



Board of Trustees Regular Meeting
Thursday, January 28, 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, the following will be in effect at the January 28, 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/.

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 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 November 19, 2020
Approval of minutes for special meeting of December 14, 2020
4. Communications

5. Presentation - Ascending Leadership will discuss the diversity, equity and inclusion work NOLS has contracted them to complete in 2021.
6. Public comments
7. Financial reports: November 2020; December 2020
8. Approval of vouchers: November 2020; December 2020
9. Unfinished business
None
10. New business
 - N.1. Approval of the 2021 Capital Budget
 - N.2. End-of-year/Start-of-year fiscal reconciliation
 - N.3. Approval of Resolution 21-01-01: Authorizing staff to transfer funds
 - N.4. Approval of holiday early closure for New Year's Eve 2021
 - N.5. Approval of All Staff Training Day closures for 2021
 - N.6. Verbal update and discussion regarding NOLS' COVID-19 response
 - N.7. Verbal update regarding NOLS' involvement in Dolly Parton's Imagination Library
11. Reports
 - R.1. Monthly Statistics Reports: November 2020; December 2020
 - R.2. 2020 Annual Statistics Report
 - R.3. Monthly Activity Reports: November 2020; December 2020
 - R.4. Customer Comments: November and December 2020
 - R.5. Highlight Log: November and December 2020
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, February 25, 2021 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.
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

Date	Time		Location
Thursday, February 25, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, March 25, 2021	5:30pm	Regular meeting	Forks Branch Library
Thursday, April 22, 2021	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, May 27, 2021	5:30pm	Regular meeting	Sequim Branch Library
Thursday, June 24, 2021	5:30pm	Regular meeting	Port Angeles Main Library
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

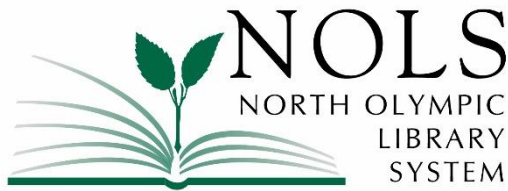
Note: no regular Board meetings scheduled in July or December.

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

Governor Inslee issued Proclamation [20-28.13](#) on November 12, 2020, 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 20-28.13, the following will be in effect at the November 19, 2020 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, and Suzi Ure. Library staff present: Director Noah Glaude, Administrative Operations Assistant Shaina Rajala. Visitors present: Myrna with the Friends of the Library.
 2. Approval of agenda
Motion by Ms. Gordon to approve agenda as presented. Motion seconded by Mr. Urnes. Motion carried.
 3. Approval of minutes for regular meeting of October 22, 2020
Motion by Mr. Urnes to approve the minutes from the October 22, 2020 meeting. Motion seconded by Ms. Gordon. Motion carried.

Approval of minutes for special meeting of October 29, 2020
Motion by Ms. Gordon to approve the minutes from the October 29, 2020 meeting. Motion seconded by Mr. Urnes. Motion carried.
 4. Communications **None.**

5. Public Comments

6. Financial report: October 2020

The financial reports for October 2020 were accepted as presented.

7. Approval of vouchers: October 2020

Motion by Ms. Gordon to approve the October 2020 vouchers, numbered #842 through #946, in the amount of \$409,059.42 Motion seconded by Mr. Urnes. Motion carried.

8. Unfinished business *None.*

9. New business

N.1. Verbal update and discussion regarding NOLS' Restart Plan

N.2. Review and discussion of proposed 2021 Operating Budget

N.3. Public Hearing on the proposed 2021 Operating Budget

The Chair announced the second public hearing on the 2021 operating budget. There were no public comments. The Chair then closed the public hearing and brought the discussion back to the Board.

Motion by Mr. Urnes to adopt the 2021 operating budget in the amount of \$5,106,748 as presented. Motion seconded by Ms. Ure. Motion carried.

N.4. Approval of Resolution 20-11-06: Authorizing levy for 2021

Motion by Ms. Ure to adopt Resolution 20-11-06 authorizing the levy for 2021. Motion seconded by Ms. Gordon. Motion carried.

N.5. Approval of Resolution 20-11-07: Declaring Substantial Need

Motion by Ms. Gordon to adopt Resolution 20-11-07 declaring substantial need. Motion seconded by Ms. Ure. Motion carried.

10. Reports

R.1. Monthly statistics reports: October 2020

R.2. Monthly activity reports: October 2020

R.3. Customer Comments: October 2020

R.4. Highlight log: October 2020

All reports were accepted as presented.

11. Public Comments

12. Trustee comments

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

13. Next special meeting: 5:30pm, Thursday, December 10, 2020 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.

Next regular meeting: 5:30pm, Thursday, January 28, 2021 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.

14. Agenda items for next meeting: Policy updates regarding printing fees, credit card use, and online signatures.

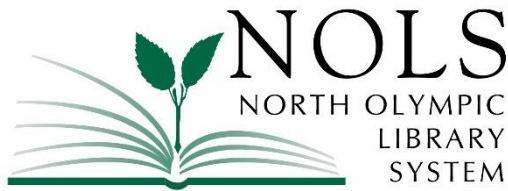
15. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:41pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



MINUTES

PANDEMIC RESPONSE

Governor Inslee issued [Proclamation 20-28.14](#) on December 8, 2020, 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 20-28.14, the following will be in effect at the December 14, 2020 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. All participants were present by teleconference. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, and Suzi Ure. Library staff present: Director Noah Glaude and Administrative Operations Assistant Shaina Rajala.

2. Approval of agenda

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

3. Public Comments

4. New business

N.1. Approval of revisions to Policy 3.2: Borrowing Privileges

Motion by Ms. Ure to approve revisions to Policy 3.2. Motion seconded by Ms. Gordon. Motion carried.

N.2. Approval of revisions to Policy 3.3: Circulation of Special Collections

Motion by Ms. Ure to approve revisions to Policy 3.3. Motion seconded by Ms. Gordon. Motion carried.

N.3. Approval of revisions to Policy 4.2: Fees and Charges

Motion by Ms. Ure to approve revisions to Policy 4.2. Motion seconded by Ms. Gordon. Motion carried.

N.4. Approval of revisions to Policy 5.6: Credit Cards

Motion by Ms. Ure to approve revisions to Policy 5.6, as amended. Motion seconded by Mr. Urnes. Motion carried.

N.5. Approval of revisions to Policy HR2.4: Working in the United States

Motion by Ms. Ure to approve revisions to Policy HR 2.4. Motion seconded by Mr. Urnes. Motion carried.

N.6. Approval of revisions to HR10.2: Work Schedules and Relief Periods

Motion by Ms. Ure to approve revisions to Policy HR 10.2. Motion seconded by Mr. Urnes. Motion carried.

N.7. Adoption of Resolution 20-12-08: Electronic Signatures

Motion by Ms. Gordon to approve adoption of Resolution 20-12-08. Motion seconded by Ms. Ure. Motion carried.

N.8. Approval of the creation of Policy 5.16: Electronic Signatures

Motion by Mr. Urnes to approve the creation of Policy 5.16. Motion seconded by Ms. Gordon. Motion carried.

N.9. Adoption of Resolution 20-12-09: Honoring Suzi Ure for her Service to the Library and Community

Motion by Mr. Urnes to approve adoption of Resolution 20-12-09. Motion seconded by Ms. Gordon. Motion carried.

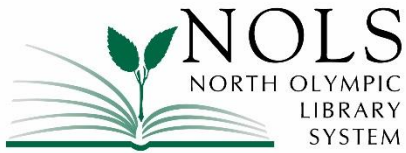
5. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:27pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: January 28, 2021
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for November 2020

Topic/Issue: Informational comments on monthly financial reports.

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

Discussion:

Revenues: The interest earned on Investment Pool Fund funds for November was \$1,240. The current interest rate for the Investment Pool is 0.2061%.

Expenditures: Repair and Maintenance includes \$48,022 for the annual Polaris Maintenance, \$5,222 for the PA parking drain basin pumping, and \$4,046 for the annual maintenance fee for the Barracuda E-Mail Security Gateway. There were various other smaller projects included in the \$65,095 total. This category is at 90.8% of the 2020 Budget amount, which is within the expected range for this time of year.

Machinery and Equipment includes \$3,285 for the Forks and PA walk up windows, \$4,784 in curbside structures for curbside pickup, and \$6,772 for a variety of IT projects.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$213,057 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in November are \$262,666.

Of the \$213,057 in electronic transfers, \$89 was paid to the DOR for Sales and Use Tax. See Voucher 991.

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



Revenue Report

November 30, 2020

Operating Revenue				11/12ths is	91.7%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,333,000	217,120	4,301,380	31,620	99.3
<i>Intergovernmental Revenues</i>	-	-	133	(133)	-
<i>Goods and Services</i>	26,575	11	8,085	18,490	30.4
<i>Library Fees</i>	25,500	657	5,144	20,356	20.2
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	69,500	1,240	44,818	24,682	64.5
Investment Interest (net of fees)	-	-	17,128	-	-
Facilities Leases (Short Term)	4,600	-	830	3,770	18.0
Private Grants and Donations	84,550	1	76,001	8,549	89.9
Other Miscellaneous Revenue	42,400	639	2,904	39,496	6.8
<i>Total Miscellaneous Revenues</i>	201,050	1,880	141,681	59,369	70.5
<i>Nonrevenues (excise taxes)</i>	2,040	-	440	1,600	21.6
<i>Transfers In</i>	369,685	-	-	369,685	-
Total Operating Revenue	4,957,850	219,668	4,456,863	500,988	89.9
Capital Revenue					
<i>Timber Revenues (received in 2020)</i>	-	4,371	283,411	-	-
Total Capital Revenue	-	4,371	283,411	-	-
Grand Total Revenues		224,038	4,740,274		



Expenditure Report

November 30, 2020

				11/12ths is	91.7%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,537,880	185,581	2,126,971	410,909	83.8
Benefits	1,099,703	77,085	873,045	226,658	79.4
Total Personnel	3,637,583	262,666	3,000,016	637,567	82.5
<i>Supplies</i>					
Supplies, Office and Operating	125,125	6,342	68,680	56,445	54.9
Fuel	11,600	569	3,921	7,680	33.8
Merchandise for resale	2,200	-	32	2,169	1.4
Collection Materials	481,460	34,011	300,207	181,253	62.4
Small Tools/Equip (<\$200)	1,500	-	2,047	(547)	136.5
Total Supplies	621,885	40,921	374,885	247,000	60.3
<i>Services</i>					
Professional Services	213,500	9,871	102,326	111,174	47.9
Communication	124,185	13,760	66,943	57,242	53.9
Travel	27,450	-	7,273	20,177	26.5
Taxes and Operating Assessments	2,750	-	3,254	(504)	118.3
Operating Rentals and Leases	765	-	190	575	24.8
Insurance	78,900	-	72,953	5,947	92.5
Public Utilities	100,037	7,028	75,382	24,655	75.4
Repair and Maintenance	116,340	65,095	105,610	10,730	90.8
Miscellaneous Services	15,675	1,891	12,359	3,316	78.8
Total Services	679,602	97,645	446,291	233,311	65.7
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>-</i>	<i>2,308</i>	<i>14,432</i>	<i>13.8</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>2,040</i>	<i>-</i>	<i>567</i>	<i>1,473</i>	<i>27.8</i>
Total Operating Expenditures	4,957,850	401,232	3,824,067	1,133,783	77.1

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	34,700	3,285	21,178	13,522	61.0
Other Improvements	90,100	4,784	4,784	85,316	5.3
Machinery & Equipment	222,650	8,335	94,329	128,321	42.4
Total Capital Outlays	347,450	16,404	120,290	227,160	34.6
Grand Total All Expenditures	5,305,300	417,636	3,944,357	1,360,943	74.3



Account Balances

November 30, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	2,802,222	-	4,371	-	2,806,592
Operating Reserve ⁽³⁾	1,159,544	-	-	-	1,159,544
Technology Reserve ⁽⁴⁾	115,000	-	-	-	115,000
PA Capital Reserve ⁽⁵⁾	138,619	-	-	1,956	136,663
Capital Budget - 2020 ⁽⁵⁾	155,566	-	-	14,448	141,118
<i>Total Board Designated Accounts</i>	5,677,970	-	4,371	16,404	5,665,936
<i>Grants and Donations</i>					
NOLS Donations Fund	71,537	-	0	371	71,167
NOLS Materials Fund	16,977	-	-	329	16,648
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	2,031	-	-	674	1,357
Port Angeles Donations Fund	5,362	-	1	-	5,363
Port Angeles Friends Donations	30,370	-	-	-	30,370
Sequim Donations Fund	48,282	-	-	49	48,233
Sequim Friends Donations	21,234	-	-	-	21,234
Forks Donations Fund	1,673	-	-	-	1,673
Forks Friends Donations	413	-	-	-	413
Clallam Bay Donations Fund	6,881	-	-	-	6,881
Clallam Bay Friends Donations	681	-	-	-	681
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	451,617	-	1	1,423	450,196
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,132,249	-	4,372	17,827	6,118,794
<i>Undesignated Cash Operating Funds</i>	1,769,822	831,980			2,601,802
Total WA State Local Investment Pool	7,902,071	831,980	4,372	17,827	8,720,596

Notes:

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



Account Balances

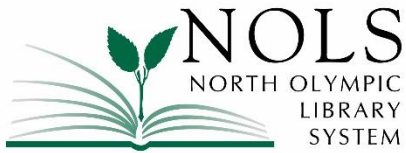
November 30, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁶⁾	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁶⁾	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,278,889	-	-	-	1,278,889
Total Investments	9,180,960	831,980	4,372	17,827	9,999,484
Cash					
Cash Operating Funds					
Cash held by County Treasurer	1,012,123	(1,012,123)			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	142	-	142	6,000
Payroll Account (US Bank 1301)	200	-	213,057	213,057	200
Merchant Account (FF 7401)	200	(1,001)	1,144	143	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	(859)	214,201	213,342	6,850
Total Cash	1,018,973	(1,012,982)	214,201	213,342	6,850
Total Cash and Investments	10,199,933	(181,002)	218,573	231,169	10,006,334

Notes:

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

(7) Bequests designated for specific use by donor.



Staff Report

Meeting Date: January 28, 2021
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for December 2020

Topic/Issue: Informational comments on monthly financial reports.

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

Discussion:

Revenues: NOLS portion of interest earned on the County Investment Pool for December was \$2,341. The interest rate for the pool was 0.1620% for November and 0.1526% for December. Interest earned on pool funds is posted the month after it is earned with the exception of December. At the end of the year in December, the interest earnings for November and December are posted together. NOLS portion of the January County Investment Pool Fund interest will be posted in February. The interest rate on pool funds is not expected to increase for the foreseeable future. At the end of December NOLS had \$8,376,912 in the pool fund.

Other Miscellaneous Revenue of \$31,009 includes \$19,997 E-Rate reimbursement, Internet HotSpot Grant of \$8,000, and COVID PPE Grant of \$3,000.

Timber Revenue received in 2020 is \$363,989. Timber Revenue in one year is used to fund the following year's Capital Budget.

Expenditures: Salaries and Wages includes \$18,194 in Board approved Vacation Payouts. Ten employees qualified for this payout. Total Personnel costs are 90.7% of budget for 2020.

Although Collection Materials is well within the 2020 Budget at 86.7%, the monthly amount of \$117,016 is higher than the monthly average as December includes payments for Hoopla, Ancestry Library, Novelist and the annual payment to the Secretary of State for the Washington Digital Learning Commons, or Anytime Library.

Communication includes \$37,622 in payments to CenturyLink for the undisputed amounts for services from July 2019 through October 2020. These payments are for the Clallam Bay

Fiber, Data and T01 services. Charges for these services increased significantly above contracted rates in 2019.

Account Balances: The NOLS Virtual Programming Fund increased by \$10,000 which was donated by and transferred from the Port Angeles Friends of the Library, and the Friends of the Sequim Library. Thank you Friends!

Payroll Account (US Bank 1301) shows expenses and reimbursements of \$235,220 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in December are \$298,560.

Of the \$235,220 in electronic transfers, \$13 was paid to the Department of Licensing for driving record requests (Voucher 1106), and \$76 was paid to the DOR for Sales and Use Tax (Voucher 1109).

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



Revenue Report

December 31, 2020

Operating Revenue				12/12ths is	100.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,333,000	45,249	4,346,629	(13,629)	100.3
Intergovernmental Revenues	-	-	133	(133)	-
Goods and Services	26,575	7	8,092	18,483	30.4
Library Fees	25,500	845	5,989	19,511	23.5
Miscellaneous Revenues					
Pool Fund Investment Interest	69,500	2,341	47,158	22,342	67.9
Investment Interest (net of fees)	-	-	17,128	-	-
Facilities Leases (Short Term)	4,600	-	830	3,770	18.0
Private Grants and Donations	84,550	1,300	77,301	7,249	91.4
Other Miscellaneous Revenue	42,400	31,009	33,913	8,487	80.0
Total Miscellaneous Revenues	201,050	34,649	176,331	24,719	87.7
Nonrevenues (excise taxes)	2,040	-	440	1,600	21.6
Transfers In	369,685	-	-	369,685	-
Total Operating Revenue	4,957,850	80,750	4,537,613	420,237	91.5
Capital Revenue					
Timber Revenues (received in 2020)	-	80,577	363,989	-	-
Total Capital Revenue	-	80,577	363,989	-	-
Grand Total Revenues		161,328	4,901,601		



Expenditure Report

December 31, 2020

				12/12ths is	100.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,537,880	202,775	2,329,746	208,134	91.8
Benefits	1,099,703	95,786	968,831	130,872	88.1
Total Personnel	3,637,583	298,560	3,298,577	339,006	90.7
<i>Supplies</i>					
Supplies, Office and Operating	125,125	5,974	74,654	50,471	59.7
Fuel	11,600	642	4,563	7,037	39.3
Merchandise for resale	2,200	-	32	2,169	1.4
Collection Materials	481,460	117,016	417,223	64,237	86.7
Small Tools/Equip (<\$200)	1,500	-	2,047	(547)	136.5
Total Supplies	621,885	123,633	498,518	123,367	80.2
<i>Services</i>					
Professional Services	213,500	17,254	119,581	93,919	56.0
Communication	124,185	47,442	114,385	9,800	92.1
Travel	27,450	31	7,304	20,146	26.6
Taxes and Operating Assessments	2,750	-	3,254	(504)	118.3
Operating Rentals and Leases	765	-	190	575	24.8
Insurance	78,900	-	72,953	5,947	92.5
Public Utilities	100,037	6,884	82,266	17,771	82.2
Repair and Maintenance	116,340	2,035	107,645	8,695	92.5
Miscellaneous Services	15,675	100	12,459	3,216	79.5
Total Services	679,602	73,746	520,037	159,565	76.5
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>-</i>	<i>2,308</i>	<i>14,432</i>	<i>13.8</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>2,040</i>	<i>-</i>	<i>567</i>	<i>1,473</i>	<i>27.8</i>
Total Operating Expenditures	4,957,850	495,939	4,320,007	637,843	87.1

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	34,700	-	21,178	13,522	61.0
Other Improvements	90,100	-	4,784	85,316	5.3
Machinery & Equipment	222,650	9,072	103,401	119,249	46.4
Total Capital Outlays	347,450	9,072	129,363	218,087	37.2
Grand Total All Expenditures	5,305,300	505,012	4,449,369	855,931	83.9



Account Balances

December 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	2,806,592	-	80,577	-	2,887,170
Operating Reserve ⁽³⁾	1,159,544	-	-	-	1,159,544
Technology Reserve ⁽⁴⁾	115,000	-	-	-	115,000
PA Capital Reserve ⁽⁵⁾	136,663	-	-	-	136,663
Capital Budget - 2020 ⁽⁵⁾	141,118	-	-	9,072	132,046
<i>Total Board Designated Accounts</i>	<i>5,665,936</i>	<i>-</i>	<i>80,577</i>	<i>9,072</i>	<i>5,737,441</i>
<i>Grants and Donations</i>					
NOLS Donations Fund	71,167	-	1,100	33	72,234
NOLS Materials Fund	16,648	-	-	836	15,812
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	1,357	10,000	-	1,705	9,652
Port Angeles Donations Fund	5,363	-	0	-	5,363
Port Angeles Friends Donations	30,370	(5,000)	-	-	25,370
Sequim Donations Fund	48,233	-	100	-	48,333
Sequim Friends Donations	21,234	(5,000)	-	-	16,234
Forks Donations Fund	1,673	-	100	-	1,773
Forks Friends Donations	413	-	-	-	413
Clallam Bay Donations Fund	6,881	-	-	-	6,881
Clallam Bay Friends Donations	681	-	-	-	681
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	<i>450,196</i>	<i>-</i>	<i>1,300</i>	<i>2,574</i>	<i>448,922</i>
<i>Unclaimed Property Account</i>	<i>2,662</i>	<i>-</i>			<i>2,662</i>
<i>Total Designated Cash</i>	<i>6,118,794</i>	<i>-</i>	<i>81,877</i>	<i>11,646</i>	<i>6,189,025</i>
<i>Undesignated Cash Operating Funds</i>	<i>2,601,802</i>	<i>(413,915)</i>			<i>2,187,887</i>
Total WA State Local Investment Pool	8,720,596	(413,915)	81,877	11,646	8,376,912

Notes:

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



Account Balances

December 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁶⁾	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁶⁾	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,278,889	-	-	-	1,278,889
Total Investments	9,999,484	(413,915)	81,877	11,646	9,655,801
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	-			-
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	105	-	105	6,000
Payroll Account (US Bank 1301)	200	-	235,220	235,220	200
Merchant Account (FF 7401)	200	(20,503)	20,642	139	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	(20,398)	255,862	235,464	6,850
Total Cash	6,850	(20,398)	255,862	235,464	6,850
Total Cash and Investments	10,006,334	(434,313)	337,739	247,110	9,662,651

Notes:

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

(7) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR NOVEMBER 2020

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
948	ADP Tax/Financial Services	Net Payroll (PPE 10-31-20) - EFT 796	129,022.69	
949	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-20) - EFT 797	43,694.32	
953	NOLS Employee	HRA Reimbursement	92.98	
986	NOLS Employee	HRA Reimbursement	1,750.00	
989	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-20) - EFT 798	36,430.96	
990	Dept. of Retirement Systems	DCP Retirement 11-2020 (PPE 10-31-20) - EFT 799	3,620.00	
993	NOLS Employee	HRA Reimbursement	101.89	
994	NOLS Employee	HRA Reimbursement	155.00	
998	Hartford Retirement Plan Solutions	MMDCP 11-2020 (PPE 10-31-20) - EFT 800	200.00	
999	Health Care Authority	HCA 11-2020 (PPE 10-31-20)	34,431.53	
1000	HealthEquity	HSA ER Contributions - November 2020	798.65	
1006	NOLS Employee	HRA Reimbursements	1,375.00	
1010	NOLS Employee	HRA Reimbursement	1,750.00	
1014	NOLS Employee	HRA Reimbursement	75.84	
1042	NOLS Employee	HRA Reimbursement	644.67	
1052	NOLS Employee	HRA Reimbursement	92.98	
1054	United Way of Clallam County	United Way Donations (PPE 10-31-20)	45.00	
1058	WCIF	Vision/Life/EAP Premiums 11-2020 (PPE 10-31-20)	1,257.75	
1061	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-20) - December Coverage	5,155.92	
1062	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2020 (PPE 10-31-20)	2,020.16	262,715.34
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
987	Co-Op Farm & Garden, The	PO 903 Maintenance Supplies - Assorted Batteries - FAC	44.73	
988	Co-Op Farm & Garden, The	PO 983 Maintenance Supplies - Pipe, Pipe Cleaner, Cable Ties - FAC	69.15	
991	Dept. of Revenue - Use/Sales Tax	October 2020 Sales & Use Tax - EFT 802	0.96	
997	Forks Outfitters	PO 979 Maintenance Supplies - Pest Control - FAC	35.52	
1007	KCDA Purchasing Cooperative	PO 871 Maintenance Supplies - Paper Supplies, Gloves, Liners - FAC	213.39	
1008	KCDA Purchasing Cooperative	PO 871, 952 Maintenance Supplies - Gloves - Liners, Towels, Gloves - FAC	333.73	
1033	Quill Corporation	PO 912 Office Supplies - Book Tape - SQ	55.42	
1043	Swains General Store, Inc.	PO 946 Maintenance Supplies - Soap, Tarp, Cleanser - FAC	28.16	
1044	Swains General Store, Inc.	PO 1015 Maintenance Supplies - Barrier Supplies - FAC	30.49	
1046	The Home Depot Pro	PO 953 Maintenance Supplies - Soap Refill, Hand Sanitizer - FAC	338.76	
1047	The Home Depot Pro	PO 953 Maintenance Supplies - Soap and Sanitizer - FAC	188.58	
1049	True Value	PO 908 Maintenance Supplies - Batteries and Sanitizer Dispensers - FAC	40.87	
1050	True Value	PO 923 Maintenance Supplies - Backing Panel for Display Shelf - FAC	18.30	
1051	True Value	PO 978 Maintenance Supplies - Rat Traps - FAC	12.99	

