

Board of Trustees Regular Meeting
Thursday, April 22, 2021 5:30pm
Zoom Video Conference

PANDEMIC RESPONSE

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

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

PUBLIC COMMENTS

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

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of March 25, 2021
4. Communications
5. Presentation – Programming During the Pandemic, presented by Jennifer Lu’Becke, Cheryl Martin and Sarah Morrison
6. Public comments
7. Financial reports: March 2021
8. Approval of vouchers: March 2021
9. Unfinished business

10. New business
 - N.1. Verbal update and discussion regarding NOLS' expansion of in-library services
 - N.2. Approval of Library Director position description update
11. Reports
 - R.1. Monthly Statistics Reports: March 2021
 - R.2. Monthly Activity Reports: March 2021
 - R.3. Customer Comments: March 2021
 - R.4. Highlight Log: March 2021
12. Public Comments
13. Trustee comments

Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
14. Next meeting: 5:30pm, Thursday, May 27, 2021 by teleconference.
15. Agenda items for next meeting
16. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

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

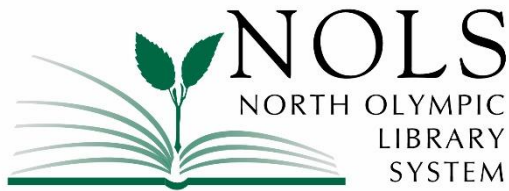
Note: no regular Board meetings scheduled in July or December.

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

Friends of the Library meetings

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

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



MINUTES

PANDEMIC RESPONSE

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

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

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:33 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, Ian Miller and Bert Caldwell. Library staff present: Director Noah Glaude, Financial Operations Manager John DeFrancisco and Administrative Operations Assistant I Karen Rasler. Visitors present: None.

2. Approval of agenda

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

3. Approval of minutes for regular meeting of February 25, 2021

Motion by Mr. Urnes to approve the minutes from the February 25, 2021 meeting. Motion seconded by Ms. Gordon. Motion carried.

Approval of minutes for special meeting of March 15, 2021

Motion by Ms. Gordon to approve the minutes from the March 15, 2021 meeting. Motion seconded by Mr. Caldwell. Motion carried.

4. Communications

NOLS was notified by United Way of Clallam County that it was selected to receive a Live United award for the many ways the Library partnered with United Way, including a film screening with their Resilience Project, a successful employee campaign and the launch of the Dolly Parton Imagination Library.

5. Presentation – John DeFrancisco, Financial Operations Manager, will provide an overview of the NOLS financial reports.

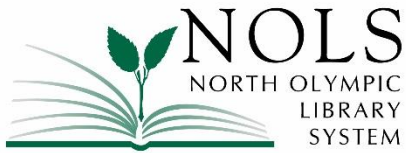
6. Public Comments
None.
7. Financial reports: February 2021
The financial reports for February 2021 were accepted as presented.
8. Approval of vouchers: February 2021
Motion by Ms. Gordon to approve the February 2021 vouchers, numbered #81 through #182, in the amount of \$344,034.84. Motion seconded by Mr. Caldwell. Motion carried.
9. Unfinished business
 - U.1. NOLS Land Acknowledgement Statement
The Board continued their conversation of the land acknowledgement statement as presented in the staff report.

Motion by Mr. Miller to approve the Land Acknowledgement Statement as presented with one amendment, replacing the word “colonozied” with “appropriated.” Motion seconded by Ms. Gordon. Motion carried.
10. New business
 - N.1. Verbal update and discussion regarding NOLS’ new in-library services
 - N.2. Approval of Resolution 21-03-02: Authorizing an increase to the NOLS Merchant Account
Motion by Ms. Gordon to approve Resolution 21-03-02 as presented. Motion seconded by Mr. Miller. Motion carried.
11. Reports
 - R.1. Monthly Statistics Reports: February 2021
 - R.2. Monthly Activity Reports: February 2021
 - R.3. Customer Comments: February 2021
 - R.4. Highlight Log: February 2021
All reports were accepted as presented.
12. Public Comments
None.
13. Trustee comments
Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendize a matter of business on a future agenda.
14. Next regular meeting: 5:30pm, Thursday, April 22, 2021 by teleconference.
15. Agenda items for next meeting: *Presentation on library programming, position description project update*
16. Adjournment
There being no further business, the meeting was adjourned by the Chair at 7:34pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: April 22, 2021
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for March 2021

Topic/Issue. Informational comments on monthly financial reports.

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

Discussion.

Revenues: NOLS portion of interest earned on the County Investment Pool for February, and posted in March is \$803.

Grants and Donations includes a generous \$5,000 donation from a single donor.

Other Miscellaneous Revenue of \$574 is the Annual P-Card Excess rebate that comes from the Washington Department of Enterprise Services.

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

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$212,998 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in March are \$262,698.

Of the \$212,998 in electronic transfers, \$117 was paid to the DOR for Sales and Use Tax (Voucher 235).

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



Revenue Report

March 31, 2021

Operating Revenue				3/12ths is	25.0%
	Budgeted	Current	YTD	Difference	Percent
Taxes	4,435,000	395,915	651,921	3,783,079	14.7
Intergovernmental Revenues	-	-	-	-	-
Goods and Services	10,100	117	135	9,965	1.3
Library Fees	10,000	527	1,821	8,179	18.2
Miscellaneous Revenues					
Pool Fund Investment Interest	17,375	803	1,679	15,696	9.7
Facilities Leases (Short Term)	1,000	-	-	1,000	-
Private Grants and Donations	51,200	5,352	17,419	33,781	34.0
Other Miscellaneous Revenue	41,200	574	15,410	25,790	37.4
Total Miscellaneous Revenues	110,775	6,729	34,508	76,267	31.2
Nonrevenues (excise taxes)	590	10	10	580	1.7
Transfers In	540,283	-	-	540,283	-
Total Operating Revenue	5,106,748	403,298	688,394	4,418,354	13.5

Capital Revenue					
Timber Revenues (received in 2020)	-	16,045	30,145	-	-
Total Capital Revenue	-	16,045	30,145	-	-

Grand Total Revenues	419,343	718,539			
-----------------------------	----------------	----------------	--	--	--



Expenditure Report

March 31, 2020

				3/12ths is	25.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,566,266	185,841	558,662	2,007,604	21.8
Benefits	1,163,813	76,857	232,848	930,965	20.0
Total Personnel	3,730,079	262,698	791,510	2,938,569	21.2
<i>Supplies</i>					
Supplies, Office and Operating	103,900	7,815	16,789	87,111	16.2
Fuel	17,900	391	1,453	16,447	8.1
Merchandise for resale	1,700	-	-	1,700	0.0
Collection Materials	486,000	25,824	85,188	400,812	17.5
Small Tools/Equip (<\$200)	1,500	32	32	1,468	2.1
Total Supplies	611,000	34,061	103,461	507,539	16.9
<i>Services</i>					
Professional Services	227,985	10,693	45,875	182,110	20.1
Communication	174,859	9,327	26,034	148,825	14.9
Travel	6,500	11	11	6,489	0.2
Taxes and Operating Assessments	4,000	-	3,255	745	81.4
Operating Rentals and Leases	790	-	-	790	0.0
Insurance	83,700	-	-	83,700	0.0
Public Utilities	90,160	8,093	23,771	66,389	26.4
Repair and Maintenance	147,390	4,534	9,827	137,563	6.7
Miscellaneous Services	12,955	75	383	12,572	3.0
Total Services	748,339	32,733	109,156	639,183	14.6
<i>Intergovernmental Services</i>	16,740	25	64	16,676	0.4
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	590	-	0	590	0.0
Total Operating Expenditures	5,106,748	329,517	1,004,191	4,102,557	19.7

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

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	48,700	8,269	16,538	32,162	34.0
Other Improvements	88,000	-	-	88,000	0.0
Machinery & Equipment	448,449	2,694	9,677	438,772	2.2
Total Capital Outlays	585,149	10,963	26,215	558,934	4.5
Grand Total All Expenditures	5,691,897	340,480	1,030,406	4,661,491	18.1



Account Balances

March 31, 2021

	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⁾	2,676,367	-	16,045	-	2,692,412
Operating Reserve ⁽³⁾	1,104,899	-	-	-	1,104,899
PA Capital Reserve ⁽⁴⁾	128,394	-	-	8,269	120,125
Capital Budget - 2021 ⁽⁴⁾	464,966	-	-	2,694	462,272
<i>Total Board Designated Accounts</i>	5,681,644	-	16,045	10,963	5,686,726
<i>Grants and Donations</i>					
NOLS Donations Fund	84,292	-	296	-	84,588
NOLS Materials Fund	15,545	-	-	171	15,374
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Virtual Programming Fund	8,019	-	-	662	7,357
Port Angeles Donations Fund	5,363	-	0	-	5,363
Port Angeles Friends Donations	25,351	-	-	-	25,351
Sequim Donations Fund	48,343	-	5,000	-	53,343
Sequim Friends Donations	16,215	-	-	-	16,215
Forks Donations Fund	1,773	-	56	-	1,828
Forks Friends Donations	403	-	-	-	403
Clallam Bay Donations Fund	6,881	-	0	-	6,881
Clallam Bay Friends Donations	676	-	-	-	676
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	459,038	-	5,352	833	463,557
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	6,143,345	-	21,397	11,796	6,152,946
<i>Undesignated Cash Operating Funds</i>	1,842,838	(9,601)			1,833,236
Total WA State Local Investment Pool	7,986,182	(9,601)	21,397	11,796	7,986,182

Notes:

(1) Reserve buffer against major economic catastrophe.

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

(3) Reserves to balance deficit budgets.

(4) Fund management account for designated capital projects.



