed until regular meetings may resume that are in full compliance with the OPMA.
 - Trustees and Staff will participate remotely by teleconference.
 - Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at www.nols.org/board-administration/.
1. Call to order, roll call and introductions
Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, Ian Miller and Bert Caldwell. Library staff present: Director Noah Glaude. Visitors present: Michael Dashiell.
 2. Approval of agenda
Motion by Mr. Urnes to approve agenda as presented. Motion seconded by Mr. Caldwell. Motion carried.
 3. Approval of minutes for regular meeting of January 28, 2021
Motion by Mr. Caldwell to approve the minutes from the January 28, 2021 meeting. Motion seconded by Ms. Gordon. Motion carried.
 4. Communications
NOLS recently received two nice cards with notes from community members thanking NOLS for the services it provides. The cards included generous donations to NOLS.
 5. Public Comments
None.

6. Financial reports: January 2021
The financial reports for January 2021 were accepted as presented.
7. Approval of vouchers: January 2021
Motion by Mr. Urnes to approve the January 2021 vouchers, numbered #1 through #80, in the amount of \$345,699.97. Motion seconded by Ms. Gordon. Motion carried.
8. Unfinished business
None.
9. New business
 - N.1. Verbal update and discussion regarding NOLS beginning to offer in-library service – the first time in nearly one year.
 - N.2. NOLS Land Acknowledgement Statement
Mr. Glaude shared the draft land acknowledgement web page staff created. The land acknowledgement statement was discussed. It was agreed further discussion could occur at the March meeting after a staff report on the topic is prepared.
10. Reports
 - R.1. Monthly Statistics Reports: January 2021
 - R.2. Monthly Activity Reports: January 2021
 - R.3. Customer Comments: January 2021
 - R.4. Highlight Log: January 2021All reports were accepted as presented.
11. Public Comments
12. Trustee comments
Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendaize a matter of business on a future agenda.
13. Next regular meeting: 5:30pm, Thursday, March 25, 2021 by teleconference.
14. Agenda items for next meeting: Land Acknowledgement Statement
15. Adjournment
There being no further business, the meeting was adjourned by the Chair at 7:10pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



MINUTES

PANDEMIC RESPONSE

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1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, Ian Miller and Bert Caldwell . Library staff present: Director Noah Glaude, Administrative Operations Assistant Shaina Rajala. Visitors present: none.

2. Approval of agenda

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

3. New business

N.I. Approval of contract between NOLS and TechOps Specialty Vehicles, LLC to purchase a bookmobile

Motion by Mr. Miller to approve the contract as presented with TechOps Specialty Vehicles, LLC for the purchase of a bookmobile in the amount of \$152,205.03. Motion seconded by Mr. Urnes. Motion carried.

4. Next regular meeting: 5:30pm, Thursday, March 25, 2021 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.

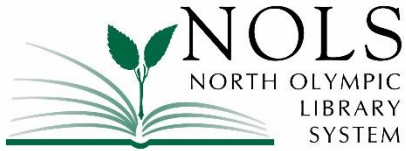
5. Adjournment

There being no further business, the meeting was adjourned by the Chair at 5:48pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: March 25, 2021
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for February 2021

Topic/Issue. Informational comments on monthly financial reports.

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

Discussion.

Revenues: NOLS portion of interest earned on the County Investment Pool for January, and posted in February is \$876. The interest rate for the pool was 0.1393%.

Grants and Donations includes a generous \$10,000 donation from a single donor.

Other Miscellaneous Revenue of \$545 is primarily the fourth quarter bank card rebate.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$216,116 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 \$262,424.

Of the \$216,116 in electronic transfers, \$415 was paid to the DOR for Sales and Use Tax (Voucher 125).

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



Revenue Report

February 28, 2021

Operating Revenue				2/12ths is	16.7%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,435,000	241,618	256,005	4,178,995	5.8
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	10,100	8	18	10,082	0.2
<i>Library Fees</i>	10,000	899	1,294	8,706	12.9
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	17,375	876	876	16,499	5.0
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	10,134	12,067	39,133	23.6
Other Miscellaneous Revenue	41,200	545	14,835	26,365	36.0
<i>Total Miscellaneous Revenues</i>	110,775	11,555	27,778	82,997	25.1
<i>Nonrevenues (excise taxes)</i>	590	-	-	590	-
<i>Transfers In</i>	540,283	-	-	540,283	-
Total Operating Revenue	5,106,748	254,080	285,096	4,821,652	5.6

Capital Revenue					
<i>Timber Revenues (received in 2020)</i>	-	11,366	14,101	-	-
Total Capital Revenue	-	11,366	14,101	-	-

Grand Total Revenues		265,446	299,196		
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Expenditure Report

February 28, 2021

Operating Expenditures	Budgeted	Current	Year To Date	2/12ths is Difference	16.7% Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	187,725	372,822	2,193,444	14.5
Benefits	1,163,813	74,699	155,991	1,007,822	13.4
Total Personnel	3,730,079	262,424	528,812	3,201,267	14.2
<i>Supplies</i>					
Supplies, Office and Operating	103,900	6,123	8,973	94,927	8.6
Fuel	17,900	654	1,062	16,838	5.9
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	486,000	26,436	59,365	426,635	12.2
Small Tools/Equip (<\$200)	1,500	-	-	1,500	0.0
Total Supplies	611,000	33,214	69,400	541,600	11.4
<i>Services</i>					
Professional Services	227,985	12,175	35,182	192,803	15.4
Communication	174,859	10,716	16,706	158,153	9.6
Travel	6,500	-	-	6,500	0.0
Taxes and Operating Assessments	4,000	3,255	3,255	745	81.4
Operating Rentals and Leases	790	-	-	790	0.0
Insurance	83,700	-	-	83,700	0.0
Public Utilities	90,160	7,518	15,678	74,482	17.4
Repair and Maintenance	147,390	4,190	5,293	142,097	3.6
Miscellaneous Services	12,955	173	308	12,647	2.4
Total Services	748,339	38,026	76,423	671,916	10.2
<i>Intergovernmental Services</i>	16,740	39	39	16,701	0.2
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	590	-	0	590	0.0
Total Operating Expenditures	5,106,748	333,703	674,674	4,432,074	13.2

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	48,700	8,269	8,269	40,431	17.0
Other Improvements	88,000	-	-	88,000	0.0
Machinery & Equipment	448,449	2,134	6,983	441,466	1.6
Total Capital Outlays	585,149	10,403	15,252	569,897	2.6
Grand Total All Expenditures	5,691,897	344,106	689,926	5,001,971	12.1



Account Balances

February 28, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>					
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	2,665,001	-	11,366	-	2,676,367
Operating Reserve ⁽³⁾	1,104,899	-	-	-	1,104,899
PA Capital Reserve ⁽⁴⁾	136,663	-	-	8,269	128,394
Capital Budget - 2021 ⁽⁴⁾	467,100	-	-	2,134	464,966
Total Board Designated Accounts	5,680,681	-	11,366	10,403	5,681,644
<i>Grants and Donations</i>					
NOLS Donations Fund	74,159	-	10,134	-	84,292
NOLS Materials Fund	15,645	-	-	100	15,545
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	8,307	-	-	288	8,019
Port Angeles Donations Fund	5,363	-	0	-	5,363
Port Angeles Friends Donations	25,370	-	-	19	25,351
Sequim Donations Fund	48,343	-	-	-	48,343
Sequim Friends Donations	16,234	-	-	19	16,215
Forks Donations Fund	1,773	-	-	-	1,773
Forks Friends Donations	413	-	-	10	403
Clallam Bay Donations Fund	6,881	-	-	-	6,881
Clallam Bay Friends Donations	681	-	-	5	676
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
Total Grants and Donations	449,345	-	10,134	440	459,038
<i>Unclaimed Property Account</i>	2,662	-			2,662
Total Designated Cash	6,132,688	-	21,500	10,843	6,143,345
<i>Undesignated Cash Operating Funds</i>	1,932,154	(89,316)			1,842,838
Total WA State Local Investment Pool	8,064,842	(89,316)	21,500	10,843	7,986,182

Notes:

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



Account Balances

February 28, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁵⁾	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁵⁾	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,278,889	-	-	-	1,278,889
Total Investments	9,343,730	(89,316)	21,500	10,843	9,265,071
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-	-	-	-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	116	-	116	6,000
Payroll Account (US Bank 1301)	200	216,116	-	216,116	200
Merchant Account (FF 7401)	200	(889)	1,038	149	200
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	6,850	215,344	1,038	216,381	6,850
Total Cash	6,850	215,344	1,038	216,381	6,850
Total Cash and Investments	9,350,580	126,027	22,538	227,225	9,271,921

Notes:

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

(6) Bequests designated for specific use by donor.



VOUCHERS BY CATEGORY FOR FEBRUARY 2021

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
81	NOLS Employee	HRA Reimbursement	184.10	
82	ADP Tax/Financial Services	Net Payroll (PPE 01-31-21) - EFT 821	129,131.81	
83	ADP Tax/Financial Services	Payroll Tax (PPE 01-31-21) - EFT 822	43,414.47	
90	NOLS Employee	HRA Reimbursement	94.51	
123	Dept. of Retirement Systems	Retirement Contributions (PPE 01-31-21) - EFT 823	37,158.92	
124	Dept. of Retirement Systems	DCP Retirement 02-2021 (PPE 01-31-21) - EFT 824	5,796.00	
127	NOLS Employee	HRA Reimbursement	418.03	
131	Hartford Retirement Plan Solutions	MMDCP 02-2021 (PPE 01-31-21) - EFT 825	200.00	
132	Health Care Authority	HCA 02-2021 (PPE 01-31-21)	35,115.32	
133	HealthEquity	HSA ER Contributions - February 2021	679.15	
141	NOLS Employee	HRA Reimbursement	341.40	
155	NOLS Employee	HRA Reimbursement	745.96	
158	NOLS Employee	HRA Reimbursement	173.65	
171	NOLS Employee	HRA Reimbursement	94.51	
173	United Way of Clallam County	United Way Donations (PPE 01-31-21)	505.00	
178	WCIF	Vision/Life/EAP Premiums 02-2021 (PPE 01-31-21)	1,173.27	
181	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-21) - March Coverage	5,155.92	
182	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 02-2021 (PPE 01-31-21)	2,041.98	262,424.00
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
102	CED Consolidated Electrical Distributors	PO 104 Maintenance Supplies - Fluor Lamps - FAC	293.76	
122	Commercial Filter Sales & Service	PO 50 Maintenance Supplies - HVAC Filters - FAC	631.82	
139	KCDA Purchasing Cooperative	PO 134 Maintenance Supplies - Cleaning Supplies - FAC	149.77	
140	KCDA Purchasing Cooperative	PO 112 Maintenance Supplies - Cleaning Supplies - FAC	281.80	
157	Quill Corporation	PO 106 Toner - Xerox Printer - ADM	240.44	
165	Swains General Store, Inc.	PO 125 Maintenance Supplies - Ice Melt - FAC	92.32	
167	The Home Depot Pro	PO 113 Maintenance Supplies - Cleaning Supplies - FAC	423.71	
168	The Home Depot Pro	PO 148 Maintenance Supplies - Cleaning Supplies - FAC	828.56	
169	Thurman Supply	PO 117 Maint. Supplies - PA Garbage Disposer - FAC	118.59	
170	True Value	PO 171 Maint. Supplies - LED Head Light - Batteries - FAC	48.79	
177	Viking Sew & Vac	PO 61 Maint. Supplies - Vacuum Bags and Filter - FAC	35.76	
CC 2	AED Market	PO 137 Maintenance Supplies - AED Electrodes - FAC	152.00	
CC 3	AED Market	PO 139 Maintenance Supplies - AED Electrodes - FAC	152.00	
CC 4	Amazon.com	PO 38 Office Supplies - IT	32.60	
CC 12	Amazon.com	PO 25 Technology Supplies - Tone Tracer and Pouch - IT	76.09	
CC 13	Amazon.com	PO 35 Technology Supplies - 10G SFP+ for Switches - IT	79.06	
CC 15	Amazon.com	PO 23 Office Supplies - Calendar - SQ	18.82	
CC 16	Amazon.com	PO 23 Office Supplies - Stylus, Headlamps - SQ	35.86	
CC 17	Amazon.com	PO 57 Office Supplies - Pens, Thermal Rolls - PA	87.75	
CC 18	Amazon.com	PO 31 Maintenance Supplies - Vinyl Roof Tape - FAC	56.86	
CC 19	Amazon.com	PO 29 Maint. Supplies - Plastic Guard Fasteners - FAC	27.81	
CC 20	Amazon.com	PO 53 Maint. Supplies - SQ Sink Faucet Replacement - FAC	96.90	