Category	Claimant	Purpose	Amount	Subtotal
		PO 1010 Operating Supplies - Traffic and Crowd Control Equipment - NOLS	720.90	
	1053 Uline			
	CC 4 Amazon.com	PO 897 Office Supplies - Drop Cloths - FO	49.74	
		PO 909 Technology Supplies - iPad Screen Protectors, Webcam Caps - IT	74.96	
	CC 9 Amazon.com			
	CC 10 Amazon.com	PO 904 Technology Supplies - SFP+ Transceivers - IT	32.61	
	CC 12 Amazon.com	PO 814 Maint. Supplies - Pest Control Supplies - FAC	20.65	
	CC 13 Amazon.com	PO 933 Maintenance Supplies - Hand Sanitizer - FAC	86.94	
	CC 14 Amazon.com	PO 827 Maintenance Supplies - Van Floor Mats - FAC	70.69	
	CC 15 Amazon.com	PO 849 Maintenance Supplies - Foot Door Handle - FAC	34.76	
	CC 16 Amazon.com	PO 853 Maintenance Supplies - Hand Sanitizer - FAC	86.94	
		PO 852 Maintenance Supplies - Pest Control, Plastic Fasteners - FAC	38.06	
	CC 17 Amazon.com			
	CC 18 Amazon.com	PO 900 Maintenance Supplies - Door Handle Parts - FAC	23.89	
		PO 921 Maintenance Supplies - Drinking Fountain Filters - FAC	125.53	
	CC 19 Amazon.com			
	CC 21 Amazon.com	PO 847 Processing Supplies - Calendars, Envelopes - TS	126.45	
		PO 913 Maintenance Supplies - Sanitizer, Cleaning Wipes - FAC	71.75	
	CC 27 Costco			
	CC 30 Demco, Inc.	PO 801 Office Supplies - Acrylic Frames - FO	284.51	
		PO 1009 Office Supplies - Sign Holders, Antibacterial Film - NOLS	626.07	
	CC 31 Displays2go.com			
	CC 36 Home Depot	PO 875 Maint. Supplies - Sneeze Guard Bracket - FAC	72.52	
		PO 892 Office Supplies - Tape, Batteries, Pens, Notepads - FO	210.16	
	CC 40 KCDA Purchasing Cooperative			
	CC 41 KCDA Purchasing Cooperative	PO 891 Office Supplies - tape, markers - PA	58.30	
		PO 845 Processing Supplies - Cleaner, Tape, Pens, Paperclips - TS	218.29	
	CC 42 KCDA Purchasing Cooperative			
	CC 50 POSPAPER.com	PO 877 Paper - Thermal Receipt Paper - NOLS	155.90	
	CC 53 Quill Corporation	PO 846 Toner and Ink - TS	92.47	
	CC 54 Saars Grocery	PO 813 Processing Supplies - Disc Repair - TS	12.93	
		PO 922 Maintenance Supplies - Drinking Fountain Lockouts - FAC	221.88	
	CC 57 Seton			
	CC 68 Stamps.com	PO 816 Processing Supplies - Net Stamps - TS	241.40	
	CC 74 Uline	PO 848 Processing Supplies - Tote Supplies - TS	77.92	5,247.27
<u>PROGRAM SUPPLIES</u>				
	1037 Scholastic Library Publishing	PO 884 Program Supplies - Books for BOB (VFOL)	385.16	
		PO 986 Program Supplies - Full Sized Dolly Stand Up (NOLS Donations Fund)	370.92	
	1045 The Dollywood Foundation			
	CC 11 Amazon.com	PO 955 Program Supplies - Take & Make (VFOL)	196.97	
	CC 39 JoAnn Fabrics	PO 957 Program Supplies - Creativitea (VFOL)	15.22	
	CC 47 Michael's Store	PO 958 Program Supplies - Creativitea (VFOL)	21.99	
	CC 55 Safeway	PO 976 Program Supplies - Halloween Candy (FOSL)	15.99	
	CC 77 USPS	PO 975 Program Supplies - Irrigation Festival Event (FOSL)	33.00	
	CC 78 Walmart	PO 956 Program Supplies - Creativitea (VFOL)	55.00	1,094.25
<u>FUEL</u>				
	CC 1 76 Gas Station	PO 988 Fuel - Business - Westy - FAC	28.18	
	CC 23 Arco	PO 864 Fuel - Business - Transit Van - NOLS	24.50	
	CC 24 Arco	PO 914 Fuel - Business - Transit Van - NOLS	17.25	

Category	Claimant	Purpose	Amount	Subtotal
CC 25	Arco	PO 918 Fuel - Business - Transit Van - NOLS	24.32	
CC 32	Exxon Mobil	PO 817 Fuel - Business - Transit Van - NOLS	30.65	
CC 33	Exxon Mobil	PO 874 Fuel - Business - Transit Van - NOLS	33.81	
CC 44	Lower Elwha Food & Fuel	PO 961 Fuel - Business - Nolsy Red - FAC	22.11	
CC 45	Lower Elwha Food & Fuel	PO 899 Fuel - Equipment - FAC	29.36	
CC 46	Lower Elwha Food & Fuel	PO 968 Fuel - Business - Nolsy Red - FAC	34.01	
CC 56	Safeway Fuel	PO 895 Fuel - Business - Transit Van - NOLS	28.56	
CC 58	Shell	PO 863 Fuel - Business - Facilities Van - FAC	77.00	
CC 59	Shell	PO 832 Fuel - Business - Transit Van - NOLS	44.66	
CC 60	Shell	PO 838 Fuel - Business - Transit Van - NOLS	28.01	
CC 61	Shell	PO 850 Fuel - Business - Transit Van - NOLS	31.53	
CC 62	Shell	PO 878 Fuel - Business - Nolsy White - NOLS	32.65	
CC 63	Shell	PO 882 Fuel - Business - Nolsy White - NOLS	25.73	
CC 64	Shell	PO 883 Fuel - Business - Transit Van - NOLS	21.21	
CC 65	Shell	PO 905 Fuel - Business - Transit Van - NOLS	35.11	568.65
<u>COLLECTION MATERIALS</u>				
951	Amazon.com	Collection Materials	631.86	
954	Baker & Taylor Entertainment	Collection Materials	289.72	
955	Baker & Taylor Entertainment	Collection Materials	2,009.66	
956	Baker & Taylor Entertainment	Collection Materials	656.84	
957	Baker & Taylor Entertainment	Collection Materials	586.70	
958	Baker & Taylor Entertainment	Collection Materials	726.78	
959	Baker & Taylor Information	Collection Materials	2,271.09	
960	Baker & Taylor Information	Collection Materials	5,830.46	
961	Baker & Taylor Information	Collection Materials	5,159.53	
962	Baker & Taylor Information	Collection Materials	920.17	
963	Baker & Taylor Information	Collection Materials	4,142.44	
965	Brodart Company	Collection Materials	137.08	
966	CENGAGE Learning	Collection Materials	112.52	
967	CENGAGE Learning	Collection Materials	1,169.80	
968	CENGAGE Learning	Collection Materials	1,156.68	
969	CENGAGE Learning	Collection Materials	417.01	
970	Center Point Large Print	Collection Materials	224.70	
991	Dept. of Revenue - Use/Sales Tax	October 2020 Sales & Use Tax - EFT 802	19.77	
996	Findaway World, LLC	Collection Materials	248.84	
1002	Ingram Library Services	Collection Materials	259.77	
1003	Ingram Library Services	Collection Materials	1,052.61	
1004	Ingram Library Services	Collection Materials	383.08	
1016	Midwest Tape	Collection Materials	478.63	
1017	Midwest Tape	Collection Materials	244.69	
1018	Midwest Tape	Collection Materials	243.80	
1019	Midwest Tape	Collection Materials	1,979.74	
1020	Midwest Tape	Collection Materials	947.06	
1023	Office of the Code Reviser	Collection Materials	230.00	
1024	Office of the Code Reviser	Collection Materials	20.24	
1027	OverDrive, Inc.	Collection Materials	1,071.10	
1028	OverDrive, Inc.	Collection Materials	92.50	
1029	OverDrive, Inc.	Collection Materials	95.00	

Category	Claimant	Purpose	Amount	Subtotal
1036	Rowman & Littlefield Publishing Group	Collection Materials	111.35	
1048	The Leader	Collection Materials - Subscription Renewal PA	66.00	
CC 43	Keen Eye Productions	PO 906 Collection Materials	23.98	34,011.20
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
950	ADP, LLC	Payroll Services - Processing - (PPE 10-12-2020) - NOLS	54.45	
995	E-Rate Expertise	PO 954 Professional Services - E-Rate Consulting - NOLS	225.00	
1009	Kitsap Networking Systems	PO 1016, 1017 Technology Services - VPLS Activation - IT	5,250.00	
1022	OCLC, Inc.	PO 915 Technology Services - Bibliographic Utility Subscription - TS	2,471.61	
1026	Olympic Laundry & Dry Cleaners, Inc.	PO 924 Professional Services - Laundry - FAC	164.11	
CC 22	Amigos Library Services	PO 943 Training Fee - LMCC Registration - NOLS	99.00	
CC 34	Facebook	PO 944 Advertising - Sponsored Posts - NOLS	75.00	
CC 49	Pay Pal	Gateway Service Fees - NOLS	59.95	
CC 66	Society for Human Resource Mgmt.	PO 928 Conference Fee - Inclusion 2020 Virtual Conference - ADM	1,145.00	
CC 71	Stamps.com	PO 893 Technology Services - Monthly Charge - TS	19.56	
CC 79	Zoom	PO 1008 Technology Services - Monthly Subscription - NOLS	81.50	
CC 80	Zoom	PO 1008 Technology Services - Monthly Subscription - NOLS	16.30	
CC 81	Zoom	PO 992 Technology Services - Monthly Subscription - NOLS	16.30	9,677.78
<u>COMMUNICATIONS</u>				
952	Angeles Communications	Communications - VOIP	903.04	
971	CenturyLink 300511187 FO	Communications - Voice - FO	84.86	
972	CenturyLink 300561130 CB	Communications - Voice - CB	77.30	
973	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	120.22	
974	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.50	
975	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	249.58	
1038	Secretary of State	Communications - Internet - K20 Bandwidth - July 2020-June 2021 - IT	8,500.00	
1056	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03	
1057	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	303.96	
1059	WDH - Wave Business	Communication - Internet - IT	2,381.52	
CC 67	Stamps.com	PO 815 Postage - TS	200.00	
CC 69	Stamps.com	PO 854 Postage - TS	250.00	
CC 70	Stamps.com	PO 876 Postage - TS	250.00	
CC 72	Stamps.com	PO 907 Postage - TS	250.00	13,760.01
<u>TRAVEL</u>				
CC 35	Goodwill	Unintentional Personal Charge - Repaid to NOLS	3.25	
CC 73	Starbucks Coffee Company	Unintentional Personal Charge - Repaid to NOLS	2.88	6.13
<u>UTILITIES</u>				
976	City of Forks	Public Utilities - FO	104.88	
977	City of Forks	Public Utilities - FO	104.88	
978	City of Port Angeles/Orcas Avenue	Public Utilities - PA	185.77	
979	City of Port Angeles/Orcas Avenue	Public Utilities - PA	191.48	
980	City of Port Angeles/Peabody St.	Public Utilities - PA	4,128.16	

Category	Claimant	Purpose	Amount	Subtotal
981	City of Sequim	Public Utilities - SQ	92.19	
982	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
983	Clallam County PUD	Public Utilities - CB	393.00	
984	Clallam County PUD	Public Utilities - FO	536.00	
985	Clallam County PUD	Public Utilities - SQ	667.00	
992	DM Disposal Company, Inc.	Public Utilities - PA - SQ	511.95	
1060	West Waste & Recycling	Public Utilities - FO - CB	56.43	7,028.24
<u>REPAIR AND MAINTENANCE</u>				
947	2 Grade LLC	PO 1006 Repair and Maint. - PA Manhole Repair - FAC	1,294.72	
964	Barracuda Networks, Inc.	PO 678 Technology Maintenance - E-mail Security Gateway to 08-25-2021 - IT	4,045.67	
1001	Hi-Tech Security, Inc.	PO 939, 940 Repair and Maintenance - FO and CB Fire Alarm Test - FAC	690.00	
1005	Innovative Interfaces	PO 917 Technology Maintenance - Polaris Annual Maintenance - NOLS	48,022.60	
1011	Les Schwab Tires	PO 941 Vehicle Maintenance - Winter Tires Changeover for Transit Van - FAC	86.76	
1012	Les Schwab Tires	PO 947, 948 Vehicle Maintenance - Winter Tires Changeover for Pacifica and Nolsy White - FAC	151.82	
1013	Librarica LLC	PO 1001 Technology Maintenance - Cassie Renewal - IT	2,302.16	
1025	Olympia Sheet Metal Inc.	PO 929 Repair and Maintenance - PA HVAC Quarterly Maintenance - FAC	2,393.60	
1030	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	350.56	
1034	Rainbow Sweepers, Inc.	PO 925 Groundskeeping - PA Parking Lot Sweeping - FAC	212.16	
1035	RJ Services Inc.	PO 984 Repair and Maintenance - PA Parking Drain Basin Pumping - FAC	5,222.40	
1041	Spartan Inc	PO 977 Repair and Maintenance - CB Leak Repair - FAC	322.60	65,095.05
<u>MISCELLANEOUS SERVICES</u>				
1031	Port Angeles Regional Chamber of Commerce	PO 911 Membership Dues 2021	207.00	
1032	Public Libraries of Washington	PO 910 Dues/Memberships - 2021 Membership - Public Libraries of WA - ADM	761.87	
CC 5	Amazon.com	PO 902 Printing - Curbside Signs - FO	49.47	
CC 20	Amazon.com	PO 934 Membership Fee - Prime Membership - NOLS	129.47	
CC 38	Innovative Users Group	PO 916 Membership Fees - Annual Dues - NOLS	110.00	
CC 51	Quill Corporation	PO 901 Printing - Reopening Signs - NOLS	492.31	
CC 52	Quill Corporation	PO 901 Printing - Reopening Signs - NOLS	140.70	1,890.82
<u>BUILDINGS AND STRUCTURES</u>				
1015	Mathews Glass Co., Inc.	PO 931 Buildings and Structures - PA Carver Room Window (PACR) - FAC	1,956.33	
1040	SJB Construction, Inc.	PO 930 Buildings and Structures - FO Walk Up Window - FAC	1,329.13	3,285.46
<u>OTHER IMPROVEMENTS</u>				
CC 37	Home Depot	PO 991 Other Improvements - Curbside Outdoor Structures - SQ	4,783.75	4,783.75
<u>MACHINERY AND EQUIPMENT</u>				
991	Dept. of Revenue - Use/Sales Tax	October 2020 Sales & Use Tax - EFT 802	67.93	

Category	Claimant	Purpose	Amount	Subtotal
	1015 Mathews Glass Co., Inc.	PO 949 Machinery and Equipment - Acrylic Sneeze Guards - FAC	1,505.09	
	1039 SHI International Corp	PO 1000 Machinery and Equipment - Firewall Support Renewal - IT	2,737.50	
	CC 2 Adobe Creative Cloud	PO 971 Machinery and Equipment - Subscription Renewal - IT	391.55	
	CC 3 Amazon.com	PO 829 Machinery and Equipment - Microphone Adapter Cable - IT	28.23	
	CC 6 Amazon.com	PO 833 Machinery and Equipment - Receipt Printers - IT	1,057.59	
	CC 7 Amazon.com	PO 833 Machinery and Equipment - Receipt Printer Cables - IT	26.09	
	CC 8 Amazon.com	PO 833 Machinery and Equipment - Receipt Printer Cables - IT	75.03	
	CC 26 Cleverbridge.net	PO 972 Machinery and Equipment - Lansweeper Support Renewal - IT	1,191.36	
	CC 28 Dell Financial Services LLC	PO 873 Machinery and Equipment - Laptop Case - IT	108.79	
	CC 29 Dell Financial Services LLC	PO 973 Machinery and Equipment - Keyboard, Mouse - IT	81.59	
	CC 48 NewEgg.com	PO 920 Machinery and Equipment - SFP 10G Expansion Module - IT	952.00	
	CC 75 UpdraftPlus	PO 696 Machinery and Equipment - Website Backup Subscription - IT	42.00	
	CC 76 UpdraftPlus	PO 670 Machinery and Equipment - Website Backup Storage - IT	70.00	8,334.75
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 2163 NOLS Patron	Patron Refund	24.95	
	CK 2164 NOLS Patron	Patron Refund	71.95	
	CK 2165 NOLS Patron	Patron Refund	44.99	141.89
			417,640.59	417,640.59



Voucher Approval for November 2020

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #947 through #1062 are approved in the amount of \$417,640.59 this 28th day of January 2021.

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

No.	Claimant	Purpose	Amount
947	2 Grade LLC	PO 1006 Repair and Maint. - PA Manhole Repair - FAC	1,294.72
948	ADP Tax/Financial Services	Net Payroll (PPE 10-31-20) - EFT 796	129,022.69
949	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-20) - EFT 797	43,694.32
950	ADP, LLC	Payroll Services - Processing - (PPE 10-12-2020) - NOLS	54.45
951	Amazon.com	Collection Materials	631.86
952	Angeles Communications	Communications - VOIP	903.04
953	NOLS Employee	HRA Reimbursement	92.98
954	Baker & Taylor Entertainment	Collection Materials	289.72
955	Baker & Taylor Entertainment	Collection Materials	2,009.66
956	Baker & Taylor Entertainment	Collection Materials	656.84
957	Baker & Taylor Entertainment	Collection Materials	586.70
958	Baker & Taylor Entertainment	Collection Materials	726.78
959	Baker & Taylor Information	Collection Materials	2,271.09
960	Baker & Taylor Information	Collection Materials	5,830.46
961	Baker & Taylor Information	Collection Materials	5,159.53
962	Baker & Taylor Information	Collection Materials	920.17
963	Baker & Taylor Information	Collection Materials	4,142.44
964	Barracuda Networks, Inc.	PO 678 Technology Maintenance - E-mail Security Gateway to 08-25-2021 - IT	4,045.67
965	Brodart Company	Collection Materials	137.08
966	CENGAGE Learning	Collection Materials	112.52
967	CENGAGE Learning	Collection Materials	1,169.80
968	CENGAGE Learning	Collection Materials	1,156.68
969	CENGAGE Learning	Collection Materials	417.01
970	Center Point Large Print	Collection Materials	224.70
971	CenturyLink 300511187 FO	Communications - Voice - FO	84.86
972	CenturyLink 300561130 CB	Communications - Voice - CB	77.30

No.	Claimant	Purpose	Amount
973	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	120.22
974	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	69.50
975	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	249.58
976	City of Forks	Public Utilities - FO	104.88
977	City of Forks	Public Utilities - FO	104.88
978	City of Port Angeles/Orcas Avenue	Public Utilities - PA	185.77
979	City of Port Angeles/Orcas Avenue	Public Utilities - PA	191.48
980	City of Port Angeles/Peabody St.	Public Utilities - PA	4,128.16
981	City of Sequim	Public Utilities - SQ	92.19
982	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50
983	Clallam County PUD	Public Utilities - CB	393.00
984	Clallam County PUD	Public Utilities - FO	536.00
985	Clallam County PUD	Public Utilities - SQ	667.00
986	NOLS Employee	HRA Reimbursement	1,750.00
987	Co-Op Farm & Garden, The	PO 903 Maintenance Supplies - Assorted Batteries - FAC	44.73
988	Co-Op Farm & Garden, The	PO 983 Maintenance Supplies - Pipe, Pipe Cleaner, Cable Ties - FAC	69.15
989	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-20) - EFT 798	36,430.96
990	Dept. of Retirement Systems	DCP Retirement 11-2020 (PPE 10-31-20) - EFT 799	3,620.00
991	Dept. of Revenue - Use/Sales Tax	October 2020 Sales & Use Tax - EFT 802	88.66
992	DM Disposal Company, Inc.	Public Utilities - PA - SQ	511.95
993	NOLS Employee	HRA Reimbursement	101.89
994	NOLS Employee	HRA Reimbursement	155.00
995	E-Rate Expertise	PO 954 Professional Services - E-Rate Consulting - NOLS	225.00
996	Findaway World, LLC	Collection Materials	248.84
997	Forks Outfitters	PO 979 Maintenance Supplies - Pest Control - FAC	35.52
998	Hartford Retirement Plan Solutions	MMDCP 11-2020 (PPE 10-31-20) - EFT 800	200.00
999	Health Care Authority	HCA 11-2020 (PPE 10-31-20)	34,431.53
1000	HealthEquity	HSA ER Contributions - November 2020	798.65
1001	Hi-Tech Security, Inc.	PO 939, 940 Repair and Maintenance - FO and CB Fire Alarm Test - FAC	690.00
1002	Ingram Library Services	Collection Materials	259.77
1003	Ingram Library Services	Collection Materials	1,052.61
1004	Ingram Library Services	Collection Materials	383.08
1005	Innovative Interfaces	PO 917 Technology Maintenance - Polaris Annual Maintenance - NOLS	48,022.60
1006	NOLS Employee	HRA Reimbursements	1,375.00
1007	KCDA Purchasing Cooperative	PO 871 Maintenance Supplies - Paper Supplies, Gloves, Liners - FAC	213.39
1008	KCDA Purchasing Cooperative	PO 871, 952 Maintenance Supplies - Gloves - Liners, Towels, Gloves - FAC	333.73
1009	Kitsap Networking Systems	PO 1016, 1017 Technology Services - VPLS Activation - IT	5,250.00
1010	NOLS Employee	HRA Reimbursement	1,750.00
1011	Les Schwab Tires	PO 941 Vehicle Maintenance - Winter Tires Changeover for Transit Van - FAC	86.76

No.	Claimant	Purpose	Amount
I012	Les Schwab Tires	PO 947, 948 Vehicle Maintenance - Winter Tires Changeover for Pacifica and Nolsy White - FAC	151.82
I013	Librarica LLC	PO 1001 Technology Maintenance - Cassie Renewal - IT	2,302.16
I014	NOLS Employee	HRA Reimbursement	75.84
I015	Mathews Glass Co., Inc.	PO 931 Buildings and Structures - PA Carver Room Window (PACR) - FAC PO 949 Machinery and Equipment - Acrylic Sneeze Guards - FAC	3,461.42
I016	Midwest Tape	Collection Materials	478.63
I017	Midwest Tape	Collection Materials	244.69
I018	Midwest Tape	Collection Materials	243.80
I019	Midwest Tape	Collection Materials	1,979.74
I020	Midwest Tape	Collection Materials	947.06
I021	North Olympic Library System	November 2020 Revolving Fund Reimbursement (* Detail Below)	141.89
I022	OCLC, Inc.	PO 915 Technology Services - Bibliographic Utility Subscription - TS	2,471.61
I023	Office of the Code Reviser	Collection Materials	230.00
I024	Office of the Code Reviser	Collection Materials	20.24
I025	Olympia Sheet Metal Inc.	PO 929 Repair and Maintenance - PA HVAC Quarterly Maintenance - FAC	2,393.60
I026	Olympic Laundry & Dry Cleaners, Inc.	PO 924 Professional Services - Laundry - FAC	164.11
I027	OverDrive, Inc.	Collection Materials	1,071.10
I028	OverDrive, Inc.	Collection Materials	92.50
I029	OverDrive, Inc.	Collection Materials	95.00
I030	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	350.56
I031	Port Angeles Regional Chamber of Commerce	PO 911 Membership Dues 2021	207.00
I032	Public Libraries of Washington	PO 910 Dues/Memberships - 2021 Membership - Public Libraries of WA - ADM	761.87
I033	Quill Corporation	PO 912 Office Supplies - Book Tape - SQ	55.42
I034	Rainbow Sweepers, Inc.	PO 925 Groundskeeping - PA Parking Lot Sweeping - FAC	212.16
I035	RJ Services Inc.	PO 984 Repair and Maintenance - PA Parking Drain Basin Pumping - FAC	5,222.40
I036	Rowman & Littlefield Publishing Group	Collection Materials	111.35
I037	Scholastic Library Publishing	PO 884 Program Supplies - Books for BOB (VFOL)	385.16
I038	Secretary of State	Communications - Internet - K20 Bandwidth - July 2020-June 2021 - IT	8,500.00
I039	SHI International Corp	PO 1000 Machinery and Equipment - Firewall Support Renewal - IT	2,737.50
I040	SJB Construction, Inc.	PO 930 Buildings and Structures - FO Walk Up Window - FAC	1,329.13
I041	Spartan Inc	PO 977 Repair and Maintenance - CB Leak Repair - FAC	322.60
I042	NOLS Employee	HRA Reimbursement	644.67
I043	Swains General Store, Inc.	PO 946 Maint. Supplies - Soap, Tarp, Cleanser - FAC	28.16
I044	Swains General Store, Inc.	PO 1015 Maintenance Supplies - Barrier Supplies - FAC	30.49