Account Balances

March 31, 2021

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁵⁾	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁵⁾	338,548	-	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁶⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,278,889	-	-	-	1,278,889
Total Investments	9,265,071	(9,601)	21,397	11,796	9,265,071
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	78,863			78,863
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	683	-	683	6,000
Payroll Account (US Bank 1301)	200	212,998	-	212,998	200
Merchant Account (FF 7401)	200	(511)	653	142	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	213,170	653	213,823	6,850
Total Cash	6,850	292,033	653	213,823	85,713
Total Cash and Investments	9,271,921	282,432	22,050	225,619	9,350,784

Notes:

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

(6) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR MARCH 2021

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
	183 NOLS Employee	HRA Reimbursement	92.05	
	184 ADP Tax/Financial Services	Net Payroll (PPE 02-28-21) - EFT 829	124,904.15	
	185 ADP Tax/Financial Services	Payroll Tax (PPE 02-28-21) - EFT 830	42,391.94	
	193 NOLS Employee	HRA Reimbursement	322.12	
	229 NOLS Employee	HRA Reimbursement	287.50	
	230 NOLS Employee	HRA Reimbursement	283.53	
	232 Dept. of Retirement Systems	Retirement Contributions (PPE 02-28-21) - EFT 831	36,743.65	
	233 Dept. of Retirement Systems	DCP Retirement 03-2021 (PPE 02-28-21) - EFT 832	8,642.00	
	240 Hartford Retirement Plan Solutions	MMDCP 03-2021 (PPE 02-28-21) - EFT 833	200.00	
	241 Health Care Authority	HCA 03-2021 (PPE 02-28-21)	36,508.08	
	242 HealthEquity	HSA ER Contributions - March 2021	1,022.90	
	260 NOLS Employee	HRA Reimbursement	404.18	
	273 NOLS Employee	HRA Reimbursement	413.85	
	275 NOLS Employee	HRA Reimbursement	189.02	
	276 NOLS Employee	HRA Reimbursement	220.50	
	288 NOLS Employee	HRA Reimbursement	94.51	
	291 United Way of Clallam County	United Way Donations (PPE 02-28-21)	105.00	
	297 WCIF	Vision/Life/EAP Premiums 03-2021 (PPE 02-28-21)	1,259.35	
	300 NOLS Employee	HRA Reimbursement	692.86	
	301 WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-28-21) - April Coverage	5,278.68	
	302 WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 03-2021 (PPE 02-28-21)	2,011.94	
		HCA (PPE 02-28-21)		
	CK 2177 Health Care Authority	- Additional Payment for Under Deduction	629.93	262,697.74
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
	205 CED Consolidated Electrical Distributors	PO 246 Maintenance Supplies - Lighting Ballasts - FAC	84.86	
	228 Co-Op Farm & Garden, The	PO 276 Maintenance Supplies - HVAC Filters - FAC	10.76	
	235 Dept. of Revenue - Use/Sales Tax	February 2021 Sales & Use Tax - EFT 835	39.79	
	243 Heartline, Inc.	PO 184 Groundskeeping Supplies - Wood Chips and Trucking - FAC	342.72	
	244 Heartline, Inc.	PO 240 Groundskeeping Supplies - Wood Chips and Mulch - FAC	408.00	
	253 KCDA Purchasing Cooperative	PO 254 Maint. Supplies - Gloves and Trash Bags - FAC	978.05	
	274 Quill Corporation	PO 271 Toner - Dell Printers - ADM PO 271 Office Supplies - Stapler - ADM	339.21	
	284 The Home Depot Pro	PO 205 Maintenance Supplies - Cleaning Supplies - FAC	2,326.14	
	285 The Home Depot Pro	PO 221, 229 Maint. Supplies - Cleaning Supplies - FAC	1,059.28	
	286 True Value	PO 187 Maintenance Supplies - Cleaning Supplies - FAC	10.82	
	289 Uline	PO 265 Operating Supplies - Grocery Bags and Traffic Cone Barrier Belt - NOLS	561.58	
	CC 1 4Inkjets.com	PO 200 Toner & Ink - IT	40.18	
	CC 2 AED Market	PO 235 Maintenance Supplies - AED Parts Replacement - FAC	152.00	

Category	Claimant	Purpose	Amount	Subtotal
CC 6	Amazon.com	PO 202 Office Supplies - Magnetic Clips, Clipboard - IT	43.03	
CC 7	Amazon.com	PO 202 Office Supplies - Labels - IT	16.17	
CC 8	Amazon.com	PO 142 Office Supplies - Driveway Alarm, Open Sign - FO	91.03	
CC 9	Amazon.com	PO 177 Office Supplies - Outlet Covers - FO	14.08	
CC 12	Amazon.com	PO 178 Office Supplies - Doorbell, Floor Tape - SQ	69.08	
CC 13	Amazon.com	PO 193 Office Supplies - Table Cloths, Magnets - NOLS	61.92	
CC 14	Angeles Millwork & Lumber Company	PO 179 Maintenance Supplies - Plumbers Tape, Wall Mud - FAC	21.84	
CC 16	Depot Lighting	PO 234 Maintenance Supplies - Overhead Light Ballasts - FAC	76.38	
CC 21	Home Depot	PO 183 Maint. Supplies - Sneeze Guard Supplies - FAC	89.97	
CC 23	KCDA Purchasing Cooperative	PO 166 Office Supplies - Binders, Tape - FO	80.71	
CC 24	KCDA Purchasing Cooperative	PO 206 Office Supplies - Receipt Book, Sign Holders - FO	55.36	
CC 25	KCDA Purchasing Cooperative	PO 169 Office Supplies - Notebooks, Tape - PA	39.36	
CC 26	KCDA Purchasing Cooperative	PO 169 Paper Supplies - PA	76.30	
CC 30	Namifiers	PO 131 Office Supplies - Nametag - NOLS	10.21	
CC 31	Namifiers	PO 173 Office Supplies - Nametag - NOLS	10.21	
CC 33	POSPAPER.com	PO 223 Paper Supplies - Receipt Paper - NOLS	148.10	
CC 34	Safeway	PO 217 Processing Supplies - TS	12.93	
CC 47	Swains General Store, Inc.	PO 270 Office Supplies - Putty, Tape - NOLS	12.99	
CC 52	Words Anywhere	PO 233 Maintenance Supplies - PA Bookdrop Lettering - FAC	19.61	7,302.67
<u>PROGRAM SUPPLIES</u>				
201	Baker & Taylor Information	PO 249 Program Supplies - Books for Book Walk (VFOL)	81.56	
281	Scholastic Library Publishing	PO 152 Program Supplies - Books for Día del Niño (VFOL)	430.85	512.41
<u>FUEL</u>				
CC 15	Arco	PO 130 Business Fuel - Westy - NOLS	17.77	
CC 18	Exxon Mobil	PO 244 Business Fuel - Nolsy Red - FAC	39.62	
CC 19	Exxon Mobil	PO 222 Business Fuel - Transit Van - FAC	42.57	
CC 27	Lower Elwha Food & Fuel	PO 245 Business Fuel - Nolsy Red - FAC	36.51	
CC 35	Shell	PO 158 Business Fuel - Pacifica - NOLS	33.35	
CC 36	Shell	PO 172 Business Fuel - Westy - NOLS	24.00	
CC 37	Shell	PO 191 Business Fuel - Westy - NOLS	23.57	
CC 38	Shell	PO 209 Business Fuel - Westy - NOLS	19.39	
CC 39	Shell	PO 218 Business Fuel - Westy - NOLS	21.36	
CC 40	Shell	PO 180 Business Fuel - Pacifica - NOLS	38.40	
CC 41	Shell	PO 197 Business Fuel - Westy - NOLS	24.71	
CC 42	Shell	PO 198 Business Fuel - Pacifica - NOLS	35.20	
CC 43	Shell	PO 220 Business Fuel - Pacifica - NOLS	34.53	390.98
<u>COLLECTION MATERIALS</u>				
188	Amazon.com	Collection Materials	39.33	
189	Amazon.com	Collection Materials	241.12	
190	Amazon.com	Collection Materials	174.77	
191	Amazon.com	Collection Materials	9.02	
194	Baker & Taylor Entertainment	Collection Materials	433.08	
195	Baker & Taylor Entertainment	Collection Materials	313.92	

Category	Claimant	Purpose	Amount	Subtotal
	196 Baker & Taylor Entertainment	Collection Materials	416.96	
	197 Baker & Taylor Entertainment	Collection Materials	1.02	
	198 Baker & Taylor Entertainment	Collection Materials	349.68	
	199 Baker & Taylor Information	Collection Materials	2,627.81	
	200 Baker & Taylor Information	Collection Materials	4,047.88	
	201 Baker & Taylor Information	Collection Materials	2,631.63	
	202 Baker & Taylor Information	Collection Materials	3,492.82	
	203 Baker & Taylor Information	Collection Materials	3,423.66	
	204 Brodart Company	Collection Materials	136.91	
	206 CENGAGE Learning	Collection Materials	425.28	
	207 CENGAGE Learning	Collection Materials	442.20	
	208 CENGAGE Learning	Collection Materials	252.43	
	209 CENGAGE Learning	Collection Materials	30.34	
	210 CENGAGE Learning	Collection Materials	353.46	
	211 Center Point Large Print	Collection Materials	224.70	
	235 Dept. of Revenue - Use/Sales Tax	February 2021 Sales & Use Tax - EFT 835	19.77	
	237 Findaway World, LLC	Collection Materials	21.75	
	238 Findaway World, LLC	Collection Materials	485.44	
	239 Findaway World, LLC	Collection Materials	43.50	
	247 Ingram Library Services	Collection Materials	199.78	
	248 Ingram Library Services	Collection Materials	801.30	
	249 Ingram Library Services	Collection Materials	189.94	
	250 Ingram Library Services	Collection Materials	199.77	
	261 Midwest Tape	Collection Materials	250.43	
	262 Midwest Tape	Collection Materials	1,500.33	
	263 Midwest Tape	Collection Materials	271.90	
	264 Midwest Tape	Collection Materials	254.44	
	269 OverDrive, Inc.	Collection Materials	1,006.56	
	270 OverDrive, Inc.	Collection Materials	397.38	
	283 Sound Publishing Inc	Collection Materials	60.00	
	CC 28 MarVan Electronics	PO 207 Collection Materials - Telescope Replacement Part - NOLS	5.31	
	CC 48 Tribal Nations Maps	PO 190 Collection Materials	48.00	25,823.62
<u>SMALL TOOLS AND MINOR EQUIPMENT</u>				
	287 True Value	PO 214 Small Tools - Multitool and Organizer for CB - FAC	31.76	31.76
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	186 ADP, LLC	Payroll Services - Year End Processing - Tax Reporting - W-2s - NOLS	497.80	
	187 ADP, LLC	Payroll Services - Processing - (PPE 01-31-2021) and (PPE 02-28-2021) - NOLS	1,424.35	
	231 Delmar Tales	C01 Programing - Lunch With an Author (VFOL)	150.00	
	266 OCLC, Inc.	PO 201 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61	
	267 OCLC, Inc.	PO 211 Technology Services - EZProxy Services - Annual to 02-2022 - TS	607.98	
	268 Olympic Laundry & Dry Cleaners, Inc.	PO 247 Professional Services - Laundry - FAC	152.32	