Category	Claimant	Purpose	Amount	Subtotal
CC 21	Amazon.com	PO 95 Maintenance Supplies - Van First Aid Kits - FAC	57.56	
CC 22	Amazon.com	PO 108 Maintenance Supplies - AED Battery - FAC	179.52	
CC 23	Amazon.com	PO 118 Office Supplies - Bulletin Board, Tablecloths, Calendar - PA	278.63	
CC 31	Costco	PO 159 Maintenance Supplies - Hand Sanitizer, Cleaning Wipes - FAC	48.87	
CC 32	Costco	PO 160 Maint. Supplies - Band-Aids, Paper Towels - FAC	36.97	
CC 34	Costco	PO 153 Maintenance Supplies - Paper Towels - FAC	16.09	
CC 35	Costco	PO 66 Office Supplies - Heater, Markers - SQ	54.38	
CC 41	Demco, Inc.	PO 120 Office Supplies - UV Label Protectors - FO	41.71	
CC 50	Grainger	PO 138 Maint. Supplies - Security Backup Battery - FAC	45.89	
CC 52	Home Depot	PO 41 Maint. Supplies - Sneeze Guard Materials - FAC	45.92	
CC 53	Home Depot	PO 103 Maint. Supplies - Sneeze Guard Materials - FAC	65.25	
CC 55	KCDA Purchasing Cooperative	PO 47 Paper Supplies - PA	34.63	
CC 56	KCDA Purchasing Cooperative	PO 47 Office Supplies - Calendars, Folders - PA	50.46	
CC 57	KCDA Purchasing Cooperative	PO 58 Paper Supplies - PA	45.79	
CC 58	KCDA Purchasing Cooperative	PO 58 Office Supplies - Calendar, Tape - PA	11.06	
CC 66	Office Depot	PO 161 Paper Supplies - SQ	110.63	
CC 67	Olympic Stationers	PO 80 Office Supplies - 1099 Forms - NOLS	20.67	
CC 69	POSPAPER.com	PO 33 Paper Supplies - Thermal Receipt Paper - PA	148.10	
CC 70	Rite Aid	PO 100 Maintenance Supplies - First Aid Supplies - FAC	7.89	
CC 72	Saars Grocery	PO 90 Processing Supplies - Disc Repair Supplies - TS	12.93	
CC 73	Safeway	PO 141 Office Supplies - Batteries - PA	9.75	
CC 89	SuppliesOutlet.com	PO 56 Toner and Ink - IT	43.72	
CC 90	SuppliesOutlet.com	PO 98 Toner and Ink - IT	148.28	
CC 91	Swains General Store, Inc.	PO 60 Maintenance Supplies - Cleaning Supplies - FAC	66.42	
CC 92	Swains General Store, Inc.	PO 62 Maintenance Supplies - Ice Melt - FAC	96.60	
CC 93	The Library Store	PO 119 Office Supplies - UV Label Protectors - FO	36.79	
CC 99	Zoro Tools	PO 136 Maintenance Supplies - First Aid Kits - FAC	107.55	5,783.13
<u>PROGRAM SUPPLIES</u>				
CC 8	Amazon.com	PO 86 Program Supplies - Clallam County Writes (PAFOL)	10.01	
CC 9	Amazon.com	PO 86 Program Supplies - Clallam County Writes (FOSL)	10.00	
CC 10	Amazon.com	PO 86 Program Supplies - Clallam County Writes (FOFOL)	5.40	
CC 11	Amazon.com	PO 86 Program Supplies - Clallam County Writes (CBFOL)	2.60	
CC 14	Amazon.com	PO 150 Program Supplies - Teen Lit Bag Supplies (VFOL)	250.22	
CC 33	Costco	PO 149 Program Supplies - Teen Lit Bag Supplies (VFOL)	27.47	
CC 37	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (PAFOL)	8.72	
CC 38	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (FOSL)	8.72	
CC 39	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (FOFOL)	4.45	
CC 40	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (CBFOL)	2.40	
CC 54	JoAnn Fabrics	PO 164 Program Supplies - Creativitea (VFOL)	10.10	340.09
<u>FUEL</u>				
CC 25	Arco	PO 78 Business Fuel - Pacifica - NOLS	20.45	
CC 27	Arco	PO 77 Business Fuel - Westy - NOLS	20.06	

Category	Claimant	Purpose	Amount	Subtotal
CC 28	Arco	PO 85 Business Fuel - Pacifica - NOLS	22.23	
CC 29	Arco	PO 101 Business Fuel - Pacifica - NOLS	32.50	
CC 44	Exxon Mobil	PO 135 Business Fuel - Chevy Van - FAC	53.62	
CC 61	Lower Elwha Food & Fuel	PO 143 Business Fuel - Nolsy Red - FAC	34.20	
CC 62	Lower Elwha Food & Fuel	PO 144 Business Fuel - Nolsy Red - FAC	32.27	
CC 63	Lower Elwha Food & Fuel	PO 165 Business Fuel - Nolsy White - FAC	24.79	
CC 74	Safeway Fuel	PO 146 Business Fuel - Nolsy Red - FAC	31.14	
CC 75	Safeway Fuel	PO 24 Business Fuel - Pacifica - NOLS	32.00	
CC 76	Shell	PO 22 Business Fuel - Chevy Van - FAC	57.48	
CC 77	Shell	PO 96 Business Fuel - Pacifica - NOLS	20.87	
CC 78	Shell	PO 107 Business Fuel - Westy - NOLS	21.31	
CC 79	Shell	PO 127 Business Fuel - Westy - NOLS	21.55	
CC 80	Shell	PO 32 Business Fuel - Westy - NOLS	19.43	
CC 81	Shell	PO 39 Business Fuel - Pacifica - NOLS	36.22	
CC 82	Shell	PO 40 Business Fuel - Pacifica - NOLS	41.87	
CC 83	Shell	PO 51 Business Fuel - Westy - NOLS	24.30	
CC 84	Shell	PO 52 Business Fuel - Westy - NOLS	21.07	
CC 85	Shell	PO 67 Business Fuel - Pacifica - NOLS	42.79	
CC 86	Shell	PO 116 Business Fuel - Pacifica - NOLS	43.78	653.93
<u>COLLECTION MATERIALS</u>				
85	Amazon.com	Collection Materials	161.85	
86	Amazon.com	Collection Materials	265.22	
87	Amazon.com	Collection Materials	123.05	
88	Amazon.com	Collection Materials	285.65	
91	Baker & Taylor Entertainment	Collection Materials	576.52	
92	Baker & Taylor Entertainment	Collection Materials	71.66	
93	Baker & Taylor Entertainment	Collection Materials	513.89	
94	Baker & Taylor Entertainment	Collection Materials	644.64	
95	Baker & Taylor Entertainment	Collection Materials	50.43	
96	Baker & Taylor Information	Collection Materials	1,232.61	
97	Baker & Taylor Information	Collection Materials	1,353.95	
98	Baker & Taylor Information	Collection Materials	1,846.74	
99	Baker & Taylor Information	Collection Materials	1,524.56	
100	Baker & Taylor Information	Collection Materials	2,893.78	
101	Brilliance Publishing, Inc.	Collection Materials	26.10	
103	CENGAGE Learning	Collection Materials	159.43	
104	CENGAGE Learning	Collection Materials	635.09	
105	CENGAGE Learning	Collection Materials	847.66	
106	Center Point Large Print	Collection Materials	224.70	
125	Dept. of Revenue - Use/Sales Tax	January 2021 Sales & Use Tax - EFT 827	20.76	
128	Ebsco Information Services	- Consumer Reports 02/2021 to 01/2022	6,241.00	
130	Findaway World, LLC	Collection Materials	146.85	
134	Ingram Library Services	Collection Materials	306.87	
135	Ingram Library Services	Collection Materials	428.38	
136	Ingram Library Services	Collection Materials	867.25	
142	Midwest Tape	Collection Materials	303.25	
143	Midwest Tape	Collection Materials	145.15	

Category	Claimant	Purpose	Amount	Subtotal
	144 Midwest Tape	Collection Materials	111.16	
	145 Midwest Tape	Collection Materials	1,550.47	
	151 OverDrive, Inc.	Collection Materials	1,330.12	
	152 OverDrive, Inc.	Collection Materials	107.50	
	156 ProQuest LLC	Collection Materials - Heritage Quest - 02-2021 to 01-2022	993.99	
	163 Sound Publishing Inc	Collection Materials	446.16	26,436.44
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	84 ADP, LLC	Payroll Services - Payroll Processing (PPE 12-31-2020) - NOLS	718.39	
	99 Baker & Taylor Information	PO 163 Technology Services - Title Source Fee - TS	250.00	
	125 Dept. of Revenue - Use/Sales Tax	January 2021 Sales & Use Tax - EFT 827	394.28	
	129 E-Rate Expertise	PO 123 Professional Services - Erate Consulting - NOLS	225.00	
	137 Innovative Interfaces	PO 122 Professional Services - Training - Managing Polaris Authority Control - NOLS	380.80	
	138 Innovative Interfaces	PO 175 Professional Services - Training - Intermediate Polaris SQL - IT	761.60	
	148 OCLC, Inc.	PO 114 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61	
	150 Olympic Laundry & Dry Cleaners, Inc.	PO 105 Professional Services - Laundry - FAC	108.80	
	159 Raglin Consulting	PO 91 Professional Services - EDI Consulting - Payment 1 of 3 - NOLS	2,500.00	
	162 Sound Publishing Inc	PO 124 Advertising - Bookmobile RFP, AOA and FAC Tech Recruitment - NOLS	90.40	
	164 Specialty Vehicle Services	PO 133 Professional Services - Bookmobile Design and RFP Consulting - NOLS	1,312.50	
	172 Unique Management Services, Inc.	Professional Services - Debt Collection	151.20	
	CC 24 American Library Association	PO 162 Training Fee - Jack Ezra Keats Training - PA	59.00	
	CC 43 DocuSign	PO 43 Technology Services - ESignature App - ADM	1,468.80	
	CC 45 Facebook	PO 140 Advertising - Recruitment Ads - NOLS	50.00	
	CC 47 GoDaddy.com	PO 155 Technology Services - Website Certificate - IT	369.99	
	CC 48 GoDaddy.com	PO 157 Technology Services - Website Certificate - IT	(37.00)	
	CC 49 GoDaddy.com	PO 155 Technology Services - Website Certificate - IT	(369.99)	
	CC 51 Hargadon, Steve	PO 121 Training Fee - DEI Webinar - NOLS	99.00	
	CC 64 Microsoft Office	PO 167 Technology Services - MS 365 Academic Licenses - IT	816.25	
	CC 68 Pay Pal	Monthly Gateway Fees - NOLS	59.95	
	CC 87 Stamps.com	PO 88 Technology Services - Monthly Fee - TS	19.56	
	CC 98 Zoom	PO 182 Technology Services - Monthly Subscription - NOLS	81.50	11,981.64
<u>COMMUNICATIONS</u>				
	89 Angeles Communications	Communications - VOIP	903.04	
	107 CenturyLink 300511187 FO	Communications - Voice - FO	179.83	
	108 CenturyLink 300561130 CB	Communications - Voice - CB	79.71	
	109 CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	134.45	
	110 CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.78	
	111 CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,440.20	
	112 CenturyLink Bus. Svcs Acct 89564137	Communications - Data - CB	2,440.20	
	175 Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	

Category	Claimant	Purpose	Amount	Subtotal
176	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12	
179	WDH - Wave Business	Communications - Internet - IT	4,012.72	
CC 94	UPS	PO 19 Communications - Freight - TS	10.86	
CC 95	UPS	PO 74 Communications - Freight - TS	17.78	10,715.72
<u>TAXES AND OPERATING ASESMENTS</u>				
121	Clallam County Treasurer	2021 Taxes and Assessments - Stormwater and Weed Control - NOLS	3,254.56	3,254.56
<u>UTILITIES</u>				
113	City of Forks	Public Utilities - FO	105.82	
114	City of Port Angeles/Orcas Avenue	Public Utilities - PA	214.66	
115	City of Port Angeles/Peabody St.	Public Utilities - PA	4,875.67	
116	City of Sequim	Public Utilities - SQ	92.34	
117	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
118	Clallam County PUD	Public Utilities - CB	393.00	
119	Clallam County PUD	Public Utilities - FO	536.00	
120	Clallam County PUD	Public Utilities - SQ	667.00	
126	DM Disposal Company, Inc.	Public Utilities - PA - SQ	521.03	
180	West Waste & Recycling	Public Utilities - FO - CB	56.43	7,518.45
<u>REPAIR AND MAINTENANCE</u>				
149	Olympia Sheet Metal Inc.	PO 185 Repair and Maintenance - PA HVAC Trimester Maintenance - FAC	2,393.60	
153	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	421.96	
160	Rainbow Sweepers, Inc.	PO 132 Groundskeeping - PA Parking Lot Sweeping - FAC	212.16	
161	Rainbow Sweepers, Inc.	PO 181 Groundskeeping - PA Parking Lot De-icing and Snow Blading - FAC	114.24	
166	Technology Unlimited	PO 93 Technology Maintenance - Maintenance Renewal for ST Viewscan III (02/2021 - 02/2022) - NOLS	816.00	
177	Viking Sew & Vac	PO 170 Repair and Maintenance - Brush Driver and Brush Bar - FAC	106.47	
CC 1	8th Street Car Wash	PO 97 Vehicle Maintenance - Car Wash - FAC	7.00	
CC 26	Arco	PO 79 Vehicle Maintenance - Car Wash - FAC	6.00	
CC 46	First Race Car Wash	PO 92 Vehicle Maintenance - Car Wash - FAC	12.00	
CC 96	Viking Sew & Vac	PO 99 Repair and Maintenance - Vacuum Repair - FAC	106.41	4,195.84
<u>MISCELLANEOUS SERVICES</u>				
CC 71	Rubberstamps.com	PO 111 Printing - Self Inking Stamps - NOLS	91.39	
CC 88	Sticker Giant	PO 102 Printing - Stickers - NOLS	81.62	173.01
<u>INTERGOVERNMENTAL SERVICES</u>				
146	Multnomah University	PO 176 Interlibrary Loan Fees - Lost Book - PA	39.00	39.00
<u>BUILDINGS AND STRUCTURES</u>				
154	Peninsula Heat, Inc.	PO 110 Buildings and Structures - PA Server Room HVAC Replacement - 50% Deposit - PACR - PA	8,268.80	8,268.80
<u>MACHINERY AND EQUIPMENT</u>				
CC 5	Amazon.com	PO 84 Machinery and Equipment - Projector Bulb Replacement - IT	21.74	
CC 6	Amazon.com	PO 82 Machinery and Equip. - Webcam Camera Covers - IT	45.65	
CC 7	Amazon.com	PO 115 Machinery and Equipment - Logitech Speakers - IT	65.25	