No.	Claimant	Purpose	Amount
1045	The Dollywood Foundation	PO 986 Program Supplies - Full Sized Dolly Stand Up (NOLS Donations Fund)	370.92
1046	The Home Depot Pro	PO 953 Maintenance Supplies - Soap Refill, Hand Sanitizer - FAC	338.76
1047	The Home Depot Pro	PO 953 Maintenance Supplies - Soap and Sanitizer - FAC	188.58
1048	The Leader	Collection Materials - Subscription Renewal PA	66.00
1049	True Value	PO 908 Maintenance Supplies - Batteries and Sanitizer Dispensers - FAC	40.87
1050	True Value	PO 923 Maintenance Supplies - Backing Panel for Display Shelf - FAC	18.30
1051	True Value	PO 978 Maintenance Supplies - Rat Traps - FAC	12.99
1052	NOLS Employee	HRA Reimbursement	92.98
1053	Uline	PO 1010 Operating Supplies - Traffic and Crowd Control Equipment - NOLS	720.90
1054	United Way of Clallam County	United Way Donations (PPE 10-31-20)	45.00
1055	US Bank	Credit Card Services - October 2020 (* Detail Below)	16,244.79
1056	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03
1057	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	303.96
1058	WCIF	Vision/Life/EAP Premiums 11-2020 (PPE 10-31-20)	1,257.75
1059	WDH - Wave Business	Communication - Internet - IT	2,381.52
1060	West Waste & Recycling	Public Utilities - FO - CB	56.43
1061	WSCCCE - WPAS, Inc	Dental Premiums (PPE 10-31-20) - December Coverage	5,155.92
1062	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 11-2020 (PPE 10-31-20)	2,020.16
			417,640.59

*** Detail - NOLS Revolving Fund Account -- Voucher #1021**

2163	NOLS Patron	Patron Refund	24.95
2164	NOLS Patron	Patron Refund	71.95
2165	NOLS Patron	Patron Refund	44.99
			141.89

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #1055**

1	76 Gas Station	PO 988 Fuel - Business - Westy - FAC	28.18
2	Adobe Creative Cloud	PO 971 Machinery and Equipment - Subscription Renewal - IT	391.55
3	Amazon.com	PO 829 Machinery and Equipment - Microphone Adapter Cable - IT	28.23
4	Amazon.com	PO 897 Office Supplies - Drop Cloths - FO	49.74
5	Amazon.com	PO 902 Printing - Curbside Signs - FO	49.47
6	Amazon.com	PO 833 Machinery and Equipment - Receipt Printers - IT	1,057.59

No.	Claimant	Purpose	Amount
7	Amazon.com	PO 833 Machinery and Equipment - Receipt Printer Cables - IT	26.09
8	Amazon.com	PO 833 Machinery and Equipment - Receipt Printer Cables - IT	75.03
9	Amazon.com	PO 909 Technology Supplies - iPad Screen Protectors, Webcam Caps - IT	74.96
10	Amazon.com	PO 904 Technology Supplies - SFP+ Transceivers - IT	32.61
11	Amazon.com	PO 955 Program Supplies - Take & Make (VFOL)	196.97
12	Amazon.com	PO 814 Maint. Supplies - Pest Control Supplies - FAC	20.65
13	Amazon.com	PO 933 Maintenance Supplies - Hand Sanitizer - FAC	86.94
14	Amazon.com	PO 827 Maintenance Supplies - Van Floor Mats - FAC	70.69
15	Amazon.com	PO 849 Maintenance Supplies - Foot Door Handle - FAC	34.76
16	Amazon.com	PO 853 Maintenance Supplies - Hand Sanitizer - FAC	86.94
17	Amazon.com	PO 852 Maintenance Supplies - Pest Control, Plastic Fasteners - FAC	38.06
18	Amazon.com	PO 900 Maintenance Supplies - Door Handle Parts - FAC	23.89
19	Amazon.com	PO 921 Maintenance Supplies - Drinking Fountain Filters - FAC	125.53
20	Amazon.com	PO 934 Membership Fee - Prime Membership - NOLS	129.47
21	Amazon.com	PO 847 Processing Supplies - Calendars, Envelopes - TS	126.45
22	Amigos Library Services	PO 943 Training Fee - LMCC Registration - NOLS	99.00
23	Arco	PO 864 Fuel - Business - Transit Van - NOLS	24.50
24	Arco	PO 914 Fuel - Business - Transit Van - NOLS	17.25
25	Arco	PO 918 Fuel - Business - Transit Van - NOLS	24.32
26	Cleverbridge.net	PO 972 Machinery and Equipment - Lansweeper Support Renewal - IT	1,191.36
27	Costco	PO 913 Maintenance Supplies - Sanitizer, Cleaning Wipes - FAC	71.75
28	Dell Financial Services LLC	PO 873 Machinery and Equipment - Laptop Case - IT	108.79
29	Dell Financial Services LLC	PO 973 Machinery and Equipment - Keyboard, Mouse - IT	81.59
30	Demco, Inc.	PO 801 Office Supplies - Acrylic Frames - FO	284.51
31	Displays2go.com	PO 1009 Office Supplies - Sign Holders, Antibacterial Film - NOLS	626.07
32	Exxon Mobil	PO 817 Fuel - Business - Transit Van - NOLS	30.65
33	Exxon Mobil	PO 874 Fuel - Business - Transit Van - NOLS	33.81
34	Facebook	PO 944 Advertising - Sponsored Posts - NOLS	75.00
35	Goodwill	Unintentional Personal Charge - Repaid to NOLS	3.25
36	Home Depot	PO 875 Maint. Supplies - Sneeze Guard Bracket - FAC	72.52
37	Home Depot	PO 991 Other Improvements - Curbside Outdoor Structures - SQ	4,783.75
38	Innovative Users Group	PO 916 Membership Fees - Annual Dues - NOLS	110.00
39	JoAnn Fabrics	PO 957 Program Supplies - Creativitea (VFOL)	15.22
40	KCDA Purchasing Cooperative	PO 892 Office Supplies - Tape, Batteries, Pens, Notepads - FO	210.16
41	KCDA Purchasing Cooperative	PO 891 Office Supplies - tape, markers - PA	58.30

No.	Claimant	Purpose	Amount
42	KCDA Purchasing Cooperative	PO 845 Processing Supplies - Cleaner, Tape, Pens, Paperclips - TS	218.29
43	Keen Eye Productions	PO 906 Collection Materials	23.98
44	Lower Elwha Food & Fuel	PO 961 Fuel - Business - Nolsy Red - FAC	22.11
45	Lower Elwha Food & Fuel	PO 899 Fuel - Equipment - FAC	29.36
46	Lower Elwha Food & Fuel	PO 968 Fuel - Business - Nolsy Red - FAC	34.01
47	Michael's Store	PO 958 Program Supplies - Creativitea (VFOL)	21.99
48	NewEgg.com	PO 920 Machinery and Equipment - SFP 10G Expansion Module - IT	952.00
49	Pay Pal	Gateway Service Fees - NOLS	59.95
50	POSPAPER.com	PO 877 Paper - Thermal Receipt Paper - NOLS	155.90
51	Quill Corporation	PO 901 Printing - Reopening Signs - NOLS	492.31
52	Quill Corporation	PO 901 Printing - Reopening Signs - NOLS	140.70
53	Quill Corporation	PO 846 Toner and Ink - TS	92.47
54	Saars Grocery	PO 813 Processing Supplies - Disc Repair - TS	12.93
55	Safeway	PO 976 Program Supplies - Halloween Candy (FOSL)	15.99
56	Safeway Fuel	PO 895 Fuel - Business - Transit Van - NOLS	28.56
57	Seton	PO 922 Maintenance Supplies - Drinking Fountain Lockouts - FAC	221.88
58	Shell	PO 863 Fuel - Business - Facilities Van - FAC	77.00
59	Shell	PO 832 Fuel - Business - Transit Van - NOLS	44.66
60	Shell	PO 838 Fuel - Business - Transit Van - NOLS	28.01
61	Shell	PO 850 Fuel - Business - Transit Van - NOLS	31.53
62	Shell	PO 878 Fuel - Business - Nolsy White - NOLS	32.65
63	Shell	PO 882 Fuel - Business - Nolsy White - NOLS	25.73
64	Shell	PO 883 Fuel - Business - Transit Van - NOLS	21.21
65	Shell	PO 905 Fuel - Business - Transit Van - NOLS	35.11
66	Society for Human Resource Management	PO 928 Conference Fee - Inclusion 2020 Virtual Conference - ADM	1,145.00
67	Stamps.com	PO 815 Postage - TS	200.00
68	Stamps.com	PO 816 Processing Supplies - Net Stamps - TS	241.40
69	Stamps.com	PO 854 Postage - TS	250.00
70	Stamps.com	PO 876 Postage - TS	250.00
71	Stamps.com	PO 893 Technology Services - Monthly Charge - TS	19.56
72	Stamps.com	PO 907 Postage - TS	250.00
73	Starbucks Coffee Company	Unintentional Personal Charge - Repaid to NOLS	2.88
74	Uline	PO 848 Processing Supplies - Tote Supplies - TS	77.92
75	UpdraftPlus	PO 696 Machinery and Equipment - Website Backup Subscription - IT	42.00
76	UpdraftPlus	PO 670 Machinery and Equipment - Website Backup Storage - IT	70.00
77	USPS	PO 975 Program Supplies - Irrigation Festival Event (FOSL)	33.00
78	Walmart	PO 956 Program Supplies - Creativitea (VFOL)	55.00
79	Zoom	PO 1008 Technology Services - Monthly Subscription - NOLS	81.50

No.	Claimant	Purpose	Amount
80	Zoom	PO 1008 Technology Services - Monthly Subscription - NOLS	16.30
81	Zoom	PO 992 Technology Services - Monthly Subscription - NOLS	16.30
			16,244.79

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

EFT 796	ADP Tax/Financial Services	Net Payroll (PPE 10-31-20)	129,022.69
EFT 797	ADP Tax/Financial Services	Payroll Tax (PPE 10-31-20)	43,694.32
EFT 798	Dept. of Retirement Systems	Retirement Contributions (PPE 10-31-20)	36,430.96
EFT 799	Dept. of Retirement Systems	DCP Retirement (PPE 10-31-20)	3,620.00
EFT 800	Hartford Retirement Plan Solutions	MMDCP (PPE 10-31-20)	200.00
			212,967.97



VOUCHERS BY CATEGORY FOR DECEMBER 2020

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
I 063	ADP Tax/Financial Services	Net Payroll (PPE 11-30-20) - EFT 804	138,096.25	
I 064	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-20) - EFT 805	50,024.97	
I 066	NOLS Employee	HRA Reimbursement	1,750.00	
I 070	NOLS Employee	HRA Reimbursement	833.36	
I 071	NOLS Employee	HRA Reimbursement	92.98	
I 079	Bolton, Joshua	Cell Phone Reimbursement - Jul-Dec 2020 - FAC	60.00	
I 080	NOLS Employee	HRA Reimbursement	886.68	
I 081	NOLS Employee	HRA Reimbursement	1,515.55	
I 104	NOLS Employee	HRA Reimbursement	122.20	
I 105	DeFrancisco, John L.	Cell Phone Reimbursement - Jul-Dec 2020 - ADM	120.00	
I 107	Dept. of Retirement Systems	Retirement Contributions (PPE 11-30-20) - EFT 806	40,139.89	
I 108	Dept. of Retirement Systems	DCP Retirement 12-2020 (PPE 11-30-20) - EFT 807	6,670.00	
I 111	NOLS Employee	HRA Reimbursement	491.60	
I 112	NOLS Employee	HRA Reimbursement	1,200.00	
I 117	Felton, Jina	Cell Phone Reimbursement - Jul-Dec 2020 - PA Internet Reimbursement - Sep-Dec 2020 - PA	240.00	
I 121	NOLS Employee	HRA Reimbursement	746.30	
I 122	NOLS Employee	HRA Reimbursement	1,750.00	
I 123	NOLS Employee	HRA Reimbursement	1,116.36	
I 124	Glaude, Noah	Cell Phone Reimbursement - Jul-Dec 2020 - ADM	120.00	
I 125	NOLS Employee	HRA Reimbursement	572.64	
I 126	Hartford Retirement Plan Solutions	MMDCP 12-2020 (PPE 11-30-20) - EFT 808	200.00	
I 127	Health Care Authority	HCA 12-2020 (PPE 11-30-20)	34,670.88	
I 128	HealthEquity	HSA ER Contributions - December 2020	798.76	
I 138	NOLS Employee	HRA Reimbursement	604.77	
I 140	NOLS Employee	HRA Reimbursement	995.72	
I 145	Miller, Shane	Cell Phone Reimbursement - July-December 2020	120.00	
I 148	NOLS Employee	HRA Reimbursement	464.90	
I 154	Phillips, Brian	Cell Phone Reimbursement - July-Dec 2020 - FAC	120.00	
I 155	NOLS Employee	HRA Reimbursement	913.18	
I 159	Rajala, Shaina E	Cell Phone Reimbursement - Sep-Dec 2020 - ADM	40.00	
I 160	NOLS Employee	HRA Reimbursement	9.80	
I 162	Shield, Erin	Cell Phone Reimbursement - Jul-Dec 2020 - TS	120.00	
I 163	NOLS Employee	HRA Reimbursement	913.18	
I 164	NOLS Employee	HRA Reimbursement	1,750.00	
I 165	Sly, Emily	Cell Phone Reimbursement - Jul-Dec 2020 - SQ	120.00	
I 166	Sly, Emily	Cell Phone Reimbursement Jan-Jun 2020 - SQ	120.00	
I 168	NOLS Employee	HRA Reimbursement	1,750.00	
I 173	NOLS Employee	HRA Reimbursement	246.80	
I 175	United Way of Clallam County	United Way Donations (PPE 11-30-20)	45.00	
I 179	WCIF	Vision/Life/EAP Premiums 12-2020 (PPE 11-30-20)	1,193.19	
I 182	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-20) - January Coverage	4,787.64	

Category	Claimant	Purpose	Amount	Subtotal
I 183	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2020 (PPE 11-30-20)	2,027.70	298,560.30
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
I 069	Angeles Millwork & Lumber Company	PO 1068 Maintenance Supplies - Plywood for Pacifica Cargo Area - FAC	29.83	
I 109	Dept. of Revenue - Use/Sales Tax	November 2020 Sales & Use Tax - EFT 809	13.72	
I 132	KCDA Purchasing Cooperative	PO 952 Maintenance Supplies - Cleaning Supplies - FAC	149.77	
I 158	Raivo, Jessica	PO 1055 Office Supplies - Staff Room Supplies - SQ	5.43	
I 169	Swains General Store, Inc.	PO 1022 Maintenance Supplies - Carver Room COVID Shield Hardware - FAC	4.19	
I 170	Swains General Store, Inc.	PO 1067 Maintenance Supplies - Batteries, Wiper Fluid, Air Hose Connections - FAC	37.20	
I 171	The Home Depot Pro	PO 1028, 1029 Maintenance Supplies - Cleaning Supplies - FAC	337.98	
I 172	True Value	PO 1040, 1045, 1062 Maintenance Supplies - FO Hardware for Plastic Panels - Hardware, Steel Wool, Fast Melt, Dish Soap - CB Weather Stripping - FAC	160.90	
CC 5	Amazon.com	PO 1084 Office Supplies - Tape, Soap Dispensers, Bells - SQ	51.39	
CC 6	Amazon.com	PO 951 Technology Supplies - Laptop Cases - NOLS	261.04	
CC 7	Amazon.com	PO 1050 Technology Supplies - Laptop Cases - NOLS	130.52	
CC 8	Amazon.com	PO 993 Office Supplies - Hooks for Mask Signs - PA	9.74	
CC 9	Amazon.com	PO 1039 Office Supplies - Hooks for Mask Signs - PA	7.61	
CC 10	Amazon.com	PO 1053 Office Supplies - Wireless Doorbell - PA	38.07	
CC 11	Amazon.com	PO 1039 Office Supplies - LED Open Sign - PA	28.28	
CC 12	Amazon.com	PO 932 Technology Supplies - Headphones - IT	43.51	
CC 13	Amazon.com	PO 990 Technology Supplies - Screen Protectors - IT	46.82	
CC 17	Amazon.com	PO 1032 Maintenance Supplies - Sanitizing Wipes - FAC	44.97	
CC 18	Amazon.com	PO 999 Processing Supplies - TS	7.34	
CC 19	Amazon.com	PO 999 Processing Supplies - TS	72.79	
CC 20	Angeles Millwork & Lumber Company	PO 1007 Maintenance Supplies - Shelf Making Supplies - FAC	42.40	
CC 31	CCI Solutions	PO 996 Processing Supplies - Media Cases - TS	443.46	
CC 33	Costco	PO 1087 Office Supplies - Curbside Walkway Lights - SQ	87.02	
CC 34	Costco	PO 1088 Maintenance Supplies - Sanitizing Wipes - FAC	16.31	
CC 35	Costco	PO 1091 Maintenance Supplies - Sanitizing Wipes, Paper Towels - FAC	33.71	
CC 36	Costco	PO 1095 Office Supplies - Step Stool, Flashlights - SQ	43.50	
CC 37	Costco	PO 1094 Maintenance Supplies - Paper Towels - FAC	18.49	
CC 39	Demco, Inc.	PO 997 Processing Supplies - Book Covers, Labels - TS	230.17	
CC 40	Elm USA	PO 998 Processing Supplies - Disc Repair - TS	444.45	
CC 43	Global Industrial	PO 1072 Maintenance Supplies - Clip Hooks for Dropped Ceiling - FAC	86.49	
CC 47	Home Depot	PO 1014 Maintenance Supplies - Shelf Building Materials - FAC	111.32	
CC 49	KCDA Purchasing Cooperative	PO 1026 Paper Supplies - FO	315.50	
CC 50	KCDA Purchasing Cooperative	PO 966 Office Supplies - Tape, Pens, Sign Holders - FO	257.08	
CC 51	KCDA Purchasing Cooperative	PO 962 Office Supplies - PA	3.13	
CC 52	KCDA Purchasing Cooperative	PO 962 Paper Supplies - PA	69.26	
CC 53	KCDA Purchasing Cooperative	PO 995 Processing Supplies - Tape, Sticky Notes, Pens - TS	197.81	

Category	Claimant	Purpose	Amount	Subtotal
CC 54	Labels Direct, Inc.	PO 994 Processing Supplies - Labels - TS	142.50	
CC 55	Labels Direct, Inc.	PO 994 Processing Supplies - Labels - TS	12.54	
CC 56	LED Lighting	PO 1071 Maintenance Supplies - LED Bulbs - FAC	60.81	
CC 58	Michael's Store	PO 1089 Office Supplies - Small Cart - SQ	54.39	
CC 60	Namifiers	PO 935 Office Supplies - Nametags - NOLS	17.74	
CC 69	Quill Corporation	PO 967 Office Supplies - Calendars - FO	66.69	
CC 71	Saars Grocery	PO 1019 Processing Supplies - Disc Repair - TS	16.16	
CC 90	SuppliesOutlet.com	PO 960 Toner & Ink - IT	74.40	
CC 91	Swains General Store, Inc.	PO 987 Maintenance Supplies - Flashlights, Hardware - FAC	153.53	
CC 93	Uline	PO 1076 Maintenance Supplies - Shelf Building Supplies - FAC	201.85	
CC 94	Uline	PO 1076 Maintenance Supplies - Shelves - FAC	(66.89)	
CC 95	Uline	PO 1075 Maintenance Supplies - Paper Towel Dispenser - FAC	67.06	
CC 98	Walgreens	PO 936 Office Supplies - PA	4.33	4,686.31
<u>PROGRAM SUPPLIES</u>				
I 1076	Baker & Taylor Information	PO 1060 Program Supplies - Books for Teen Book Clubs (VFOL)	674.29	
I 109	Dept. of Revenue - Use/Sales Tax	November 2020 Sales & Use Tax - EFT 809	32.64	
I 133	Kelly, Adele	PO 1057 Program Supplies - Take & Make, Valentine (VFOL)	184.70	
CC 14	Amazon.com	PO 981 Program Supplies - Creativitea, Take & Make (VFOL)	5.80	
CC 15	Amazon.com	PO 981 Program Supplies - Creativitea, Take & Make (VFOL)	283.94	
CC 48	JoAnn Fabrics	PO 957 Program Supplies - Creativitea (VFOL)	(15.22)	
CC 63	Odyssey Book Shop	PO 985 Program Supplies - Program Book Staff Copy (VFOL)	21.71	
CC 68	Port Book and News	PO 1065 Program Supplies - NOLS Teens Read (VFOL)	100.05	
CC 70	Quilled Creations	PO 980 Program Supplies - Creativitea (VFOL)	50.40	
CC 97	USPS	PO 1085 Program Supplies - Return Shipping (VFOL)	4.39	
CC 99	Walmart	PO 956 Program Supplies - Creativitea (VFOL)	(55.00)	1,287.70
<u>FUEL</u>				
CC 21	Arco	PO 926 Fuel - Business - White Transit Van - NOLS	30.48	
CC 22	Arco	PO 927 Fuel - Business - White Transit Van - NOLS	29.42	
CC 23	Arco	PO 974 Fuel - Business - White Transit Van - NOLS	33.01	
CC 24	Arco	PO 1011 Fuel - Business - White Transit Van - NOLS	28.61	
CC 25	Arco	PO 1023 Fuel - Business - White Transit Van - NOLS	24.37	
CC 26	Arco	PO 1031 Fuel - Business - White Transit Van - NOLS	25.41	
CC 27	Arco	PO 1041 Fuel - Business - White Transit Van - NOLS	31.85	
CC 28	Arco	PO 1041 Fuel - Business - Chrysler - NOLS	20.00	
CC 29	Arco	PO 937 Fuel - Business - Nolsy Red - FAC	21.11	
CC 32	Co-Op Farm & Garden, The	PO 1024 Fuel - Equipment - Leaf Blower - FAC	2.50	
CC 41	Exxon Mobil	PO 989 Fuel - Business - Nolsy White - NOLS	34.16	
CC 72	Safeway Fuel	PO 961 Fuel - Business - Nolsy Red - FAC	35.61	
CC 73	Safeway Fuel	PO 938 Fuel - Business - Green Transit Van - NOLS	60.18	
CC 74	Safeway Fuel	PO 1018 Fuel - Business - White Transit Van - NOLS	27.95	
CC 75	Shell	PO 1020 Fuel - Business - Facilities Van - FAC	11.14	
CC 76	Shell	PO 1021 Fuel - Business - Facilities Van - FAC	15.20	

Category	Claimant	Purpose	Amount	Subtotal
CC 77	Shell	PO 950 Fuel - Business - White Transit Van - NOLS	31.60	
CC 78	Shell	PO 982 Fuel - Business - White Transit Van - NOLS	28.22	
CC 79	Shell	PO 1012 Fuel - Business - Nolsy White - NOLS	36.00	
CC 80	Shell	PO 1013 Fuel - Business - White Transit Van - NOLS	9.96	
CC 81	Shell	PO 1041 Fuel - Business - White Transit Van - NOLS	29.22	
CC 82	Shell	PO 1038 Fuel - Business - Chevy Van - FAC	76.37	642.37
<u>COLLECTION MATERIALS</u>				
I 067	Amazon.com	Collection Materials	117.10	
I 072	Baker & Taylor Entertainment	Collection Materials	37.83	
I 073	Baker & Taylor Entertainment	Collection Materials	192.50	
I 074	Baker & Taylor Entertainment	Collection Materials	33.10	
I 075	Baker & Taylor Information	Collection Materials	743.63	
I 076	Baker & Taylor Information	Collection Materials	2,903.40	
I 077	Baker & Taylor Information	Collection Materials	8,936.49	
I 078	Baker & Taylor Information	Collection Materials	1,586.69	
I 082	CENGAGE Learning	Collection Materials	94.38	
I 083	CENGAGE Learning	Collection Materials	121.31	
I 084	CENGAGE Learning	Collection Materials	4,009.09	
I 085	CENGAGE Learning	Collection Materials	602.35	
I 086	Center Point Large Print	Collection Materials	224.70	
I 109	Dept. of Revenue - Use/Sales Tax	November 2020 Sales & Use Tax - EFT 809	19.77	
I 113	Ebsco Information Services	Collection Materials - Novelist	4,838.00	
I 118	Findaway World, LLC	Collection Materials	175.41	
I 120	Forks Forum	Collection Materials	150.00	
I 129	Ingram Library Services	Collection Materials	126.68	
I 141	Midwest Tape	Collection Materials	23,778.06	
I 142	Midwest Tape	Collection Materials	25,380.02	
I 143	Midwest Tape	Collection Materials	70.95	
I 146	NewsBank	Collection Materials	2,126.50	
I 151	OverDrive, Inc.	Collection Materials	2,877.98	
I 157	ProQuest LLC	Collection Materials - Ancestry Library	7,657.73	
I 161	Secretary of State	Collection Materials - Digital WDLC - (Portion) - Jan-Dec 2021	20,000.00	
I 184	WT COX	Collection Materials	10,056.05	
CC 57	Magnolia Journal	PO 1035 Collection Materials	21.72	
CC 92	The Atlantic	PO 1037 Collection Materials	134.98	
				117,016.42
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
I 065	ADP, LLC	Payroll Services - Processing - (PPE 10-31-2020) and (PPE 11-30-2020) - NOLS	1,485.71	
I 106	Department of Licensing	PO 1097 Professional Services - Driving Record Check for SOS - NOLS - EFT 820	13.00	
I 114	Ednetics, Inc.	PO 1058, 1059 Technology Services - Install Switching and WiFi Equipment - IT	4,291.98	
I 115	E-Rate Expertise	PO 1106 Consulting - E-Rate Consultant - NOLS	975.00	
I 130	Innovative Interfaces	PO 1064 Training and Conference - Polaris System Admin and Customization - NOLS	1,088.00	
I 131	Juan de Fuca Foundation	C61 Programming - Dia de los Muertos - Flowers (VFOL)	200.00	