Category	Claimant	Purpose	Amount	Subtotal
277	Raglin Consulting	PO 224 Professional Services - EDI Consulting - Payment 2 of 3 - NOLS	2,500.00	
280	Reaves Painting & Carpet Cleaning	PO 215, 216 Professional Services - CB and FO Carpet Cleaning - FAC	1,445.00	
290	Unique Management Services, Inc.	Professional Services - Debt Collection	28.35	
296	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00	
CC 17	DialMyCalls.com	PO 268 Technology Services - Staff Emergency Contact System - NOLS	80.02	
CC 20	Facebook	PO 231 Advertising - Sponsored Posts - NOLS	35.00	
CC 22	Innovative Users Group	PO 154 Training Fee - IUG Virtual Conference - NOLS	75.00	
CC 29	Microsoft Office	PO 237 Technology Services - Cloud Services - IT	816.25	
CC 32	Pay Pal	Monthly Gateway Fee	59.95	
CC 46	Stamps.com	PO 199 Technology Services - Monthly Fee - TS	19.56	
CC 53	Zoom	PO 269 Technology Services - Monthly Subscription - NOLS	16.30	
CC 54	Zoom	PO 269 Technology Services - Monthly Subscription - NOLS	59.82	
CC 55	Zoom	PO 269 Technology Services - Monthly Subscription - NOLS	48.90	10,510.21
<u>COMMUNICATIONS</u>				
192	Angeles Communications	Communications - VOIP	903.04	
212	CenturyLink 300511187 FO	Communications - Voice - FO	87.33	
213	CenturyLink 300561130 CB	Communications - Voice - CB	79.71	
214	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.54	
215	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.24	
216	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,440.20	
217	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.44	
218	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.44	
293	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
294	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03	
295	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12	
298	WDH - Wave Business	Communication - Internet - IT	4,012.72	
CC 44	Stamps.com	PO 186 Postage - TS	250.00	
CC 45	Stamps.com	PO 194 Postage - TS	250.00	
CC 49	UPS	PO 94 Communication - Freight - TS	10.89	
CC 50	UPS	PO 128 Communication - Freight - TS	18.76	9,327.49
<u>TRAVEL</u>				
259	Manley, Travis	Travel - Business - IT	10.93	10.93
<u>UTILITIES</u>				
219	City of Forks	Public Utilities - FO	105.82	
220	City of Port Angeles/Orcas Avenue	Public Utilities - PA	220.09	
221	City of Port Angeles/Orcas Avenue	Public Utilities - PA	224.96	
222	City of Port Angeles/Peabody St.	Public Utilities - PA	5,220.29	
223	City of Sequim	Public Utilities - SQ	92.34	
224	Clallam County Public Works Dept.	Public Utilities - CB	56.50	
225	Clallam County PUD	Public Utilities - CB	393.00	
226	Clallam County PUD	Public Utilities - FO	536.00	
227	Clallam County PUD	Public Utilities - SQ	667.00	

Category	Claimant	Purpose	Amount	Subtotal
	236 DM Disposal Company, Inc.	Public Utilities - PA - SQ	521.03	
	299 West Waste & Recycling	Public Utilities - FO - CB	56.43	8,093.46
<u>REPAIR AND MAINTENANCE</u>				
	245 Hi-Tech Security, Inc.	PO 188, 189 Repair and Maintenance - SQ Security Alarm Monitoring - SQ Fire Alarm Monitoring - Annual to 03-2022 - FAC	678.91	
	246 Hi-Tech Security, Inc.	PO 212 Repair and Maintenance - PA Fire Alarm Monitoring - Annual to 03-2022 - FAC	417.79	
	252 Jerry's Small Engines	PO 264 Repair and Maintenance - CB/FO Snow Removal - FAC	154.61	
	254 Koenig Chevrolet	PO 267 Vehicle Maintenance - Nolsy Red - FAC	73.89	
	255 Koenig Chevrolet	PO 274, 275 Vehicle Maintenance - Chevy Van and Nolsy White - FAC	134.74	
	256 Les Schwab Tires	PO 232 Vehicle Maintenance - Seasonal Tire Change - Nolsy White - FAC	86.76	
	257 Les Schwab Tires	PO 263 Vehicle Maintenance - Seasonal Tire Change - Transit Van - FAC	86.76	
	258 Les Schwab Tires	PO 283, 284 Vehicle Maintenance - Seasonal Tire Change - Westy and Pacifica - FAC	173.52	
	271 Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	340.02	
	278 Rainbow Sweepers, Inc.	PO 196, 204 Groundskeeping - PA Snow Removal - February 2021 - FAC	592.96	
	279 Rainbow Sweepers, Inc.	PO 230 Groundskeeping - PA Parking Lot Sweeping 03-08-21 - FAC	212.16	
	282 Sound Energy Systems	PO 273 Repair and Maintenance - PA HVAC Controls Quarterly Maintenance - FAC	1,581.60	4,533.72
<u>MISCELLANEOUS SERVICES</u>				
	CC 51 Washington Finance Officers Association	PO 151 Membership Fee - Annual Dues - ADM	75.00	75.00
<u>INTERGOVERNMENTAL SERVICES</u>				
	234 Dept. of Retirement Systems	DRS OASI for 2020 Tax Year	25.00	25.00
<u>BUILDINGS AND STRUCTURES</u>				
	272 Peninsula Heat, Inc.	PO 110 Buildings and Structures - PA Server Room HVAC Replacement - Balance Due - PA (PACR)	8,268.80	8,268.80
<u>MACHINERY AND EQUIPMENT</u>				
	235 Dept. of Revenue - Use/Sales Tax	February 2021 Sales & Use Tax - EFT 835	57.11	
	251 IT Support Services	PO 126 Capital Expense - Machinery and Equipment - DHCP Server - CB	425.00	
	CC 3 Amazon.com	PO 201 Machinery and Equipment - VOIP Phone Power Adapters - IT	46.76	
	CC 4 Amazon.com	PO 201 Machinery and Equipment - NUC Computer Mounts - IT	32.61	
	CC 5 Amazon.com	PO 208 Machinery and Equipment - USB Hubs, Ethernet to USB Adapter - IT	132.41	
	CC 10 Amazon.com	PO 192 Machinery and Equipment - NUC Computers - IT	979.17	
	CC 11 Amazon.com	PO 195 Machinery and Equipment - Branch Cash Registers - IT	1,020.90	2,693.96

Category	Claimant	Purpose	Amount	Subtotal
<u>FINES AND FEES, PATRON REFUNDS</u>				
	CK 2175 NOLS Patron	Patron Refund	35.95	
	CK 2176 NOLS Patron	Patron Refund	16.79	52.74
			340,350.49	340,350.49



Voucher Approval for March 2021

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #183 through #302 are approved in the amount of \$340,350.49 this 22nd day of April 2021.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
183	NOLS Employee	HRA Reimbursement	92.05
184	ADP Tax/Financial Services	Net Payroll (PPE 02-28-21) - EFT 829	124,904.15
185	ADP Tax/Financial Services	Payroll Tax (PPE 02-28-21) - EFT 830	42,391.94
186	ADP, LLC	Payroll Services - Year End Processing - Tax Reporting - W-2s - NOLS	497.80
187	ADP, LLC	Payroll Services - Processing - (PPE 01-31-2021) and (PPE 02-28-2021) - NOLS	1,424.35
188	Amazon.com	Collection Materials	39.33
189	Amazon.com	Collection Materials	241.12
190	Amazon.com	Collection Materials	174.77
191	Amazon.com	Collection Materials	9.02
192	Angeles Communications	Communications - VOIP	903.04
193	NOLS Employee	HRA Reimbursement	322.12
194	Baker & Taylor Entertainment	Collection Materials	433.08
195	Baker & Taylor Entertainment	Collection Materials	313.92
196	Baker & Taylor Entertainment	Collection Materials	416.96
197	Baker & Taylor Entertainment	Collection Materials	1.02
198	Baker & Taylor Entertainment	Collection Materials	349.68
199	Baker & Taylor Information	Collection Materials	2,627.81
200	Baker & Taylor Information	Collection Materials	4,047.88
201	Baker & Taylor Information	Collection Materials and PO 249 Program Supplies - Books for Book Walk (VFOL)	2,713.19
202	Baker & Taylor Information	Collection Materials	3,492.82
203	Baker & Taylor Information	Collection Materials	3,423.66
204	Brodart Company	Collection Materials	136.91
205	CED Consolidated Electrical Distributors	PO 246 Maintenance Supplies - Lighting Ballasts - FAC	84.86
206	CENGAGE Learning	Collection Materials	425.28