Category	Claimant	Purpose	Amount	Subtotal
CC 30	CDW-G	PO 54 Machinery and Equipment - Scansnap Machine - IT	484.24	
CC 36	Dell Financial Services LLC	PO 168 Machinery and Equipment - UPS Unit - IT	21.69	
CC 42	Displays2go.com	PO 55 Machinery and Equipment - Touch Screen Film Protector - IT	120.07	
CC 59	Logitech	PO 81 Machinery and Equipment - Logitech Webcams - IT	174.06	
CC 60	Logitech	PO 89 Machinery and Equipment - Logitech Webcams - IT	552.65	
CC 65	Ninite.com	PO 147 Machinery and Equipment - Application Update Software - IT	600.00	
CC 97	WP Mail SMTP	PO 145 Machinery and Equipment - WordPress Email Plugin - IT	49.00	2,134.35
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2171	NOLS Patron	Patron Refund	39.99	
CK 2172	NOLS Patron	Patron Refund	19.61	
CK 2173	NOLS Patron	Patron Refund	38.33	
CK 2174	NOLS Patron	Patron Refund	17.95	115.88
			344,034.84	344,034.84



Voucher Approval for February 2021

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #81 through #182 are approved in the amount of \$344,034.84 this 25th day of March 2021.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
81	NOLS Employee	HRA Reimbursement	184.10
82	ADP Tax/Financial Services	Net Payroll (PPE 01-31-21) - EFT 821	129,131.81
83	ADP Tax/Financial Services	Payroll Tax (PPE 01-31-21) - EFT 822	43,414.47
84	ADP, LLC	Payroll Processing (PPE 12-31-2020) - NOLS	718.39
85	Amazon.com	Collection Materials	161.85
86	Amazon.com	Collection Materials	265.22
87	Amazon.com	Collection Materials	123.05
88	Amazon.com	Collection Materials	285.65
89	Angeles Communications	Communications - VOIP	903.04
90	NOLS Employee	HRA Reimbursement	94.51
91	Baker & Taylor Entertainment	Collection Materials	576.52
92	Baker & Taylor Entertainment	Collection Materials	71.66
93	Baker & Taylor Entertainment	Collection Materials	513.89
94	Baker & Taylor Entertainment	Collection Materials	644.64
95	Baker & Taylor Entertainment	Collection Materials	50.43
96	Baker & Taylor Information	Collection Materials	1,232.61
97	Baker & Taylor Information	Collection Materials	1,353.95
98	Baker & Taylor Information	Collection Materials	1,846.74
99	Baker & Taylor Information	Collection Materials PO 163 Technology Services - Title Source Fee - TS	1,774.56
100	Baker & Taylor Information	Collection Materials	2,893.78
101	Brilliance Publishing, Inc.	Collection Materials	26.10
102	CED Consolidated Electrical Distributors	PO 104 Maintenance Supplies - Fluor Lamps - FAC	293.76
103	CENGAGE Learning	Collection Materials	159.43
104	CENGAGE Learning	Collection Materials	635.09
105	CENGAGE Learning	Collection Materials	847.66
106	Center Point Large Print	Collection Materials	224.70

No.	Claimant	Purpose	Amount
107	CenturyLink 300511187 FO	Communications - Voice - FO	179.83
108	CenturyLink 300561130 CB	Communications - Voice - CB	79.71
109	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	134.45
110	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	72.78
111	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,440.20
112	CenturyLink Bus. Svcs Acct 89564137	Communications - Data - CB	2,440.20
113	City of Forks	Public Utilities - FO	105.82
114	City of Port Angeles/Orcas Avenue	Public Utilities - PA	214.66
115	City of Port Angeles/Peabody St.	Public Utilities - PA	4,875.67
116	City of Sequim	Public Utilities - SQ	92.34
117	Clallam County Public Works Dept.	Public Utilities - CB	56.50
118	Clallam County PUD	Public Utilities - CB	393.00
119	Clallam County PUD	Public Utilities - FO	536.00
120	Clallam County PUD	Public Utilities - SQ	667.00
121	Clallam County Treasurer	2021 Taxes and Assessments - Stormwater and Weed Control - NOLS	3,254.56
122	Commercial Filter Sales & Service	PO 50 Maintenance Supplies - HVAC Filters - FAC	631.82
123	Dept. of Retirement Systems	Retirement Contributions (PPE 01-31-21) - EFT 823	37,158.92
124	Dept. of Retirement Systems	DCP Retirement 02-2021 (PPE 01-31-21) - EFT 824	5,796.00
125	Dept. of Revenue - Use/Sales Tax	January 2021 Sales & Use Tax - EFT 827	415.04
126	DM Disposal Company, Inc.	Public Utilities - PA - SQ	521.03
127	NOLS Employee	HRA Reimbursement	418.03
128	Ebsco Information Services	Collection Materials - Consumer Reports 02/2021 to 01/2022	6,241.00
129	E-Rate Expertise	PO 123 Professional Services - Erate Consulting - NOLS	225.00
130	Findaway World, LLC	Collection Materials	146.85
131	Hartford Retirement Plan Solutions	MMDCP 02-2021 (PPE 01-31-21) - EFT 825	200.00
132	Health Care Authority	HCA 02-2021 (PPE 01-31-21)	35,115.32
133	HealthEquity	HSA ER Contributions - February 2021	679.15
134	Ingram Library Services	Collection Materials	306.87
135	Ingram Library Services	Collection Materials	428.38
136	Ingram Library Services	Collection Materials	867.25
137	Innovative Interfaces	PO 122 Professional Services - Training - Managing Polaris Authority Control - NOLS	380.80
138	Innovative Interfaces	PO 175 Professional Services - Training - Intermediate Polaris SQL - IT	761.60
139	KCDA Purchasing Cooperative	PO 134 Maintenance Supplies - Cleaning Supplies - FAC	149.77
140	KCDA Purchasing Cooperative	PO 112 Maintenance Supplies - Cleaning Supplies - FAC	281.80
141	NOLS Employee	HRA Reimbursement	341.40
142	Midwest Tape	Collection Materials	303.25
143	Midwest Tape	Collection Materials	145.15
144	Midwest Tape	Collection Materials	111.16
145	Midwest Tape	Collection Materials	1,550.47
146	Multnomah University	PO 176 Interlibrary Loan Fees - Lost Book - PA	39.00

No.	Claimant	Purpose	Amount
147	North Olympic Library System	February 2021 Revolving Fund Reimbursement (* Detail Below)	115.88
148	OCLC, Inc.	PO 114 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61
149	Olympia Sheet Metal Inc.	PO 185 Repair and Maintenance - PA HVAC Trimester Maintenance - FAC	2,393.60
150	Olympic Laundry & Dry Cleaners, Inc.	PO 105 Professional Services - Laundry - FAC	108.80
151	OverDrive, Inc.	Collection Materials	1,330.12
152	OverDrive, Inc.	Collection Materials	107.50
153	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	421.96
154	Peninsula Heat, Inc.	PO 110 Buildings and Structures - PA Server Room HVAC Replacement - 50% Deposit - PACR - PA	8,268.80
155	NOLS Employee	HRA Reimbursement	745.96
156	ProQuest LLC	Collection Materials - Heritage Quest - 02-2021 to 01-2022	993.99
157	Quill Corporation	PO 106 Toner - Xerox Printer - ADM	240.44
158	NOLS Employee	HRA Reimbursement	173.65
159	Raglin Consulting	PO 91 Professional Services - EDI Consulting - Payment 1 of 3 - NOLS	2,500.00
160	Rainbow Sweepers, Inc.	PO 132 Groundskeeping - PA Parking Lot Sweeping - FAC	212.16
161	Rainbow Sweepers, Inc.	PO 181 Groundskeeping - PA Parking Lot De-icing and Snow Blading - FAC	114.24
162	Sound Publishing Inc	PO 124 Advertising - Bookmobile RFP - AOA and FAC Tech Recruitment - NOLS	90.40
163	Sound Publishing Inc	Collection Materials	446.16
164	Specialty Vehicle Services	PO 133 Professional Services - Bookmobile Design and RFP Consulting - NOLS	1,312.50
165	Swains General Store, Inc.	PO 125 Maintenance Supplies - Ice Melt - FAC	92.32
166	Technology Unlimited	PO 93 Technology Maintenance - Maintenance Renewal for ST Viewscan III (02/2021 - 02/2022) - NOLS	816.00
167	The Home Depot Pro	PO 113 Maintenance Supplies - Cleaning Supplies - FAC	423.71
168	The Home Depot Pro	PO 148 Maintenance Supplies - Cleaning Supplies - FAC	828.56
169	Thurman Supply	PO 117 Maintenance Supplies - PA Garbage Disposer - FAC	118.59
170	True Value	PO 171 Maintenance Supplies - LED Head Light - Batteries - FAC	48.79
171	NOLS Employee	HRA Reimbursement	94.51
172	Unique Management Services, Inc.	Professional Services - Debt Collection	151.20
173	United Way of Clallam County	United Way Donations (PPE 01-31-21)	505.00
174	US Bank	Credit Card Services - January 2021 (* Detail Below)	8,716.30
175	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
176	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12
177	Viking Sew & Vac	PO 61 Maint. Supplies - Vacuum Bags and Filter - FAC PO 170 Repair and Maintenance - Brush Driver and Brush Bar - FAC	142.23
178	WCIF	Vision/Life/EAP Premiums 02-2021 (PPE 01-31-21)	1,173.27

No.	Claimant	Purpose	Amount
179	WDH - Wave Business	Communications - Internet - IT	4,012.72
180	West Waste & Recycling	Public Utilities - FO - CB	56.43
181	WSCCCE - WPAS, Inc	Dental Premiums (PPE 01-31-21) - March Coverage	5,155.92
182	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 02-2021 (PPE 01-31-21)	2,041.98
			344,034.84

*** Detail - NOLS Revolving Fund Account -- Voucher #147**

2171	NOLS Patron	Patron Refund	39.99
2172	NOLS Patron	Patron Refund	19.61
2173	NOLS Patron	Patron Refund	38.33
2174	NOLS Patron	Patron Refund	17.95
			115.88

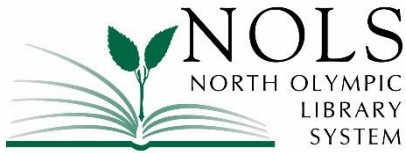
*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #174**

1	8th Street Car Wash	PO 97 Vehicle Maintenance - Car Wash - FAC	7.00
2	AED Market	PO 137 Maintenance Supplies - AED Electrodes - FAC	152.00
3	AED Market	PO 139 Maintenance Supplies - AED Electrodes - FAC	152.00
4	Amazon.com	PO 38 Office Supplies - IT	32.60
5	Amazon.com	PO 84 Machinery and Equipment - Projector Bulb Replacement - IT	21.74
6	Amazon.com	PO 82 Machinery and Equipment - Webcam Camera Covers - IT	45.65
7	Amazon.com	PO 115 Machinery and Equipment - Logitech Speakers - IT	65.25
8	Amazon.com	PO 86 Program Supplies - Clallam County Writes (PAFOL)	10.01
9	Amazon.com	PO 86 Program Supplies - Clallam County Writes (FOSL)	10.00
10	Amazon.com	PO 86 Program Supplies - Clallam County Writes (FOFOL)	5.40
11	Amazon.com	PO 86 Program Supplies - Clallam County Writes (CBFOL)	2.60
12	Amazon.com	PO 25 Technology Supplies - Tone Tracer and Pouch - IT	76.09
13	Amazon.com	PO 35 Technology Supplies - 10G SFP+ for Switches - IT	79.06
14	Amazon.com	PO 150 Program Supplies - Teen Lit Bag Supplies (VFOL)	250.22
15	Amazon.com	PO 23 Office Supplies - Calendar - SQ	18.82
16	Amazon.com	PO 23 Office Supplies - Stylus, Headlamps - SQ	35.86
17	Amazon.com	PO 57 Office Supplies - Pens, Thermal Rolls - PA	87.75
18	Amazon.com	PO 31 Maintenance Supplies - Vinyl Roof Tape - FAC	56.86
19	Amazon.com	PO 29 Maintenance Supplies - Plastic Guard Fasteners - FAC	27.81
20	Amazon.com	PO 53 Maintenance Supplies - SQ Sink Faucet Replacement - FAC	96.90
21	Amazon.com	PO 95 Maintenance Supplies - Van First Aid Kits - FAC	57.56
22	Amazon.com	PO 108 Maintenance Supplies - AED Battery - FAC	179.52