Category	Claimant	Purpose	Amount	Subtotal
I 134	Kitsap Networking Systems	PO 1056 Technology Services - VPLS Activation - Documentation - IT	187.50	
I 136	KSQM	C63 Programming - Winter Stories: Hindsight in 2020 - Story Slam Storytellers on KSQM (VFOL)	200.00	
I 137	KSQM	C63 Programming - Winter Stories: Hindsight in 2020 - Story Slam Storytellers on KSQM (VFOL)	50.00	
I 149	OCLC, Inc.	PO 1033 Technology Services - Bibliographic Utility Subscription - Catalog and ILL - TS	2,471.61	
I 150	Olympic Laundry & Dry Cleaners	PO 1047 Professional Services - Laundry - FAC	130.56	
I 156	Pluralsight	PO 870, 1043 Training - Online Training through 10-18-2021 - 5 Users - IT	2,680.93	
I 167	Sound Publishing Inc	PO 1070 Advertising - RFP Notice - NOLS	19.55	
I 174	Unique Management Services, Inc.	Professional Services - Debt Collection	2,447.55	
CC 1	IPassword	PO 1051 Technology Services - Password Vault - IT	70.33	
CC 42	Facebook	PO 1066 Advertising - Sponsored Posts - NOLS	140.00	
CC 44	GoDaddy.com	PO 1049 Technology Services - Website Certificate - IT	369.99	
CC 65	Pay Pal	Gateway Service Fees - NOLS	59.95	
CC 89	Stamps.com	PO 1025 Technology Services - Monthly Fee - TS	19.56	
CC 100	Zoom	PO 1101 Technology Services - Monthly Subscription - NOLS	16.30	
CC 101	Zoom	PO 1101 Technology Services - Monthly Subscription - NOLS	81.50	
CC 102	Zoom	PO 1090 Technology Services - Monthly Subscription - NOLS	16.30	17,015.32
COMMUNICATIONS				
I 068	Angeles Communications	Communications - VOIP	903.04	
I 087	CenturyLink 300511187 FO	Communications - Voice - FO	84.86	
I 088	CenturyLink 206-T01-0277-974B	Undisputed Amounts for Services July 2019 - June 2020	4,834.17	
I 089	CenturyLink 206-T01-0277-974B	Undisputed Amounts for Services July 2020 - October 2020	1,757.88	
I 090	CenturyLink 300561130 CB	Communications - Voice - CB	77.30	
I 091	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	119.33	
I 092	CenturyLink 407627350 CB-Data	Undisputed Amounts for Services July 2019 - June 2020	18,790.24	
I 093	CenturyLink 407627350 CB-Data	Undisputed Amounts for Services July 2020 - October 2020	9,395.12	
I 094	CenturyLink 5161XLL8S3 CB Fiber	Undisputed Amounts for Services July 2020 - October 2020	1,422.52	
I 095	CenturyLink 5161XLL8S3 CB Fiber	Undisputed Amounts for Services July 2019 - June 2020	1,422.52	
I 096	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	68.23	
I 097	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	249.58	
I 177	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03	
I 178	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	303.96	
I 180	WDH - Wave Business	Communication - Internet - IT	5,480.80	
CC 83	Stamps.com	PO 963 Postage - TS	400.00	
CC 84	Stamps.com	PO 964 Postage - TS	400.00	
CC 85	Stamps.com	PO 1002 Postage - TS	400.00	
CC 86	Stamps.com	PO 1003 Postage - TS	400.00	
CC 87	Stamps.com	PO 1004 Postage - TS	400.00	
CC 88	Stamps.com	PO 1005 Postage - TS	400.00	
CC 96	UPS	PO 942 Communication - Freight - TS	12.86	47,442.44

Category	Claimant	Purpose	Amount	Subtotal
<u>TRAVEL</u>				
	I 116 Eveslage, Beau	Travel - Business - Mileage Reimbursement - TS	31.05	31.05
<u>UTILITIES</u>				
	I 098 City of Port Angeles/Peabody St.	Public Utilities - PA	4,570.61	
	I 099 City of Sequim	Public Utilities - SQ	92.31	
	I 100 Clallam County Public Works Dept.	Public Utilities - CB	56.50	
	I 101 Clallam County PUD	Public Utilities - CB	393.00	
	I 102 Clallam County PUD	Public Utilities - FO	536.00	
	I 103 Clallam County PUD	Public Utilities - SQ	667.00	
	I 110 DM Disposal Company, Inc.	Public Utilities - PA - SQ	511.95	
	I 181 West Waste & Recycling	Public Utilities - FO - CB	56.43	6,883.80
<u>REPAIR AND MAINTENANCE</u>				
	I 135 Koenig Chevrolet	PO 1034 Vehicle Maintenance - Chevy Van Fuel Tube Repair - FAC	301.64	
	I 139 Les Schwab Tires	PO 1100 Vehicle Maintenance - Seasonal Tire Change - Westy - FAC	86.76	
	I 144 Miller Signs	PO 1046 Vehicle Maintenance - Pacifica Decals - FAC	238.05	
	I 152 Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	276.38	
	I 153 Peninsula Heat, Inc.	PO 1099 Repair and Maintenance - PA HVAC Maintenance - Pressure Test - FAC	315.52	
	CC 59 Microsoft Tech Support	PO 1096 Technology Maintenance - Cloud Services - IT	816.25	2,034.60
<u>MISCELLANEOUS SERVICES</u>				
	I 119 Forks Chamber of Commerce, Inc.	PO 1108 Membership - 2021 Annual Membership - FO	100.00	100.00
<u>MACHINERY AND EQUIPMENT</u>				
	I 109 Dept. of Revenue - Use/Sales Tax	November 2020 Sales & Use Tax - EFT 809	9.86	
	CC 2 Amazon.com	PO 959 Machinery and Equipment - Computer Tower Stands - IT	65.25	
	CC 3 Amazon.com	PO 959 Machinery and Equipment - Printer Power Supply - IT	25.01	
	CC 4 Amazon.com	PO 965 Machinery and Equipment - NUC Mounts, USB Adapters - IT	58.79	
	CC 16 Amazon.com	PO 1030 Machinery and Equipment - Air Purifiers - FAC	363.42	
	CC 30 B & H Photo	PO 1102 Machinery and Equipment - 4 Cameras and Accessories - NOLS	3,999.31	
	CC 38 Dell Financial Services LLC	PO 1095 Machinery and Equipment - Laptop - IT	2,532.54	
	CC 45 Grainger	PO 1074 Machinery and Equipment - Plastic Panels - FAC	119.37	
	CC 46 Grainger	PO 1073 Machinery and Equipment - Plastic Panels - FAC	116.91	
	CC 61 NewEgg.com	PO 1042 Machinery and Equipment - IT UPS Towers - IT	337.26	
	CC 62 NewEgg.com	PO 1052 Machinery and Equipment - Replacement Storage Equipment - IT	858.41	
	CC 64 Opto International	PO 333 Machinery and Equipment - Cart - FO	(110.00)	
	CC 66 PhoneSoap	PO 1036 Machinery and Equipment - AirSoap Filter - IT	348.16	
	CC 67 PhoneSoap	PO 1027 Machinery and Equipment - AirSoap Filter - IT	348.16	9,072.45

Category	Claimant	Purpose	Amount	Subtotal
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 2166 NOLS Patron	Patron Refund	61.93	
	CK 2167 NOLS Patron	Patron Refund	21.99	
	CK 2168 NOLS Patron	Patron Refund	3.99	
	CK 2169 NOLS Patron	Patron Refund	16.95	104.86
			504,877.62	504,877.62



Voucher Approval for December 2020

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #1063 through #1184 are approved in the amount of \$504,877.62 this 28th day of January 2021.

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

No.	Claimant	Purpose	Amount
1063	ADP Tax/Financial Services	Net Payroll (PPE 11-30-20) - EFT 804	138,096.25
1064	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-20) - EFT 805	50,024.97
1065	ADP, LLC	Payroll Services - Processing - (PPE 10-31-2020) and (PPE 11-30-2020) - NOLS	1,485.71
1066	NOLS Employee	HRA Reimbursement	1,750.00
1067	Amazon.com	Collection Materials	117.10
1068	Angeles Communications	Communications - VOIP	903.04
1069	Angeles Millwork & Lumber Company	PO 1068 Maintenance Supplies - Plywood for Pacifica Cargo Area - FAC	29.83
1070	NOLS Employee	HRA Reimbursement	833.36
1071	NOLS Employee	HRA Reimbursement	92.98
1072	Baker & Taylor Entertainment	Collection Materials	37.83
1073	Baker & Taylor Entertainment	Collection Materials	192.50
1074	Baker & Taylor Entertainment	Collection Materials	33.10
1075	Baker & Taylor Information	Collection Materials	743.63
1076	Baker & Taylor Information	Collection Materials PO 1060 Program Supplies - Books for Teen Book Clubs (VFOL)	3,577.69
1077	Baker & Taylor Information	Collection Materials	8,936.49
1078	Baker & Taylor Information	Collection Materials	1,586.69
1079	Bolton, Joshua	Cell Phone Reimbursement - Jul-Dec 2020 - FAC	60.00
1080	NOLS Employee	HRA Reimbursement	886.68
1081	NOLS Employee	HRA Reimbursement	1,515.55
1082	CENGAGE Learning	Collection Materials	94.38
1083	CENGAGE Learning	Collection Materials	121.31
1084	CENGAGE Learning	Collection Materials	4,009.09
1085	CENGAGE Learning	Collection Materials	602.35

No.	Claimant	Purpose	Amount
1086	Center Point Large Print	Collection Materials	224.70
1087	CenturyLink 300511187 FO	Communications - Voice - FO	84.86
1088	CenturyLink 206-T01-0277-974B	Undisputed Amounts - for Services July 2019 - June 2020	4,834.17
1089	CenturyLink 206-T01-0277-974B	Undisputed Amounts - for Services July 2020 - October 2020	1,757.88
1090	CenturyLink 300561130 CB	Communications - Voice - CB	77.30
1091	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	119.33
1092	CenturyLink 407627350 CB-Data	Undisputed Amounts - for Services July 2019 - June 2020	18,790.24
1093	CenturyLink 407627350 CB-Data	Undisputed Amounts - for Services July 2020 - October 2020	9,395.12
1094	CenturyLink 5161XLL8S3 CB Fiber	Undisputed Amounts - for Services July 2020 - October 2020	1,422.52
1095	CenturyLink 5161XLL8S3 CB Fiber	Undisputed Amounts - for Services July 2019 - June 2020	1,422.52
1096	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	68.23
1097	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	249.58
1098	City of Port Angeles/Peabody St.	Public Utilities - PA	4,570.61
1099	City of Sequim	Public Utilities - SQ	92.31
1100	Clallam County Public Works Dept.	Public Utilities - CB	56.50
1101	Clallam County PUD	Public Utilities - CB	393.00
1102	Clallam County PUD	Public Utilities - FO	536.00
1103	Clallam County PUD	Public Utilities - SQ	667.00
1104	NOLS Employee	HRA Reimbursement	122.20
1105	DeFrancisco, John L.	Cell Phone Reimbursement - Jul-Dec 2020 - ADM	120.00
1106	Department of Licensing	PO 1097 Professional Services - Driving Record Check for SOS - NOLS - EFT 820	13.00
1107	Dept. of Retirement Systems	Retirement Contributions (PPE 11-30-20) - EFT 806	40,139.89
1108	Dept. of Retirement Systems	DCP Retirement 12-2020 (PPE 11-30-20) - EFT 807	6,670.00
1109	Dept. of Revenue - Use/Sales Tax	November 2020 Sales & Use Tax - EFT 809	75.99
1110	DM Disposal Company, Inc.	Public Utilities - PA - SQ	511.95
1111	NOLS Employee	HRA Reimbursement	491.60
1112	NOLS Employee	HRA Reimbursement	1,200.00
1113	Ebsco Information Services	Collection Materials - Novelist	4,838.00
1114	Ednetics, Inc.	PO 1058, 1059 Technology Services - Install Switching and WiFi Equipment - IT	4,291.98
1115	E-Rate Expertise	PO 1106 Consulting - E-Rate Consultant - NOLS	975.00
1116	Eveslage, Beau	Travel - Business - Mileage Reimbursement - TS	31.05
1117	Felton, Jina	Cell Phone Reimbursement - Jul-Dec 2020 - PA Internet Reimbursement - Sep-Dec 2020 - PA	240.00
1118	Findaway World, LLC	Collection Materials	175.41
1119	Forks Chamber of Commerce, Inc.	PO 1108 Membership - 2021 Annual Membership - FO	100.00
1120	Forks Forum	Collection Materials	150.00
1121	NOLS Employee	HRA Reimbursement	746.30

No.	Claimant	Purpose	Amount
I122	NOLS Employee	HRA Reimbursement	1,750.00
I123	NOLS Employee	HRA Reimbursement	1,116.36
I124	Glaude, Noah	Cell Phone Reimbursement - Jul-Dec 2020 - ADM	120.00
I125	NOLS Employee	HRA Reimbursement	572.64
I126	Hartford Retirement Plan Solutions	MMDCP 12-2020 (PPE 11-30-20) - EFT 808	200.00
I127	Health Care Authority	HCA 12-2020 (PPE 11-30-20)	34,670.88
I128	HealthEquity	HSA ER Contributions - December 2020	798.76
I129	Ingram Library Services	Collection Materials	126.68
I130	Innovative Interfaces	PO 1064 Training and Conference - Polaris System Admin and Customization - NOLS	1,088.00
I131	Juan de Fuca Foundation	C61 Programming - Dia de los Muertos - Flowers (VFOL)	200.00
I132	KCDA Purchasing Cooperative	PO 952 Maintenance Supplies - Cleaning Supplies - FAC	149.77
I133	Kelly, Adele	PO 1057 Program Supplies - Take & Make Valentine (VFOL)	184.70
I134	Kitsap Networking Systems	PO 1056 Technology Services - VPLS Activation - Documentation - IT	187.50
I135	Koenig Chevrolet	PO 1034 Vehicle Maintenance - Chevy Van Fuel Tube Repair - FAC	301.64
I136	KSQM	C63 Programming - Winter Stories: Hindsight in 2020 - Story Slam Storytellers on KSQM (VFOL)	200.00
I137	KSQM	C63 Programming - Winter Stories: Hindsight in 2020 - Story Slam Storytellers on KSQM (VFOL)	50.00
I138	NOLS Employee	HRA Reimbursement	604.77
I139	Les Schwab Tires	PO 1100 Vehicle Maintenance - Seasonal Tire Change - Westy - FAC	86.76
I140	NOLS Employee	HRA Reimbursement	995.72
I141	Midwest Tape	Collection Materials	23,778.06
I142	Midwest Tape	Collection Materials	25,380.02
I143	Midwest Tape	Collection Materials	70.95
I144	Miller Signs	PO 1046 Vehicle Maintenance - Pacifica Decals - FAC	238.05
I145	Miller, Shane	Cell Phone Reimbursement - July-December 2020	120.00
I146	NewsBank	Collection Materials	2,126.50
I147	North Olympic Library System	December 2020 Revolving Fund Reimbursement (*Detail Below)	104.86
I148	NOLS Employee	HRA Reimbursement	464.90
I149	OCLC, Inc.	PO 1033 Technology Services - Bibliographic Utility Subscription - Catalog and ILL - TS	2,471.61
I150	Olympic Laundry & Dry Cleaners	PO 1047 Professional Services - Laundry - FAC	130.56
I151	OverDrive, Inc.	Collection Materials	2,877.98
I152	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	276.38
I153	Peninsula Heat, Inc.	PO 1099 Repair and Maintenance - PA HVAC Maintenance - Pressure Test - FAC	315.52
I154	Phillips, Brian	Cell Phone Reimbursement - July-Dec 2020 - FAC	120.00
I155	NOLS Employee	HRA Reimbursement	913.18

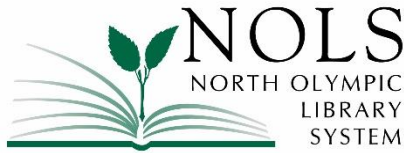
No.	Claimant	Purpose	Amount
I156	Pluralsight	PO 870, 1043 Training - Online Training through 10-18-2021 - 5 Users - IT	2,680.93
I157	ProQuest LLC	Collection Materials - Ancestry Library	7,657.73
I158	Raivo, Jessica	PO 1055 Office Supplies - Staff Room Supplies - SQ	5.43
I159	Rajala, Shaina E	Cell Phone Reimbursement - Sep-Dec 2020 - ADM	40.00
I160	NOLS Employee	HRA Reimbursement	9.80
I161	Secretary of State	Collection Materials - Digital WDLIC - (Portion) - Jan-Dec 2021	20,000.00
I162	Shield, Erin	Cell Phone Reimbursement - Jul-Dec 2020 - TS	120.00
I163	NOLS Employee	HRA Reimbursement	913.18
I164	NOLS Employee	HRA Reimbursement	1,750.00
I165	Sly, Emily	Cell Phone Reimbursement - Jul-Dec 2020 - SQ	120.00
I166	Sly, Emily	Cell Phone Reimbursement - Jan-Jun 2020 - SQ	120.00
I167	Sound Publishing Inc	PO 1070 Advertising - RFP Notice - NOLS	19.55
I168	NOLS Employee	HRA Reimbursement	1,750.00
I169	Swains General Store, Inc.	PO 1022 Maintenance Supplies - Carver Room COVID Shield Hardware - FAC	4.19
I170	Swains General Store, Inc.	PO 1067 Maintenance Supplies - Batteries, Wiper Fluid, Air Hose Connections - FAC	37.20
I171	The Home Depot Pro	PO 1028, 1029 Maintenance Supplies - Cleaning Supplies - FAC	337.98
I172	True Value	PO 1040, 1045, 1062 Maintenance Supplies - FO Hardware for Plastic Panels - Hardware, Steel Wool, Fast Melt, Dish Soap - CB Weather Stripping - FAC	160.90
I173	NOLS Employee	HRA Reimbursement	246.80
I174	Unique Management Services, Inc.	Professional Services - Debt Collection	2,447.55
I175	United Way of Clallam County	United Way Donations (PPE 11-30-20)	45.00
I176	US Bank	Credit Card Services - November 2020 (*Detail Below)	18,208.06
I177	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - Hotspot - 942071551 - NOLS	120.03
I178	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	303.96
I179	WCIF	Vision/Life/EAP Premiums 12-2020 (PPE 11-30-20)	1,193.19
I180	WDH - Wave Business	Communication - Internet - IT	5,480.80
I181	West Waste & Recycling	Public Utilities - FO - CB	56.43
I182	WSCCCE - WPAS, Inc	Dental Premiums (PPE 11-30-20) - January Coverage	4,787.64
I183	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 12-2020 (PPE 11-30-20)	2,027.70
I184	WT COX	Collection Materials	10,056.05
			504,877.62

No.	Claimant	Purpose	Amount
* Detail - NOLS Revolving Fund Account -- Voucher #1147			
2166	NOLS Patron	Patron Refund	61.93
2167	NOLS Patron	Patron Refund	21.99
2168	NOLS Patron	Patron Refund	3.99
2169	NOLS Patron	Patron Refund	16.95
			104.86
* Detail - NOLS US Bank Credit Card Purchases -- Voucher #1176			
1	IPassword	PO 1051 Technology Services - Password Vault - IT	70.33
2	Amazon.com	PO 959 Machinery and Equipment - Computer Tower Stands - IT	65.25
3	Amazon.com	PO 959 Machinery and Equipment - Printer Power Supply - IT	25.01
4	Amazon.com	PO 965 Machinery and Equipment - NUC Mounts, USB Adapters - IT	58.79
5	Amazon.com	PO 1084 Office Supplies - Tape, Soap Dispensers, Bells - SQ	51.39
6	Amazon.com	PO 951 Technology Supplies - Laptop Cases - NOLS	261.04
7	Amazon.com	PO 1050 Technology Supplies - Laptop Cases - NOLS	130.52
8	Amazon.com	PO 993 Office Supplies - Hooks for Mask Signs - PA	9.74
9	Amazon.com	PO 1039 Office Supplies - Hooks for Mask Signs - PA	7.61
10	Amazon.com	PO 1053 Office Supplies - Wireless Doorbell - PA	38.07
11	Amazon.com	PO 1039 Office Supplies - LED Open Sign - PA	28.28
12	Amazon.com	PO 932 Technology Supplies - Headphones - IT	43.51
13	Amazon.com	PO 990 Technology Supplies - Screen Protectors - IT	46.82
14	Amazon.com	PO 981 Program Supplies - Creativitea - Take & Make (VFOL)	5.80
15	Amazon.com	PO 981 Program Supplies - Creativitea - Take & Make (VFOL)	283.94
16	Amazon.com	PO 1030 Machinery and Equipment - Air Purifiers - FAC	363.42
17	Amazon.com	PO 1032 Maintenance Supplies - Sanitizing Wipes - FAC	44.97
18	Amazon.com	PO 999 Processing Supplies - TS	7.34
19	Amazon.com	PO 999 Processing Supplies - TS	72.79
20	Angeles Millwork & Lumber Company	PO 1007 Maintenance Supplies - Shelf Making Supplies - FAC	42.40
21	Arco	PO 926 Fuel - Business - White Transit Van - NOLS	30.48
22	Arco	PO 927 Fuel - Business - White Transit Van - NOLS	29.42
23	Arco	PO 974 Fuel - Business - White Transit Van - NOLS	33.01
24	Arco	PO 1011 Fuel - Business - White Transit Van - NOLS	28.61
25	Arco	PO 1023 Fuel - Business - White Transit Van - NOLS	24.37
26	Arco	PO 1031 Fuel - Business - White Transit Van - NOLS	25.41
27	Arco	PO 1041 Fuel - Business - White Transit Van - NOLS	31.85
28	Arco	PO 1041 Fuel - Business - Chrysler - NOLS	20.00
29	Arco	PO 937 Fuel - Business - Nolsy Red - FAC	21.11

No.	Claimant	Purpose	Amount
30	B & H Photo	PO 1102 Machinery and Equipment - 4 Cameras and Accessories - NOLS	3,999.31
31	CCI Solutions	PO 996 Processing Supplies - Media Cases - TS	443.46
32	Co-Op Farm & Garden, The	PO 1024 Fuel - Equipment - Leaf Blower - FAC	2.50
33	Costco	PO 1087 Office Supplies - Curbside Walkway Lights - SQ	87.02
34	Costco	PO 1088 Maintenance Supplies - Sanitizing Wipes - FAC	16.31
35	Costco	PO 1091 Maintenance Supplies - Sanitizing Wipes, Paper Towels - FAC	33.71
36	Costco	PO 1095 Office Supplies - Step Stool, Flashlights - SQ	43.50
37	Costco	PO 1094 Maintenance Supplies - Paper Towels - FAC	18.49
38	Dell Financial Services LLC	PO 1095 Machinery and Equipment - Laptop - IT	2,532.54
39	Demco, Inc.	PO 997 Processing Supplies - Book Covers, Labels - TS	230.17
40	Elm USA	PO 998 Processing Supplies - Disc Repair - TS	444.45
41	Exxon Mobil	PO 989 Fuel - Business - Nolsy White - NOLS	34.16
42	Facebook	PO 1066 Advertising - Sponsored Posts - NOLS	140.00
43	Global Industrial	PO 1072 Maintenance Supplies - Clip Hooks for Dropped Ceiling - FAC	86.49
44	GoDaddy.com	PO 1049 Technology Services - Website Certificate - IT	369.99
45	Grainger	PO 1074 Machinery and Equipment - Plastic Panels - FAC	119.37
46	Grainger	PO 1073 Machinery and Equipment - Plastic Panels - FAC	116.91
47	Home Depot	PO 1014 Maintenance Supplies - Shelf Building Materials - FAC	111.32
48	JoAnn Fabrics	PO 957 Program Supplies - Creativitea (VFOL)	(15.22)
49	KCDA Purchasing Cooperative	PO 1026 Paper Supplies - FO	315.50
50	KCDA Purchasing Cooperative	PO 966 Office Supplies - Tape, Pens, Sign Holders - FO	257.08
51	KCDA Purchasing Cooperative	PO 962 Office Supplies - PA	3.13
52	KCDA Purchasing Cooperative	PO 962 Paper Supplies - PA	69.26
53	KCDA Purchasing Cooperative	PO 995 Processing Supplies - Tape, Sticky Notes, Pens - TS	197.81
54	Labels Direct, Inc.	PO 994 Processing Supplies - Labels - TS	142.50
55	Labels Direct, Inc.	PO 994 Processing Supplies - Labels - TS	12.54
56	LED Lighting	PO 1071 Maintenance Supplies - LED Bulbs - FAC	60.81
57	Magnolia Journal	PO 1035 Collection Materials	21.72
58	Michael's Store	PO 1089 Office Supplies - Small Cart - SQ	54.39
59	Microsoft Tech Support	PO 1096 Technology Maintenance - Cloud Services - IT	816.25
60	Namifiers	PO 935 Office Supplies - Nametags - NOLS	17.74
61	NewEgg.com	PO 1042 Machinery and Equipment - IT UPS Towers - IT	337.26
62	NewEgg.com	PO 1052 Machinery and Equipment - Replacement Storage Equipment - IT	858.41
63	Odyssey Book Shop	PO 985 Program Supplies - Program Book Staff Copy (VFOL)	21.71
64	Opto International	PO 333 Machinery and Equipment - Cart - FO	(110.00)
65	Pay Pal	Gateway Service Fees - NOLS	59.95
66	PhoneSoap	PO 1036 Machinery and Equipment - AirSoap Filter - IT	348.16
67	PhoneSoap	PO 1027 Machinery and Equipment - AirSoap Filter - IT	348.16