No.	Claimant	Purpose	Amount
207	CENGAGE Learning	Collection Materials	442.20
208	CENGAGE Learning	Collection Materials	252.43
209	CENGAGE Learning	Collection Materials	30.34
210	CENGAGE Learning	Collection Materials	353.46
211	Center Point Large Print	Collection Materials	224.70
212	CenturyLink 300511187 FO	Communications - Voice - FO	87.33
213	CenturyLink 300561130 CB	Communications - Voice - CB	79.71
214	CenturyLink 360-681-7811 468B SQ	Communications - Voice - SQ	127.54
215	CenturyLink Bus. Svcs Acct 80206626	Communications - POTS	70.24
216	CenturyLink Bus. Svcs Acct 89564136	Communications - Data - CB	2,440.20
217	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.44
218	CenturyLink PA 360-457-3125 933B	Communications - Fax - PA	266.44
219	City of Forks	Public Utilities - FO	105.82
220	City of Port Angeles/Orcas Avenue	Public Utilities - PA	220.09
221	City of Port Angeles/Orcas Avenue	Public Utilities - PA	224.96
222	City of Port Angeles/Peabody St.	Public Utilities - PA	5,220.29
223	City of Sequim	Public Utilities - SQ	92.34
224	Clallam County Public Works Dept.	Public Utilities - CB	56.50
225	Clallam County PUD	Public Utilities - CB	393.00
226	Clallam County PUD	Public Utilities - FO	536.00
227	Clallam County PUD	Public Utilities - SQ	667.00
228	Co-Op Farm & Garden, The	PO 276 Maintenance Supplies - HVAC Filters - FAC	10.76
229	NOLS Employee	HRA Reimbursement	287.50
230	NOLS Employee	HRA Reimbursement	283.53
231	Delmar Tales	C01 Programing - Lunch With an Author (VFOL)	150.00
232	Dept. of Retirement Systems	Retirement Contributions (PPE 02-28-21) - EFT 831	36,743.65
233	Dept. of Retirement Systems	DCP Retirement 03-2021 (PPE 02-28-21) - EFT 832	8,642.00
234	Dept. of Retirement Systems	DRS OASI for 2020 Tax Year	25.00
235	Dept. of Revenue - Use/Sales Tax	February 2021 Sales & Use Tax - EFT 835	116.67
236	DM Disposal Company, Inc.	Public Utilities - PA - SQ	521.03
237	Findaway World, LLC	Collection Materials	21.75
238	Findaway World, LLC	Collection Materials	485.44
239	Findaway World, LLC	Collection Materials	43.50
240	Hartford Retirement Plan Solutions	MMDCP 03-2021 (PPE 02-28-21) - EFT 833	200.00
241	Health Care Authority	HCA 03-2021 (PPE 02-28-21)	36,508.08
242	HealthEquity	HSA ER Contributions - March 2021	1,022.90
243	Heartline, Inc.	PO 184 Groundskeeping Supplies - Wood Chips and Trucking - FAC	342.72
244	Heartline, Inc.	PO 240 Groundskeeping Supplies - Wood Chips and Mulch - FAC	408.00
245	Hi-Tech Security, Inc.	PO 188, 189 Repair and Maintenance - SQ Security Alarm Monitoring - SQ Fire Alarm Monitoring - Annual to 03-2022	678.91

No.	Claimant	Purpose	Amount
246	Hi-Tech Security, Inc.	PO 212 Repair and Maintenance - PA Fire Alarm Monitoring - Annual to 03-20-2022 - FAC	417.79
247	Ingram Library Services	Collection Materials	199.78
248	Ingram Library Services	Collection Materials	801.30
249	Ingram Library Services	Collection Materials	189.94
250	Ingram Library Services	Collection Materials	199.77
251	IT Support Services	PO 126 Capital Expense - Machinery and Equipment - DHCP Server - CB	425.00
252	Jerry's Small Engines	PO 264 Repair and Maintenance - CB/FO Snow Removal - FAC	154.61
253	KCDA Purchasing Cooperative	PO 254 Maint. Supplies - Gloves and Trash Bags - FAC	978.05
254	Koenig Chevrolet	PO 267 Vehicle Maintenance - Nolsy Red - FAC	73.89
255	Koenig Chevrolet	PO 274, 275 Vehicle Maintenance - Chevy Van and Nolsy White - FAC	134.74
256	Les Schwab Tires	PO 232 Vehicle Maintenance - Seasonal Tire Change - Nolsy White - FAC	86.76
257	Les Schwab Tires	PO 263 Vehicle Maintenance - Seasonal Tire Change - Transit Van - FAC	86.76
258	Les Schwab Tires	PO 283, 284 Vehicle Maintenance - Seasonal Tire Change - Westy and Pacifica - FAC	173.52
259	Manley, Travis	Travel - Business - IT	10.93
260	NOLS Employee	HRA Reimbursement	404.18
261	Midwest Tape	Collection Materials	250.43
262	Midwest Tape	Collection Materials	1,500.33
263	Midwest Tape	Collection Materials	271.90
264	Midwest Tape	Collection Materials	254.44
265	North Olympic Library System	March 2021 Revolving Fund Reimbursement (* Detail Below)	682.67
266	OCLC, Inc.	PO 201 Technology Services - Bibliographic Utility Monthly Subscription - Cat & ILL - TS	2,471.61
267	OCLC, Inc.	PO 211 Technology Services - EZProxy Services - Annual to 02-2022 - TS	607.98
268	Olympic Laundry & Dry Cleaners, Inc.	PO 247 Professional Services - Laundry - FAC	152.32
269	OverDrive, Inc.	Collection Materials	1,006.56
270	OverDrive, Inc.	Collection Materials	397.38
271	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	340.02
272	Peninsula Heat, Inc.	PO 110 Buildings and Structures - PA Server Room HVAC Replacement - Balance Due - PA (PACR)	8,268.80
273	NOLS Employee	HRA Reimbursement	413.85
274	Quill Corporation	PO 271 Toner - Dell Printers - ADM PO 271 Office Supplies - Stapler - ADM	339.21
275	NOLS Employee	HRA Reimbursement	189.02
276	NOLS Employee	HRA Reimbursement	220.50
277	Raglin Consulting	PO 224 Professional Services - EDI Consulting - Payment 2 of 3 - NOLS	2,500.00

No.	Claimant	Purpose	Amount
278	Rainbow Sweepers, Inc.	PO 196, 204 Groundskeeping - PA Snow Removal - February 2021 - FAC	592.96
279	Rainbow Sweepers, Inc.	PO 230 Groundskeeping - PA Parking Lot Sweeping 03-08-21 - FAC	212.16
280	Reaves Painting & Carpet Cleaning	PO 215, 216 Professional Services - CB and FO Carpet Cleaning - FAC	1,445.00
281	Scholastic Library Publishing	PO 152 Program Supplies - Books for Dia del Niño (VFOL)	430.85
282	Sound Energy Systems	PO 273 Repair and Maintenance - PA HVAC Controls Quarterly Maintenance - FAC	1,581.60
283	Sound Publishing Inc	Collection Materials	60.00
284	The Home Depot Pro	PO 205 Maintenance Supplies - Cleaning Supplies - FAC	2,326.14
285	The Home Depot Pro	PO 221, 229 Maint. Supplies - Cleaning Supplies - FAC	1,059.28
286	True Value	PO 187 Maintenance Supplies - Cleaning Supplies - FAC	10.82
287	True Value	PO 214 Small Tools - Multitool and Organizer for CB - FAC	31.76
288	NOLS Employee	HRA Reimbursement	94.51
289	Uline	PO 265 Operating Supplies - Grocery Bags and Traffic Cone Barrier Belt - NOLS	561.58
290	Unique Management Services, Inc.	Professional Services - Debt Collection	28.35
291	United Way of Clallam County	United Way Donations (PPE 02-28-21)	105.00
292	US Bank	Credit Card Services - February 2021 (* Detail Below)	5,613.05
293	Verizon Wireless - HotSpot - 942071551	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
294	Verizon Wireless - HotSpot - 942071552	Verizon Wireless - HotSpot - 942071551 - NOLS	120.03
295	Verizon Wireless - Hotspot - 942339722	Verizon Wireless - Hotspot - 942339722 - NOLS	304.12
296	Washington State Patrol	Professional Services - Background Checks - NOLS	22.00
297	WCIF	Vision/Life/EAP Premiums 03-2021 (PPE 02-28-21)	1,259.35
298	WDH - Wave Business	Communication - Internet - IT	4,012.72
299	West Waste & Recycling	Public Utilities - FO - CB	56.43
300	NOLS Employee	HRA Reimbursement	692.86
301	WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-28-21) - April Coverage	5,278.68
302	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 03-2021 (PPE 02-28-21)	2,011.94
			340,350.49

*** Detail - NOLS Revolving Fund Account -- Voucher #265**

2175	NOLS Patron	Patron Refund	35.95
2176	NOLS Patron	Patron Refund	16.79
2177	Health Care Authority	HCA (PPE 02-28-21) - Additional Payment for Under Deduction	629.93
			682.67

*** Detail - NOLS US Bank Credit Card Purchases -- Voucher #292**

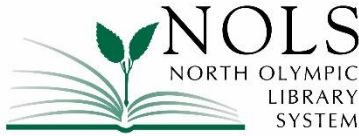
I	4InkJets.com	PO 200 Toner & Ink - IT	40.18
---	--------------	-------------------------	-------

No.	Claimant	Purpose	Amount
2	AED Market	PO 235 Maintenance Supplies - AED Parts Replacement - FAC	152.00
3	Amazon.com	PO 201 Machinery and Equipment - VOIP Phone Power Adapters - IT	46.76
4	Amazon.com	PO 201 Machinery and Equipment - NUC Computer Mounts - IT	32.61
5	Amazon.com	PO 208 Machinery and Equipment - USB Hubs, Ethernet to USB Adapter - IT	132.41
6	Amazon.com	PO 202 Office Supplies - Magnetic Clips, Clipboard - IT	43.03
7	Amazon.com	PO 202 Office Supplies - Labels - IT	16.17
8	Amazon.com	PO 142 Office Supplies - Driveway Alarm, Open Sign - FO	91.03
9	Amazon.com	PO 177 Office Supplies - Outlet Covers - FO	14.08
10	Amazon.com	PO 192 Machinery and Equipment - NUC Computers - IT	979.17
11	Amazon.com	PO 195 Machinery and Equipment - Branch Cash Registers - IT	1,020.90
12	Amazon.com	PO 178 Office Supplies - Doorbell, Floor Tape - SQ	69.08
13	Amazon.com	PO 193 Office Supplies - Table Cloths, Magnets - NOLS	61.92
14	Angeles Millwork & Lumber Company	PO 179 Maintenance Supplies - Plumbers Tape, Wall Mud - FAC	21.84
15	Arco	PO 130 Business Fuel - Westy - NOLS	17.77
16	Depot Lighting	PO 234 Maintenance Supplies - Overhead Light Ballasts - FAC	76.38
17	DialMyCalls.com	PO 268 Technology Services - Staff Emergency Contact System - NOLS	80.02
18	Exxon Mobil	PO 244 Business Fuel - Nolsy Red - FAC	39.62
19	Exxon Mobil	PO 222 Business Fuel - Transit Van - FAC	42.57
20	Facebook	PO 231 Advertising - Sponsored Posts - NOLS	35.00
21	Home Depot	PO 183 Maint. Supplies - Sneeze Guard Supplies - FAC	89.97
22	Innovative Users Group	PO 154 Training Fee - IUG Virtual Conference - NOLS	75.00
23	KCDA Purchasing Cooperative	PO 166 Office Supplies - Binders, Tape - FO	80.71
24	KCDA Purchasing Cooperative	PO 206 Office Supplies - Receipt Book, Sign Holders - FO	55.36
25	KCDA Purchasing Cooperative	PO 169 Office Supplies - Notebooks, Tape - PA	39.36
26	KCDA Purchasing Cooperative	PO 169 Paper Supplies - PA	76.30
27	Lower Elwha Food & Fuel	PO 245 Business Fuel - Nolsy Red - FAC	36.51
28	MarVan Electronics	PO 207 Collection Materials - Telescope Replacement Part - NOLS	5.31
29	Microsoft Office	PO 237 Technology Services - Cloud Services - IT	816.25
30	Namifiers	PO 131 Office Supplies - Nametag - NOLS	10.21
31	Namifiers	PO 173 Office Supplies - Nametag - NOLS	10.21
32	Pay Pal	Monthly Gateway Fee	59.95
33	POSPAPER.com	PO 223 Paper Supplies - Receipt Paper - NOLS	148.10
34	Safeway	PO 217 Processing Supplies - TS	12.93
35	Shell	PO 158 Business Fuel - Pacifica - NOLS	33.35
36	Shell	PO 172 Business Fuel - Westy - NOLS	24.00
37	Shell	PO 191 Business Fuel - Westy - NOLS	23.57