No.	Claimant	Purpose	Amount
23	Amazon.com	PO 118 Office Supplies - Bulletin Board, Tablecloths, Calendar - PA	278.63
24	American Library Association	PO 162 Training Fee - Jack Ezra Keats Training - PA	59.00
25	Arco	PO 78 Business Fuel - Pacifica - NOLS	20.45
26	Arco	PO 79 Vehicle Maintenance - Car Wash - FAC	6.00
27	Arco	PO 77 Business Fuel - Westy - NOLS	20.06
28	Arco	PO 85 Business Fuel - Pacifica - NOLS	22.23
29	Arco	PO 101 Business Fuel - Pacifica - NOLS	32.50
30	CDW-G	PO 54 Machinery and Equipment - Scansnap Machine - IT	484.24
31	Costco	PO 159 Maintenance Supplies - Hand Sanitizer, Cleaning Wipes - FAC	48.87
32	Costco	PO 160 Maintenance Supplies - Band-Aids, Paper Towels - FAC	36.97
33	Costco	PO 149 Program Supplies - Teen Lit Bag Supplies (VFOL)	27.47
34	Costco	PO 153 Maintenance Supplies - Paper Towels - FAC	16.09
35	Costco	PO 66 Office Supplies - Heater, Markers - SQ	54.38
36	Dell Financial Services LLC	PO 168 Machinery and Equipment - UPS Unit - IT	21.69
37	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (PAFOL)	8.72
38	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (FOSL)	8.72
39	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (FOFOL)	4.45
40	Demco, Inc.	PO 87 Program Supplies - Clallam County Writes (CBFOL)	2.40
41	Demco, Inc.	PO 120 Office Supplies - UV Label Protectors - FO	41.71
42	Displays2go.com	PO 55 Machinery and Equipment - Touch Screen Film Protector - IT	120.07
43	DocuSign	PO 43 Technology Services - ESignature App - ADM	1,468.80
44	Exxon Mobil	PO 135 Business Fuel - Chevy Van - FAC	53.62
45	Facebook	PO 140 Advertising - Recruitment Ads - NOLS	50.00
46	First Race Car Wash	PO 92 Vehicle Maintenance - Car Wash - FAC	12.00
47	GoDaddy.com	PO 155 Technology Services - Website Certificate - IT	369.99
48	GoDaddy.com	PO 157 Technology Services - Website Certificate - IT	(37.00)
49	GoDaddy.com	PO 155 Technology Services - Website Certificate - IT	(369.99)
50	Grainger	PO 138 Maintenance Supplies - Security Backup Battery - FAC	45.89
51	Hargadon, Steve	PO 121 Training Fee - DEI Webinar - NOLS	99.00
52	Home Depot	PO 41 Maintenance Supplies - Sneeze Guard Materials - FAC	45.92
53	Home Depot	PO 103 Maintenance Supplies - Sneeze Guard Materials - FAC	65.25
54	JoAnn Fabrics	PO 164 Program Supplies - Creativitea (VFOL)	10.10
55	KCDA Purchasing Cooperative	PO 47 Paper Supplies - PA	34.63
56	KCDA Purchasing Cooperative	PO 47 Office Supplies - Calendars, Folders - PA	50.46
57	KCDA Purchasing Cooperative	PO 58 Paper Supplies - PA	45.79
58	KCDA Purchasing Cooperative	PO 58 Office Supplies - Calendar, Tape - PA	11.06

No.	Claimant	Purpose	Amount
59	Logitech	PO 81 Machinery and Equipment - Logitech Webcams - IT	174.06
60	Logitech	PO 89 Machinery and Equipment - Logitech Webcams - IT	552.65
61	Lower Elwha Food & Fuel	PO 143 Business Fuel - Nolsy Red - FAC	34.20
62	Lower Elwha Food & Fuel	PO 144 Business Fuel - Nolsy Red - FAC	32.27
63	Lower Elwha Food & Fuel	PO 165 Business Fuel - Nolsy White - FAC	24.79
64	Microsoft Office	PO 167 Technology Services - MS 365 Academic Licenses - IT	816.25
65	Ninite.com	PO 147 Machinery and Equipment - Application Update Software - IT	600.00
66	Office Depot	PO 161 Paper Supplies - SQ	110.63
67	Olympic Stationers	PO 80 Office Supplies - 1099 Forms - NOLS	20.67
68	Pay Pal	Monthly Gateway Fees - NOLS	59.95
69	POSPAPER.com	PO 33 Paper Supplies - Thermal Receipt Paper - PA	148.10
70	Rite Aid	PO 100 Maintenance Supplies - First Aid Supplies - FAC	7.89
71	Rubberstamps.com	PO 111 Printing - Self Inking Stamps - NOLS	91.39
72	Saars Grocery	PO 90 Processing Supplies - Disc Repair Supplies - TS	12.93
73	Safeway	PO 141 Office Supplies - Batteries - PA	9.75
74	Safeway Fuel	PO 146 Business Fuel - Nolsy Red - FAC	31.14
75	Safeway Fuel	PO 24 Business Fuel - Pacifica - NOLS	32.00
76	Shell	PO 22 Business Fuel - Chevy Van - FAC	57.48
77	Shell	PO 96 Business Fuel - Pacifica - NOLS	20.87
78	Shell	PO 107 Business Fuel - Westy - NOLS	21.31
79	Shell	PO 127 Business Fuel - Westy - NOLS	21.55
80	Shell	PO 32 Business Fuel - Westy - NOLS	19.43
81	Shell	PO 39 Business Fuel - Pacifica - NOLS	36.22
82	Shell	PO 40 Business Fuel - Pacifica - NOLS	41.87
83	Shell	PO 51 Business Fuel - Westy - NOLS	24.30
84	Shell	PO 52 Business Fuel - Westy - NOLS	21.07
85	Shell	PO 67 Business Fuel - Pacifica - NOLS	42.79
86	Shell	PO 116 Business Fuel - Pacifica - NOLS	43.78
87	Stamps.com	PO 88 Technology Services - Monthly Fee - TS	19.56
88	Sticker Giant	PO 102 Printing - Stickers - NOLS	81.62
89	SuppliesOutlet.com	PO 56 Toner and Ink - IT	43.72
90	SuppliesOutlet.com	PO 98 Toner and Ink - IT	148.28
91	Swains General Store, Inc.	PO 60 Maintenance Supplies - Cleaning Supplies - FAC	66.42
92	Swains General Store, Inc.	PO 62 Maintenance Supplies - Ice Melt - FAC	96.60
93	The Library Store	PO 119 Office Supplies - UV Label Protectors - FO	36.79
94	UPS	PO 19 Communications - Freight - TS	10.86
95	UPS	PO 74 Communications - Freight - TS	17.78
96	Viking Sew & Vac	PO 99 Repair and Maintenance - Vacuum Repair - FAC	106.41
97	WP Mail SMTP	PO 145 Machinery and Equipment - WordPress Email Plugin - IT	49.00
98	Zoom	PO 182 Technology Services - Monthly Subscription - NOLS	81.50

No.	Claimant	Purpose	Amount
99	Zoro Tools	PO 136 Maintenance Supplies - First Aid Kits - FAC	107.55
			8,716.30
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 821	ADP Tax/Financial Services	Net Payroll (PPE 01-31-21)	129,131.81
EFT 822	ADP Tax/Financial Services	Payroll Tax (PPE 01-31-21)	43,414.47
EFT 823	Dept. of Retirement Systems	Retirement Contributions (PPE 01-31-21)	37,158.92
EFT 824	Dept. of Retirement Systems	DCP Retirement (PPE 01-31-21)	5,796.00
EFT 825	Hartford Retirement Plan Solutions	MMDCP (PPE 01-31-21)	200.00
			215,701.20



Staff Report

Meeting Date: March 25, 2021
To: Library Board of Trustees
From: Troi Gale, West End Library Manager
Subject: NOLS Land Acknowledgement Statement

Attachments: Honor Native Land Guide

Topic/Issue:

Land Acknowledgement practices at NOLS.

Background:

Historically, some library programmers have included land acknowledgement statements for one-off programs. None of the statements that NOLS employees had implemented were reviewed on a macro level regarding NOLS operations. There is recognition that including a land acknowledgement statement has become increasingly popular among staff.

During 2020, two library programmers inquired if NOLS had a standard land acknowledgement statement for use at programs. One of these instances was for Indigenous Peoples' Day and the other was for a Humanities Washington program. Both instances allowed for reflection regarding how to incorporate this practice as a step towards inclusivity and acknowledgement as an organization.

When the two separate inquiries were posed, Troi Gale - West End Manager, researched and drafted a land acknowledgement statement for regular usage. This statement was shared, reviewed, and edited by the Management Team and library programmers. Then, the statement was translated into Spanish. Additionally, it was shared with representatives from the sovereign nations of the Olympic Peninsula for feedback. We did receive feedback that the page should depict the translations of the tribe names into the native language of each tribe. This is an aspect that we hope to implement when the research and verification of correct translation can be obtained. In the future full statement translations will be considered.

In January 2021, NOLS started utilizing the final version of the land acknowledgement statement at all one-off programs and the first program in a series. Near the end of January, staff collaborated to create a draft of a Land Acknowledgement webpage, which can be depicted on the NOLS website. The hope is that this action evokes inclusion and education available through NOLS services.

Discussion:

The *Honor Native Land* guide from the U.S. Department of Arts & Culture, a non-governmental organization, states, “Acknowledgment is a simple, powerful way of showing respect and a step toward correcting the stories and practices that erase Indigenous people’s history and culture and toward inviting and honoring the truth. Imagine this practice widely adopted: imagine cultural venues, classrooms, conference settings, places of worship, sports stadiums, and town halls, acknowledging traditional lands. Millions would be exposed—many for the first time—to the names of the traditional Indigenous inhabitants of the lands they are on, inspiring them to ongoing awareness and action.”

Language identified for the land acknowledgement statement was determined from guidance offered in the *Honor Native Land* guide and additional similar resources.

Policy considerations:

There are no policy considerations at this time.

Fiscal considerations:

There are no fiscal considerations at this time.

Recommendation/Alternatives for Consideration:

To implement Land Acknowledgement practices through various avenues of operations, including but not limited to a NOLS webpage, read at programs, and displayed inside NOLS branches. This practice is important and valuable for furthering equity, diversity, and inclusion as a core value.

The [Land Acknowledgement](#) webpage depicts the statement reading:

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

Additional content included on the webpage:

- The same statement in Spanish
- Links directly to the named tribe’s websites
- Additional resources for people to access additional information
- A digital display of educational materials that NOLS has in the collection

The Land Acknowledgement statement will be read by staff at all one-off programs and the first program offered in a series, as staff see fit.

Additionally, posting of the statement in all NOLS branches can occur. This could be an opportunity to work with artists from the local sovereign nations to create a plaque for each branch.

The Board of Trustees' Policy Committee has reviewed the statement and recommends the approval of the statement and associated practices.

Action/Motion:

That the Board of Library Trustees approve the Land Acknowledgement statement as well as support the application of the statement to further equity, diversity, and inclusion within NOLS.

The application of the statement includes, but is not limited to:

- A comprehensive [Land Acknowledgement webpage](#) which will be updated as needed.
- Links to the Land Acknowledgement webpage from the “Mission & Values” page as well as the “Policies” page.
- Verbal acknowledgement at one-off programs and the first program in a series.
- Physical depiction of the Land Acknowledgement in all NOLS branches.

HONOR NATIVE LAND: A GUIDE AND CALL TO ACKNOWLEDGMENT



Marchers at Standing Rock 2016; Photo by Nicholas Ward



We call on all individuals and organizations to open all public events and gatherings with acknowledgment of the traditional Native inhabitants of the land.

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U.S. DEPARTMENT OF ARTS AND CULTURE

HELLO@USDAC.US | USDAC.US

Dear Citizen Artist,

We launch this guide in the lead-up to Indigenous People's Day 2017, when each of us is free to choose whether to accept and perpetuate a distorted history or stand for truth and reconciliation grounded in acknowledgment. The time is long overdue for everyone to open all public events and gatherings with acknowledgment of the traditional Native inhabitants of the land. Please help to spread this guide, encouraging your colleagues, neighbors, officials, and institutions to adopt this practice as well.