No.	Claimant	Purpose	Amount
68	Port Book and News	PO 1065 Program Supplies - NOLS Teens Read (VFOL)	100.05
69	Quill Corporation	PO 967 Office Supplies - Calendars - FO	66.69
70	Quilled Creations	PO 980 Program Supplies - Creativitea (VFOL)	50.40
71	Saars Grocery	PO 1019 Processing Supplies - Disc Repair - TS	16.16
72	Safeway Fuel	PO 961 Fuel - Business - Nolsy Red - FAC	35.61
73	Safeway Fuel	PO 938 Fuel - Business - Green Transit Van - NOLS	60.18
74	Safeway Fuel	PO 1018 Fuel - Business - White Transit Van - NOLS	27.95
75	Shell	PO 1020 Fuel - Business - Facilities Van - FAC	11.14
76	Shell	PO 1021 Fuel - Business - Facilities Van - FAC	15.20
77	Shell	PO 950 Fuel - Business - White Transit Van - NOLS	31.60
78	Shell	PO 982 Fuel - Business - White Transit Van - NOLS	28.22
79	Shell	PO 1012 Fuel - Business - Nolsy White - NOLS	36.00
80	Shell	PO 1013 Fuel - Business - White Transit Van - NOLS	9.96
81	Shell	PO 1041 Fuel - Business - White Transit Van - NOLS	29.22
82	Shell	PO 1038 Fuel - Business - Chevy Van - FAC	76.37
83	Stamps.com	PO 963 Postage - TS	400.00
84	Stamps.com	PO 964 Postage - TS	400.00
85	Stamps.com	PO 1002 Postage - TS	400.00
86	Stamps.com	PO 1003 Postage - TS	400.00
87	Stamps.com	PO 1004 Postage - TS	400.00
88	Stamps.com	PO 1005 Postage - TS	400.00
89	Stamps.com	PO 1025 Technology Services - Monthly Fee - TS	19.56
90	SuppliesOutlet.com	PO 960 Toner & Ink - IT	74.40
91	Swains General Store, Inc.	PO 987 Maintenance Supplies - Flashlights, Hardware - FAC	153.53
92	The Atlantic	PO 1037 Collection Materials	134.98
93	Uline	PO 1076 Maintenance Supplies - Shelf Building Supplies - FAC	201.85
94	Uline	PO 1076 Maintenance Supplies - Shelves - FAC	(66.89)
95	Uline	PO 1075 Maintenance Supplies - Paper Towel Dispenser - FAC	67.06
96	UPS	PO 942 Communication - Freight - TS	12.86
97	USPS	PO 1085 Program Supplies - Return Shipping (VFOL)	4.39
98	Walgreens	PO 936 Office Supplies - PA	4.33
99	Walmart	PO 956 Program Supplies - Creativitea (VFOL)	(55.00)
100	Zoom	PO 1101 Technology Services - Monthly Subscription - NOLS	16.30
101	Zoom	PO 1101 Technology Services - Monthly Subscription - NOLS	81.50
102	Zoom	PO 1090 Technology Services - Monthly Subscription - NOLS	16.30
			18,208.06

No.	Claimant	Purpose	Amount
* Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services			
EFT 804	ADP Tax/Financial Services	Net Payroll (PPE 11-30-20)	138,096.25
EFT 805	ADP Tax/Financial Services	Payroll Tax (PPE 11-30-20)	50,024.97
EFT 806	Dept. of Retirement Systems	Retirement Contributions (PPE 11-30-20)	40,139.89
EFT 807	Dept. of Retirement Systems	DCP Retirement (PPE 11-30-20)	6,670.00
EFT 808	Hartford Retirement Plan Solutions	MMDCP (PPE 11-30-20)	200.00
			235,131.11



Staff Report

Meeting Date: January 28, 2021
To: Library Board of Trustees
From: Noah Glaude, Library Director
Subject: Approving the Capital Budget for FY 2021

Attachment(s): Proposed 2021 Capital Budget

Topic/Issue: Adoption of the 2021 Capital Budget in the amount of \$585,149. NOLS revenues supporting this budget include \$356,949 from the NOLS Capital Reserve (NCR), \$108,200 from the Port Angeles Capital Reserve (PACR), \$115,000 from the Technology Reserve (TR) and a donation of \$5,000 from North Olympic Library Foundation (NOLF).

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

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

The Board Finance Committee has reviewed and approved the proposed 2021 Capital Budget, and the proposed funding sources.

The Capital Budget is primarily funded through revenue transfers from Library reserve accounts, but in some years may also include funding from Capital Project, Gift, or Donation funds, or other special revenue sources (such as grants). In 2021, revenue allocations are proposed from the NCR, the PACR, and the TR to support Capital Budget expenditures. Revenue for 2021 Capital Budget also includes a possible donation from NOLF in the amount of \$5,000. Inclusion of this potential funding in the budget is in keeping with NOLS' customary practices for documenting potential donations from Friends of the Library groups in the Operating Budget. If NOLF donations differ from the estimated revenue, expenditures will be adjusted accordingly.

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

The NOLS Capital Reserve Account (NCR) serves as the repository for the Library's timber revenues. Timber revenues can be extremely volatile and the amount received can fluctuate dramatically from year to year. Since capital projects tend to be somewhat more discretionary and/or scalable than operating expenses, in years of low timber revenues capital improvement plans can be adjusted as appropriate to the revenues available. This methodology allows NOLS to effectively address capital maintenance and improvement needs, while reducing reliance in the operating budget on the unpredictable timber revenue stream. By customary practice, expenditures in the Capital Budget that are funded from the NCR, generally do not exceed the known timber revenues from the preceding year. Timber revenue figures relative to 2021 Capital Budget funding are summarized in the Fiscal Considerations section below.

The Port Angeles Capital Reserve (PACR) was established as a sinking fund in 1997, as a conditional requirement related to the bonds that funded construction of the Port Angeles building. The Board-designated purpose of this reserve is to support significant, large scale, PA infrastructure maintenance, replacement, and improvement. The 2021 Capital Budget includes \$108,200 of expenditures to be funded through the PACR; that amount has therefore been allocated as revenue in the 2021 Capital Budget. The PACR is a substantial, but finite, reserve. The PA building is now over twenty years old, and costly projects that will need to be addressed over the next few years (such as replacement of the building HVAC system and roof) will significantly deplete this reserve.

To better preserve PACR funds for their intended purpose, routine PA maintenance projects are funded by NCR allocations to the Capital Budget, just as they are for other branches and facilities.

Fiscal Considerations: The following tables summarize account and budget information pertinent to the 2021 Capital Budget.

Timber Revenues Summary

Timber revenues 2020	\$363,989
2021 Proposed Capital Budget Revenues from NCR	\$356,949
Difference (2020 Timber Revenues – 2021 Capital Budget Expenses)	\$7,040

NOLS Capital Reserve Summary

NOLS Capital Reserve (NCR) balance as of 12/31/20	\$2,887,170
Return of Unspent 2020 Capital Budget allocations	\$132,046
Transfer of TR to NCR	\$115,000
Proposed transfer of NCR funds to 2021 Capital Budget Account	\$471,949
NOLS Capital Reserve balance after transfer of funds (does not include any projected timber receipts for 2021)	\$2,662,267

PA Capital Reserve Summary*

PA Capital Reserve balance as of 12/31/20	\$975,954
Proposed expenditure of PACR funds to support 2021 PA Capital Budget projects	\$108,200
PA Capital Reserve balance after expenditure of designated funds	\$867,754

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

It is unlikely that the full amounts budgeted for capital projects in 2021 will be expended. This is a common occurrence that happens for several reasons:

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

The \$132,046 of Capital Budget funds that were allocated but unspent in 2020 is an unusually high figure. This mostly resulted from staff adding several large projects to the amended 2020 Capital Budget in September, but not being able to fully complete them before the end of the year. Examples include the bookmobile and hands-free bathroom fixtures at each branch. The Board's approval of funding for those projects in the amended 2020 Capital Budget allowed staff to move forward confidently with planning, which will allow many of the projects to be completed early in 2021.

Discussion:

Buildings and Structures: The budgeted total in this category is \$48,700. \$26,200 of this total is projected for funding through the PA Capital Reserve.

Server room air conditioning units need to be replaced in Forks and in Port Angeles. In Forks, the unit is located on the ground near the parking lot and has sustained damage. With the \$6,000 budgeted, a new unit will be installed on the wall or roof to reduce the chance of being damaged again. For redundancy purposes, the main server room in Port Angeles is covered by two units. One of the units failed in December 2020, increasing risk to critical hardware. Due to the age of the remaining air conditioning unit, both units will be replaced with units that are built to systematically work together. \$17,000 has been budgeted for this system.

In 2020, NOLS ended its practice of contracting out courier services between the branches. Two part-time staff were hired to cover the task and a plug-in hybrid van was purchased for the couriers to make daily deliveries between the branches. The \$1,000 budgeted for a charging station will allow the van to easily be charged in the best location to park the van at the Port Angeles Main Library.

The 2020 Revised 2020 Capital Budget included \$10,000 for hands-free restroom fixtures. Staff were able to receive several bids to complete this project at each branch, and contractors were selected, but the work could not be scheduled before the end of 2020, so it has been carried into 2021.

The balance of 2021 expenditures in *Buildings and Structures* is directed toward several smaller repairs and enhancements to improve safety, security, comfort, and operational efficiency at all branches.

Other improvements: The budgeted total in this category is \$88,000 for various parking lot repairs and improvements. \$82,000 of this total is projected for funding through the PA Capital Reserve, to complete major repairs and maintenance to the parking lot in Port Angeles. The work was originally funded and planned in 2020, but it was not completed due to the pandemic. Reduced traffic in 2020, including Clallam Transit rerouting a bus that previously passed through the parking lot hourly, has reduced the parking lots deterioration and bought us time, but the improvements still need to be made to prevent more significant damage.

Machinery and equipment: The budgeted total in this category is \$448,449, funded through the Capital Budget account. As is usual, many machinery and equipment expenditures are directed toward maintaining, upgrading, improving and licensing NOLS' information technology network, hardware, software, systems, and peripheral devices. This category also provides funding for routine purchase/replacement of library furnishings and equipment for all branches and departments. Significant items include:

- NOLS currently uses QuickBooks to manage its accounts. Over the years, Financial Operations Manager John DeFrancisco has made many customizations and put in hours of manually creating reports to make QuickBooks work for NOLS. In order to transition to an accounting software built for a junior taxing district like NOLS, \$50,000 has been budgeted to work with a consultant to determine the Library's exact accounting needs, prepare and oversee a request for proposals (RFP) for new software and oversee the transition.
- In order to improve the Library's online catalog, expanding accessibility, usability and features, \$38,000 has been budgeted to add a catalog discovery layer service in 2021. NOLS will need to issue an RFP for the discovery layer software, so an exact price is unknown at this time, but staff estimate the one-time purchase and setup fees could be significantly lower, depending on the vendors who bid on the project. NOLS has included maintenance fees for the service in the 2021 Operating Budget and will need to continue to do so in future years.
- The Management Team would like to implement a work-order software solution for staff to use internally. If IT staff are unable to configure a solution using existing software, \$6,000 has been budgeted for new work-order software.
- \$100,000 is budgeted for the complete replacement of the all NOLS networking equipment, including equipment at each branch. Through the federal E-rate program, NOLS expects to be reimbursed 60-70% of these expenses. This substantial upgrade will modernize NOLS' network, allowing IT to keep equipment configured consistently and securely across the network.
- An additional \$20,000 is budgeted for network security software to eliminate security vulnerabilities.

- In line with NOLS' 2021-22 Strategic Initiative to increase library awareness, access, and use among Clallam County Residents through additional outreach, \$130,000 has been budgeted for a library bookmobile. In the Revised 2020 Capital Budget, \$60,000 was budgeted for a deposit for a bookmobile, but that funding was not used. Staff were able to work with a consultant the final months of 2020 to develop custom bookmobile specifications that best fit NOLS' need, and a call for bids was issued on January 11, 2021. The tentative plan is to have book drops at some of the sites the bookmobile will visit, so new book drops have been budgeted for as well, in addition to other accessories that may be needed.
- NOLF funding will be sought to support the bookmobile project, at the point that NOLS is ready to clarify additional needs and funding opportunities. The NOLF Board has indicated interest in supporting this project, which aligns well with their focus on mobile services and beyond- library-walls projects.
- Lastly in this category, are two contingency fund lines budgeting a total of \$20,000 as insurance against unanticipated or emergency repair/replacement needs in facilities or technology. Some needs of this type inevitably arise every year, and having a designated contingency fund greatly facilitates staff ability to respond promptly and appropriately.

Construction of Capital Assets: At this time, there are no expenditures in this area for 2021. As has been previously discussed with the Board, staff have applied for a Library Capital Improvement Grant through the Washington State Department of Commerce to expand and renovate the Sequim Branch Library. If the \$2 million matching grant is awarded in mid-2021, NOLS will need to use at least \$2 million from NCR to fund an expansion and renovation of the undersized and dated facility. If funding allocations to implement the project are required, the Board will be presented with a separate funding request.

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

Action/Motion: *That the Library Board approve the Capital Budget for fiscal year 2021 as presented, in the amount of \$585,149.*

2021 Capital Budget
Proposed for Board Approval 01-28-21

			Branches				Departments						NOLS	2021 Budget
		Revised 2020 Budget ***	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	
	Revenue													
	From Capital Budget Account	241,560											356,949	356,949
	From Port Angeles Capital Reserve (PA CR)	27,000											108,200	108,200
	From Technology Reserve (TR)	-											115,000	115,000
	Proposed for NOLF Funding	-											5,000	5,000
		-												-
	Total Revenues	268,560	-	-	-	-	-	-	-	-	-	-	585,149	585,149
594.72.60	Capital Outlays													
	62.0110 · Buildings and Structures													
	Repaint FOSL Building Exterior *	-				3,000								3,000
	Replace FO Server Room A/C *	6,000		6,000										6,000
	Replace PA Server Room A/Cs – Install Matching Units	-			17,000									17,000
	Hands-free Restroom Fixtures *	10,000			6,000								4,000	10,000
	Surveillance Cameras for Exterior, Non-Public Staff Areas *	-											5,000	5,000
	Hybrid Charging Station for Courier Van	-			1,000									1,000
	Window/Door Shades and Blinds *	-		500	1,700	500								2,700
	Reconfigure Emergency Lighting	-		3,000										3,000
	Lighting Improvements *	500			500								500	1,000
	Subtotal - Buildings and Structures	3,950	-	9,500	26,200	3,500	-	-	-	-	-	-	9,500	48,700
	63.0100 · Other Improvements													
	Parking Lot Driveway Repaving *	-			80,000									80,000
	Regraveling Staff Lot	-	3,000											3,000
	Parking Lot Restriping *	-	750	750	2,000	500								4,000
	Parking Lot Asphalt Crack Sealing *	-	1,000											1,000
	Subtotal - Other Improvements	5,500	4,750	750	82,000	500	-	-	-	-	-	-	-	88,000
	64.0010 · Machinery & Equipment													
	Accounting Software - consultant	-					50,000							50,000
	Discovery Layer Software for ILS - initial setup	-											38,000	38,000
	Meeting Room/Event Calendar/Reservation Software - initial setup	-											4,000	4,000
	Workorder Software	-											6,500	6,500
	Network Security Software	-							20,000					20,000
	Networking Equipment	14,500							100,000					100,000

2021 Capital Budget
Proposed for Board Approval 01-28-21

			Branches				Departments						NOLS	
		Revised 2020 Budget ***	CB	FO	PA	SQ	ADM	FAC	IT	OR	TS	VOL	System	2021 Budget
	Servers **	5,500							6,500					6,500
	Computer Workstation (staff) **	7,500							7,500					7,500
	Computer Workstation (public) **	10,000							7,500					7,500
	Monitors **	750							1,500					1,500
	Printers **	1,350			500		500		1,000					2,000
	Fax Machine	-		200										200
	Receipt Printers **	700							700					700
	Dymo Label Printer **	600							300					300
	Computer Mounts **	1,000							300					300
	Monitor Arms **	1,000							500					500
	Barcode Scanners **	700							700					700
	Misc. Tech Items (keyboards, webcams, etc.) **	4,000							1,000					1,000
	Staff Emergency Cell Phones *	1,000											199	199
	Disc Repair Machine *	7,000									6,000			6,000
	Document Scanner *	1,000							1,500					1,500
	3D Printers *	2,000											2,000	2,000
	Staff Desks	4,000	3,500	7,000		500								11,000
	Staff Chairs	2,800		500										500
	Workroom Cabinets and Equipment	-	1,500	1,000	1,500									4,000
	Security Mirrors	-		300										300
	Display Cart	3,000		3,000										3,000
	Public Chair & Table Replacements *	5,000			5,000									5,000
	Hand Sanitizer Station	1,400						1,000						1,000
	Dishwasher *	1,000			1,000									1,000
	Vacuum **	750						750						750
	Steam Cleaners	1,100						3,500						3,500
	Upholstered Furniture Repair **	2,050						3,000						3,000
	Bookmobile *	60,000								130,000				130,000
	Winter Tires for Bookmobile	-								1,500				1,500
	Bookmobile Carts	-								2,000				2,000
	Off-site Book Return Bins	-								5,000				5,000
	Undesignated Contingency Repair/Replacement **	7,500											10,000	10,000
	Undesignated Contingency Tech Repair/Replacement **	7,500											10,000	10,000
	Subtotal - Machinery & Equipment	223,560	5,000	12,000	8,000	500	50,500	8,250	149,000	138,500	6,000	-	70,699	448,449
	65.0100 - Construction of Capital Assets													-
		-												-
	Subtotal - Construction of Capital Assets	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total Capital Outlays	347,450	9,750	22,250	116,200	4,500	50,500	8,250	149,000	138,500	6,000	-	80,199	585,149

* Budgeted for in 2020, but project not completed/funding not used in 2020

** Included in capital budget annually

*** 2020 Expenditure subtotals/totals reflect 2020 expenditures as budgeted in the revised budget, **not** subtotals/totals of the figures in the 2020 column (2020 expenditures eliminated in the 2021 budget have been/will be removed)



Staff Report

Date: January 28, 2021
To: Library Board of Trustees
From: Noah Glaude, Library Director
Subject: Approval of Resolution 21-01-01: Authorizing Transfer of Funds

Attachments: Resolution 21-01-01: Authorizing Transfer of Funds
NOLS Flow Chart Depicting Account Management

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

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

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

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

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

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

The 2021 transfer calculations are explained below.

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

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

Calculation of the transfer amount required to fund the float for 2021 is as follows:

- The 2020 ending balance of the Undesignated Cash Operating Funds is \$2,187,887.
- The expenditure float necessary to start 2021 (2021 Operating Budget of \$5,106,748 / 3 = 4 months) is \$1,702,249.
- The ending balance in Undesignated Cash Operating Funds exceeds the needed float amount.

For 2021 therefore, funding the “float” allows transfer of \$485,638 out of UCO funds to reserves.

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

This is the transfer-in amount authorized in the 2021 Operating Budget – the amount by which expenditures exceeded available revenues from other sources.

For 2021, this transfer amount is \$540,283.

Transfer from NOLS 2020 Capital Budget to NOLS Capital Reserve (NCR)

This is the amount from the NOLS 2020 Capital Budget that was unspent in 2020 and is being returned to the NOLS Capital Reserve.

For 2021, this transfer amount is \$132,046.

Transfer from Technology Reserve (TR) to NOLS Capital Reserve (NCR)

The Technology Reserve (TR) is being utilized to fund IT projects in the 2021 Capital Budget.

For 2021, this transfer amount is \$115,000.

Transfer from NOLS Capital Reserve (NCR) to NOLS 2021 Capital Budget

This is the amount needed to fund the Capital Budget expenses for 2021 (with the exception of designated expenditures, which will be paid directly from the PA Capital Reserve (PACR) (\$108,200), and designated expenditures potentially funded through a grant from NOLF (\$5,000). Transferring approved capital budget revenues to the NOLS 2021 Capital Budget account at the start of the fiscal year facilitates purchasing and accounting processes, and supports realistic understanding of the NOLS Capital Reserve balance.

For 2021, this transfer amount is \$471,949.

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

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

Recommendation/Alternatives: That the Library Board of Trustees approve Resolution 21-01-01, authorizing transfer of funds as follows:

Amount of Transfer	Transfer From	Transfer To
\$485,638	Undesignated Cash Operating	Operating Reserve
\$540,283	Operating Reserve	Undesignated Cash Operating
\$132,046	NOLS 2020 Capital Budget	NOLS Capital Reserve
\$115,000	Technology Reserve	NOLS Capital Reserve
\$471,949	NOLS Capital Reserve	NOLS 2021 Capital Budget

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

Motion/Action: That the Library Board of Trustees approve Resolution 21-01-01, authorizing transfer of funds as indicated.



Resolution 21-01-01:
Library Board of Trustees
North Olympic Library System

Authorizing Transfer of Funds between NOLS accounts

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

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

Whereas, transfers are required to fund planned expenditures in the 2021 Operating Budget and 2021 Capital Budget; and

Whereas, transfers are also required to reconcile end-of-2020 account balances and fund the operating “float” for 2021;

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

Amount of Transfer	Transfer From	Transfer To
\$485,638	Undesignated Cash Operating	Operating Reserve
\$540,283	Operating Reserve	Undesignated Cash Operating
\$132,046	NOLS 2020 Capital Budget	NOLS Capital Reserve
\$115,000	Technology Reserve	NOLS Capital Reserve
\$471,949	NOLS Capital Reserve	NOLS 2021 Capital Budget

Passed by the Board of Trustees of the North Olympic Library System at the regular meeting held this 28th day of January 2021.

Chair

Trustee

Trustee

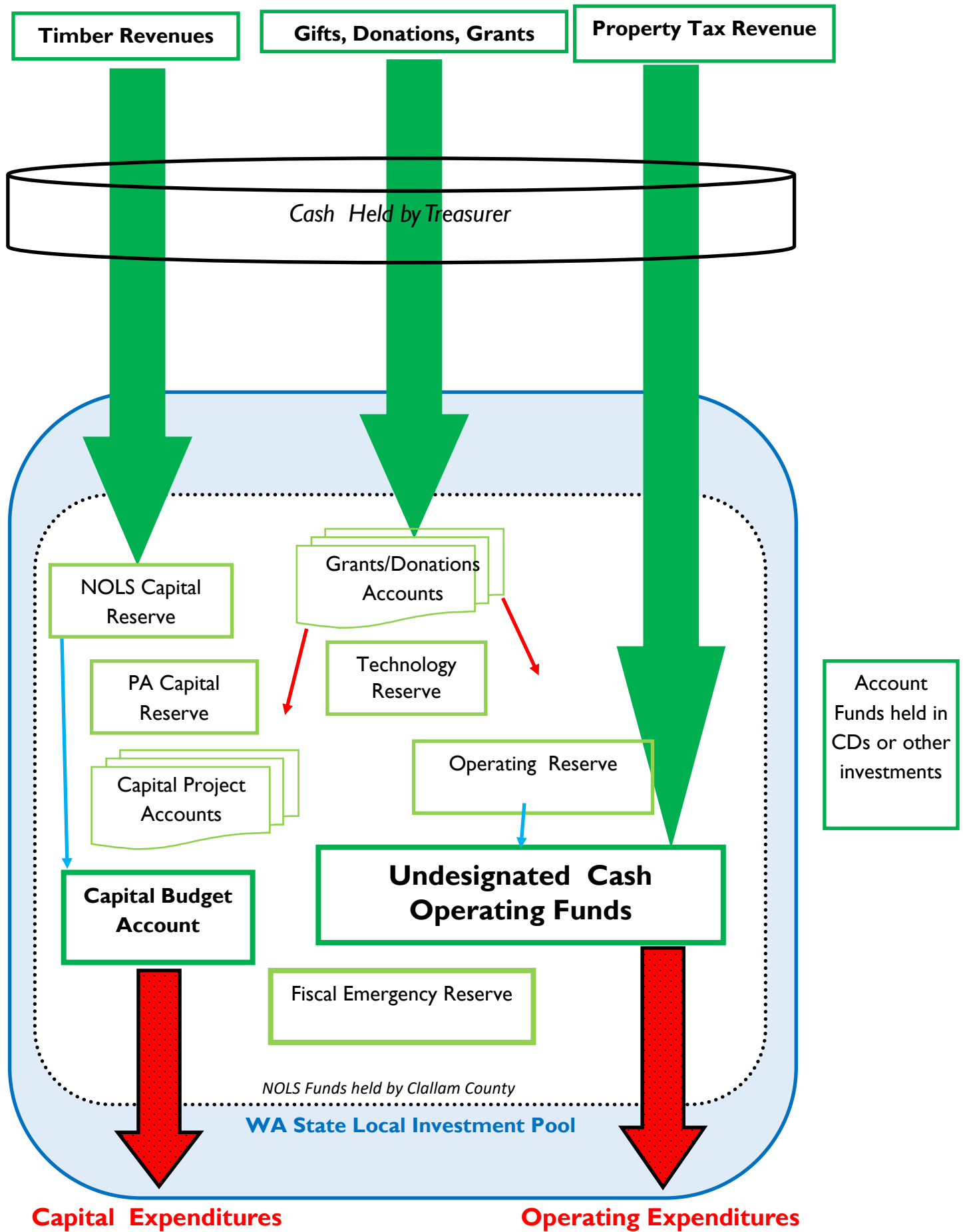
Trustee

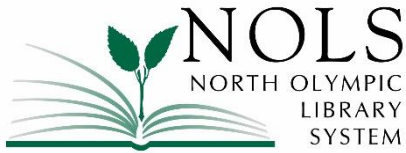
Trustee

Attested by:

Secretary to the Board

Flow Chart depicting NOLS Account Management





Staff report

Meeting Date: January 28, 2021
To: Library Board of Trustees
From: Noah Glaude, Library Director
Subject: Approval of Early Closures for 2021

Topic/Issue: Closure of NOLS libraries at 5pm on December 31, 2021 for New Year's Eve.