No.	Claimant	Purpose	Amount
38	Shell	PO 209 Business Fuel - Westy - NOLS	19.39
39	Shell	PO 218 Business Fuel - Westy - NOLS	21.36
40	Shell	PO 180 Business Fuel - Pacifica - NOLS	38.40
41	Shell	PO 197 Business Fuel - Westy - NOLS	24.71
42	Shell	PO 198 Business Fuel - Pacifica - NOLS	35.20
43	Shell	PO 220 Business Fuel - Pacifica - NOLS	34.53
44	Stamps.com	PO 186 Postage - TS	250.00
45	Stamps.com	PO 194 Postage - TS	250.00
46	Stamps.com	PO 199 Technology Services - Monthly Fee - TS	19.56
47	Swains General Store, Inc.	PO 270 Office Supplies - Putty, Tape - NOLS	12.99
48	Tribal Nations Maps	PO 190 Collection Materials	48.00
49	UPS	PO 94 Communication - Freight - TS	10.89
50	UPS	PO 128 Communication - Freight - TS	18.76
51	Washington Finance Officers Association	PO 151 Membership Fee - Annual Dues - ADM	75.00
52	Words Anywhere	PO 233 Maintenance Supplies - PA Bookdrop Lettering - FAC	19.61
53	Zoom	PO 269 Technology Services - Monthly Subscription - NOLS	16.30
54	Zoom	PO 269 Technology Services - Monthly Subscription - NOLS	59.82
55	Zoom	PO 269 Technology Services - Monthly Subscription - NOLS	48.90
			5,613.05

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

EFT 829	ADP Tax/Financial Services	Net Payroll (PPE 02-28-21)	124,904.15
EFT 830	ADP Tax/Financial Services	Payroll Tax (PPE 02-28-21)	42,391.94
EFT 831	Dept. of Retirement Systems	Retirement Contributions (PPE 02-28-21)	36,743.65
EFT 832	Dept. of Retirement Systems	DCP Retirement (PPE 02-28-21)	8,642.00
EFT 833	Hartford Retirement Plan Solutions	MMDCP (PPE 02-28-21)	200.00
			212,881.74



Staff Report

Meeting Date: April 22, 2021
To: Library Board of Trustees
From: Noah Glaude, Library Director
Subject: Approval of Library Director Position Description Update

Attachments: Draft Executive Director Position Description

Topic/Issue:

An update to the Library Director position description has been proposed.

Policy considerations:

[Policy HR 6.1](#) covers the classification of employees.

Fiscal implications:

There are no fiscal considerations at this time.

Discussion:

Accurate and up-to-date position descriptions are important for operational purposes. They are also an essential preliminary step to assessing the continuing accuracy of internal classification relationships, and/or to conducting any kind of external compensation study. An external compensation study is just one piece of the fiscal analysis necessary to develop a comprehensive Fiscal Business Plan, one of the Library's current strategic initiatives.

In February 2021, NOLS began a staff-involved review of all position descriptions. After several rounds of proposed revisions to position descriptions, the project is nearing its conclusion. Final steps include sharing union-represented positions (most at NOLS) with Union officers and negotiating the final updates. Positions not represented by the union will likely have their position description updates finalized by the end of April.

In addition to having accurate summaries of responsibilities, lists of essential job functions, minimum qualifications and physical requirements, the position description titles were also reviewed for accuracy and updates have been proposed for a majority of the positions. At this time, 20 of 31 position titles are proposed to be changed to ensure they accurately reflect the type of work the position is responsible for.

The one position description the Board of Trustees needs to approve changes to is the Library Director. The Library Director position description was last updated in December 2019, so the

position description itself is up to date. During the review of position descriptions and careful review of titles other libraries use, it was determined that the Library Director title should be changed to Executive Director. Additionally, there has been a proposed change to the Assistant Library Director title to Deputy Director.

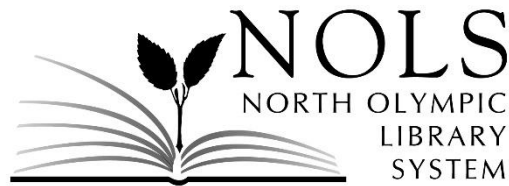
Examples of other libraries in Washington that include this naming convention include: Fort Vancouver Regional Libraries, King County Library System, Mid-Columbia Libraries, North Central Washington Libraries, Pierce County Library System, Seattle Public Library, Sno-Isle, Spokane County Library District, Spokane Public Library, Timberland Regional Library, Whatcom County Library System, and Yakima Valley Libraries.

The Board's Personnel Committee has reviewed this proposal and supports changing the title of the Library Director to Executive Director.

If the Library Director position is updated, the new position description will be attached to Library Director's contract, which references the position description.

Motion:

That the Board approve the updated Library/Executive Director position description as presented.



Position Description

DRAFT – 4/22/2021

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

Summary of Position Responsibilities:

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

Examples of Essential Job Functions:

Work performed may include, but is not limited to, the following activities

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

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

Education, Experience, and Certifications

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

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

Knowledge and Skills Required:

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

Physical Requirements:

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

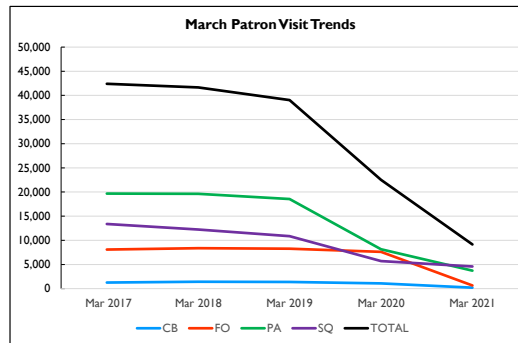
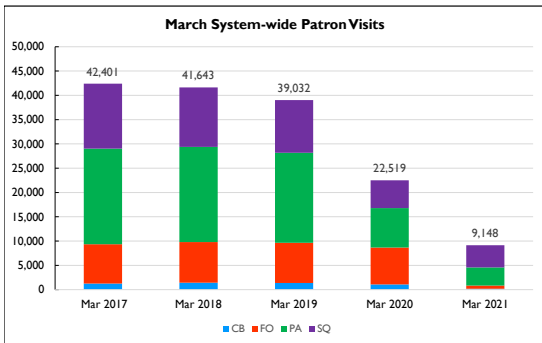
- CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls and other office equipment; pinch grasp to manipulate writing utensils.
- FREQUENT side-to-side turning of neck; walking, standing, bending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

Working Conditions:

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

Patron Visits

	2021	% of System
PA	3,720	40.7%
SQ	4,582	50.1%
FO	649	7.1%
CB	197	2.2%
Total	9,148	100.0%

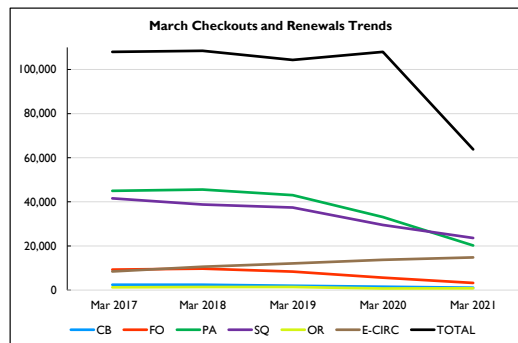
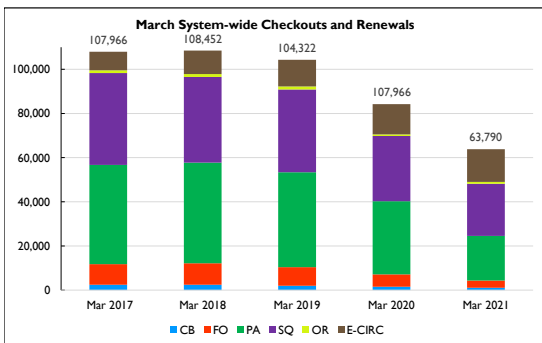


* Due to COVID-19, all NOLS facilities were only open for limited service half days, three days a week in March 2021.