The U.S. Department of Arts and Culture is a people-powered department, a grassroots action network inciting creativity and social imagination to shape a culture of empathy, equity, and belonging. We are grateful to all of the partners whose work inspired this guide. Special thanks to the following individuals who offered insight and support in its creation: T. Lulani Arquette (Native Hawaiian), Daniel Banks, Sherry Salway Black (Oglala Lakota), Lori Pourier (Oglala Lakota), Shirley Sneve (Rosebud Sioux), Rulan Tangen (mixed Indigenous heritage), Josh Reid (Snohomish), Tanaya Winder (Duckwater Shoshone/Pyramid Lake Paiute/Southern Ute) and Larissa FastHorse (Sicangu Nation Lakota) and Ty Defoe (Ojibwe/Oneida) of Indigenous Direction. Thank you to Nicholas Ward, Connie Fitzpatrick, and the Native Arts and Cultures Foundation for use of their photographs, and Keith BraveHeart (Oceti Sakowin: Oglala Lakota), Bunky Echo-Hawk (Pawnee/Yakama), Marlena Myles (Spirit Lake Dakota), Bryan D. Parker (Muscogee Creek/Choctaw/White Mountain Apache), Remy (Diné), and William Wilson (Diné) for the use of their artwork. Any omissions or errors are the responsibility of the USDAC.

Please feel free to be in touch: hello@usdac.us.

With gratitude,

The USDAC

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TABLE OF CONTENTS

INTRODUCTION..... 2

WHAT IS LAND ACKNOWLEDGMENT? 3
WHY INTRODUCE THE PRACTICE OF LAND ACKNOWLEDGMENT?; A FEW
DISCLAIMERS ABOUT ACKNOWLEDGMENT

HOW TO ACKNOWLEDGE..... 5
STEP ONE: IDENTIFY; STEP TWO: ARTICULATE; STEP THREE: DELIVER

BEYOND ACKNOWLEDGMENT 9
LEARN MORE; BUILD RELATIONSHIPS AND TAKE ACTION; DOWNLOAD
ART OR MAKE YOUR OWN!; SPREAD THE WORD; ABOUT THE USDAC; BE IN
TOUCH



"Before Here Was Here" by Bunky Echo-Hawk (Pawnee/Yakama)

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INTRODUCTION

We were a people before “We the People.”

Jefferson Keel (Chickasaw), 20th President of the **National Congress of American Indians, 2013**

IN COUNTRIES SUCH AS NEW ZEALAND, AUSTRALIA, CANADA, AND AMONG TRIBAL NATIONS IN THE U.S., it is commonplace, even policy, to open events and gatherings by acknowledging the traditional Indigenous inhabitants of that land. While some individuals and cultural and educational institutions in the United States have adopted this custom, the vast majority have not.

Together, we can spark a movement to make acknowledgment of traditional lands a regular practice at public and private events.

Acknowledgment is a simple, powerful way of showing respect and a step toward correcting the stories and practices that erase Indigenous people’s history and culture and toward inviting and honoring the truth. Imagine this practice widely adopted: imagine cultural venues, classrooms, conference settings, places of worship, sports stadiums, and town halls, acknowledging traditional lands. Millions would be exposed—many for the first time—to the names of the traditional

Indigenous inhabitants of the lands they are on, inspiring them to ongoing awareness and action.

For more than five hundred years, Native communities across the Americas have demonstrated resilience and resistance in the face of violent efforts to separate them from their land, culture, and each other. They remain at the forefront



of movements to protect Mother Earth and the life the earth sustains. Today, corporate greed and federal policy push agendas to extract wealth from the earth, degrading sacred land in blatant disregard of treaty rights. Acknowledgment is a critical public

intervention, a necessary step toward honoring Native communities and enacting the much larger project of decolonization and reconciliation.

We call on all artists, cultural workers, public officials, educators, administrators, community leaders, organizers, and engaged community members to open all public events and gatherings with acknowledgment of the traditional Native inhabitants of the land.

Photo courtesy of Native Arts and Cultures Foundation

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WHAT IS LAND ACKNOWLEDGMENT?

Acknowledgment by itself is a small gesture. It becomes meaningful when coupled with authentic relationships and informed action. But this beginning can be an opening to greater public consciousness of Native sovereignty and cultural rights, a step toward equitable relationship and reconciliation. Join us in adopting, calling for, and spreading this practice.

Naming is an exercise in power. Who gets the right to name or be named? Whose stories are honored in a name? Whose are erased? Acknowledgment of traditional land is a public statement of the name of the traditional Native inhabitants of a place. It honors their historic relationship with the land.

A Land Acknowledgment is a formal statement that recognizes the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories.

Laurier Students' Public Interest Research Group, Ontario, Canada

<http://www.lspirg.org/knowtheland/>

WHY INTRODUCE THE PRACTICE OF LAND ACKNOWLEDGMENT?



Photo by Nicholas Ward

- Offer recognition and respect.
- Counter the “doctrine of discovery” with the true story of the people who were already here.
- Create a broader public awareness of the history that has led to this moment.
- Begin to repair relationships with Native communities and with the land.
- Support larger truth-telling and reconciliation efforts.
- Remind people that colonization is an ongoing process, with Native lands still occupied due to deceptive and broken treaties and practices of eminent domain and other mechanisms intended to benefit government or corporate America.
- Take a cue from Indigenous protocols, opening up spaces with reverence and respect.
- Inspire ongoing action and relationships.

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Many countries are far ahead of the United States in adopting this practice. In Australia, New Zealand, and Canada there are protocols, maps, and pronunciation guides readily available. Many universities have made acknowledgment a policy, providing simple templates for students, staff, and faculty. Beginning in 2016, **all Toronto public schools** began opening their school days with a statement of acknowledgment.

The **University of Alberta** offers this explanation of acknowledgment:

To acknowledge the traditional territory is to recognize its longer history, reaching beyond colonization and the establishment of European colonies, as well as its significance for the Indigenous peoples who lived and continue to live upon this territory, and whose practices and spiritualities were tied to the land and continue to develop in relationship to the land and its other inhabitants today.

Acknowledgment in these countries is a small part of a more significant commitment to truth and reconciliation—including official **government apologies** and **truth commissions** leading to significant public recommendations and reforms.

In Australia, many formal events begin with a “Welcome to Country.” While a Land Acknowledgment can be offered by anyone hosting or leading an event, a Welcome to Country is offered by an Indigenous elder or community leader. The custom is to offer compensation for leading this more formal ceremonial welcome.

A FEW DISCLAIMERS ABOUT ACKNOWLEDGMENT:

- **It’s simple. And also not so simple.** In some cases the traditional inhabitants of a place may be clear. In other cases whom to recognize is much less so. Do your research. While the act of naming traditional inhabitants may not take much time, moving into right relationship requires preparation.
- **This guide doesn’t offer the one right way to acknowledge.** What’s offered here is not a comprehensive checklist or set of universally acceptable protocols. There are currently 567 federally recognized tribal nations, each with its own history and protocols for welcome and acknowledgment. There are also state-recognized tribes and peoples, including Native Hawaiians who reside on six islands. There is no one way of doing this.
- **Acknowledgment is made meaningful through specific context and relationship.** Whenever possible, the best entry point into the practice of acknowledgment is through relationship and dialogue with Native communities in the area.
- **The practice of formal welcome and acknowledgment of land is not new.** Acknowledgment has long been practiced—typically in much more nuanced, formal, and ceremonial ways—within Indigenous communities. Many artists, activists, presenters, academics, and others have been starting events with acknowledgment for decades. By publishing this guide, we hope to draw on these histories to help spark a movement to make acknowledgment commonplace.
- **Acknowledgment is but a first step.** It does not stand in for relationship and action, but can begin to point toward deeper possibilities for decolonizing relationships with people and place.

DID YOU KNOW? Between 1776 and 1887, the United States seized over 1.5 billion acres from America’s indigenous people by treaty and executive order.

*This interactive **Invasion of America** map shows how that happened over time. Note that Alaska and Hawaii are not included.*

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HOW TO ACKNOWLEDGE

Below are suggested steps to acknowledging traditional land at the opening of a public gathering or event. The best way to root this practice in a local context is through dialogue with local Native groups. Not yet having those relationships doesn't mean you can't begin.

STEP ONE: IDENTIFY

The first step is identifying the traditional inhabitants of the lands you're on. This task may be complicated by multiple and contested histories of settlement, resettlement, and recognition. Many places are now home to Native people who have called that land home from time immemorial and also to those relocated from elsewhere. The goal of acknowledgment is recognizing and uplifting, not hurting or causing further division. So it is important to proceed with care, doing good research before making statements of acknowledgment.

Here are some places you can look online:

- Wikipedia entries on many cities document some history of Indigenous inhabitation. Be sure to cross-check what you find there with other sources.
- This map of Native Land is one of the more comprehensive maps available: <https://native-land.ca/>
- The Native Languages site offers breakdown by state, with contact information for local tribes: <http://www.native-languages.org/>

In addition to consulting local Native individuals and organizations, you can check to see if there are resources at local universities and colleges, especially those with American Indian/Native/Indigenous Studies centers, programs, and/or departments.

If multiple tribal groups claim belonging to the land, consider not naming one particular group or naming all of them. Ideally, this decision should be made through dialogue with local Native elders and culture bearers, respecting their wishes about how they desire to be named.

A DEEPER STEP: Identify Native elders and culture-bearers in your region to join in a conversation about how they would like to see this practice take shape locally, particularly how it could be of greatest benefit for their communities. You can use this guide as a jumping-off place for conversation. If you are part of an organization or group, consider offering an honorarium to those who take part in the dialogue. This dialogue could also be a public forum, engaging others who want to learn about this practice. Or you could share a video, transcript, or other reporting to inform and engage the wider community.

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STEP TWO: ARTICULATE

Once you've identified the group or groups who should be recognized, formulate the statement of acknowledgment you'll share at the beginning of public gatherings. There is no exact script for this. Craft yours after considering several levels of detail you might introduce.

At its simplest, an acknowledgment could look like this:

"We acknowledge that we are on the traditional land of the _____ People."

Beginning with just this simple sentence would be a meaningful intervention in most U.S. gathering spaces.

From there, there are many other elements to bring into acknowledgment:

Often, statements specifically honor elders:

"I would like to acknowledge that this meeting is being held on the traditional lands of the _____ People, and pay my respect to elders both past and present."

Some allude to the caring, reciprocal relationship with land:

"I want to respectfully acknowledge the _____ People, who have stewarded this land throughout the generations."

Acknowledgments may also make explicit mention of the occupied, unceded nature of the territory in which a gathering is taking place:

"We would like to begin by acknowledging that the land on which we gather is the occupied/unceded/seized territory of the _____ People."

"I would like to begin by acknowledging that we are in _____, the ancestral and unceded territory of the _____ People."

In Canada it is not uncommon to make mention of the specific treaties by which land was designated to a particular tribal group. You may wish to do additional research to name the moment at which treaties were made as well as when they were broken and land unlawfully taken.

The truth is complicated. Beneath the contemporary surface of any site in the United States, there are histories of belonging that have been erased, overlooked, contested and forgotten, all ways to support ideas like "manifest destiny" which justified the conquest of Native lands. Lengthier statements of acknowledgment can center Native communities while also acknowledging the many communities that have contributed to the existing culture of place. For example:



Photo by Connie Fitzpatrick

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“Every community owes its existence and vitality to generations from around the world who contributed their hopes, dreams, and energy to making the history that led to this moment. Some were brought here against their will, some were drawn to leave their distant homes in hope of a better life, and some have lived on this land for more generations than can be counted. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We are standing on the ancestral lands of the _____ People [if possible, add more specific detail about the nature of the occupied land]. We pay respects to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events.”

You may choose to begin with a simple statement of acknowledgment and elaborate over time as you learn more, build relationships with members of local Native communities, and grow more comfortable with the practice.



“Takunsa Unsikila”
by Keith BraveHeart
(Oceti Sakowin: Oglala Lakota)

DID YOU KNOW? “There are 567 federally recognized Indian Nations (variously called tribes, nations, bands, pueblos, communities and native villages) in the United States... Additionally, there are state recognized tribes located throughout the United States recognized by their respective state governments.”

Learn more from the [National Congress of American Indians](#)

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STEP THREE: DELIVER

Once you've identified whom to name and practiced your statement (including pronunciation of names), offer your acknowledgment as the first element of a welcome to the next public gathering or event that you host. If in the process of learning about acknowledgment you've built relationships with members of Native communities, consider inviting them to give a welcome before yours.

There's a danger that a practice like this becomes just another piece of protocol, delivered flatly and falling on deaf ears. How many times have you spaced out as the flight attendant goes through emergency procedures? Or failed to silence your cell phone even though that was requested at the beginning of a show?

Acknowledgment should be approached not as a set of obligatory words to rush through. These words should be offered with respect, grounded in authentic reflection, presence, and awareness. As you step up to offer acknowledgment, breathe in awareness of both the present and of the histories that connect you with the people you are naming. Consider your own place in the story of colonization and of undoing its legacy. At your next gathering, try acknowledgment out, see how it feels, observe how or if it shifts the room. Over time, through practice, you'll learn more about what it means and what it opens up for you and others.

Statements of acknowledgment don't have to be confined to spoken words. Some artists, scholars, activists, and others have begun to include acknowledgment in email signatures or on websites. Consider using social media to amplify your acknowledgment. For example, post an image or a story of an event where your acknowledgment was offered, tagging it **#HonorNativeLand** to inspire others..