Policy considerations. This action is consistent with past practice.

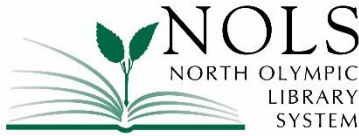
Fiscal implications. None.

Discussion. Business is generally slow in the libraries on New Year's Eve, and early closure of the libraries with evening hours is generally sought and approved. Staff request holiday schedule adjustments early in the year in order to avoid inadvertent oversight and to facilitate scheduling. Staff whose shifts are affected by the closure may choose to work the missed hours elsewhere in the work week, or utilize leave.

The Clallam Bay Branch Library regularly closes at 5pm on Fridays, so its hours would not change on New Year's Eve in 2021.

Alternatives. The Board can decide to not approve the early closure. In this case, the Port Angeles Main Library, Sequim Branch Library and Forks Branch Library will remain open until 6pm.

Motion: That the Board approve closing all NOLS Libraries at 5pm on Friday, December 31, 2021.



Staff Report

Meeting Date: January 28, 2021
To: Library Board of Trustees
From: Noah Glaude, Library Director
Subject: Approval of All Staff Training Day closures for 2021

Topic/Issue: Closure of all NOLS libraries on April 29, 2021, and October 14, 2021, for annual All Staff Training days.

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

Fiscal implications: Training day costs were included in the 2021 Operating Budget.

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

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

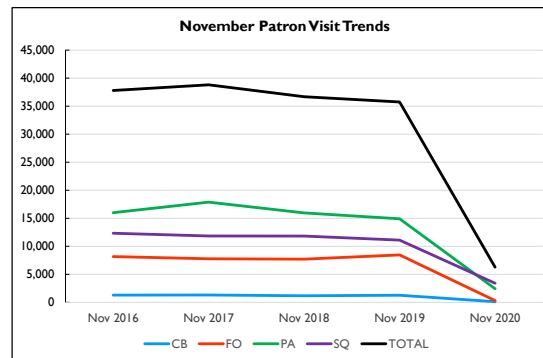
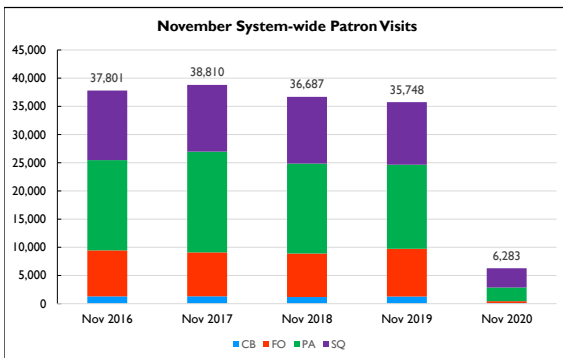
In past years, the spring All Staff Training Day has been held at NatureBridge in Olympic National Park. Due to COVID-19, the April All Staff Training Day will be held virtually. The October All Staff Training Day will also likely be virtual, but funds have been budgeted to hold the training at NatureBridge if conditions improve enough and NatureBridge reopens.

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

Motion: That the Board approve closing all NOLS Libraries for staff training on Thursday, April 29, 2021, and Thursday, October 14, 2021.

Patron Visits

	2020	% of System
PA	2,430	38.7%
SQ	3,415	54.4%
FO	315	5.0%
CB	123	2.0%
Total	6,283	100.0%



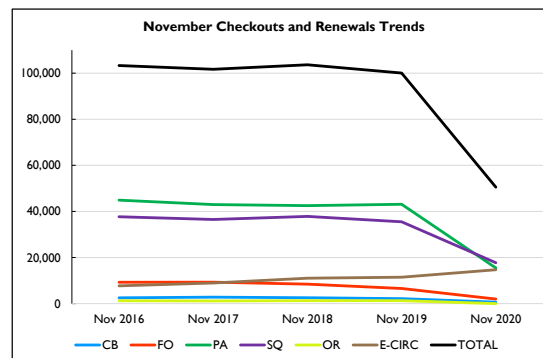
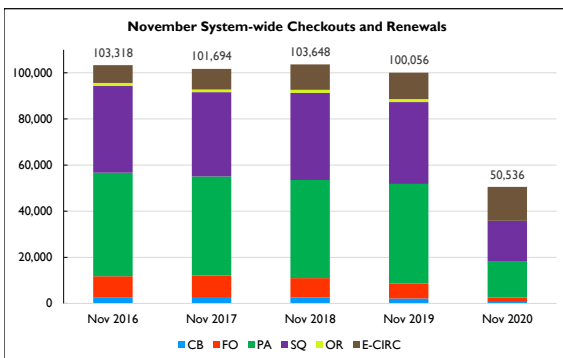
* The Sequim Branch Library's patron visit counter malfunctioned in November 2017, resulting in an inaccurate count.

* Due to COVID-19, all NOLS facilities were closed to the public in November 2020.

* Curbside service began in June 2020 and continued into November 2020. Each curbside interaction was counted as a patron visit. □

Checkouts & Renewals

	2020	% of System
PA	15,470	30.6%
Self	0%	
SQ	17,745	35.1%
Self	0%	
FO	1,982	3.9%
Self	0%	
CB	638	1.3%
OR	0	0.0%
E Circ	14,701	29.1%
Total	50,536	100.0%

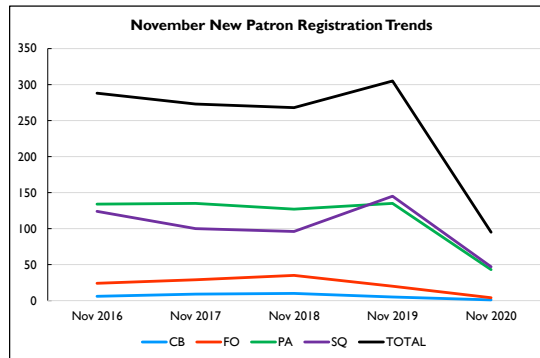
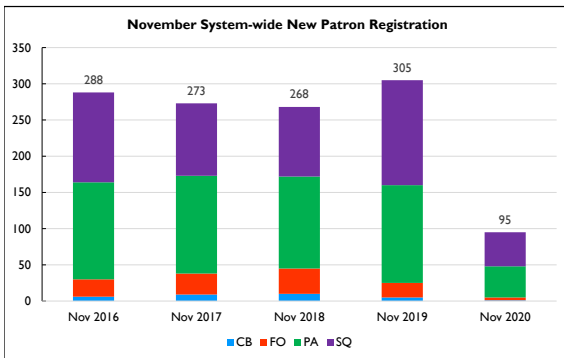


* Due to COVID-19, all NOLS facilities were closed to the public in November 2020.

* Curbside service began in June 2020 and continued into November 2020. □

New Patron Registration

	2020	% of System
PA	43	45.3%
SQ	47	49.5%
FO	4	4.2%
CB	1	1.1%
Total	95	100.0%



* Due to COVID-19, all NOLS facilities were closed to the public in November 2020.

* 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	23/454	100%/100%
Total	23/454	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	0	0.0%
SQ	0	0.0%
FO	0	0.0%
CB	0	0.0%
Total	-	0.0%

Wi-Fi Access

System-wide Total	2,655
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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

Holds

	Requests Fulfilled	Avg Days to Fill
PA	7397	22.80
SQ	10116	21.54
FO	935	25.44
CB	256	35.66
OR	918	50.49
Total	19622	31.19

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%

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%

Website Visits

From outside the Library	16,467
From inside the Library	1,650
Avg. # of pages visited	2

Outreach Services

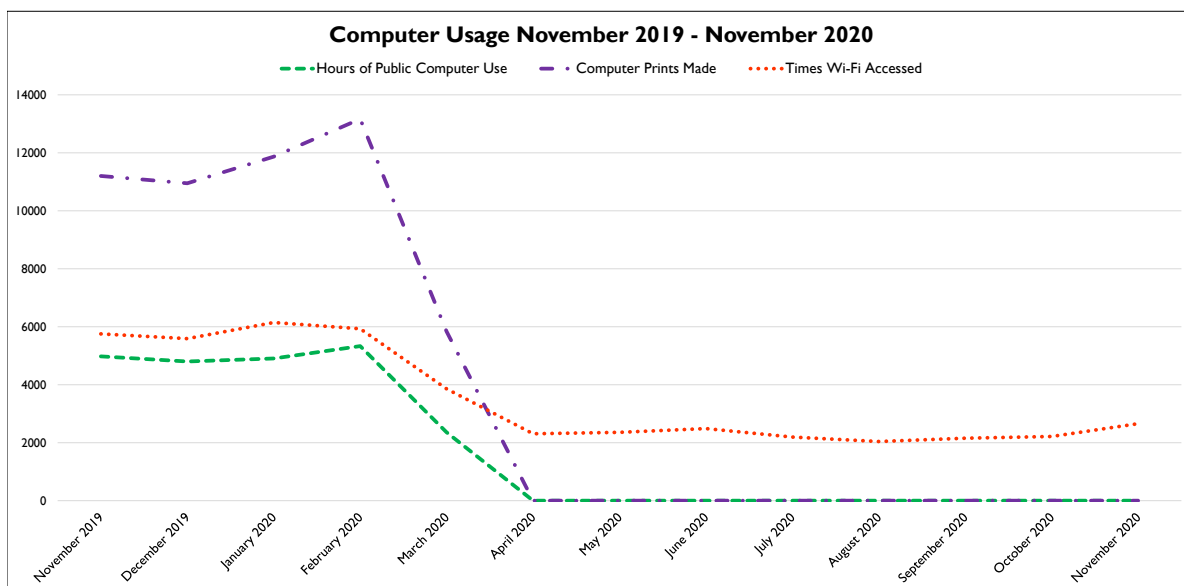
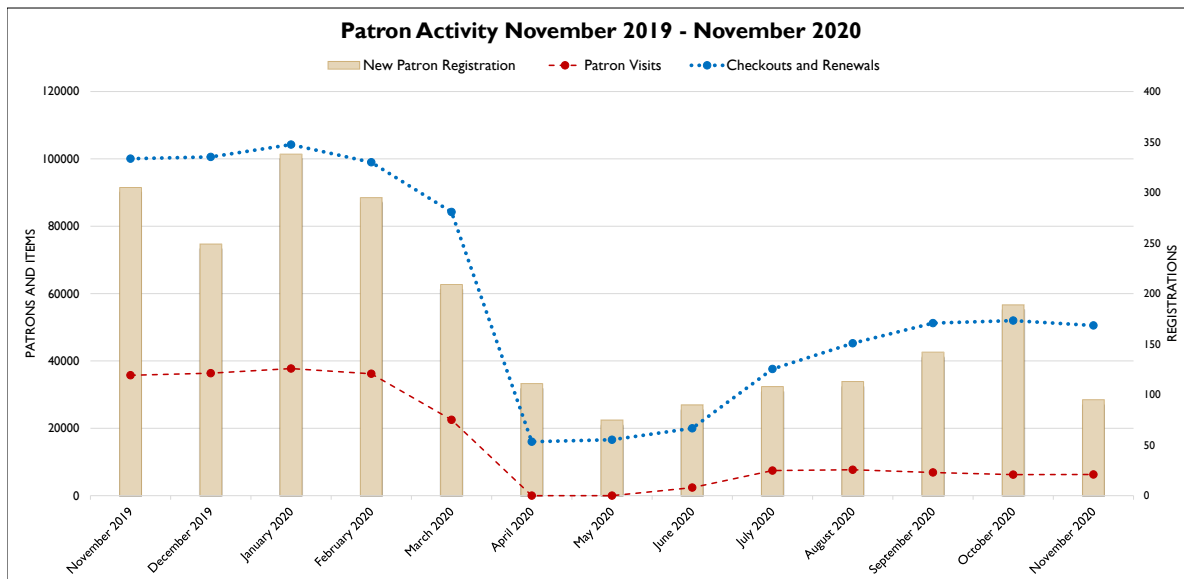
Deliveries to the Homebound	85
New Patrons w/ Delivery Services	2

Interlibrary Loan Services

Items borrowed from other libraries	118
Items loaned to other libraries	56

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	312
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs (Storytimes, Battle of Books)	50
Community Outreach Events	0
Total	362



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 location 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.

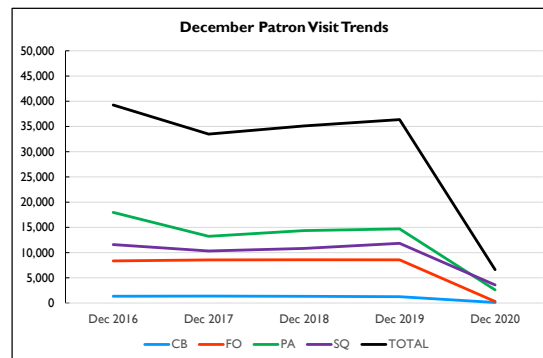
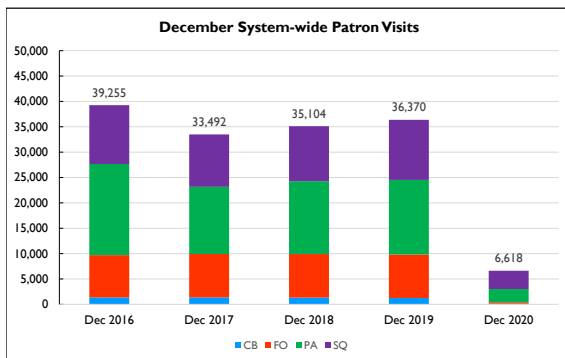
August 2020 - Patrons could begin registering for accounts via curbside in addition to the Library's website.

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.

Patron Visits

	2020	% of System
PA	2,606	39.4%
SQ	3,594	54.3%
FO	307	4.6%
CB	111	1.7%
Total	6,618	100.0%



* December 2017 - The Sequim Branch Library's patron visit counter malfunctioned, resulting in an inaccurate count.

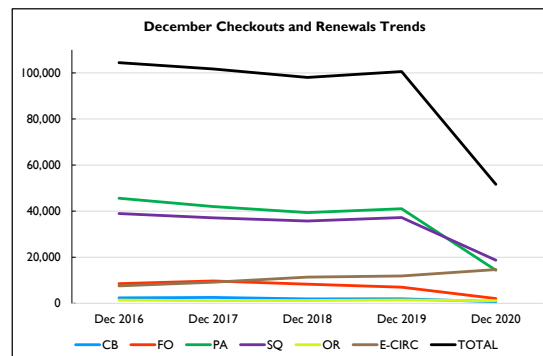
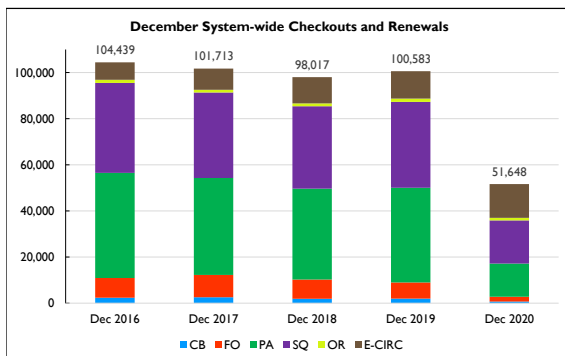
* December 2018 - A windstorm caused the Clallam Bay, Forks and Port Angeles libraries to close for a day. □

* Due to COVID-19, all NOLS facilities were closed to the public in December 2020.

* Curbside service began in June 2020 and continued into December 2020. Each curbside interaction was counted as a patron visit. □

Checkouts & Renewals

	2020	% of System
PA	14,367	27.8%
Self	0%	
SQ	18,722	36.2%
Self	0%	
FO	2,070	4.0%
Self	0%	
CB	723	1.4%
OR	1,118	2.2%
E Circ	14,648	28.4%
Total	51,648	100.0%



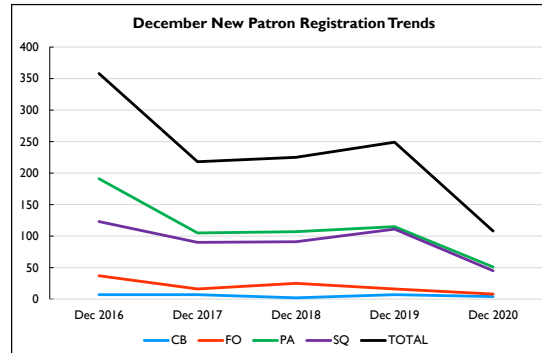
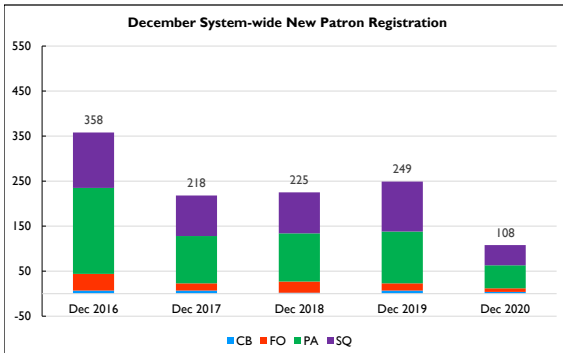
* December 2018 - A windstorm caused the Clallam Bay, Forks and Port Angeles libraries to close for a day. □

* Due to COVID-19, all NOLS facilities were closed to the public in December 2020.

* Curbside service began in June 2020 and continued into December 2020. □

New Patron Registration

	2020	% of System
PA	51	47.2%
SQ	45	41.7%
FO	8	7.4%
CB	4	3.7%
Total	108	100.0%



* Due to COVID-19, all NOLS facilities were closed to the public in December 2020.

* 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	25/697	100%/100%
Total	25/697	100%/100%

Computer Prints Made

	# of Prints	% of System
PA	131	53.5%
SQ	33	13.5%
FO	54	22.0%
CB	27	11.0%
Total	245	100.0%

Wi-Fi Access

System-wide Total	2,807
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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

Holds

	Requests Fulfilled	Avg Days to Fill
PA	7,436	21.39
SQ	10,099	20.75
FO	942	19.01
CB	218	34.34
OR	606	33.55
Total	19,622	25.81

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%

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%

Website Visits

From outside the Library	16,640
From inside the Library	1,245
Avg. # of pages visited	2

Outreach Services

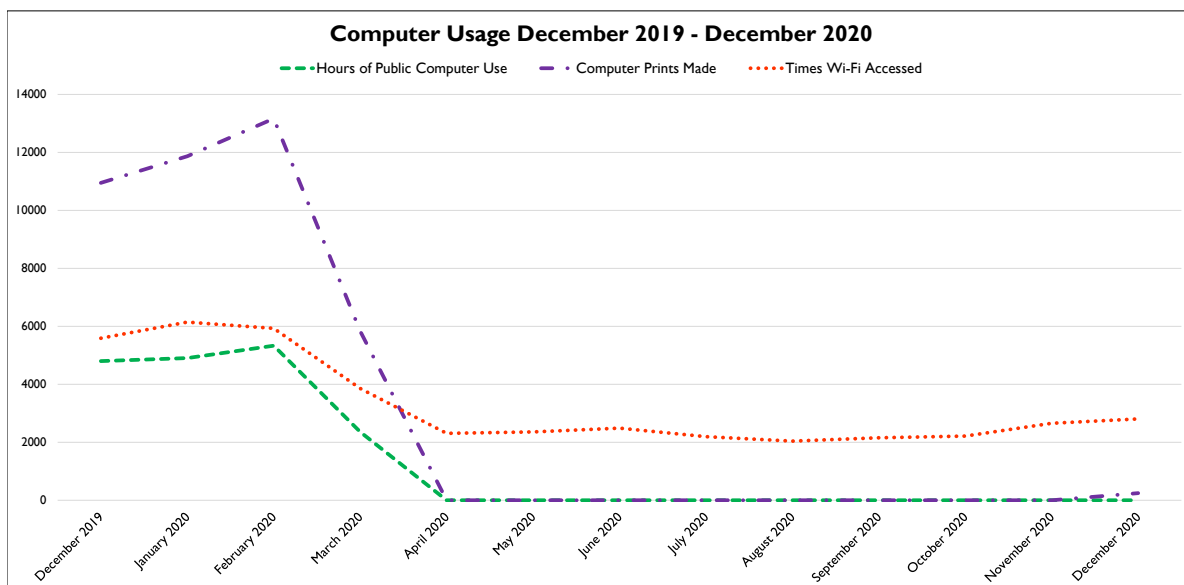
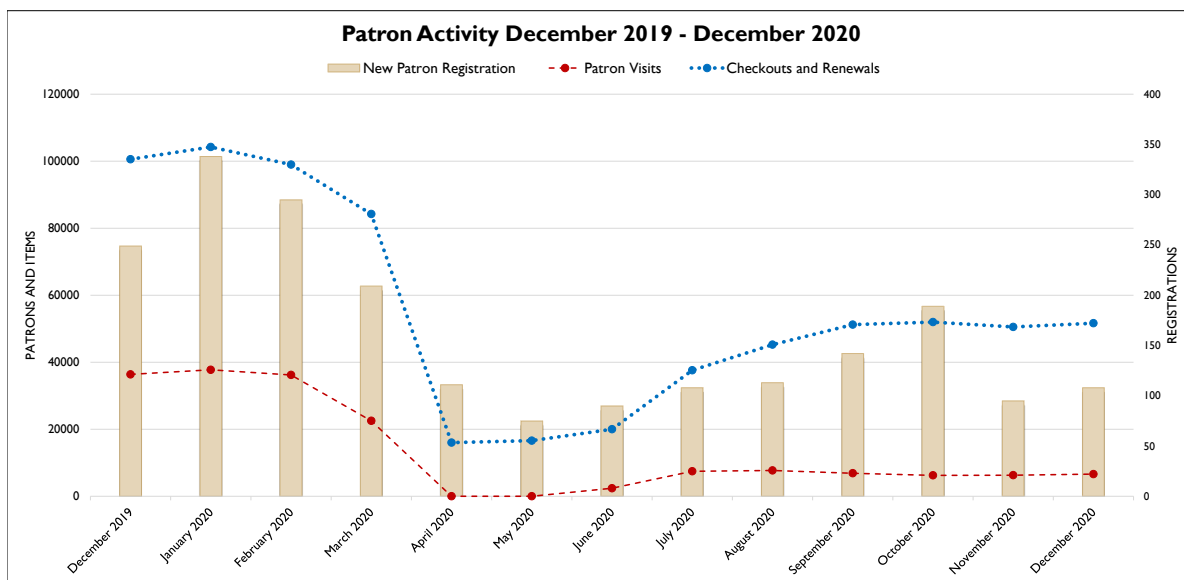
Deliveries to the Homebound	111
New Patrons w/ Delivery Services	2

Interlibrary Loan Services

Items borrowed from other libraries	61
Items loaned to other libraries	78

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	234
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs (Storytimes, Battle of Books)	50
Community Outreach Events	0
Total	284



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 location 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.

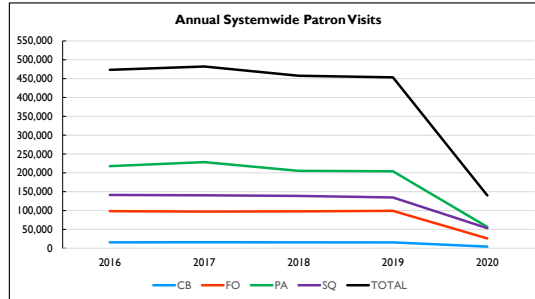
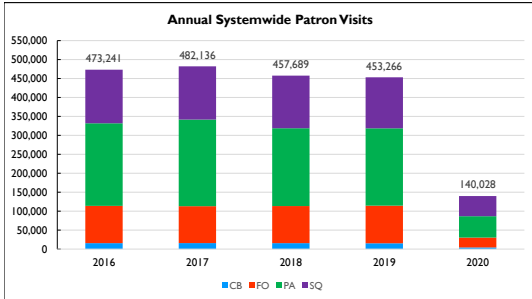
September 2020 - Poor air quality due to smoke shortened curbside hours for two day in early September.