* Curbside service began in June 2020 and continued into March 2021. Each curbside interaction was counted as a patron visit. □

Checkouts & Renewals

	2021	% of System
PA	20,221	31.7%
Self	22%	
SQ	23,618	37.0%
Self	18%	
FO	3,239	5.1%
Self	7%	
CB	1,097	1.7%
OR	808	1.3%
E Circ	14,807	23.2%
Total	63,790	100.0%

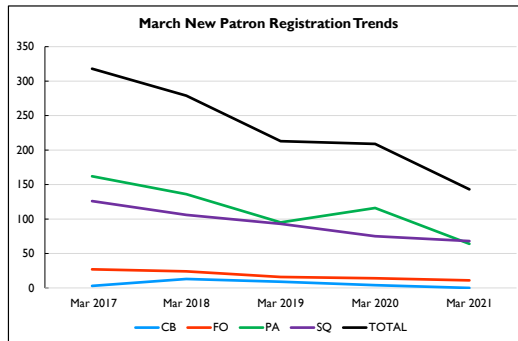
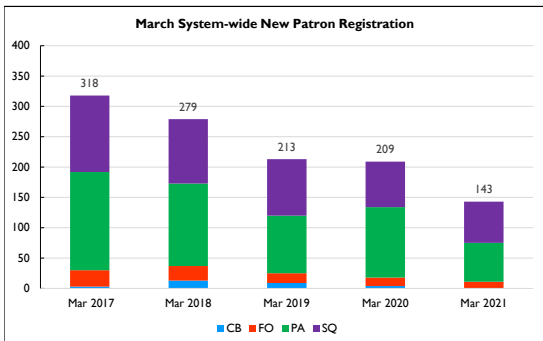


* Due to COVID-19, all NOLS facilities were only open for limited service half days, three days a week in March 2021.

* Curbside service began in June 2020 and continued into March 2021. □

New Patron Registration

	2021	% of System
PA	64	44.8%
SQ	68	47.6%
FO	11	7.7%
CB	0	0.0%
Total	143	100.0%



* Due to COVID-19, all NOLS facilities were only open for limited service half days, three days a week in March 2021.

* Registration remained available through the Library's website.

Library Programs

	Programs/Attendees	% of System
PA	0/0	0.00%
SQ	0/0	0.00%
FO	0/0	0.00%
CB	0/0	0.00%
Virtual	29/498	100%/100%
Total	29/498	100%/100%

Public Meetings

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

Computer Prints Made

	# of Prints	% of System
PA	1,025	31.9%
SQ	1,567	48.7%
FO	300	9.3%
CB	326	10.1%
Total	3,218	100.0%

Public Computer Use

	# of Computer Hours	% of Total Available Hours in Use
PA	21	1.4%
SQ	2	0.3%
FO	12	2.1%
CB	7	2.4%
Total	42	1.4%

Wi-Fi Access

System-wide Total	4,286
-------------------	-------

Laptop Checkouts

	# of Checkouts	% of System
PA	10	43.5%
SQ	13	56.5%
FO	0	0.0%
CB	0	0.0%
Total	23	100.0%

Volunteers

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

Website Visits

From outside the Library	19,908
From inside the Library	1,050
Avg. # of pages visited	2

Holds

	Requests Fulfilled	Avg Days to Fill
PA	7364	17.45
SQ	9577	19.47
FO	1006	17.55
CB	336	18.63
OR	619	18.63
Total	18902	18.54

Outreach Services

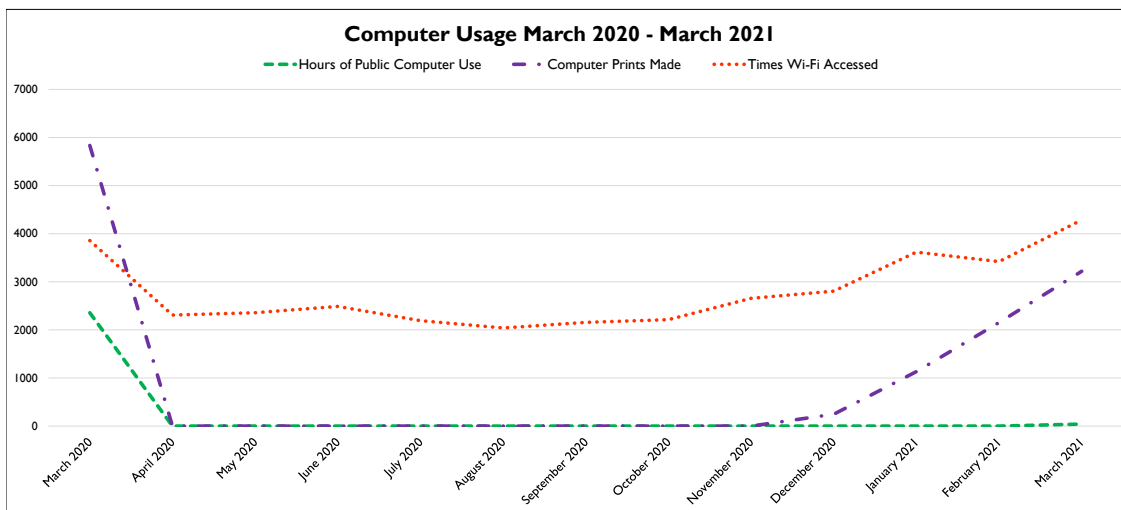
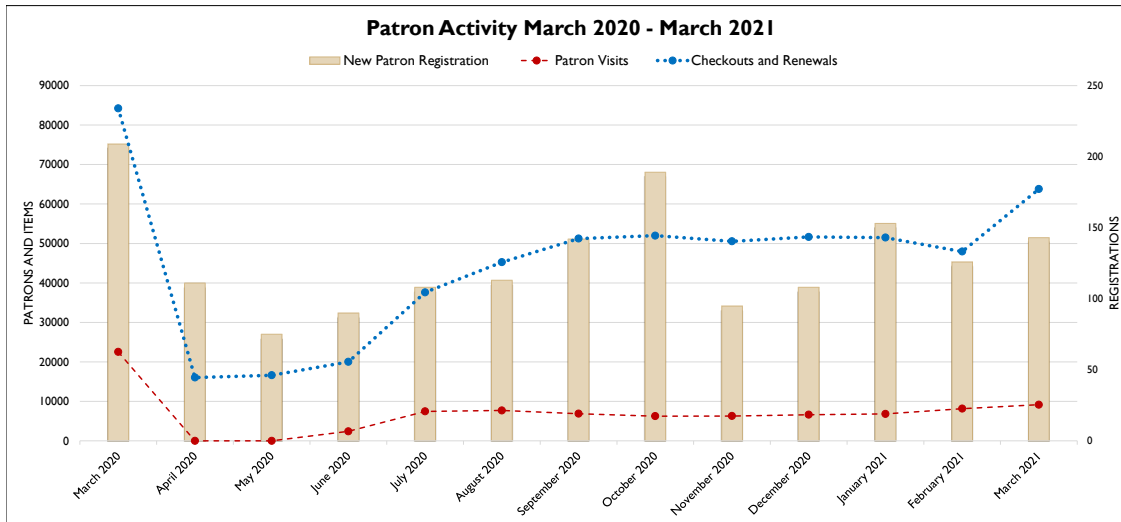
Deliveries to the Homebound	120
New Patrons w/ Delivery Services	3

Interlibrary Loan Services

Items borrowed from other libraries	151
Items loaned to other libraries	85

Read & Return and Program/Outreach Distributions

Tiny Olympic Libraries (CB, FO, PA, SQ)	395
Read & Ride (Clallam Transit Buses)	0
DSHS (Kiosks in offices in FO and PA)	0
NOLS Programs	0
Community Outreach Events	0
Total	395



Significant Events During the Past 13 Months:

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

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

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

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

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

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

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

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

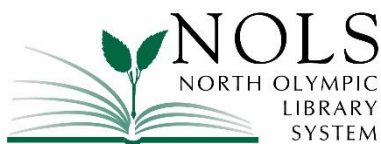
January 2021 - Laptops made available for checkout to use on Library property.

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

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

March 2021 - All branches begin offering limited in-library service. The service is limited to three days a week for 3-4 hours each day.

March 2021 - Public computers became available again for 30-minute sessions in Clallam Bay, Forks and Port Angeles



Monthly Activity Report

Meeting Date: April 22, 2021
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for March 2021

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

During the past school year, fourth graders have continued to meet virtually from across the county each month to discuss selections in the annual Battle of the Books program, which culminates each spring in a trivia style contest. The last selection was *Aru Shah and the End of Time* by New York Times Bestselling Author Roshani Chokshi. Nearly 30 people attended an author visit with Chokshi who interwove stories from Hindi and Filipino culture into her lively presentation. The author talk was offered in conjunction with Battle of the Books but was open to the community. Later in the month, Battle of the Books wrapped up with 14 fourth graders participating in the final trivia event.



Thanks to the efforts of Library Services Specialist Jennifer Lu'Becke, there are now over 50 subscribers to the Teen Lit Bags. Each month, teens receive activities, snacks, and two library books hand selected for them. Feedback on the program has been overwhelmingly positive. The number of new YA Books checked out each month has increased from a pre-pandemic total of 12 in February of 2020 to 295 in March of 2021.

The Olympic Peninsula Chapter of the Washington Association for the Education of Young Children (WAEYC) approached NOLS about partnering to offer the virtual Building for the Future Conference. Over 100 participants joined the conference to gain insight and education on youth trauma adverse childhood experiences (ACEs), and coping mechanisms related to COVID-19. It featured four presentations, with a collaborative lunch hour highlighting community programs and resources.

Other virtual events during the month of March included:

- Aging Mastery Book Discussion – 67 participants at 4 events
- Avoiding Scams: Tips to protect Yourself presented by Elena Huizar, Office of the Attorney General – 14 participants
- Building for the Future Conference with educational trainings presented on adverse childhood experiences (ACEs) and building resiliency, provided in partnership of the Olympic Peninsula Chapter of Washington Association for the Education of Young Children – 113 participants
- Battle of the Books discussion: *Aru Shah and the End of Time* by Roshani Chokshi – 8 participants
- Words Matter Tween Book Group discussion: *The Epic Fail of Arturo Zamora* by Pablo Cartaya – 4 participants
- NOLS Teens Read Book Group discussion: *With the Fire on High* by Elizabeth Acevedo – 1 participant
- Second Saturday Book Group discussion: *Maid: Hard Work, Low Pay, and a Mother's Will to Survive* by Stephanie Land – 7 participants
- Novel Conversations Book Group discussion: *The Story of More* by Hope Jahren – 7 participants
- Second Tuesday Book Group discussion: *The Island of Sea Women* by Lisa See – 11 participants
- Wednesday Evening Book Group discussion: *The Book Woman of Troublesome Creek* by Kim Michele Richardson – 3 participants



- Weekly Storytimes – 55 participants at 5 events
- Early Learning Songs and Rhymes – 69 views of four pre-recorded videos

The recent addition of in-library service continued to roll-out smoothly in March. All four branches started out with 15 minutes of browsing to a limited number of patrons at a time. After the first few weeks, Port Angeles, Forks, and Clallam Bay branches added public computer use and increased browsing to 30 minutes. Due to space constraints and high demand, the Sequim branch has kept a 15-minutes limit on browsing time with plans to add public computer use at a later date.