Any space, three-dimensional or digital, presents an opportunity to surface buried truths and lift up Native sovereignty, priming our collective culture for deeper truth and reconciliation efforts.



*“Annual Canoe Journey, Washington”
Photo courtesy of
Native Arts and
Cultures Foundation*

“We are still America. We Know the rumors of our demise. We spit them out. They Die Soon.”

Joy Harjo (Muscogee), 2015 *Poetic Address to the Nation*

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BEYOND ACKNOWLEDGMENT

Acknowledgment is the beginning. Acknowledgment—and the research required to do it with integrity—should be an invitation to deeper analysis, relationship, and action.

“I think we need to start imagining a constellation of relationships that must be entered into beyond territorial acknowledgments. Great, that’s awesome you know you’re on (for example) Treaty 6 territory. That’s great you acknowledge that perhaps the Indigenous view of that treaty, that the land was not surrendered, is correct. Perhaps you understand the tension of your presence as illegitimate, but don’t know how to deal with it beyond naming it. Maybe now it is time to start learning about your obligations as a guest in this territory. What are the Indigenous protocols involved in being a guest, what are your responsibilities? What responsibilities do your hosts have towards you, and are you making space for those responsibilities to be exercised? To what extent are your events benefiting your hosts?”

– Chelsea Vowel, Métis from the Plains Cree speaking community of Lac Ste. Anne, Alberta
<http://apihtawikosisan.com/2016/09/beyond-territorial-acknowledgments/>

LEARN MORE

Take time to learn about the Indigenous history of the land you live on, as well as the contemporary context of Native groups in your region. Search for books, articles, people, and organizations that you can learn from.

- Find syllabi online to follow on your own or with a study group. Here is an example of **a thoughtful syllabus** created in solidarity with efforts at Standing Rock to resist the construction of the Dakota Access Pipeline.
- For an overview of Tribal Nations and their historical relationship to the U.S. government, **read this primer** from the National Congress of American Indians.
- Educate yourself on the history of settler colonialism and genocide in the United States by reading (or listening to) ***An Indigenous People’s History of the United States*** by Roxanne Dunbar-Ortiz.
- Learn about the history of broken treaties in the U.S. and about Indigenous sovereignty movements to correct for past injustices. Read the American Indian Movement’s “Trail of Broken Treaties 20 Point Position Paper” **here**. Read about the Native Hawaiian sovereignty movement **here**. Read Suzan Shown Harjo’s ***Nation to Nation: Treaties Between the United States and American Indian Nations***.
- Read the **United Nations Declaration on the Rights of Indigenous Peoples**. The United States was one of four nations to vote against the declaration when it was first adopted in 2007. It was the last of the four to reverse that in 2010.
- Where can a Truth and Reconciliation process lead? Check out the **calls to action** that emerged from Canada’s commission.

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-
- Consider that the 2010 Census listed the percentage of urban Native people at 71%. Many Indigenous people are among those seeking or building community in cities.

BUILD RELATIONSHIPS AND TAKE ACTION

- Find out if there are active Native groups or organizations in or near your community. Learn about their work and see how you can support them.
- Be in touch with local Native community members to discern how best to introduce the practice of acknowledgment and explore how that might lead to further dialogue and collaboration.
- Look around and ask yourself: are there Native folks present at your events? On your team? On your board? If not, what would it take to begin building those relationships? How might you move from acknowledgment into relationship? If your role involves programming at a cultural or educational institution, how might you ensure that the programming itself represents a commitment to Native voices, stories, and perspectives?
- Follow Indigenous leadership on efforts to resist destruction of land and life. Read this powerful **call to action** from Indigenous Women Rising.

A FEW ORGANIZATIONS TO CHECK OUT:

- **Native Arts and Cultures Foundation.** Expose yourself to the work of Native artists, poets, musicians, authors, filmmakers working in community.
- **Indigenous Environmental Network**, “an alliance of Indigenous Peoples whose Shared Mission is to Protect the Sacredness of Earth Mother from contamination & exploitation by Respecting and Adhering to Indigenous Knowledge and Natural Law.”
- **National Congress of American Indians:** NCAI “founded in 1944, is the oldest, largest and most representative American Indian and Alaska Native organization serving the broad interests of tribal governments and communities.”
- **First People’s Fund** works to “honor and support the Collective Spirit® of First Peoples artists and culture bearers.”
- **Vision Maker Media** “empowers and engages Native People to tell stories.”
- **Cultural Survival** “advocates for Indigenous Peoples’ rights and supports Indigenous communities’ self-determination, cultures and political resilience.”
- **Endangered Language Alliance:** NYC-based organization that “documents and describes underdescribed and endangered languages, educating a larger public and collaborating with communities.”
- **Indian Country Media Network:** Source for Native news. On hiatus, but archive still accessible.

DOWNLOAD ART OR MAKE YOUR OWN!

Imagine going to a local coffee shop, music venue, grocery store, or even town hall, and finding a sign on the wall acknowledging traditional lands. Sound far-fetched? It doesn’t have to be! As part of this campaign to #HonorNativeLands, we partnered with several artists to create downloadable signs that you can customize and post in your community. Signs and posters are available for download from the **Honor Native Land Public Folder**.

You are also invited to make your own signs or posters. Consider partnering with local artists and a local printshop to make a customized set of acknowledgment posters for your community.

SPREAD THE WORD

Share the guide and call to action. In the **Honor Native Land Public Folder** there are sample social media posts, signs and other materials that you can use to spread the word about this campaign. Use the hashtag #HonorNativeLand.

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TAKE THE PLEDGE

We urge organizations, collectives, institutions, and agencies to publicly commit to practicing traditional Native land acknowledgment. To stand and be counted and to inspire others with your commitment, take the pledge [here](#).

ABOUT THE USDAC

The U.S. Department of Arts and Culture (USDAC) is a people-powered department—a grassroots action network inciting creativity and social imagination to shape a culture of empathy, equity, and belonging. Since 2014, the USDAC has engaged more than 25,000 artists, activists, and allies in 40+ states in arts-based dialogues and actions. By creating opportunities for learning, connection, and collective action at the local and national level, the USDAC works toward a society that affirms the right to culture; values each community's heritage, contributions, and aspirations; and dismantles all barriers to love and justice. For more information and to get involved visit: www.usdac.us.

BE IN TOUCH

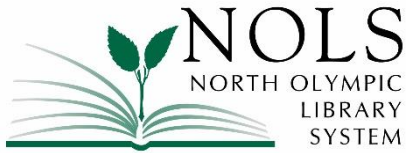
Did this guide inspire you to action? Do you already have stories of success or challenges implementing acknowledgment as a practice at your organization or institution? Do you want to strategize about how to spread the practice of acknowledgment in your region or create a campaign to introduce acknowledgment as official policy in your town or city?

We'd love to hear from you. Drop us a line at hello@usdac.us.



"Auto Immune Response" by William Wilson (Diné)

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Staff Report

Meeting Date: March 25, 2021
To: Library Board of Trustees
From: Noah Glaude, Library Director
Subject: Approval of Resolution 21-03-02: Authorizing an increase to the NOLS Merchant Account

Topic/Issue: An increase to the fund balance of the NOLS merchant account

Discussion: NOLS accepts online credit card payments for fees and donations. These funds are automatically deposited into the NOLS merchant account with First Federal Bank. The fixed balance of this account is set at \$200, which is designed to be only enough cash to pay the Library's monthly PayPal fee. Once per month, NOLS deposits any revenue received through this account to the Library's accounts held by the Clallam County Treasurer.

When a patron pays a fine for a lost item and then later finds the item, NOLS will issue a patron refund. Previously, all patron refunds were processed through the NOLS administration department and issued to the patron by check. Due to a recent update with the Library's Polaris software, patron refunds that were originally paid by credit card, are now being refunded directly from the NOLS Merchant Account. An increase to the fund balance of the Merchant Account from \$200 to \$1,000 would ensure that the account would not be overdrawn even if multiple patron refunds were issued within a similar time frame.

Policy considerations: Per [Policy 5.7: Cash Management](#) the NOLS Administration department maintains several imprest checking accounts for various operational functions. Board of Trustees approval is required to create or close these accounts and to increase or decrease the fund balance of a petty cash checking account.

Fiscal considerations: The fiscal impact of increasing the fund balance of the NOLS merchant account is not significant.

Recommendation/Alternatives: That the Library Board of Trustees approve an increase to the imprest amount in the NOLS merchant checking account from \$200 to \$1,000 to protect the Library from overdraft fees. Alternatively, the Board can vote to leave the funds unchanged or establish a different amount of funding.

Motion/Action: That the Library Board of Trustees approve Resolution 21-03-02 authorizing an increase to the imprest amount in the NOLS merchant checking account from \$200 to \$1,000.



Resolution 21-03-02
Library Board of Trustees
North Olympic Library System

Authorizing an increase to the NOLS Merchant Account

Whereas, an update to the Library’s Integrated Library System Software has indicated that a larger reserve in the NOLS Merchant Account is necessary to cover patron refunds issued automatically from the Merchant Account; and

Whereas, a larger reserve is necessary to protect the NOLS Merchant Account from overdraft charges;

Now therefore be it resolved: that the amount of imprest cash in the NOLS Merchant Account shall be increased from \$200 to \$1,000.

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 25th day of March 2021.

President

Trustee

Trustee

Trustee

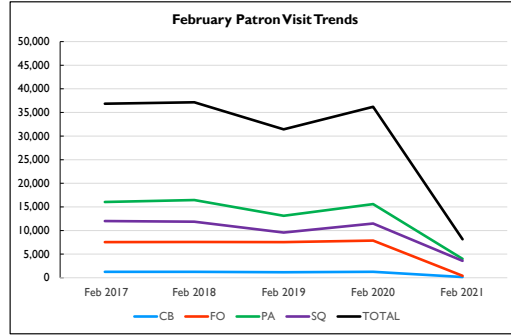
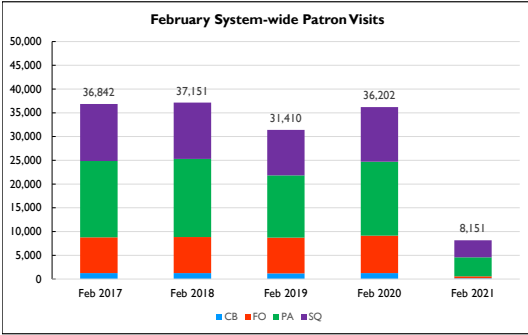
Trustee

Attested by:

Secretary to the Board

Patron Visits

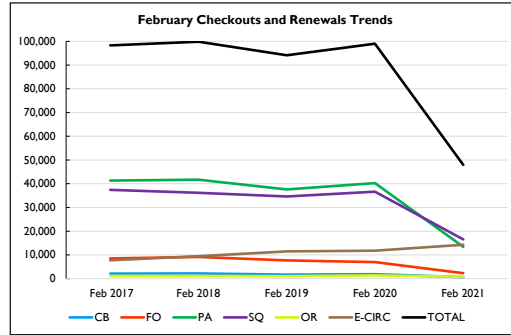
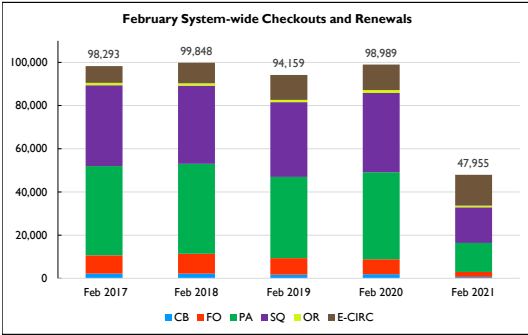
	2021	% of System
PA	4,001	49.1%
SQ	3,581	43.9%
FO	416	5.1%
CB	153	1.9%
Total	8,151	100.0%



* 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. □
 * Due to COVID-19, all NOLS facilities were closed to the public in February 2021.
 * Curbside service began in June 2020 and continued into February 2021. Each curbside interaction was counted as a patron visit. □

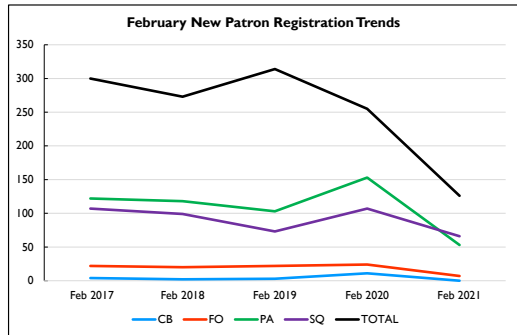
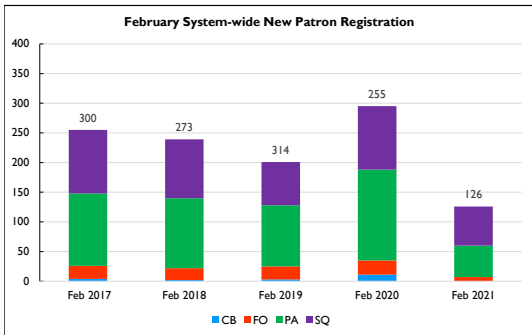
Checkouts & Renewals

	2021	% of System
PA	13,406	28.0%
Self	3%	
SQ	16,545	34.5%
Self	2%	
FO	2,303	4.8%
Self	1%	
CB	644	1.3%
OR	765	1.6%
E Circ	14,292	29.8%
Total	47,955	100.0%



* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □
 * In January 2020, inclement weather closed all NOLS locations for one full day and several partial days, and power outages closed the West End branches for several hours on two occasions.
 * Due to COVID-19, all NOLS facilities were closed to the public in February 2021.
 * Curbside service began in June 2020 and continued into February 2021. □

New Patron Registration		
	2021	% of System
PA	53	42.1%
SQ	66	52.4%
FO	7	5.6%
CB	0	0.0%
Total	126	100.0%



* In February 2019, a snow storm caused NOLS locations to close for three days and several partial days. □
 * Due to COVID-19, all NOLS facilities were closed to the public in February 2021.
 * Registration remained available through the Library's website.