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

December 2020 - Curbside Printing Service begins.

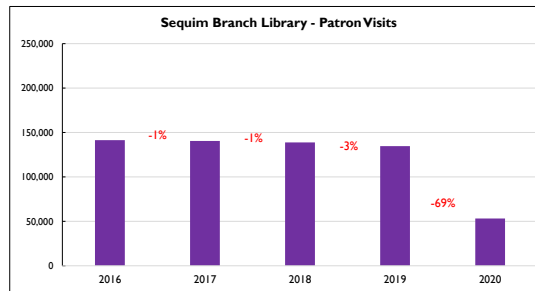
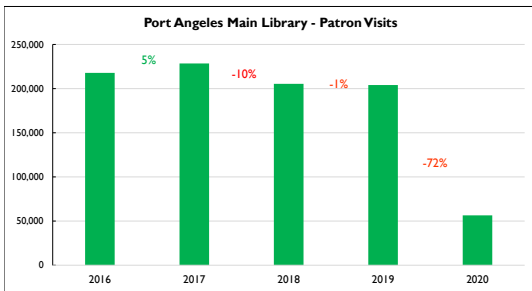
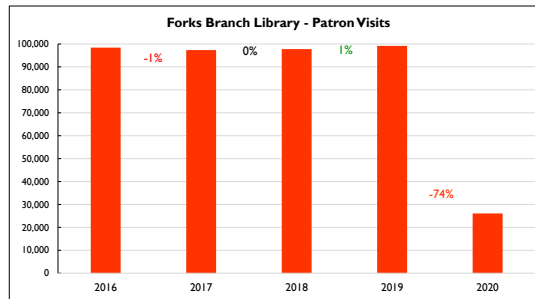
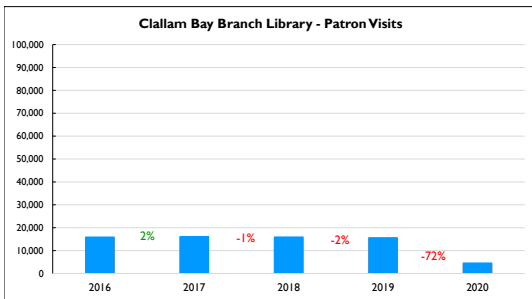
Patron Visits

	2020	% of System
PA	56,436	40.3%
SQ	53,187	38.0%
FO	26,070	18.6%
CB	4,335	3.1%
Total	140,028	100.0%



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

* In 2020, each curbside interaction was counted as a patron visit. □

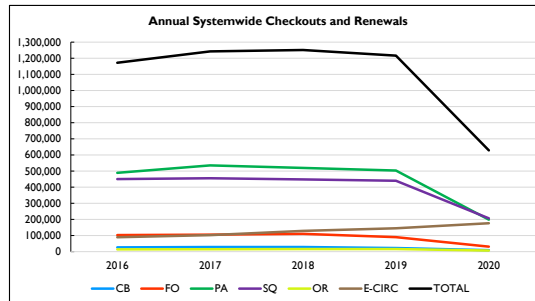
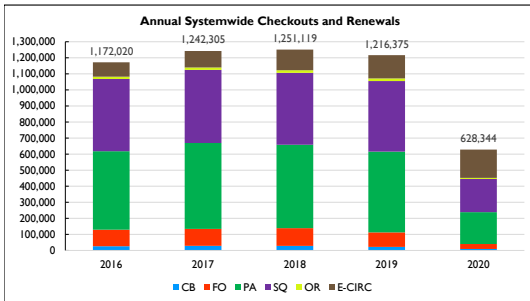


* The Port Angeles Main Library's public computers and media collections were unavailable for 3 weeks in 2016.

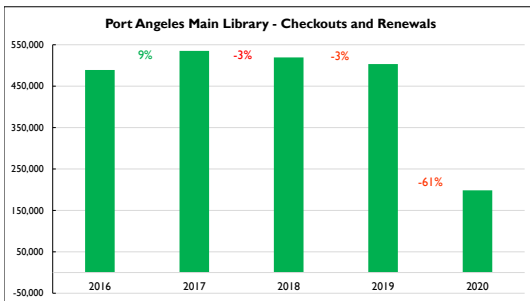
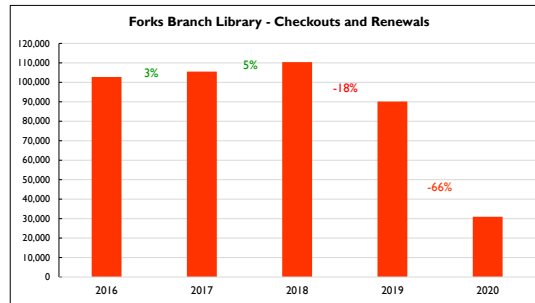
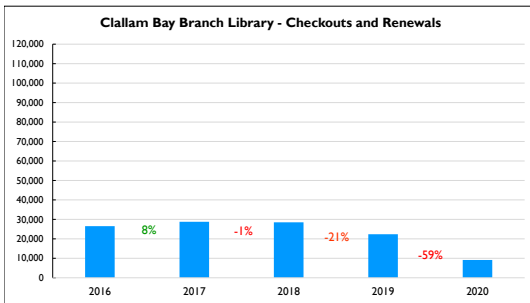
* The Port Angeles Main Library's patron counter malfunctioned in September 2016, resulting in an inaccurate count.

Checkouts & Renewals

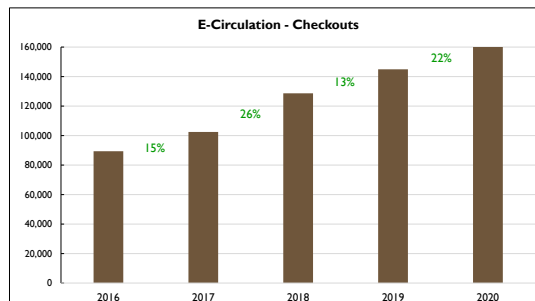
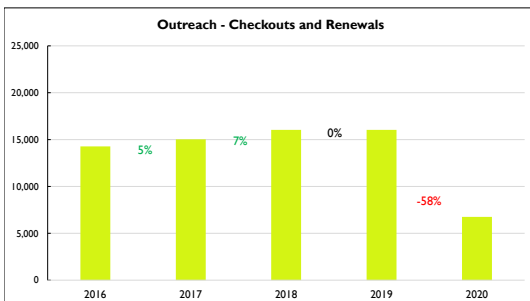
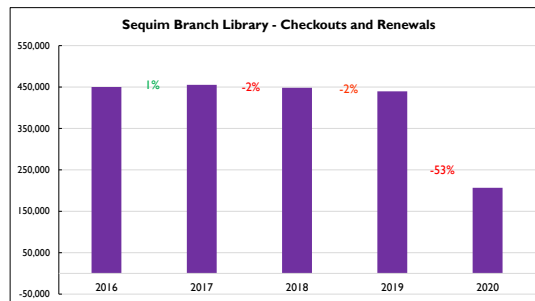
	2020	% of System
PA	198,506	31.6%
Self	25%	
SQ	206,710	32.9%
Self	23%	
FO	30,967	4.9%
Self	10%	
CB	9,147	1.5%
OR	6,751	1.1%
E Circ	176,263	28.1%
Total	628,344	100.0%



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



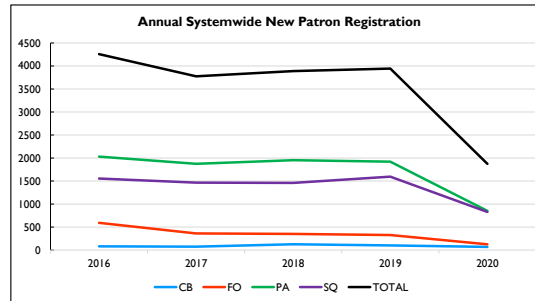
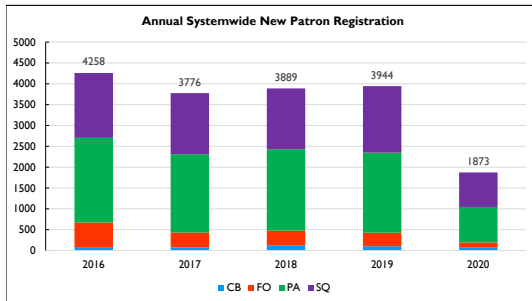
* The Port Angeles Main Library's public computers and media collections were unavailable for 3 weeks in 2016.



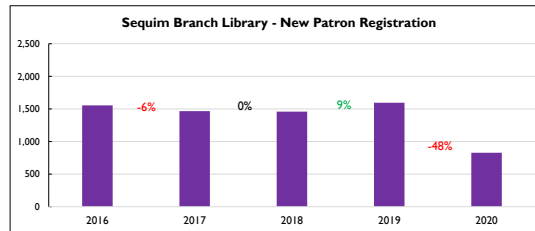
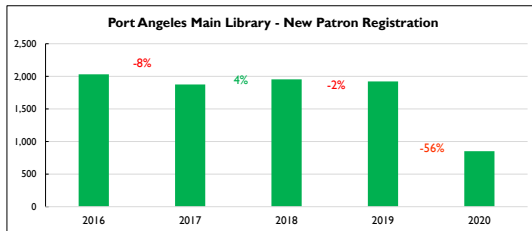
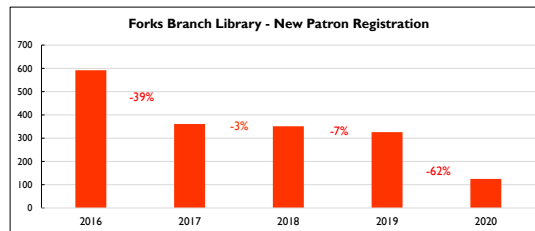
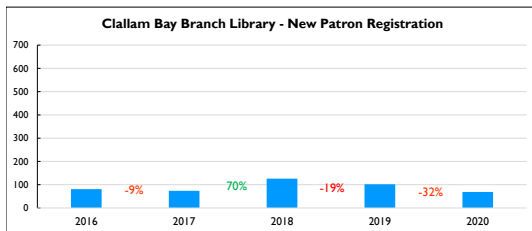
* Unlike other branch circulation data, e-circulation does not include renewals.

New Patron Registration

	2020	% of System
PA	851	45.4%
SQ	828	44.2%
FO	125	6.7%
CB	69	3.7%
Total	1873	100.0%



* All NOLS locations were closed to the public from mid-March through December 2020. Curbside service was offered from mid-June through December 2020. Registration remained available through the Library's website. □



Library Programs		
	Programs/Attendees	% of System
PA	72/1826	20%/23%
SQ	68/1689	19%/22%
FO	47/819	13%/10%
CB	28/405	8%/5%
Virtual	150/3072	41%/39%
Total	365/7811	100%/100%

Computer Prints Made		
	# of Prints	% of System
PA	16,847	51.7%
SQ	9,472	29.1%
FO	4,775	14.6%
CB	1,504	4.6%
Total	32,598	100.0%

Wi-Fi Access	
System-wide Total	37,148

Volunteers		
	Volunteer Hours	# of Volunteers
PA	292.55	95.25
SQ	72.5	24
FO	29	8
CB	0	0
OR	89.5	43
NOLS	73	35.5
Total	557	206

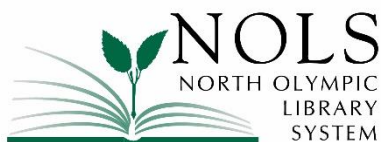
Public Meetings		
	Meetings/Attendees	% of System
PA	69/1330	20%/38%
SQ	112/1183	33%/34%
FO	110/851	33%/24%
CB	47/140	14%/4%
Total	338/3504	100%/100%

Public Computer Use		
	# of Computer Hours	% of Total Available Hours in Use
PA	6,670	16.3%
SQ	3,852	12.1%
FO	1,947	7.0%
CB	241	1.2%
Total	12,710	15.0%

Website Visits	
From outside the Library	170,971
From inside the Library	51,120
Avg. # of pages visited	1.87

Outreach Services	
Deliveries to the Homebound	991
New Patrons w/ Delivery Services	25

Interlibrary Loan Services	
Items borrowed from other libraries	685
Items loaned to other libraries	498



Monthly Activity Report

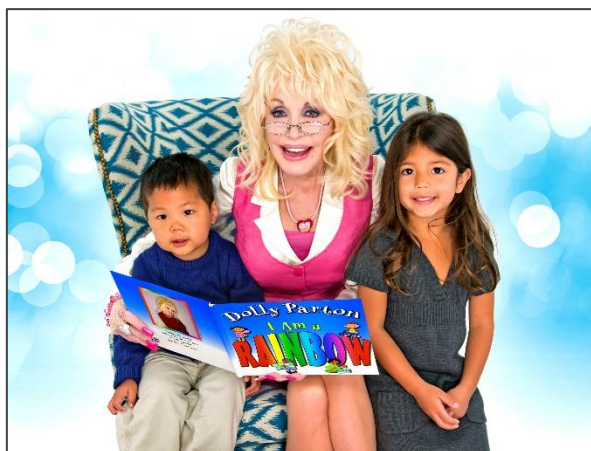
Meeting Date: January 28, 2021
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for November 2020

Port Angeles Main Library

Danielle Lepping, Librarian

(While Manager Jina Felton is on leave this fall, Librarians in Port Angeles will be completing the Monthly Activity Report)

- Adjustments for Public Services
 - The NOLS Restart Plan was put on hold November 15 when Governor Inslee issued a new four-week set of restrictions in response to the rapid increase of COVID-19 rates across the state. At this time, NOLS is continuing to offer curbside service in addition to programming and services online.
- Programming: Kids
 - In November, the North Olympic Library System partnered with United Way of Clallam County and the North Olympic Library System Foundation (NOLF) to launch Dolly Parton's Imagination Library for Clallam County residents. The program mails books monthly to children under the age of 5 to help them build their personal home libraries and to encourage parents and caregivers to read to their children. The library's role will be largely administrative, helping to sign children up, managing the database, and helping advertise the program. For more information on the program, check out the library's website at nols.org/imagination-library.



Prior to announcing the new program just before the Thanksgiving holiday, nearly 100 people “found” the program on the Dolly Parton’s Imagination Library website and pre-registered. We anticipate that it will be popular, particularly because of the current pandemic.

United Way of Clallam County, with financial support from NOLF, is the fiscal sponsor for the program. Both groups are actively seeking continuing funds for the program, which costs approximately \$25 per child per year. To support the program, contact United Way of Clallam County and specify your donation towards Dolly Parton’s Imagination Library.

- 13 students had a lively discussion about *Stella Diaz Has Something to Say* at the first Battle of the Books Discussion Group. 128 fourth graders are signed up throughout the county (7 from Sequim, 88 from Port Angeles, 14 from Clallam Bay and 20 from Forks). The majority of students signed up through their schools and picked up or had books distributed to their classrooms. Each month students will meet with librarians at the public discussion group or with their classrooms virtually or in-person. To make the program more flexible given the uncertainty of this year, library staff expanded resources available to students on the web, including biographies of each author, activities, discussions and read-alouds. For the first time, staff also handed out all 5 books for the program at once for a total of 680 books (including several teacher copies), throughout the county. In March, participants will have the opportunity to compete in a fun trivia competition. Participating elementary schools include Forks, Dry Creek, Roosevelt, Jefferson, Seaview, Hamilton, Queen of Angels, Clallam Bay School, La Push Tribal School and the Olympic Peninsula Academy.

- Forks staff distributed 200 stuffed plush Backpack Buddies: Take & Make for kids to the branches. Kits included simple patterns and supplies and were available to pick up at curbside.



- November was a popular month for storytimes! Staff offered 11 storytimes over Zoom with 247 children and families in attendance. The book giveaway for the month was *Rita & Ralph’s Rotten Day* by Carmen Agra Deedy.

- Programming: Adults
 - The Second Tuesday Book Group met and discussed *Convenience Store Woman* by Sayaka Murata. There were 10 participants.
 - The Wednesday Evening Book Group met and discussed *Harry's Trees* by Jon Cohen. There were 3 participants.
 - Advance Care Planning – Three sessions were offered in November in partnership with Olympic Medical Center. The discussion focused on how to begin the process of making future health care choices. Advance Care Planning documents were available to pick up curbside. 22 people attended.
 - Family Reads Program – Leslie from Port Angeles and Troi from the West End facilitated four evening Zoom discussions based on the book *Stamped: Racism, Antiracism, and You*. 17 participants met online and had a civil, enlightening discourse about this heavy topic and came up with actionable plans for moving ahead with antiracist actions.
 - Virtual Trivia night was a great success with 19 participants competing in a Foodie Fanatics virtual trivia on Zoom using the Kahoot Trivia platform. The Kitchen Aides team won bragging rights and fun was had by all!
- Work Groups, Activities, Accomplishments
 - 16 BookMatch requests were filled during November.
 - Grab Bags are still popular! Forks processed 8 bag requests, Port Angeles processed 76 bags, and Sequim processed a whopping 107 bags in November.
 - The All Staff Training Day Team met to discuss the October 15 full day of virtual training and the comments and evaluations from staff. Overall it was considered a success!
 - Dana and Jay continued to work with Emily on the NOLS book group schedule for 2021. A tentative list was emailed out to book groups.
- Staff Training/ Professional Development
 - Jennifer Knight helped develop *School Library Journal's Best of 2020* nonfiction list, which is widely distributed and utilized by librarians across the country. <https://www.slj.com/?page=best-books-2020>
 - CSSI Audra Downs was promoted to and CSSI Maddie Hunt was reclassified to CSS2 positions in Port Angeles.

Sequim Branch Library

Emily Sly, Library Manager

The definite highlight of November was the installation of covered walkways in Sequim. Patrons raved about them, because they offer a large dry area to wait out of the rain. Staff raved about them, because they have streamlined the daily set up/take down process (no wet canopy tents). The structures also provide more protection from weather. The twinkly lights add a nice cozy touch and extra lighting in the dark evenings.



Staff have had many opportunities this year to adapt to challenges. There was a widespread internet outage in the Sequim area on November 16, which impacted the library. Staff utilized mobile hot spots to continue to checkout library materials to patrons curbside, until internet service was restored.

Plans continue to adapt as the library responds to changing conditions impacting the timing of reopening for in-library service. The spike in the local rate of COVID cases, along with Governor Inslee's announcement of new restrictions put a pause on re-opening. The additional time has allowed staff to continue to refine reopening plans.

Travis Manley (CSS2) started his new position in IT. Beau Eveslage was hired for the open position in Sequim. Beau had previously held a Shipment Operations Specialist position, delivering the daily shipment to branches. CSS1 staff (Jessica Raivo, Mary Coté and Alisa Weiss) were reclassified to the CSS2 position, in recognition of current needs at the branch. This reclassification will better meet Sequim staffing needs. The positive impact of the change was felt almost immediately.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

The drive-thru window was installed November in Forks to enhance the patron ease of access and their overall experience. This change has allowed for an increase in people utilizing the drive-thru, people staying in their vehicles, and an enhanced workflow for staff. Additional signs were added to assist as people adjust to the new point of service. Signs have also been adjusted in Clallam Bay to depict that NOLS is indeed open via curbside service.

Clallam Bay experienced a water leak during the first week of the month. The leak occurred from a rat chewing through the water fountain water line. Facilities staff and a plumber quickly and efficiently solved the problem. Three rats were caught in the week following. There have been no additional problems with water leaks or additional rats found. A big thank you to Facilities for being so responsive and finding speedy solutions.

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. Staff continue to field questions gracefully regarding when the library will reopen. West End staff are dedicated to create bridges to patrons who may not know the various services still available through the curbside service model.

Jennifer L. has continued to commit herself to providing virtual storytimes specifically for children living on the West End. In November, there were 51 total participants for the three programs offered. As we look to December, Jennifer L. will be adding school specific discussions for Battle of the Books. It is great to see the teacher engagement with creating an access point to NOLS and the various services available.

Facilities Department

Brian Phillips, Facilities Manager

Relatively mild weather such as we had this November is a double-edged sword. On one hand, there's less wear and tear on the facilities, no early snow to deal with and it's nice to work outside. On the other hand, the grass keeps growing and we are obliged to keep mowing it! That's OK, of course, but it does cut into time needed to address other concerns – of which there is no shortage this year. Fortunately, thanks to the hard working Facilities staff, we we're able to successfully address a variety of things in November, including the lawns.

Port Angeles Library: Pumped out parking lot catch basins and repaired manhole flow regulator; installed service window and plastic guard for Carver Room; installed IT workstation table and panel; repaired leak at front overhang; replaced burned out soffit lights; fixed gutter by staff entrance; repaired Barne door; installed kick plates on Carver doors and foot pulls on restroom doors; repaired telescope foot; installed locking caps on drinking fountains and changed filters; washed windows; cleaned roof drains; swept parking lot; mowed lawn.

Sequim Library: Installed carports at front entrance; changed HVAC filters; built shelf for shipment totes and a stand for the printer to sit on; trimmed bushes and swept parking lot.

Forks Library: Installed operable service window in Klahn Room; cleaned parking lot drains; repaired and touched-up interior walls; replaced burned out overhead lights; removed play train; hung plastic panels; trimmed bushes and removed moss from curb.

Clallam Bay Library: Repaired leaking water supply pipe; repaired the hole in the wall made to repair the pipe; pest control; cleaned parking lot drain; replaced damaged weather stripping around door.

Other: Repaired broken fuel line in Chevy van; put decals on new Pacifica vehicle; replenished supplies; installed winter tires on vehicles; checked emergency lights, flashlights and fire extinguishers at all locations; Brian worked with Management Team, Public Restart Team, the Safety Committee, the Bookmobile Team and the Sustainability Team to further a variety of plans and activities; restocked free face masks from Clallam Office of Emergency Management

Outreach to Homebound Program

Jina Felton, Outreach Program Manager

During the month of November, 85 deliveries were made to homebound patrons and two new patrons registered for outreach services.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

November was a productive month for the NOLS IT department. In addition to the regular computer maintenance, support, and troubleshooting, the team continued to solve common concerns regarding staff work areas, software, hardware, internet connectivity, and problems with network connections. Where necessary, such as the West End manager's computer in Forks, we changed out the computer when the original was not repairable.

In another step to expand services to the public, IT finished configuring the laptops available for checkout and started distributing them to the Clallam Bay and Forks branches for soft rollout. All IT team members regularly participated in NOLS staff meetings in order to keep current with the changing pandemic environment, and to anticipate how IT can provide tech services to the public, such as computer and printing access.

IT welcomed internal recruit Travis Manley from Sequim as our new IT Specialist I. This necessitated some reconfiguration and workstation movements in the IT department in preparation for the addition of Travis to the IT work area in Port Angeles. This involved scrubbing two existing computers with a complete OS reinstall and deletion of old files and

programs as well as other preparations, such as installation of a new acrylic barrier, work area preparation, and gradual on-boarding of Travis into IT through some remote training and the beginning of transition of duties from Sequim to IT. IT welcomes Travis and looks forward to the insights he can bring from his perspective as a former customer service staff member in Sequim.

IT completed a three-day project to configure the Sequim branch to prepare the Library for eventual public access. This involved rearranging tables, removing eight public computers and temporarily decommissioning three more. The public computer area and adjoining public printer station were set up so the public could eventually use the computers yet maintain social distancing. The removed computers were staged in Port Angeles so they would remain up-to-date with Windows and other updates, available for rapid re-deployment.

In coordination with the management team, IT was also responsive in keeping the website, catalog, and StaffNet up-to-date with the latest patron news and information regarding curbside hours, COVID, and changes to Library services. The Web Team worked to update the NOLS roadmap, incorporated Spanish language options into our Grab Bag form, and developed a portal page for Dolly Parton's Imagination Library. The Imagination Library is a program that will allow every child age 4 and under in Clallam County to register for and receive a free book by mail every month. The web team also worked to complete a draft for a new Washington Anytime Library web presence and started the creation of a new form that will be utilized to allow the public to submit a document online for free printing.

In November, IT participated in the research and evaluation of a new website scheduling platform that will be used to allow the public to register for events via an online calendar. We also conducted research into the options for new cameras that will be purchased for each branch. The research included cross-company comparisons, studying online reviews, and camera specifications.

IT launched Microsoft Teams for all staff system-wide in mid-November, enhancing socially-distanced meeting capabilities for staff while less visibly, but arguably much more significantly, on-boarding Microsoft 365 cloud-based infrastructure. Using Teams as the on-ramp to 365 benefits NOLS in multiple ways, including but not limited to: increased resiliency to and reduced recovery time from ransomware and other threats; reduced future infrastructure costs; enhanced security; and greater access to new technology products at lower cost.

IT also worked with Accounting and Admin to complete a major version upgrade of the QuickBooks accounting software system.