Soon, a whole new population of readers will have access to Grab Bags through their local library thanks to the work of the BookMatch team, Branch Managers, IT, and everyone who gave valuable feedback about the Grab Bag procedures. After reading about NOLS Grab Bags in a Library Journal article earlier this year, library staff at another system contacted NOLS for more details. Librarian Sarah Morrison sent NOLS' procedures and updates, and linked to the online request form.

Another way NOLS is sharing information beyond the peninsula is through the Washington Rural Heritage Collection. On March 30, metadata was harvested from the Washington Rural Heritage Collection; soon, all Kellogg Photo Collection images will be discoverable through the Digital Public Library of America (www.dp.la), a portal that allows researchers to find materials from any contributing institution. Records are partway through a final round of data remediation; future updates or any additions to the collection will be updated to the Washington Rural Heritage site immediately and Digital Public Library of America semiannually. Records will still direct users to the Washington Rural Heritage site for full info and photos. Records for millions of items are already available from the Smithsonian Institution, The New York Public Library, Harvard Library, the Library of Congress, and others. While among the smaller contributors, NOLS will not be the smallest institution by number of items. A list of contributing partners can be seen here: <https://dp.la/browse-by-partner>.

A number of Public Services staff contributed to a successful round of NOLS University trainings which wrapped up in March, worked on All Staff Training Day preparations, and attended assorted online training opportunities including a Family Engagement course offered by the Public Library Association.

Sequim Branch Library

Emily Sly, Library Manager

Opening for limited in-library service has been a welcome transition for many community members who enjoy browsing the shelves and for staff who have been looking forward to this small step toward "normal." It has taken much thought and planning to ready the Sequim facility for reopening to the public with adequate safety protocols in place. In Phase 2, there were times that patrons needed to wait in line outside when the building was at 25% capacity; overall the wait was short and patrons were positive about the experience. On March 22, Phase 3 guidance went into effect and building capacity increased to 50%, which alleviated the outside wait time.

The 15-minute browsing limit has encouraged quick visits to the library, allowing more people to access the library without having to wait in line. Because of the physical set-up in Sequim, providing simultaneous curbside service has many logistical challenges. At this point, patrons are all encouraged to enter the Sequim Branch to check out their holds, unless they are unable to wear a mask. The transition to in-library service has gone smoothly and has been well received by the community.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

During the month of March, staff saw an increase in people coming into the branches after publicity went out depicting the Grab & Go in-library hours available. There were patrons who saw the open sign and came in after more than a year of not utilizing the library. The smiles (or eye crinkles indicating a smile) was a highlight for staff. The first full month of in-library hours was spectacular.

Additionally, Forks and Clallam Bay Branches were able to resume providing in-library public computer and printing access, copy, and faxing services to patrons. On the West End, the library is the only location that provides these services. It was incredibly well received when these services were able to resume, even within the current limitations of 30 minutes a day.

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

Jennifer L. has continued to commit herself to providing virtual storytimes for children residing on the West End. In March, there were forty-seven total participants for the four programs offered to West End children. Additionally, Jennifer L. has continued to maintain the Teen Lit Bag program system-wide, a monthly subscription for teens to receive two library books and a few small goodies. Jennifer offered 48 Teen Lit Bags in the third month. Feedback cards are reflecting that teens are reading and engaged with the books selected for them.

Facilities Department

Brian Phillips, Facilities Manager

In February, NOLS began participating in the WA State Dept. of Enterprise Services (DES) Energy Program. The DES program provides public agencies such as the Library access to prequalified vendors known as energy services companies (ESCOs). Participating ESCOs are hired by agencies to perform energy audits at public facilities and to help identify and implement energy efficiency measures. Through this program, energy efficiency measures recommended as a result of the audit findings are guaranteed to meet energy saving goals set by the ESCO. This is known as guaranteed energy savings performance contracting. Energy efficiency measures may include modifications to lighting and HVAC systems, as well as to the building envelope – for example, the roof, windows, and insulation. Project management services needed to implement energy efficiency measures are also provided by the ESCO.

In March, NOLS selected an ESCO called Integrity Energy Services (IES) to conduct an audit at the Port Angeles Library in 2021. IES will provide NOLS a cost/benefit analysis of any recommended energy efficiency measures identified. Cost information provided by IES will help NOLS create a budget for any selected measures to be carried out in 2022. IES will remain on

board in 2022 to design and implement energy saving improvements at the Port Angeles Library.

NOLS participation in the DES Energy Program is an exciting opportunity to improve energy efficiency at the Port Angeles Library. Projects which guarantee energy saving outcomes will help NOLS minimize operating costs over time. Energy saving improvements also reflect NOLS' commitment to reduce the Library's carbon footprint.

Other Facilities activities in March:

Port Angeles Library: Installed touchless faucets, soap and sanitizer dispensers; assisted IT with loudspeaker volume adjustments; applied lettering to indoor and outdoor book drops; cleaned outdoor furniture; changed HVAC filters; cleaned windows and sills; removed graffiti; replaced damaged carpet tiles; cleaned floor drain and outlet covers; dusted; mowed and edged lawn; spread wood chip mulch in the landscape; and used vinegar to control weeds.

Sequim Library: Installed touchless restroom faucets and soap dispensers; replaced supply water valves for breakroom sink; replaced security light on east side of building; resealed skylight; washed windows.

Forks Library: Installed wall mounted mirrors for improved monitoring of interior spaces; installed new work room desks and removed old desks; installed touchless soap dispensers.

Clallam Bay: Scraped rear driveway surface and installed a new compacted crushed rock driveway surface.

Other: Finalized bookmobile contract and staff report; removed winter tires from all vehicles; serviced vehicles; filed 2020 maintenance records; staff reviewed responding to disruptive events training documents; reviewed NOLS insurance coverage with insurance provider Enduris; staff training; staff participated in the position description project; Brian met with the Sustainability Team; Brian took a week away from work.

Outreach to Homebound Program

Cheryl Martin, Outreach Library Services Specialist

During the month of March, 120 deliveries and branch pick-ups were made to homebound patrons and 3 new patrons registered for outreach services. Donated and discarded books were delivered to the Clallam County Jail for inmate use.

Information Technology (IT) Department

Shane Miller, Information Technology Manager

In March, IT continued to focus on network security, server maintenance, cleanup, upgrades,

and staff support. We worked to help prepare the technical equipment, workstations, library catalogs, and self-checkout stations for the Grab and Go library reopening phase. In addition to the Public Restart Committee, the IT team contributed to multiple work groups and projects, including the Online Resources Team, Polaris Team, All Staff Day Planning Group, Beanstack Team, EDI Team, Sustainability Team, and the DEMCO Response Team. There were some minor routine equipment breakdowns, which IT repaired and tested, mostly using parts already in inventory in order to minimize cost.

The IT team was notified that the Port Angeles branch PA system was no longer working. IT coordinated with Angeles Communications, who were responsible for the original setup, and together we got the system up and running again. IT mapped all the speakers in the building and worked with Facilities to adjust the volume on individual speakers to the appropriate levels.

IT purchased three new cash registers to replace the older model that the Sequim, Forks, and Clallam Bay branches were still using. IT programmed them and created documentation on how to operate the new equipment. IT installed the registers and gave several trainings to staff on how to complete different types of transactions.

IT started looking into costs and availabilities for a number of printers throughout the NOLS system which are nearing end of life. This is a largely preemptive action so we can be prepared, as some of our receipt and office printers are over 5 years old.

NOLS is moving into Phase 3 of our COVID response along with state guidelines. Therefore, we are starting to allow more public access into the branches as well as restoring or increasing more IT-related services, such as computer access, public printing and faxing. The IT department has worked closely with all branch managers in order to constantly refine quantity and placement of IT equipment in order to provide this increased access while maintaining a safe and healthy environment for the staff and public. There were also some equipment movements in order to optimize workflow and improve overall ergonomics during staff use of technical equipment. IT staff also refined the configuration of public computers and print systems to each branch's needs.

In March, the web team worked to keep the website up-to-date with current events, news releases, and information regarding the NOLS restart plan. We worked to help edit and upload branch tour videos to the web in order to provide people with a visual for the Grab and Go library processes. A vaccination resource web page was drafted and work was also done on a web page for the Books & Libations series, the Clallam County Writes program, a call for artists listing was posted in an attempt to find someone to create the NOLS 2021 SRP t-shirt design, and a web page was created for the BBC micro-bits handout for children aged 10-14.

IT worked to create a server room temperature log that will be used to track the temperature in the server room from six access points. The log will be updated daily and allow us to stay better informed on the temperature levels.

Work was completed on the documentation and organization of our web analytics platforms, including information for the catalog, nols.org, Evanced, NOLS Docs, Teams, and Wi-Fi. We created a collection of training documents on how to pull and organize the stats, as well as a timeline for each backup.

IT staff participated in the Position Description Review Project. Shane has been participating the past several months in county-wide Community Broadband meetings and in Washington State Library Northstar Digital Literacy meetings, ensuring NOLS is an active participant in these initiatives. Shane also participated in several additional meetings, trainings, and initiatives intended to take advantage of CARES Act and American Rescue Plan Act funding opportunities. There were more such activities in March than in previous months.

Shane completed NOLS University. IT hadn't previously provided any of the NOLS University courses, and that changed in March with the addition of an IT component to the NOLS University curriculum. This helped reinforce training and procedures while introducing new staff to the members of the IT department with the goal of making IT more approachable and accessible.

Technical Services Department

Erin Shield, Technical Services Manager

March ushered in a large increase of physical materials hitting the shelves. Good stuff! Some months we even hit pre-pandemic levels of processed materials. Couriers are still incorporating Outreach deliveries into their regular routes while volunteers are not being utilized. Mark is holding up the mending side of no-volunteer access by plowing through disc and print repairs.