Library Programs		
	Programs/Attendees	% of System
PA	0/0	0.00%
SQ	0/0	0.00%
FO	0/0	0.00%
CB	0/0	0.00%
Virtual	25/720	100%/100%
Total	25/720	100%/100%

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

Computer Prints Made		
	# of Prints	% of System
PA	1,061	77.7%
SQ	0	0.0%
FO	219	16.0%
CB	85	6.2%
Total	1,365	100.0%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	0	0.0%
SQ	0	0.0%
FO	0	0.0%
CB	0	0.0%
Total	0	0.0%

*Only Curbside Printing available. Patrons limited to 25 free pages per day.

Wi-Fi Access	
System-wide Total	3,418

Laptop Checkouts		
	# of Checkouts	% of System
PA	12	54.5%
SQ	5	22.7%
FO	2	9.1%
CB	3	13.6%
Total	22	100.0%

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

Website Visits	
From outside the Library	17,685
From inside the Library	760
Avg. # of pages visited	2

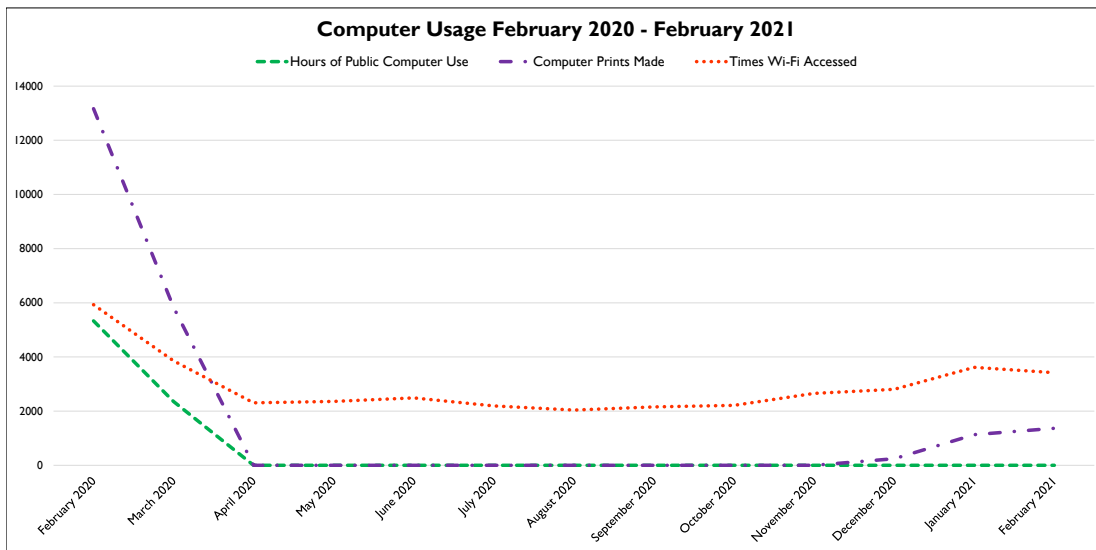
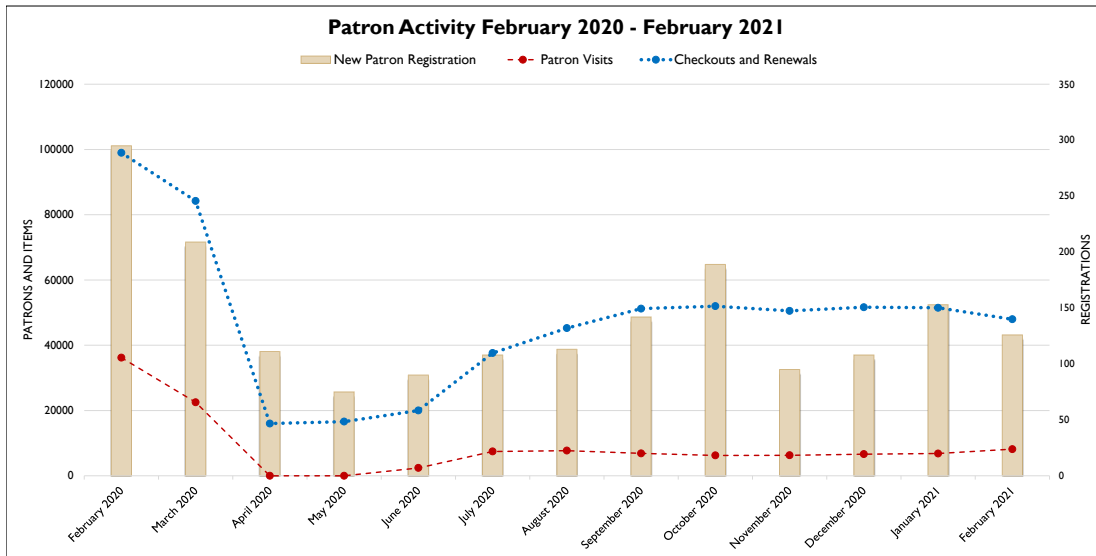
Holds		
	Requests Fulfilled	Avg Days to Fill
PA	7139	16.83
SQ	9443	17.17
FO	1044	13.48
CB	268	18.76
OR	5530	21.85
Total	13317	16.83

Outreach Services	
Deliveries to the Homebound	110
New Patrons w/ Delivery Services	3

Interlibrary Loan Services	
Items borrowed from other libraries	113
Items loaned to other libraries	62

Interlibrary Loan Services	
Items borrowed from other libraries	113
Items loaned to other libraries	62

Read & Return and Program/Outreach Distributions	
Tiny Olympic Libraries (CB, FO, PA, SQ)	364
Read & Ride (Ctalam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	34
Community Outreach Events	0
Total	398



Significant Events During the Past 13 Months:

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 locations were closed a full day and several partial days

February 2020 - Tax season begins

March 2020 - All NOLS locations close March 17 through the end of the month due to COVID-19

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

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

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

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

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

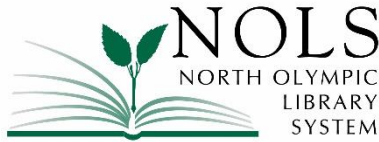
October 2020 - All branches closed one day for an All Staff Training Day.

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

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

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

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



Monthly Activity Report

Meeting Date: March 25, 2021
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for February 2021

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

A major highlight in February brought (masked) smiles to many when NOLS opened the doors to in-library service at all four branches for the first time in almost a year. The soft rollout at the end of the month garnered much praise from library patrons. Masked patrons can now browse for material during short visits between 2pm and 6pm on Tuesdays and Thursdays, and between 10am and 1pm on Saturdays at Port Angeles, Sequim, and Forks branches. Clallam Bay in-library service hours are 2pm to 6pm Mondays and Wednesdays, and 10am to 1pm on Fridays.

One of the most popular Take & Make kits so far, Valentine kits were made available in early February. Within a few short days, 300 kits were distributed throughout the community with patrons calling to ask if there were more available. Each kit included cards, envelopes, stickers, and more. Participating patrons simply provided imagination and glue.

Also inspired by Valentine's Day, the winter Trivia Nights series concluded in February with the theme Romance Books and Movies. The program was particularly well attended with 60 people vying for top honors after the program was picked up by several national podcasts and romance readers from across the country.



(left) Wicked Wallflowers Podcast, shared by NYT bestselling author Sarah MacLean
(above) Linda, round 1 winner, shared an animated gif to celebrate

Throughout the month, older adults were invited to take part in Aging Mastery®. The program involves Starter Kits developed and provided by the National Council on Aging (NCOA) and a series of weekly discussions based on six dimensions of aging well: Gratitude and Mindfulness, Health and Wellbeing, Finance and Future Planning, Connections and Community, Learning and Creativity, and Legacy and Purpose. The self-paced kits help older adults take small steps to improve their health and quality of life. It includes a book, exercise DVDs, activity cards, and a weekly check-in notepad. Participants do not need a computer to use the materials. Around 20 committed individuals joined the weekly Zoom discussions in February with more dropping in on the occasional discussion or simply participating by collecting and using a Starter Kit on their own. At the end of the first discussion moderated by Outreach Library Services Specialist Cheryl Martin and Customer Service Specialist Leslie Briggance, a patron commented, “Thanks to you both for a great first session. I really enjoyed it and look forward to the coming weeks!” Due to the popularity of the program, a second series of discussions will begin in mid-April with kits available while supplies last.



Other virtual events during the month of February included:

- Children’s musician Jazy Ash and the Leaping Lizards – 6 participants plus dozens more views following the program
- CreativiTea: Paper Quilling – 58 participants
- Craft and Chat – 15 participants at 4 events
- Battle of the Books discussion: *The Season of Styx Malone* by Kekla Magoon – 10 participants

- Words Matter Tween Book Group reading *Harbor Me* by Jacqueline Woodson – 5 participants
- NOLS Teens Read Book Group reading *All American Boys* by Jason Reynolds – 1 participant
- Novel Conversations Book Group reading *A Reliable Wife* by Robert Goolrick – 11 participants
- Second Saturday Book Group reading *Harry's Trees* by Jon Cohen – 6 participants
- Second Tuesday Book Group reading *There, There* by Tommy Orange – 9 participants
- Wednesday Evening Book Group reading *Belonging* by Nora Krug – 3 participants
- Weekly Storytimes – 52 participants at 4 events

New staff from across NOLS joined in a round of NOLS U training running from early February to late March. Pre-pandemic, new staff would travel to the Port Angeles Main Library for three full days of training on topics such as Intellectual Freedom, Readers Advisory, Responding to Disruptive Events, and more. This year, the sessions were broken down into smaller chunks and offered each Wednesday to avoid fatigue associated with extended hours spent in virtual meetings. Trainers included Director Noah Glaude, Sequim Branch Manager Emily Sly, PA Library Operations Manager Jina Felton, Tech Services Manager Erin Shield, IT Manager Shane Miller, IT Specialist Sarah Goff, Librarians Sarah Morrison and Danielle Lepping, and Youth Services Librarians Jennifer Knight and Mary Givins. Attendees included Shipment Operations Specialists Adam Krey and Dayna Page; Customer Service Specialists Beau Eveslage, Dianne Bates, Ellen Schvetz, Kristin Overbey, and Mary Traudt; West End Branch Manager Troi Gale; and IT Manager Shane Miller.

Sequim Branch Library

Emily Sly, Library Manager

The soft rollout of reopening the library to the public was the highlight of February. The physical space constraints in Sequim have been a challenge, to say the least. Overall, the soft opening went well and provided a chance to fine-tune the details, make changes and adapt to create a better system for both patrons and staff. Ultimately, we've had to accept that there are certain limitations in Sequim that cannot be resolved without major infrastructure changes. The staff in Sequim are nimble, good problem-solvers and keep positive, while adapting to the challenges specific to the facility. Patrons responded with surprise and delight when offered the opportunity to step inside the library again. Welcoming the public back into the building has been an excellent experience, due in large part to advance planning and involvement of all staff in the rollout process.

Like all NOLS facilities, the Sequim Branch was closed on February 13 due to snow.

CSS2s Ellen and Beau have been attending NOLS U - the training program for new NOLS employees. Emily and Erin co-lead a training on Customer Service.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

Patrons continue to become more aware of the services that have been gradually added back over the course of the last year. The West End branches continued to experience positive feedback for providing curbside services, virtual programs, and physical offerings like 'Take & Makes.' Patrons are quick to highlight that we are the only entity providing services like these on the West End.

During February, the West End experienced a beautiful snowstorm. Due to the inclement weather, the Forks Library was closed on February 13.

In better news, the West End branches opened for in-library Grab & Go services on February 26. Patrons were so excited to be welcomed back inside the library. Even with the hiccups of some technology issues regarding the self-checkout station and the cash register in Forks going down, staff were incredibly excited to witness the joy on people's faces. At least two people danced through the door of the Forks Library on that first day of having in-library services. Patrons are very accepting of the regulations that NOLS must follow to comply with state guidance as well as keep NOLS staff and the community safe.