The IT team continued to work with staff in order to get all the laptops updated. We improved our tracking system for regular computer maintenance and deployed software updates for Microsoft Teams and other programs. IT continued to provide monthly website analytics and worked to create a Microsoft Teams staff blog that will be used to post reminders and helpful tips for staff. IT also provided hands-on Teams support and helped troubleshoot any problems that arose after we deployed the platform staff-wide.

In concert with OlyITSS, IT scheduled major network reconfiguration to complete the process of removing old legacy circuits that have been inhibiting network modernization and upgrades. OlyITSS is a new vendor that has been working with our existing phone system vendor, Angeles Communications, and our existing network services vendor, Wave Communications. OlyITSS specializes in this peculiar niche that is specific to Clallam County, of removing and modernizing old legacy circuits constructed by former vendor CPI years ago, before CPI was acquired by Wave.

IT continued preparation for future objectives with some preliminary actions that included analytics, and will eventually encompass workflow and process definition. This included evaluating an analytics add-on, EZProxy Analytics, from an existing vendor (OCLC); and beginning the process of staging analytics on our existing infrastructure, to model data in preparation for a broader effort in 2021 with other departments and workgroups. Analytics will yield intrinsic value but in addition, the analytics process is a feeder process to support subsequent system-wide, comprehensive review and cataloging of all workflows and processes. This is foundational work required in order for IT to deliver maximum ROI to stakeholders later in 2021, and beyond.

Technical Services Department

Erin Shield, Technical Services Manager

November is always a busy Acquisitions month as materials ordering wraps up for the year. About 60 carts were ordered in the first 2 weeks of November. Materials start flooding in to get officially received and invoices get checked, stamped, and paid prior to the year end cut-off. There's usually a bit of a backlog for cataloging materials but materials with holds are still going out within a few days of receipt. After the fiscal year rollover in late December, new materials will start being ordered.

Tech Services is also on the lookout for a new courier. With Beau moving to a CSS2 position at the Sequim Branch, the second courier position was posted in November and closes December 1. Applications were still trickling in at the end of the month.

In November, 1497 physical items were processed and available for customers. 713 downloadable titles were added. 694 print materials were repaired – most of these representing our ongoing efforts to replace worn or incorrect spine labels in the Port Angeles collection. 67 media items were resurfaced or repaired to extend their lives. 684 intralibrary totes were delivered between branches to better serve customers in each community, including 25 totes of Outreach materials. There were 29 donations from the community that were added to the collection in November.

Carol spent an hour on Health & Safety Committee responsibilities. Cindy spent 4 hours on Web Team responsibilities. Wendy spent 10 hours on Outreach tasks. Erin participated in Bookmobile and Management Team meetings.

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Customer Service Specialist 2 – PA & SQ
- Shipment Operations Specialist 1 – TS
- Administration Operations Assistant – ADM

New Hires:

- None

Promotions/Reclassifications:

- Travis Manley – IT Specialist 1 – IT
- Audra Downs – Customer Service Specialist 2 – PA
- Maddie Hunt - Customer Service Specialist 2 – PA
- Mary Cote - Customer Service Specialist 2 – SQ
- Jessica Raivo - Customer Service Specialist 2 – SQ
- Alisa Weiss - Customer Service Specialist 2 – SQ
- Beau Eveslage - Customer Service Specialist 2 – SQ
- Cheryl Martin – Library Services Specialist 2 – OR

Separations:

- Shannon Cosgrove – Administration Operations Specialist 1 – ADM

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in Management Team Meetings, Finance Committee Meeting, 2020 Capital Budget Update and Admin Team Meetings in November.

Accounting Statistics for November:

- 116 Vouchers
- 81 CC Transactions
- 3 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 62 Payroll Pays

Public Communications

Kate Radigan, Public Communications Coordinator

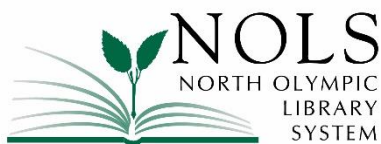
- 7 news releases and an *Off the Shelf* article
- Sustainability Team Meeting
- Programming Team Meeting
- Pandemic Communications webinar
- Marketing for Dolly Parton's Imagination Library
- Lots of regular public communication activity for lots of great winter programs!

Director's Report

Noah Glaude, Library Director

Significant meetings/events and projects this month:

- Finalizing the 2021 Operating Budget
- Curbside Service adjustments
- Covering Port Angeles Branch Manager responsibilities
- Planning with ad hoc Bookmobile Team
- Recruitment activities for positions in Port Angeles, Sequim and Technical Services
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings
- Programming Team Meeting – 2021 Program Planning
- NOLF Meeting



Monthly Activity Report

Meeting Date: January 28, 2021
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for December 2020

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager



Programming staff continue to explore the limits of programming during a pandemic. In December, over 300 glittery 3-D snowflake kits were distributed countywide and a tutorial video was shared on the Library's website and YouTube channel. Kits were a hot ticket item and ran out quickly, prompting a second run of kits.

NOLS partnered with Out Loud Story Slam and KSQM to offer a radio program in early December. Listen-Live statistics have not yet been received from KSQM, but 30 entries were received for the call-in trivia contest. Patrons appreciated the screen-free program format and staff are currently looking into other potential radio programs.

During the final week of 2020, nearly 40 people joined a virtual trivia night to test their knowledge of 80s, 90s, and 2000's pop culture. 16 teams played together both socially distanced and as friends/families together and fun was had by all. Before the tie breaker round there was a four way tie for 3rd. In the end, "Team Munderson" came away the winners with 67 out of 100 possible points, with 5 teams hot on their heels with more than 60 points each and included a two way tie for 2nd place.

Other events during the month of December included:

- CreativiTea: Origami Boxes via Zoom from Take and Make Kits – 35 participants
- Battle of the Books discussion: *Fuzzy Mud* by Louis Sachar – 18 participants
- Second Tuesday Book Group reading *The Overstory* by Richard Powers – 9 participants



- Wednesday Evening Book Group reading *The Home Place* by J. Drew Lanham – 2 participants
- Weekly Storytimes and Rhymes

Aside from programming, Librarian Sarah Morrison gave an Introduction to NOLS' curbside & virtual services to the Soroptimists; about 30 members attended. The attendees had lots of great questions about accessing specific services. One member immediately began checking out Playaways and later mentioned at curbside how thrilled her family members are with the format.

Customer Service Specialists Jay Averill and Dana Seevers worked with Sequim Branch Manager Emily Sly to finalize the NOLS book group schedules for 2021. This was a multi-month process involving multiple departments in NOLS as well as input from the book group members. Each group (two based in Port Angeles and two in Sequim) ultimately reads and discusses a mix of new titles and titles already in the collection across a wide range of topics. Each book groups' monthly selections are then carefully scheduled to account for release date, shipping and processing, time for each group to read and return selections, and transfer time between branches.

Other items of note:

- Staff continued to adjust curbside routines to provide the best customer service possible with limited staffing and during adverse weather.
- Over 500 kids under the age of 5 signed up for Dolly Parton's Imagination Library provided through a partnership with the United Way of Clallam County.
- Librarian Sarah Morrison was interviewed about NOLS' Grab Bag services and the evolution of the program. An article will be forthcoming in Library Journal. The interviewer learned about NOLS' program after finding it mentioned in the Sequim Gazette.
- Youth Services Librarian Jennifer Knight attended a webinar on trauma informed library service.
- Youth Services Librarian Mary Givins attended the Latinx Kidlit Book Festival online.
- Customer Service Specialist Leslie Briggance watched archived webinars from the fall virtual Washington Library Association conference and shared slides and her notes with fellow public service staff members. Sessions of note included Booktalking Books You've Never Read (And will likely never read), Connecting EDI Efforts with Everything the Library Does, Trans 101, Staying Non-partisan Does Not Mean Staying Quiet, and some Lightning Talk topics – ACDC mnemonic guide for selecting diverse and compelling displays, Adulting 101, and Effective Allyship 101.

- Public Service staff continue watching trainings provided by Ryan Dowd. The December offering was on working with teenagers, specifically “How to compassionately and effectively manage their problem behaviors.”

Sequim Branch Library

Emily Sly, Library Manager

2020 has been a year of adaptation, flexibility and s-t-r-e-t-c-h! NOLS has continued to adapt throughout the year, providing service in new ways, staff have been nimble and responsive to community needs and we frequently hear positive feedback from community members who are so appreciative of the library services available. We continue to adapt, refine, and improve, knowing that small changes can have a big impact.

The Take and Make Snowflake craft was especially popular in Sequim. Curbside Printing has also been well-received, as printing is a service community members have been missing at the library.

Emily interviewed candidates for three open positions at NOLS (2 in PA, 1 in Sequim) with Shaina Rajala. She also participated in several work group meetings: Management Team, Branch Managers, Public Restart Team, Health and Safety Team, Programming Team, and Bookmobile Planning. She ended her 3 year term as a Sequim Dungeness Valley Chamber of Commerce Board Member in December, and will transition in her role with the Chamber beginning in 2021. At that time, she'll continue to attend the Chamber Board meetings in the role of a community partner representing NOLS.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

During December, Curbside Printing was officially launched. The West End branches continue to experience positive feedback for providing this service. Additionally, the soft launch of Laptop loaning allowed for residents to have access to a device and internet. Jennifer S. was able to promote both of these services at various locations in Clallam Bay and Forks which furthered connections with the community while providing these services.

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. Staff continue to field questions gracefully regarding when the library will reopen. West End staff are dedicated to create bridges to patrons who may not know the various services still available through the curbside service model. Additionally, West End staff have continued to plan and evaluate needs for reopening to in-Library browsing in the near future.

Jennifer L. has continued to commit herself to providing virtual storytimes for children residing on the West End. In November, there were seventy-eight total participants for the six programs offered to West End children. Additionally, Jennifer L. is gearing up to launch the Teen Lit Bag system-wide, a monthly subscription for teens to receive two library books and a few small goodies. As of December 31, there were 26 people registered to receive the January Teen Lit Bag.

Facilities Department

Brian Phillips, Facilities Manager

December brought to a close a year dominated by global pandemic. Needless to say, the emergence of the coronavirus in February 2020 profoundly altered the course of events originally planned for NOLS in 2020. Numerous Facilities work plan objectives were put aside to accommodate an entirely new and unforeseen set of priorities relating to NOLS' pandemic response. Despite the challenges brought on by the pandemic, Facilities managed to salvage a few planned projects and succeeded in carrying out important maintenance on all the library buildings – all of which will be detailed in the Facilities 2020 Annual Report.

Meanwhile, December was a relatively quiet month in Facilities. Staff continued to work on reopening plans and set-ups. Staff also enjoyed some time away from work throughout the month and during the holidays.

Port Angeles Library: Added air cleaner to break room; installed plastic shield and a shelf at the Carver Room walk-up service window; cleaned carpet areas; removed graffiti from west side of building; de-iced parking lot and sidewalks; cleaned roof drains; trimmed trees; and raked leaves.

Sequim Library: Built printer stand; created and installed brackets for checkout desk plastic guard; built tote shelf for work station; added air cleaner to break room.

Forks Library: Added an air cleaner to the break room; installed touchless towel dispensers in restrooms.

Other: Brian joined the bookmobile team in a meeting with a specialty vehicle consultant and helped draft vehicle specifications; worked with the Health and Safety Committee to plan first aid training for staff; performed a routine annual inspection of the annex storm drain with a City Engineer; drafted a 2021 Facilities work plan and Capital Budget. Facilities staff serviced and washed the Transit van; installed winter tires and a plywood cargo platform in the Pacifica van.

Outreach to Homebound Program

Jina Felton, Outreach Program Manager

During the month of December, 111 deliveries were made to homebound patrons and two new patrons registered for outreach services. NOLS staff and Outreach patrons also bid a fond

farewell to Debbie Pridgen as she enters retirement after 3 decades with NOLS. Outreach Library Services Specialist Cheryl Martin spent the month learning as much as possible before Debbie's last day. A big part of Debbie's last day included making deliveries to homebound patrons which she thought was a very nice way to wrap up her time with NOLS.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

December was a busy month for the NOLS IT department with many surprise challenges in addition to the routine end-of-year work. Along with the regular computer maintenance, support, and troubleshooting, the team continued to solve common concerns regarding staff work areas, software, hardware, internet connectivity, and problems with network connections, while preparing for eventual reopening.

More work was done in the branches to reconfigure workstations to enable utilization while maintaining safe social distancing as recommended to slow the spread of COVID-19. The focus of these actions was to prepare for limited public access with considerable thought and planning into traffic patterns for staff and patrons, as well as maximizing functionality; the goal being to return as many services to the public as possible while remaining safe. One of these services is computer access. In December, IT finished configuring 12 laptops, and distributed three to each branch. The branches initiated a soft rollout, making these laptops available for public checkout. One of the primary uses of these laptops was making library printing again available to the public.

The IT team continued to work with staff in order to keep all the staff work-from-home laptops updated. There was also considerable work done initiating system-wide updates to our Microsoft Teams communications platform to solve problems ranging from login issues to Teams not loading properly.

IT's Digital Resources Coordinator Bryan Johnson switched from part-time to full-time, effective December 1.

Under a warranty, IT completed a replacement of the Barracuda Email Security Gateway, a critical email security and spam-filtering tool that had failed.

IT staff attended a number of webinar trainings on varied topics including Working with the Homeless in Libraries, Threat Spotlight Spear-Phishing Attacks Targeting Education, Polaris System Administration, and trainings on Microsoft Teams and PowerApps. IT staff also continued their education through PluralSite and Lynda.com on various tech-related topics.

In December, the Web Team worked with the Public Communications team to complete a web page for the new curbside printing service. The page includes a form that is used by patrons

to upload documents to the web for printing. The service is free and limited to 25 pages per day. The JobNow web page was also updated to highlight a new service for unemployment benefit coaches.

The Web Team completed all of the yearly archiving and updates for the site in December. This included updates for the Book Groups page, Storytimes, News Releases, Board and Administration, and Closure Dates pages. We also worked to clean and archive old images and documents internally from the web files.

The IT team finalized procurement of a new camera for each branch. We selected the Sony Z-VI camera and purchased four of them. The Sony Z-VI is a new point-and-shoot camera in the Sony collection that includes Wi-Fi, Bluetooth, a microphone input, and all the required specs. The IT team has the goal to get the camera tested and delivered to each branch by mid-January.

IT replaced their network-attached storage (NAS) that is used to store various programs, backups, and IT documentation. The previous equipment was obsolete and no longer supported by Microsoft, presenting a security risk. The new machine brings IT's storage needs up-to-date and in line with our other backup systems, while eliminating the security vulnerability. IT was able to limit the capital expenditure for this device by partially building it out using components from our inventory.

Several server updates were made that were more extensive than the usual recurring monthly updates, including operating systems on backup storage and some Windows servers. Firmware was update on several pieces of network equipment as well. Decommissioned network equipment was removed from the Clallam Bay network rack, freeing up space as well as condensing the amount of equipment in use. This should make it easier for IT to keep equipment updated, backed up, and configured consistently across the network.

IT focused a lot of energy in December on several tasks that carried over from November, including: continued gradual on-boarding of IT Specialist I Travis Manley, who is still working primarily in Sequim until the New Year; concentrated work with OlyITSS on reconfiguring the network and modernizing legacy CPI circuits; continued mail server modernization; and preliminary analytics modeling. IT also worked with Facilities to evaluate HVAC failure in the server room, emergency repairs, and the most cost-effective server cooling plans moving forward.

Technical Services Department

Erin Shield, Technical Services Manager

After the annual pause in late November, Technical Services started ordering materials in late December. Acquisitions staff were happy to get back into business again, after the closing of the 2020 budget

In December, 1688 physical items were processed and available for customers - the highest month's output in 2020. 588 downloadable titles were added. 716 print materials were repaired – most of these representing our ongoing efforts to replace worn or incorrect spine labels in the Port Angeles collection. 173 media items were resurfaced or repaired to extend their lives. 725 intralibrary totes were delivered between branches to better serve customers in each community, including 25 totes of Outreach materials. There were 9 donations from the community that were added to the collection in December.

Carol spent an hour on Health & Safety Committee responsibilities. Cindy spent 4 hours on Web Team responsibilities. Erin participated in a Polaris System Administration training, Bookmobile and Management Team meetings.

2020 brought a lot of changes to the world at large as well as our little pocket of the world. NOLS brought courier services in-house to provide better service to staff and customers and be more in control for unanticipated events (and just in time!). 2020 taught us that we are able to handle a whole host of changes with aplomb and flexibility. Courier Dayna has been great at helping form and record all aspects of deliveries and roll with the changing working conditions of 2020.

Also rolling with changing conditions, Acquisitions staff was able to do a lot of work from home while not allowed in the building. Cataloging of digital records, and then eventually ordering new materials as well as a lot of background tasks were accomplished off site. Staggered shifts, protective materials, and new physical set ups in the department helped to bring back as many staff as safely allowed to get more or less back to normal. And everyone was happy to be back! At the end of 2020, Acquisition staff stretched themselves once again to take on ILL responsibilities. There has been a smooth transition taking on the new tasks and everyone is doing a fabulous job with the integration.

Once back onsite, Mark stormed through physically processing new materials, took on more disc repair responsibilities, and learned the fine art of print mending, which has been done by a stellar volunteer in recent times. He's been doing a great job with the mending and as the set-up does not allow volunteers onsite yet, it's been an important piece to get those materials back in circulation. Here's to 2021!

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Customer Service Specialist 2 – PA
- Customer Service Specialist 2 – SQ
- Shipment Operations Specialist 1 – TS
- Administration Operations Assistant 1 – ADM
- Facilities Technician 2 – FAC

New Hires:

- None

Separations:

- Customer Service Specialist 3 – Debbie Pridgen – OR

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in Management Team Meetings, and in the Admin Team Meeting in December.

Accounting Statistics for December:

- 122 Vouchers
- 102 CC Transactions
- 4 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 1 Department of Licensing EFT
- 71 Payroll Pays which includes 10 Vacation Payouts

Public Communications

Kate Radigan, Public Communications Coordinator

- 10 news releases sent and an *Off the Shelf* article
- 2021 Book Discussion Group public communications
- Attended part of Library Marketing & Communications Conference

Director's Report

Noah Glaude, Library Director

Significant meetings/events and projects this month:

- Policy update and creation for special NOLS Board meeting December 14
- DNR Briefing for Library Districts on Trust Lands Performance Assessment Reports
- Clallam County Broadband Team meeting
- Presentation for Olympic Kiwanis group
- Planning with Bookmobile Team
- All Staff Meeting
- Recruitment activities for positions in Port Angeles, Sequim and Technical Services
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings
- Programming Team Meeting – 2021 Program Planning



Customer Comments

November-December 2020

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

RECEIVED BY E-MAIL

Comment:

Our family (Mom and kids) enjoys scrolling through the list of new books and new DVDs. It would be very helpful if the children's books and DVDs were in a separate grouping so my child could easily access new titles that are appropriate to his age group (and the new adult books and DVDs sometimes have more adult images that I'd prefer him not having to scroll through). Thank you for your consideration of my request and I hope to see a separation of titles in the near future.

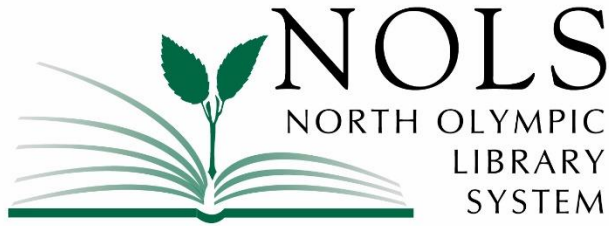
Response:

Thank you for the suggestion. I'm glad to hear you find the lists of the new materials useful. 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 in 2021.

In the meantime, here is an alternative way to browse new children's 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. Under "New Books", there are multiple selections for youth material.
4. After you have selected your preferred options, press "Set Search Options" and your search results will be refined for easier browsing.



2020 Highlight Log

(November-December 2020)

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

11/1/2020 – Port Angeles

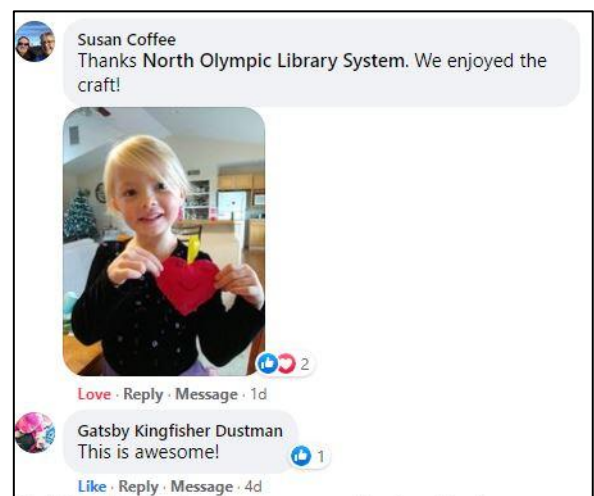
Sent by a patron: “I wanted to thank you for the beautiful marigold craft you provided to our community. My husband, two sons (ages 4 and 6) and I made the marigolds this morning, and they are so pretty (see photo link below)! While doing the craft, we read from the personal history of our great great grandfather and appreciated some of the good things he did in his life. This was a very positive experience for us and was very much inspired by the activity and related Dia De Los Muertos traditions.”

11/10/2020 – Sequim

Patrons are giving lots of positive feedback about the new structures at Sequim- they cover a good part of our front walk and of course the whole 'curbside' operation! Today was the perfect rainy day to show them off and enjoy some twinkle lights to boot. Thanks to facilities and everyone who helped.

11/19/2020 – NOLS

The response for the Back Pack Buddies has been phenomenal on social media. Big shout out to Jennifer Lu'Becke and West End staff for organizing and putting the kits together. So great to see people contributing their own photos of the take and make!



11/25/2020 – NOLS

Email from patron: "I wanted to say NOLS has been doing a great job with everything with these Take and Make activities. The "make-a-cased" kit was a hit with my kids."

11/30/2020 – NOLS

Some uplifting comments on a recent social media post about NOLS services remaining curbside for now:

Sunny Christian The Sequim librarians are doing a great job; I so appreciate their good attitudes! I would probably be an old grump!! thank you librarians!!! 😊 oh, and the new covering and lights are very cool

Like · Reply · Message · 2d · Edited



Robin May Fleming So grateful for every library book and DVD I've gotten this year. Thank you!

Like · Reply · Message · 2d



Danielle Hendrickson Thank you for all you do!

Like · Reply · Message · 2d



Kate Buenau I appreciate everything NOLS staff has done to keep us in books during the pandemic! I have a Kindle but it's just not the same as a good new library book in hand.

Like · Reply · Message · 1d



Vicky Rodoni Thank you! We have been so grateful to have access to books throughout this Covid nightmare, we are Thankful for You!

Like · Reply · Message · 1d



Donné Flick So so very extremely grateful to you all!! ❤️ Please be Safe!!

Like · Reply · Message · 1d



Becky McFarland We appreciate all of your hard work! All of the staff have been patient and kind at every pick up.

Like · Reply · Message · 1d



Kelsey Mendiola Though I miss picking out books, the grab bags have been perfect for picture books and so much easier than chasing a toddler through the stacks 😊

Like · Reply · Message · 2d



Amanda Anderson Grab bags have been a lifesaver for my 11yo, keep up the great work, NOLS!

Like · Reply · Message · 2d



Sarah Theis-Britton The grab bags are so much fun!!! We absolutely love them!



bonanzajillybean I have used the Library as much, if not more, during this time. Your online programming for kids and adults, craft and project kits, and of course, books have offered so much. We love the grab bag option for kids each week. Thank you for all that you are doing!



1d 3 likes Reply

12/2/2020 – Sequim

So many positive, grateful patrons- one of our regulars remarked, "This place is my life!" Also, many thanks for all the staff across the system helping to answer phone calls- you are amazing!

12/2/2020 – NOLS

Passing on this nice comment from a BookMatch request: "I think this is a WONDERFUL library service and great fun to see what the picks are. I'll submit another request soon. Again many thanks to you and all the great folks at NOLS Sequim."

12/7/2020 – Port Angeles

The snowflake kits were extremely popular in PA today! Lots of comments from patrons about how great the take & make kits have been this year. Several were also excited about the upcoming origami boxes program. Another patron commented on the recent trivia night and said it was fun for their whole family to participate.

12/10/2020 – Port Angeles

Shout-out to Shane who put in a lot of effort when Microsoft Teams was not behaving as expected just before a program that relied on it. The alternative Shane created was super smooth and worked great, and the public never knew there was a problem!

12/11/2020 – Clallam Bay

One of our patrons expressed her enthusiasm and gratitude for our curbside printing service.

12/15/2020 – Sequim

A patron who was renewing their card at curbside said he might not be at the current address much longer as benefits are running out on some COVID relief. He matter of factly said he might be living in his truck. The highlight part of this is that I remembered a helpful brochure with various community resources in the area, and he was very receptive to my offer.

12/29/2020 – Port Angeles

While at the city pier yesterday afternoon (there were orcas in the harbor!) a woman recognized me from the library and said she was so thankful for everything NOLS has been doing the past year. She said the Grab Bags have been a lifesaver for her son, allowing him to discover a broader range of books, and she really hopes we continue to offer the service when the library opens again.