1367 physical items were processed and available for customers in the month of March. 695 downloadable titles were added. 522 print materials were repaired. 198 media items were resurfaced or repaired to extend their lives. 13 physical donations were made and added to the collection in March. 788 totes were moved between all NOLS' branches – almost 100 more than February. Tech Services helped fill 151 InterLibrary Loan requests for NOLS' patrons and 85 loans out to other libraries.

Carol spent 30 minutes on Safety Committee responsibilities. Wendy worked 8 hours in Outreach. Cindy spent 4 hours on Web Team responsibilities. Dayna and Adam finished up their NOLS U sessions. Erin attended Management Team, Collection Management Team, SQ project planning, Puget Sound Collection Management meetings, and met with a representative of a major material vendor.

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Customer Service Specialist 2 – PA
- Customer Service Specialist 2 – SQ

New Hires:

- Karen Rasler – Administrative Operations Assistant I – ADM

Separations:

- None

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in Management Team Meetings and the All Staff Meeting in March.

Accounting Statistics for March:

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

Public Communications

Kate Radigan, Public Communications Coordinator

- 11 news releases were sent, as well as an *Off the Shelf* article
- An RFQ for a local artist to design the Summer Reading Program T-shirts was put out
- Clallam County Writes, an ongoing program circulating community journals with bilingual branding, was prepared for launch!
- Attended Sustainability Team meeting
- Attended Programming Team Meeting
- Met with Troi regarding Social Media Team

Director's Report

Noah Glaude, Director

Significant meetings/events and projects this month:

- Responding to COVID-related issues and preparing to offer in-library use
- Position Description Review Project
- Leading NOLS U. training on responding to disruptive events
- Finalizing bookmobile contract
- NOLS land acknowledgement statement
- Summer Reading Program planning
- Weekly meetings with Public Libraries of Washington consultant regarding state legislation that has the potential to impact public libraries
- Meeting with equity, diversity and inclusion consultants
- Weekly Branch Manager, Management Team, and Public Restart Team Meetings
- All Staff Meeting



Customer Comments

March 2021

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

RECEIVED BY E-MAIL

Comment:

Hello. Recently, I've enjoyed the Swedish based DVD "Wallander" mystery/police series, written by Swede Henning Mankel. NOLS has 2 versions of this series, Swedish, with subtitles, and UK, in English. I didn't become aware of the two different series until I inadvertently checked out a couple of DVDS from each of the 2 series for the same weekend, thinking they were a continuation of the one I started with. After sorting this out, I then pursued watching the ones I'd missed in each series. My suggestion: On the description of each DVD listed in the catalog, please list whether it is the Swedish edition with subtitles, or the UK version in English. Staff helped me sort this out. For the most part, the two series cover different stories which Mankel wrote, which is nice, so there's more variety. I prefer the Swedish edition, as I think it portrays the Swedish characters more authentically. However, both series are good, even though an older series, dealing with relevant current themes. Thank you.

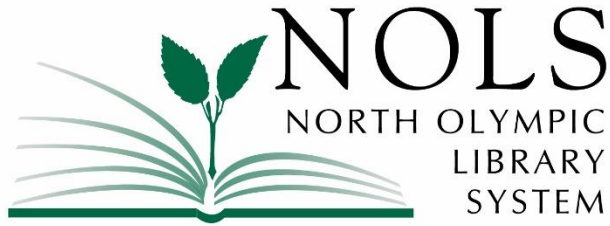
Follow-up comment: Thank you for contacting me by email about the "Wallander" DVD series, 2 versions now at the library. You said you'd add "Swedish" by the series made in Sweden, to differentiate between the 2 versions the library has in stock. Because it took me a while to figure out that there are actually 2 sets/versions, I'd hope you will consider adding a bit more to differentiate, so it's not frustrating to people. Perhaps in parenthesis after Sweden, add (:subtitles). And for the other version, add UK (Great Britain, whatever), and in parenthesis (in English). If they are listed by each version, and then in order by season/number that would even add more clarity. All in the spirit of eliminating frustration. :-) thanx

Response:

The titles on each version are different ("Wallander" vs. "Henning Mankell's Wallander") although a search for "Wallander" will bring up both versions. Additionally each version already has separate entries for each season. Maybe I'm not understanding your question/comment about the "season/number" that you reference. If you reply directly to this email that would be helpful. Thanks again for your interest in the collection.

Follow-up comment: Generally, we use the enumeration that is present on the physical materials. The Swedish version has been republished (or published differently) and redistributed from the initial format we received. The first copy we received included episodes 1 – 3 with no other enumeration. Subsequent copies came in with just a number (like a season number) such as “2.” We decided to enter both season and episodes as all of the copies are not physically consistent. So you’ll see that the Swedish version also has season indications as well as episodes. Hopefully people who are looking for a specific episode or who otherwise want to watch in a particular order can find what they are looking for.

I have now updated the Kenneth Branagh version to reflect its “English”ness. It’s always a challenge to follow cataloging rules and try to get the most clarity for users who want to find titles such as these. In the interest of not making the title harder to find and still providing further specificity, here’s what the English version looks like this: “Wallander (English) : season 1”.



2021 Highlight Log

(March 2021)

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

3/2/2021 – Port Angeles

A patron sent in a payment for a lost book with a generous donation and a sweet note saying how much she loves and needs the library. She also planted a vine maple tree in a National Forest in the library's honor through the Arbor Day Foundation arborday.org/giveatree

3/3/2021 – Port Angeles

Just received this from a grateful ILL patron "Thank-you, thank-you. I love our library and all the people in it. You do such a great job!"

3/3/2021 – Port Angeles

New York Times Bestselling, energetic author Roshani Chokshi regaled over 25 people (mostly kids) about her writing and told several stories her grandmothers told her from Filipino and Hindu folklore. One of the participants typed in chat "I'm going to leave the meeting so I can write my own story". Terrific author visit!

3/6/2021 – Port Angeles

"I couldn't remember the title or author of a book I wanted to read again, but I remembered where it was in the library! I'm so happy you're open again for browsing! This is really nice." - A patron who stopped by during in-library service hours.

3/8/2021 – Sequim

A patron said that being nice must be in our contracts, because we are all doing it, and that we deserve an award for it!

3/9/2021 – Sequim

Patron likened coming back into Sequim branch to coming home. "You know how good it smells when you come home?" Yeah, we know :)

3/9/2021 – Sequim

"I feel like skipping!" says one browsing, happy patron.

Also one patron suggests we should bottle the homey, wonderful library scent :)

3/9/2021 – Port Angeles

A sweet patron choked up a little bit when they stopped at the front desk to chat for a moment... "It's so wonderful to be back inside the library- I feel like I won the lottery. It almost makes me cry!"

3/9/2021 – Forks

Homeslice Pizza called to tell us an anonymous donation of \$20 was made for the Forks Branch. I gave an anonymous "Thank you" in return.

3/9/2021 – Clallam Bay

A patron wanted to convey her appreciation to those who select the books for book club. She has been enjoying them so much.

3/9/2021 – Port Angeles

More fun patron comments:

"Oh, I have tears in my eyes! Being able to walk through my library again... It feels like my life is complete again!"

"You have a beautiful library, and it smells SO good!"

"YAY, the library is OPEN!"

"It is magical to be back in here. You all do a wonderful job!"

3/11/2021 – Port Angeles

Helped a patron with a question about an upcoming program; her reply included "PS. You have the BEST library system around" and called out the Seed Library as a favorite service.

3/13/2021 – NOLS

On Saturday NOLS partnered with OPC of WAEYC to provide the 26th Annual Building for the Future conference. There were 195 people registered with 113 people in attendance.

Feedback received from patrons after the event included:

"Thank you for a great conference!!! I so enjoyed it and learned so much to help with my career with children."

"Thank you 😊 it was a good conference "

Many additional participants vocalized their gratitude as the conference was concluding.

Additionally, OPC of WAEYC is happy to present a donation of \$500 to NOLS for NOLS' assistance in making the conference happen virtually this year.

A big shout out to Dianne Bates who moderated the many questions coming in through the Q&A. Additionally, a big thank you to Jennifer Lu'Becke who provided a great presentation to participants. Jennifer reported that she saw a jump in holds on Storytime Kits directly after the presentation as well.



3/16/2021 – Port Angeles

A lovely patron came up to the front desk to ask about finding a specific book. While I pulled up the call number for her, she told me that she was so thankful she could come back in and walk around. "There's just nothing like walking around the library and picking out REAL, tangible books! Ordering them online was fun, but all I've wanted for so long was to come in here and pick them out for myself." You could tell there was a giant smile on her face, under her mask!

3/20/2021 – Port Angeles

In-Library Service Patron: Two good things happened today. Got my first covid shot then as I was driving past I saw cars in the parking lot and thought, "Hooray, you guys must be open!" So I had to stop!

3/20/2021 – Sequim

Patron note in email:

"We're so excited your doors are finally open! And also so thankful for the countless steps you've all taken in and out and in again to keep fresh books in our hands this year!"

3/25/2021 – NOLS

From an Aging Mastery playbook discussion group participant. Today was week 6 of the program that has had 15-20 participants each week. New session begins April 19th.

Cheryl and Leslie -

Thanks for a GREAT class! You two are examples of why I like and esteem librarians!

Grateful for you both

3/27/2021 – Port Angeles

While walking to my car from the staff side of the building, a patron stopped me with excitement, "Can I just tell you how happy I am with the library right now? A staff member helped me find this book, all I want to do is go home and paint impressionism, I'm so happy right now! It's the little things!"

3/29/2021 – Sequim

Email from patron who belatedly got the free book bundle for Virtual Teen book group discussion:

"Thanks so much! We've recently moved to the area and I am so impressed with your library system. From friendly staff, to free garden seeds, to kids crafts - you really have it all! You have gone above and beyond for all of us."

3/31/2021 – NOLS

I ran into a former Board member at the grocery store and the first thing she said was, "The Library is rocking it!" She mentioned that her son enjoys the Teen Lit Bags and she appreciates the personal touch on each bag - she could sense Jennifer Lu'Becke was behind them. :)