Forks Reopening Set-up

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

Jennifer L. has continued to commit herself to providing virtual storytimes for children residing on the West End. In February, there were fifty-five total participants for the five programs offered to West End children. Additionally, Jennifer L. has continued to maintain the Teen Lit Bag program system-wide, a monthly subscription for teens to receive two library books and a few small goodies. Jennifer offered 43 Teen Lit Bags in the second month; an increase by 20 bags! As of February 28, there were 46 people registered to receive the March Teen Lit Bag.

Facilities Department

Brian Phillips, Facilities Manager

I am very pleased to announce that NOLS has hired Steve Teufert to fill our vacant full-time, Port Angeles-based Facilities Tech 2 position. Steve brings a lot skill and experience to the job, having worked for many years with gas powered equipment and electronics, and having performed remodeling and grounds keeping work, as well. Welcome to NOLS, Steve!

Port Angeles Library: Installed new air conditioner for server room; assessed parking lot driveway condition with engineering services; helped with re-opening preparations; replenished first aid kit supplies; replaced soffit light bulbs; replaced breakroom garbage disposal; removed graffiti; patched and repainted interior wall dings; replaced overhead lamps and ballasts; checked emergency lights; started spreading wood chip mulch in the landscape; snow removal and de-icing.

Sequim Library: Replaced alarm system battery; built shelf for totes; built and installed more plastic barriers; changed HVAC filters; replaced AED electrodes; installed new first aid kits; removed bike racks from front entrance to make room for service table; replaced TOL door knob; de-iced parking lot.

Forks Library: Cleaned carpets; installed chime and signage for service window; washed windows; added more flashlights for emergency use; cleaned out drain pipes; replaced worn carpet tiles; weeded flower boxes; checked emergency lights; replaced AED electrodes; de-iced parking lot.

Clallam Bay: Cleaned carpets; cleaned air handler outside air intakes and changed filters; replaced AED electrodes and battery; checked emergency lights; snow removal and de-icing lot.

Other: Recruitment, orientation and training for Steve; bookmobile bids review and planning next steps; Brian initiated NOLS' involvement with the State of WA's Energy Program (more to come on this project at a later date); staff reviewed position descriptions; serviced vacuum; vehicles were washed.

Outreach to Homebound Program

Cheryl Martin, Outreach Library Services Specialist

During the month of February, 96 deliveries were made to homebound patrons and 3 new patrons registered for outreach services. Jan, Adam, Dayna and Cheryl coordinated 11 delivery routes. 5 patrons in Port Angeles, 1 patron in Sequim, and one facility serving 8 residents had materials picked up at the branch. Cheryl continues to get to know the patrons and is really enjoying providing this service to NOLS patrons and Clallam County Residents. Outreach was also able to provide donated and discarded books to the Clallam County Jail for inmate use, which was done pre-pandemic by Debbie.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

February was another productive month for the IT team. We continued to focus on network security, server maintenance, cleanup, upgrades, staff support, and we worked to help prepare the technical equipment, workstations, library catalogs, and self-checkout stations for the in-library reopening phase. In addition to the Public Restart Committee, the IT team contributed to multiple work groups and projects, including the Online Resources Team, Polaris Team, All Staff Day Planning Team, Beanstack Team, Sustainability Team, and the Disaster Response Team.

In February, the IT team prepared for and gave a new employee computer orientation for two new NOLS employees, Steve Teufert in Facilities and Karen Rasler in Administration. The work included the creation of new NOLS accounts, followed by a brief introduction to NOLS security and safety practices. During the training, we highlighted computer programs and web properties, including Microsoft Teams, Outlook, StaffNet and the basic work processes needed to use a NOLS account.

The Web Team worked to update the web form submission process for the Ask NOLS web form and also completed projects on a new Black History Month book carousel for kids and a Spanish language book carousel recommendation list. The team completed yearly updates for the tax information page and created a custom icon guide for Polaris to help support the March upgrade and to facilitate future evaluation of the Public Access Catalog icons for possible customizations and changes.

A draft Land Acknowledgment web page was created to acknowledge the colonized homelands of Indigenous Peoples, which included a collection of Native American resources and links for the Sovereign Nations of the Olympic Peninsula. The Web Team also worked on a group of updates for the web alerts and the public restart page to announce the March 1 reopening phase.

The IT team contributed to the Beanstack team, which is working to prepare for the upcoming Summer Reading Challenge and events. Work was completed on the NOLS Beanstack

registration page and the team attended a quarterly meeting with our Beanstack representative. We also started the process of archiving and moving important documentation from the current installation of StaffNet with a long-term goal of upgrading and improving the NOLS intranet.

Training materials were created for staff to help better leverage the capabilities within Microsoft Teams. The documents included info on how to use Breakout Rooms in Teams, how to update and navigate the notifications settings in Teams, how to manage your sound and video devices, and what steps to take when being prompted with various Teams alerts. Training documentation was also created to help organize the annual IT inventory process. This included information on the staff inventory, along with the IT server room storage and organization.

In preparation for opening to in-person browsing, the Sequim branch requested that IT move some computers for them. The two self-checkout stations were moved to allow for better social distancing, an iPad catalog station was replaced with full computer system, and new mobile laptop workstation was set up in the holds pick-up area. Further changes were also made in Forks and at the PA branch as we continued to re-evaluate potential traffic flows and social distancing for staff and patrons.

Because of all the equipment moves necessitated by the reconfigurations for public access, IT developed new processes to better track and account for the gear in its new locations. IT also requested quotes for new printers as we are aware that many printers throughout the system are nearing end of service, and repair parts are no longer available for some of these older printers. We are evaluating cost and performance benefits of a leasing option compared to the old purchasing method.

As part of NOLS U, Sarah Goff gave a training on Leap, the web interface for the Polaris ILS to employees hired in the last year.

Forks saw a clean-up of the server closet, with IT removing and surplussing several pieces of outdated networking equipment. This included mapping Ethernet port locations throughout the building and updating documentation. Public computer functions were also tested and adjusted in preparation of branches reopening for the public with the assistance of customer service staff.

IT worked with Facilities as Facilities installed a replacement server room HVAC system on an expedited basis, after the previous system failed. The new system ensures adequate cooling and safe operation of the IT server room.

Technical Services Department

Erin Shield, Technical Services Manager

February was a busy month with lots of meetings and trainings. Dayna and Adam participated in NOLS U sessions. Interlibrary loan workflow continues to be integrated into Technical

Services. New procedures are being drafted and perfected. Procedures for each function in the department will be reviewed over the next several months.

948 physical items were processed and available for customers in the month of February. 783 downloadable titles were added. 91 print materials were repaired. 145 media items were resurfaced or repaired to extend their lives. 14 physical donations were made and added to the collection in February. 696 totes were moved between all NOLS' branches.

Wendy worked 9 hours in Outreach. Susan attended a Collection Management Team meeting. Cindy spent 5 hours on Web Team responsibilities. Erin attended Management Team meetings, Collection Management Team, bookmobile, SQ project planning, LinkedIn Learning, E-Resources, Puget Sound Collection Management, and Polaris Team meetings. She also co-hosted (with Emily) a Customer Service training to new staff as part of NOLS U and participated in a custom training via Polaris.

Dayna reported that a knob was missing from the Sequim Tiny Olympic Library. Facilities had a replacement knob on hand, but as it turns out there was no need. The next time she showed up a new knob was already in place:



Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Administrative Operations Assistant – ADM
- Facilities Technician 2 – FAC

New Hires:

- Steve Teufert – Facilities Technician 2 – FAC

Separations:

- Shelby Eggert – On-Call Circulation Assistant – PA

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in Management Team Meetings, Admin Team Meetings, All Staff Meeting, AOA Applicant Interviews and AOA Applicant Selection Meetings in February.

Accounting Statistics for February:

- 102 Vouchers
- 99 CC Transactions
- 5 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 63 Payroll Pays

Public Communications

Kate Radigan, Public Communications Coordinator

- 4 news releases sent and an *Off the Shelf* article
- 2021 NOLS services survey was run
- Attended (virtually) Library Marketing and Communications Conference- about 3 days worth of educational seminars as well as feedback and idea and experience-sharing from colleagues nationwide.
- Attended ALA Connect session on Sustainable Development

Director's Report

Noah Glaude, Director

Significant meetings/events and projects this month:

- Responding to COVID-related issues and preparing to offer in-library use
- Coordinating Library's response to inclement weather
- Implementing new emergency contact system for staff
- Reviewing bookmobile bids
- Starting Position Description Review Project

- Administrative Operations Assistant I recruitment activities
- Leading NOLS U. training on intellectual freedom
- All Staff Meeting
- Meeting with equity, diversity and inclusion consultant
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings



Customer Comments

February 2021

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

RECEIVED BY E-MAIL

Comment:

In the opening page of your website, you have categories of new arrivals. Would it be possible for you to separate the music CDs from the audiobook CDs? It would make browsing much easier.

Thank you for all you do for the community!!

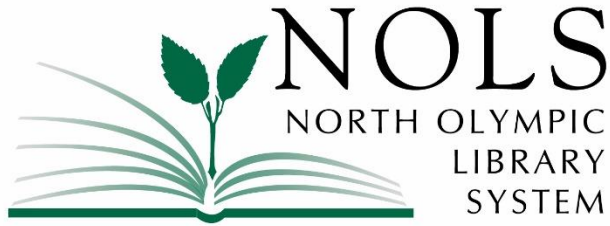
Response:

Thank you for the suggestion. Unfortunately, the software used to create the lists have some limitations. All of the new material lists are automatically generated. Staff cannot edit the new material lists – the lists can only be enabled or disabled on the catalog homepage. Staff can create custom lists, such as the staff picks or themed lists you see at the top of the catalog page, but because these lists need to be created manually, it's not a practical option for new materials which are constantly added.

NOLS is very aware of these catalog browsing limitations and has plans to address them. To improve accessibility, usability and functionality, new catalog software has been budgeted for in 2021. At this time, an exact timeline is not available for when the transition to the new software will be made – a request for bids needs to be conducted first – but we're confident significant improvements will be made to the catalog browsing experience later this year.

In the meantime, here is an alternative way to browse new CDs material:

1. In the catalog search bar, enter an asterisk (*) and press enter. This search will display every item in the catalog.
2. Next, click on "More Search Options" and a window with several options will appear.
3. Under the Collections heading, select what library collections you would like to browse. You can select "New Compact Disc" or "New Talking Books."
4. After you have selected your preferred options, press "Set Search Options" and your search results will be refined for easier browsing.



2021 Highlight Log (February 2021)

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

2/1/2021 – Port Angeles

From an Outreach patron: "I love what you are doing with bringing us books to read. I want to tell you how wonderful the book 'The Great Alone' was."

2/2/2021 – Port Angeles

On an item request form: "Thank you for all you do to keep us enjoying books during this pandemic."

2/3/2021 – NOLS

One of the patrons at last night's Creativitea sent the following email: "Quilling looks so easy, yet my lines were anything but smooth curves. And my scrolls weren't even in how they unrolled. But I'm bitten by the bug and intend to get a bit deeper into it. My friend told me about the class. I wonder how well her projects turned out. I imagine we'll get a good laugh out of them. My husband liked the coffee cup; I haven't shown him the heart because I'm saving that for February 14."

2/16/2021 – Port Angeles

After helping a patron with a reference question, she replied to say thanks and mentioned she recently made a donation to show her appreciation. She also said, "The Sequim library needs a big thank you as they are always there at the curb with smiles."

2/18/2021 – Port Angeles

While hearing that a regular patron passed away is not a highlight, the patron's daughter wished to pass on her thanks for everything the library does. She said her Dad had been fond of the library and had expressed his appreciation multiple times for book recommendations he received from staff.

2/18/2021 – NOLS

The 6-week Aging Mastery book discussion launched this morning with 20 participants. It went well and we received an email from a participant after the session: "Thanks to you both for a great first session. I really enjoyed it and look forward to the coming weeks! Librarians ROCK!!!"

2/18/2021 – Port Angeles

There was a note left from an Outreach patron on her book bag returns "Thank You (heart drawn) For All You Do- I am praying for Peace & Good Health" and she again thanked me in person and said she is grateful for this service and everything NOLS does!

2/24/2021 – Port Angeles

The ILL team could not get an item for a patron. Here was her response: "THANK YOU ALL for your time. I appreciate it." Pretty nice for not being able to fulfill her request. :)

2/25/2021 – Port Angeles

The first patron to enter the PA building today (after nearly a year) was surprised and as excited as staff were. Full of positive remarks, including "well, I came to pick up my prints, but that's boring-- I'm going to BROWSE!". He was a great model patron following all the signs and leaving with 3 books in hand and said "This is great! Well thought out setup and great customer service as always! You're going to have great success with this!"

I also overheard the second official patron, standing in the middle of the living room and looking around, say to themselves "Wow, I guess I'm going to have to read more books!"

A much-needed uplift to be able to interact with the public again, even for a short time. Kudos to everyone who has been working so hard on putting this new system together.

2/26/2021 – Port Angeles

Tonight's Romance-themed Virtual Trivia was picked up by several groups online, including at least 2 podcasts and some twitter groups. We had a record turnout, including a lot of attendees from the East Coast who stayed up past midnight to participate. One attendee was New York Times bestselling author Sarah MacLean-- and one of her books was featured in a question in round 2!